

KARS COMMUNITY RECREATION ASSOCIATION

CONSTITUTION

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1.1 Interpretation

In this Constitution:

- "Association" means the Kars Community Recreation Association;
- "Community" means the residents of the Village of Kars situated in the City of Ottawa boundaries, and all other persons having an interest in the Village or in the Association;
- "Executive " means the executive officers;
- "General meeting" includes a special general meeting.
- Words importing female persons include male persons,
- Words importing male persons include female persons,
- Words in the singular include the plural, and
- Words in the plural include the singular.

1.2 General

Name of the Association

The name of the association shall be known as the Kars Community Recreation Association OR the Kars CRA. [Jan. 2003]

Objectives

The objectives of the association shall be:

- To provide and manage social and recreational facilities at the Kars Community Recreation Association grounds,
- To organize and present activities and events,
- To promote community spirit,
- Maintaining the interests of all members of the community.

1.3 Membership

There will no longer be a Membership fee to join the Kars Community Recreation Association, but if an individual wishes to become a Member he or she must request by email, inform a member of the Executive or request in person at an Executive meeting. The Constitution will be followed for all other matters concerning membership.

- Membership in the association is open to all members of the community.
- Upon receipt of a request for membership from a member of the community and payment of the membership fee, if any, the Secretary shall immediately record on a master membership list the name of the person requesting membership and the date of receipt of the request.
- A person whose name has been recorded on the master membership list for thirty days or more may vote at any general meeting of the membership and may attend any executive meeting and speak to any matter arising at that meeting.

1.4 Fiscal and Governing Years

The fiscal year of the Association shall be the calendar year from 1 January to 31 December of each year.

The governing year of the Association shall be from the first day after the Annual General Membership meeting (AGM) of the Kars CRA until the day of the AGM the following year [Dec. 1997]

1.5 Proceedings

The proceedings of the Association shall be conducted in accordance with this Constitution.

In all matters not provided for herein, the proceedings of the Association shall be governed by the applicable provisions Robert's Rules of Order.

2 OFFICERS AND DIRECTORS

2.1 Executive Officers

The executive officers of the association shall consist of:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Treasurer
- Past -President

2.2 Election and Appointment of Executive Officers

Except as provided in subsection (4), the executive officers shall be elected by the membership at the Annual General Meeting to serve for a term of one year.

- Executive officers elected in accordance with this Constitution shall assume office on the first day of the governing year.
- An executive officer may stand for re-election except where that officer has served three consecutive terms in that office.
- The Past President for any governing year shall be the person who served as President during the immediate preceding term; unless that person has been elected to serve again as President or as another executive officer. Should that person decline to serve as Past President, a person previously holding that position may be appointed by the Executive members.

- Immediate family members cannot serve concurrently as elected members to the executive. They may however, be appointed Directors.
- Any executive member who misses three executive meetings without proper notification or just cause shall be removed from the executive board.
- If a complaint is made against a member of the Executive (including Directors) regarding an act concerning the Kars Community Recreation Association Code of Conduct or any other disreputable matter; the remaining members of the Executive/Directors will form a Board of Investigation to review the incident. The Kars CRA Board of Investigation will interview as many individuals as possible involved in the incident. If the accused member of the Executive is found to be at fault, depending on the seriousness, the Board will have the right to revoke his or her position on the Executive and ban the individual from Kars RA property. Other actions such as a formal apology may be recommended. Any action taken will be reported to the City of Ottawa immediately.

2.3 Vacancies

Where any executive office becomes vacant - except the office of President - the remaining executive officers may appoint a member to serve in that capacity for the remaining term. At the next Annual General Meeting the position will be posted for election.

Where the office of President becomes vacant, the remaining executive officers shall appoint a Vice-President to assume the office of President for the remaining term.

2.4 Duties of Executive Officers

The executive officers shall:

1. Manage and direct the work of the Association and promote all objectives of same.
2. Subject to the decisions of the membership at any general meeting, take reasonable steps to maintain and protect the assets and facilities of the Association.
3. Appoint one executive member to be responsible for the operations of the Kars Community Hall.
4. Appoint one executive member to be responsible for the Grounds.
5. Appoint Directors as outlined in Section 2.2.

The appointment of these positions shall take place at the first executive meeting following the AGM.

2.5 Duties of President

Except as otherwise provided in this Constitution, the President shall:

1. Preside at all meetings.
2. Ensure that all business of the association is conducted in accordance with this Constitution.
3. Together with the Treasurer, approve all expenditures to be made by the association that are provided for in the approved annual budget.
4. Perform such other duties as may be determined by the membership at a general meeting and appended to this Constitution.
5. The President shall be an official member of all committees.

2.6 Duties of Vice-Presidents

The Vice Presidents shall assist the President in the management and direction of the association and shall perform other such duties as may be determined by the membership- at a general meeting and appended to this Constitution.

1. The First Vice President shall perform the duties of the President during their absence.
2. The Second Vice President shall perform the duties of the First Vice President during their absence; as well as performance of duties of the President and the First Vice President should combined absence(s) occur.

2.7 Duties of Secretary

The Secretary of the Association shall:

1. Maintain and secure the records of the Association, and have the minute log, master membership list and a copy of the Constitution ready for reference at any meeting of the association.
2. Receive and record correspondence directed to the Association; tender such correspondence for the consideration of the executive; and prepare any/all correspondence in accordance with the instructions of the executive. The Treasurer or other executive may choose to collect and deal with correspondence from the Post Office, for continuity and or efficiency concerns.
3. Record all minutes of the meetings of the Association and retain all reports submitted to the executive.
4. Provide a copy of this Constitution to any member who requests it. (Or inform of online version at www.kars.ca)
5. Perform such other duties as may be determined by the membership at a general meeting and appended to this Constitution.
6. Upon leaving office, the Secretary shall pass all records of the Association in his/her possession, to the new Secretary.
7. Ensure that all executive members receive a copy of the minutes in a timely fashion.
8. Other duties may include, but are not limited to, occasional opening or securing of building's for events or showings.

The President may appoint any member of the executive to perform the duties of the Secretary during the absence of the Secretary.

2.8 Duties of Treasurer

The Treasurer shall keep the financial records of the association and shall:

1. Promptly record and deposit all monies received by the Association into an account with a chartered financial institution.
2. Together with the President, approve all expenditures to be made by the Association that are provided for in the approved annual budget.
3. Issue payment of all debts before the due dates. These payments will be by cheque, authorized by one other member of the executive preferably the President.
4. Secure written receipts for all monies expended.
5. Provide a financial statement at all general meetings and when otherwise required.
6. Perform such other duties as may be determined by the membership at a general meeting and appended to this Constitution.
7. Upon leaving office, the Treasurer shall pass to the new Treasurer all financial records in their possession.

During the absence of the Treasurer, the executive may appoint an experienced person from the membership to perform the duties.

2.9 Duties of Director of Facilities

The Director of Facilities shall oversee the Buildings and Grounds and perform the following duties:

1. Identify areas that require work or upkeep relating the Kars RA Buildings and Grounds.
2. Provide task list to the caretaker / maintenance person or contractor
3. Obtain quotations from Contractors for large jobs and present these to the Executive
4. Follow up with the City for items relating to the Grounds or Buildings that require attention.
5. Monitor the caretaker / maintenance work done on the facility to ensure it is up to KCRA and City of Ottawa standards.
6. Review and approve all invoices of caretakers / contractors related to the upkeep of the Facility and send to the Treasurer for processing.
7. Order supplies required for the maintenance of the Buildings and Grounds.

2.10 Directors

The executive shall appoint five or more Directors selected from among the membership to assist in the planning and execution of the work of the Association.

- The Directors may include a Community Hall Director, a Grounds Director, a Sports Director and a Community Activities Director, and other Directors as may be determined by the executive.
- These appointments shall be approved at a general meeting and appended to this Constitution.

- The executive shall assign to any Directors such duties and responsibilities as may be determined by the executive. These will be approved at a general meeting and appended to this Constitution.
- All programs and events proposed by a committee shall be approved by the executive at an executive meeting.
- Upon leaving office, a Director shall pass on to his successor all records in their possession pertaining to the work of the committee.

3 MEETINGS

3.1 General Meetings

- The membership shall hold 1 Annual General Meeting per calendar year.
- The annual general meeting shall be announced at least 30 days in advance and will be held in conjunction with a general meeting.
- The membership of the Association shall hold a minimum of 4 Executive Meetings per calendar year where members are welcome to attend.
- The presence of at least 2/3 of the members shall be necessary to constitute a quorum at any general meeting.
- Members may make or second any motion and vote on any business of the Association at a general meeting.
- A financial statement showing receipts and expenditures for the previous quarter and the fiscal year to date shall be presented by the Treasurer and approved by the membership at each general meeting.
- An annual budget for the current fiscal year, consisting of an operating budget and a capital expenditure budget, shall be prepared and presented by the Treasurer at a general meeting, acting on the advice of the executive.
- The membership shall vote to accept the budget; to accept with amendments or to reject the budget presented by the Treasurer in accordance with subsection (l).
- The expenditure of all funds shall be approved by the Executive and shall be reported at the Annual General Meeting.
- The Past President, if not standing for election, shall serve as chair of the nominating committee.
- Where the Past President intends to stand for election, the membership shall designate another member to serve as chair of the nominating committee.

3.2 Annual General Meeting

The membership of the Association at the Annual General Meeting shall:

- Consider, revise as necessary, and adopt the minutes of the previous Annual General Meeting.
- Consider the reports of the Treasurer, and such other reports as may be made by the executive officers/directors.

- Consider and vote on any motion.
- Consider and vote on any proposal for the establishment, alteration or elimination of any fee for membership.
- Close any motion pending during the year, as unfinished business.
- Elect executive officers to serve for the next governing year(s).
- Conduct such other business as the membership determines.

Prior to the Annual General Meeting, the President shall appoint a member acquainted with election procedure to preside over the election of the new executive officers.

Members whose names appear on the master membership list may make nominations for the executive at the Annual General Meeting.

Only those members who are present at the Annual General Meeting, or who have consented by written or oral permission to allow their names to stand, may be nominated.

3.3 Special General Meeting

The Secretary shall call a special general meeting of the Association to consider a written petition (signed by at least ten members of the Association) within 30 days of receiving same. This special general meeting will be to consider matter(s) raised in the document.

The Secretary shall distribute to all members, at least seven (7) days prior to this general meeting, a copy of the petition referred to in subsection (1).

3.4 Executive Meetings

The governance for the Executive Meetings shall be as follows:

- All executive meetings shall be called by the President.
- Four executive officers shall be necessary to constitute a quorum at any executive meeting.
- All executive officers entitled to vote at an executive meeting shall have equal votes at any such meeting.
- The President may vote at an executive meeting only when a ballot vote is conducted.
- In all circumstances, a tie vote is considered lost.
- While serving as chair at an executive meeting, the President may speak on a motion but shall not make or second a motion.
- The President may make or second a motion where he vacates the chair and the First Vice-President assumes the chair and presides over the meeting for the disposition of the motion.
- Where the President makes or seconds a motion, he cannot vote on the motion.

4 AMENDMENT OF CONSTITUTION

Any member may file with the Secretary a notice of motion to amend this Constitution at the next Annual General Meeting.

A notice of motion to amend this Constitution shall be signed by the member making the motion.

The Secretary shall distribute to all members, at least thirty days prior to the annual general meeting, a notice of any motion to amend the Constitution.

Where two thirds of the membership votes in favour of the motion to amend this Constitution at the Annual General Meeting, the amendment shall be adopted.

5 SPECIAL EVENT

5.1 Frame work Organization for Events Delivered on behalf of the Kars CRA

The structure of the Events committee shall include a Chairperson, a secretary/treasurer, Promotions / Sponsorship and an events organizer for the event and other persons as so determined by the Executive of the Kars CRA. All members of the Kars Events committee must be members of the Kars CRA in good standing.

Additionally:

- The Chairperson shall be a member of the Kars CRA executive
- The committee shall submit a budget to the Kars CRA for approval before any expense is committed
- The Secretary / Treasurer shall record and maintain records of all meetings
- Meetings shall be conducted in accordance with the Robert's Rules of Order
- Decisions reached by the committee shall be presented by motions and voted on by committee members. The committee chairperson may only vote to break a tie
- Meetings shall be called by 50% of the committee or on the call of the chairperson
- Disputes are to be brought before the Kars CRA executive for resolution
- Final decisions are to be presented to the Kars CRA membership for final approval and financial support.

Updates to the Kars Community Recreation Association Constitution

Rev #	Date	Updated By	Reason
	Jun 1993		Creation of KCRA Constitution
001	Jul 21/14	Nadine Campbell	Took out reference to Kars Fair & updated Membership to reflect there is no longer a fee
002	Jul 31/14	Nadine Campbell	Updated formatting of document
003	April 30/15	Nadine Campbell	Updated Constitution with items presented at 2015 Annual general meeting.