

**CHAMPLAIN HEIGHTS COMMUNITY ASSOCIATION  
CONSTITUTION  
REVISED NOVEMBER 1994**

ARTICLE

1.00 Name

1.01 The name of the Association shall be incorporated under the "Society Act" of B.C. and shall be known as the Champlain Heights Community Association (1983) hereinafter referred to as the Association.

2.00 Purposes

The purposes of the Association are:

2.01.2 To provide equal access to individuals residing in Champlain Heights regardless of age, ethnic origin, ability or economic status, on a first come first serve basis, to all and any recreational, educational, athletic facilities, equipment and programs by:

- a. Assessing the needs and responding to requests for recreational services.
- b. Administering and encourage the development of recreational services.
- c. Making available free recreational space and leisure activities for the socially or economically disadvantaged.

2.01.3 To fund, facilitate, promote and support recreational, cultural, educational, charitable, artistic and sport opportunities at the Champlain Heights Recreation Center and Community School which will foster the development of leisure oriented opportunities that are beneficial to the community as a whole in a way the law regards as charitable.

2.01.4 To receive bequests, trusts, funds and property and to; hold, invest, administer and distribute funds and property for the purposes of the Association as presently set out and for such other organizations as are "qualified donees" under the provisions of the INCOME TAX ACT (Canada) and for such other purposes and activities which are authorized for registered charities under the provisions of the INCOME TAX ACT (Canada); and

2.01.5 To represent all things that are incidental or conducive to the attainment of any of the above objectives of Articles 2.01.2 or 2.01.3 for the necessary or proper operation of the said Association by co-operating and maintaining a liaison with

- a. The Vancouver Board of Parks and Recreation in the operation of the Champlain Heights Community Centre (3350 Maquinna Drive);
- b. The Vancouver Board of Parks and Recreation and the Vancouver Board of School Trustees in the operations of the non-academic functions of the Champlain Heights Community School (6955 Frontenac Street); and

c. City of Vancouver departments and other organization(s) which will assist in the successful attainment of the Association purposes.

2.01.6 To ensure a safe urban environment within the existing streets, parks and open spaces of Champlain Heights by encouraging and maintaining communication with and between community residents, appropriate levels of Government and City Departments.

### 3. Location

3.01 The Champlain Heights Community is defined to include that area in the City of Vancouver, the Province of British Columbia bounded by the Fraser River to the South, Boundary Road to the East, Kerr Road to the West and 49<sup>th</sup> Avenue to the North.

4.00 The purpose of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the Association shall be used for promoting its purposes.

5.00 In the event of the dissolution of the Association, funds and assets of the Association remaining after the satisfaction of its debts and liabilities, shall be given or transferred to other charitable organizations as may be determined by the members of the Association at the time of dissolution.

6.00 No member of the Association shall be entitled to any of the property of assets in the event the Association shall be dissolved

7.00 Articles 4, 5, 6, 7 of this Constitution are un-alterable in accordance with the Society Act

# CHAMPLAIN HEIGHTS COMMUNITY ASSOCIATION

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# CHAMPLAIN HEIGHTS COMMUNITY ASSOCIATION

## BY-LAW

### Section

#### 1.00 Interpretation

- 1.01 In these By-laws, unless the context otherwise requires,
- (a) “directors” means the directors of the Association for the time being;
  - (b) “Society Act” means the Society Act of the Province of British Columbia from time to time in force;
- 1.02 The definitions in the Society Act on the date these By-laws become effective apply to these By-Laws.
- 1.03 Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a corporation.

#### 2.0 Membership

- 2.01 Membership in the Association shall be open to anyone who pays the membership fee set by the Board of Directors as in Section 3.01, and who abides by the Constitution and By-laws of the Association. Membership shall be initiated by the presentation of a membership card of the Association to the payee.
- 2.02 Membership in the Association shall consist of the following classification:
- 2.02.1 (a) **Adult member** – an individual who has paid the current membership fees as set for the year to year by the Directors;
  - 2.02.2 (b) **Honourary life member** – an individual so appointed by the Board of Directors in recognition of outstanding service to the Association or to the

community at large, who shall not be required to pay membership fees to be a member in good standing;

2.02.3 (c) **Associate member** – an individual to whom a membership is provided by the Board of Directors. The purpose is to encourage that person to attend at, participate at and take an interest in the activities of the Association. No membership fee is attached to this membership. These memberships will be authorized by the Board prior to the commencement of the fiscal period or as required;

2.02.4 (d) **Junior member** – an individual under the age of 19 who has paid the current membership fee as set by the Board of Directors for the fiscal year.

2.03 Only adult members in good standing and honorary life members in good standing are entitled to vote and hold office.

2.04 A member in good standing is one whose membership is paid up to the end of the fiscal year, and who is not in violation of these By-laws.

2.05 Member privileges shall be personal and non-transferable.

2.06 Voting members shall always comprise a minimum of fifty-one percent of the Association membership.

2.07 Family memberships will be made available upon request. This is not a separate membership class, but collectively refers to the separate memberships, at a family membership fee. A family shall include up to two adults and all children eighteen years of age and under resident in one dwelling. Each family membership shall carry voting privileges for a maximum of two adults.

### 3.0 **Membership Fees**

- 3.01 Membership fees for adult, junior and family memberships shall be set annually by the Board of Directors and shall be payable in advance on the first day of the fiscal year.
- 3.02 There shall be no membership fee for honorary life members or associate members.
- 3.03 Membership fees shall be paid for the period of the current fiscal year and may be pro-rated at the discretion of the Board of Directors.

**4.0 Resignation, Expulsion and Suspension of Members**

- 4.01 Any member who desires to withdraw from membership in the Association may notify the Board of Directors in writing to that effect and on receipt by the Board of Directors of such notice, the member shall cease to be a member.
- 4.02 A complaint against a member, signed by twenty members in good standing, shall be made in writing directed to the president and shall specify the basis of the complaint.
- 4.03 With and upon the advice of the Management Committee, of applicable, the complaint may be referred by the President to the Board of Directors for final resolution.
- 4.04 The directors shall have the power, by a vote of three-fourths (3/4) of those present, to expel or suspend for up to one year any member whose conduct shall have been determined by the directors to be improper, unbecoming, or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the Constitution or By-laws of the Association;
- 4.05 No member shall be expelled or suspended without being notified of the change or complaint against him without having first been given an opportunity to be heard by the directors at a meeting called for the purpose;
- 4.06 Notice to the member who is the subject of the proposed expulsion or suspension shall be made in writing, signed by the president and sent by double registered mail to the member's address as the same appears on the books of the Association, 14 days before the date of the hearing.

- 4.07 The notice shall state the date, time and place of the hearing and the reason or reasons for the proposed expulsion or suspension, and shall inform the member that he has an opportunity to be heard before a vote is taken by the Board.
- 4.08 Any member who resigns, withdraws, or is expelled from the Association shall forthwith forfeit all right, claim and interest arising from or associated with membership in the Association.

**5.0 Election and Appointment of Directors and Table Officers**

- 5.01 The election of directors shall be by simple majority vote at the annual general meeting.
- 5.02 A maximum of twenty-one directors shall be in office at any one time. At the first annual general meeting held, either eleven or ten directors shall be elected for a term of two years and one year, respectively, depending upon whether the first election is held in an odd numbered year or an even numbered year, zero being deemed an even number. Henceforth, in an even numbered year, ten directors will be elected for a two year term and in an off number year; eleven directors will be elected for a two year term. The purpose of this is to provide continuity on the Board of Directors.
- 5.03 The elected Board of Directors shall elect the Table Officers, as listed in Article 6.08.1, 6.08.2, 6.08.3, 6.08.4 and 6.08.5, at the commencement of the first Board of Director's meeting after the annual general meeting.
- 5.04 The term of office for the Table Officers shall be for the period between the annual general meeting and the immediately following the annual general meeting.
- 5.05 Any vacancies on the Board of Directors resulting from a failure to elect sufficient persons at the annual general meeting or as a result of a resignation during the term, may be filled with an appointment by the President, after receiving the recommendations of the Board of Directors, for the remaining part of the vacant term.

- 5.06 Any vacancies of a Table Officer resulting from a resignation during the term, may be filled with an appointment by the President, after receiving the recommendations of the Board of Directors, for the remaining part of the vacant term. In the event that the President's position is vacant, the Board of Directors may make the appointment.
- 5.07 Any Director of the Association may be removed from office by a Special Resolution passed at a membership or Board of Directors meeting called for that purpose. Any vacancy created by such action may be filled pursuant the sections 5.05 and 5.06.
- 5.08 All persons appointed to office for a part of a term, as provided for in sections 5.05 and 5.06, must be members in good standing at the time of appointment.
- 5.09 Nominations for election to the Board of Directors must be in good standing for at least 30 days immediately prior to the annual membership meeting.
- 5.10 A nominations committee will be formed at the call of the Board of Directors and shall make their report to the annual membership meeting of the Association.
- 5.11 The first Directors shall retire at the first annual general meeting.
- 5.12 The Directors shall retire at the expiration of their term, when their successors will be elected.

## **6.0 Board of Directors**

- 6.01 The affairs of the Association shall be administered by the Board of Directors.
- 6.02 The Board of Directors may decide to operate with a Management Committee consisting of the following:
- (a) President
  - (b) Vice President
  - (c) Secretary
  - (d) Treasurer
  - (e) Immediate Past President



- (f) a minimum of three or more directors
- 6.03 A Board of Directors meeting shall be held prior to each general or annual membership meeting as well as such other times as the President sees fit, or as required by written request, signed by any four Board members, and posted or delivered by hand to the Secretary.
- 6.04 Such latter meeting shall be held within five days of the receipt of the request, or by such times as stated in the request, whichever is the greater.
- 6.05 A quorum for the Board of Directors shall be five, including the President or Vice-President, all present in person.
- 6.06 The Board of Directors of the Association, on the requisition of ten percent, or more of the voting members of the Association, in this section called the requisition, shall convene a general meeting of the Association without delay.
- 6.07 The requisition shall:
  - (a) State the purpose of the membership meeting;
  - (b) Be signed by all requisitionists; and
  - (c) Be delivered by hand, or sent by registered mail to the address of the Association, and may consist of several documents in similar form, each signed by one or more requisitionists.

If within 21 days after the date of delivery of the requisition, the Board of Directors do not convene a membership meeting, the requisitionists, or a majority of them may themselves convene a membership meeting to be held within four months after the date of the delivery of the requisition. A membership meeting convened by the requisitionists shall be convened in the same manner as membership meetings are convened by the Board of Directors.

- 6.08 The Association shall have the following Table Officer positions:
- 6.08.1 **President** – shall preside at all the meetings of the membership, the Board of Directors, and the Management Committee, if applicable, is the chief executive officer of the Association; unless otherwise delegated shall be the sole official spokesman for the Association; shall be ex-officio a member of all committees, except the nominations committee; and, after consultation with the Board of Directors, shall appoint such committees as are necessary to attain the objects of the Association which include but not limited to those in section 9.02.
- 6.08.2 **Vice-President** – shall act on behalf of the President in his absence or in the inability of the President to act, and shall also be chairman of the Program Committee.
- 6.08.3 **Secretary** – shall attend all of the Management Committee meeting, if applicable, Board of Directors meetings, and membership meetings, and shall record the proceedings of those meetings in a form prescribed by the Chairman, ensuring that all motions are correctly recorded, and actions noted in keeping with the society Act; shall also conduct the correspondence of the Association as it arise, cause notices of meetings to be issued, and have custody of all records and documents of the Association, except those required to be kept by the President or Treasury.
- 6.08.4 The position of secretary, as described in section 6.08.3 may be split to comprise the positions of Recording Secretary and Corresponding Secretary as the discretion of the Board of Directors, and an assistant may be designated to assist the Secretary, if necessary.
- 6.08.5 **Treasurer** – shall keep the financial records, including books of account necessary to comply with the Society Act, and present financial statements to

the Directors or membership meetings, and others when required; shall open such accounts as necessary, either with Chartered Banks, and/or with registered Credit Unions, to protect, deposit and invest the funds of the Association in the Association's best interest; and shall be authorized to issue cheques countersigned by other signing officers as described in Section 12.01, except that any amount over \$600 for any single expenditure must be approved by the Board of Directors prior to the issuance of the cheque.

- 6.09 Questions arising at any meeting of the Board of Directors shall be decided by a majority of votes.
- 6.10 In case of an equality of votes the chairman does not have a second or deciding vote and the proposed resolution shall not pass.
- 6.11 No resolution proposed at a meeting of the Board of Directors need be seconded and the chairman of the meeting may move or propose a resolution.

## **7.0 Community Advisory Group**

- 7.01 The Board of Directors shall appoint individuals to the position of Community Advisory Member to the Champlain Heights Community Association Board of Directors.
- 7.02 Community Advisory Members shall be non-voting at the Board meeting but may be members of the Association.
- 7.03 Community Advisory Members shall provide an avenue of formal communication, advice and consultation on an on-going basis between representatives of the local education, social services, community service and athletic sectors of the community.

## **8.0 Official Representatives**

- 8.01 Organized groups participating in the programs sponsored by the Association shall be invited to appoint or elect from their groups, an official representative to the Board of Directors.
- 8.02 Official representatives appointed or elected pursuant to section 8.01 shall have full voice at all meetings of the Board of Directors, and shall abide by the By-laws of the Association while participating in the Association's activities.
- 8.03 Official representatives shall not have a vote in their capacity as appointed or elected pursuant to section 8.01 at the meetings of the Board of Directors.

## **9.0 Committees**

- 9.01 The directors may delegate any, not all, of their powers to standing committees as they think fit. In the exercise of the powers so delegated standing committee shall conform to any rules that may from time to time be imposed on it by the directors, and shall report every act or thing done in exercise of those powers to the next meeting of the directors.
- 9.02 There may be the following standing committees:
- 9.02.1 (a) Management Committee;
  - 9.02.2 (b) Finance Committee;
  - 9.02.3 (c) Program Committee;
  - 9.02.4 (d) Children and Youth Committee;
  - 9.02.5 (e) Community Services Centre Facilities Committee;
  - 9.02.6 (f) Membership Services Committee;
  - 9.02.7 (g) Parks and Playground Committee;
  - 9.02.8 (h) Community Affairs Committee;
  - 9.02.9 (i) Volunteers Committee;
  - 9.02.10 (j) Nominating Committee;
  - 9.02.11 (k) Constitution and By-laws Committee;
  - 9.02.12 (l) Special Projects and Events Committee; and,
  - 9.02.13 (m) Any other committee required to attain the purpose of the Association.
- 9.03 Each standing committee shall be composed of three to fifteen voting members, as directed by the Board of Directors, and shall be chaired by a director elected by the Board of Directors, such election to take place as soon as possible after the election of officers.
- 9.04 Standing committees shall be formed as soon as possible after the election of the chairman, and shall perform such duties and have such authority as may be set out by

the board at the time of the election of the committee chairmen. Members of the community will be encouraged to become members of the committees.

- 9.05 Special committees may be appointed by the Board of Directors, and each special committee shall perform such duties and have such authority as may be set out by the Board of Directors.
- 9.06 All matters that come under the jurisdiction of any standing committee may be referred to that committee for study and consideration, and such committee shall report back to the Board of Directors, through the management committee if applicable, its findings and recommendations.
- 9.07 No member of the Association, Board of Directors or any committee shall be permitted to discuss publicly any findings or recommendations before the subject matter has been fully dealt with by the Board of Directors.
- 9.08 The members of a committee may meet and adjourn as they think proper.
- 9.09 Questions arising at any meeting of a standing or special committee shall be decided by a majority of votes.
- 9.10 In the case of an equality of votes the chairman does not have a second or deciding vote and the proposed resolution shall not pass.
- 9.11 No resolution proposed at a meeting of a committee need be seconded and the chairman of the meeting may move or propose a resolution.

## **10.0 Meetings of Members**

- 10.01 General meetings of the Association shall be held at such times and place, in accordance with the Society Act, as the Board of Directors decide.
- 10.02 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.

- 10.03 The Board of Directors may, whenever they think fit, convene an extraordinary general meeting.
- 10.04 Notice of general meeting shall specify the place, the day and the hour of meeting, and, in the case of special business, the general nature of that business and be sent to every member in good standing at the last known address by mail not less than fourteen days before the date of said meeting.
- 10.04.1 At the discretion of the Board of Directors, notification may be provided to the membership by placing the information required by Section 10.04.
- (a) In a prominent place in the premise at which the meeting is to be held;
  - (b) In such other premises where Association activities are regularly scheduled, and
  - (c) In a daily newspaper of general circulation in the City of Vancouver.
- 10.05 The accidental omission to give notice of a meeting to or the non-receipt of a notice by any of the members entitled to receive the notice does not invalidate proceedings at the meeting.
- 10.06 The first annual general meeting of the Association shall be held not more than fifteen months after the date of incorporation and thereafter an annual general meeting shall be held at least once every calendar year and not more that fifteen months after holding the last preceding annual general meeting.
- 10.07 Special business is
- (a) All business of an extraordinary general meeting except the adoption of rules of order; and
  - (b) All business that is transacted at an annual general meeting, except;
    - (i) the adoption of rules of order;
    - (ii) The consideration of the financial statements;
    - (iii) The report of the directors;

- (iv) The report of the auditor, if any;
  - (v) The election of directors;
  - (vi) The appointment of the auditor, if required; and
  - 10.07.1 (vii) Such other business as, under these by-laws, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 10.08 No business, other than the election of a chairman and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not presented.
- 10.09 If at any time during a general meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 10.10 A minimum of ten members in good standing, present in person shall constitute a quorum at any membership meeting of the Association. In the event a quorum is not present within thirty minutes of the time called for the meeting, the meeting shall stand adjourned to such time and place determined by the President, and notice of such further meeting shall be given as per section 10.04 or section 10.04.1 of these by-laws. A quorum at such further meeting shall be members present in person, providing that a least two persons are present in person.
- 10.11 Subject to Section 10.12, the President of the Association, the Vice-President, or in the absence of both, one of the other Directors present shall preside as chairman of a general meeting.
- 10.12 If at a general meeting
- (a) There is no President, Vice-President or any other Director present within fifteen minutes after the time appointed for holding the meeting; or



(b) The President and all the other Directors present are unwilling to act as chairman;  
the members present shall choose one of their members to be chairman.

10.13 10.13.0 A general meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

10.13.1 When a meeting is adjourned for ten days or more, notice of the adjournment meeting shall be given as in the case of the original meeting.

10.13.2 Except as provided in this by-law, it is not necessary to give notice of adjournment or of the business to be transacted at an adjournment general meeting.

10.14 No resolution proposed at a meeting need be seconded and the chairman of a meeting may move or propose a resolution.

10.15 In the case of an equality of votes the chairman shall not have a casting or second vote in addition to the vote to which he may be entitled as a member and the proposed resolution shall not pass.

10.16 Each adult member in good standing for thirty days shall have one vote.

10.17 Voting is by show of hands, unless the members otherwise decide.

10.18 Voting by proxy is not permitted.

## **11.0 Auditor**

11.01 The first auditor of the Association shall be appointed by the directors no less than one month before the date of the first annual general meeting, and any auditor so appointed shall hold office until the first annual general meeting unless previously removed by

resolution in which case the members shall, at the time when the resolution is passed, appoint another auditor.

- 11.02 The members shall at each annual general meeting appoint an auditor or auditors to hold office until the next annual general meeting.
- 11.03 If an appointment of auditors is not made at an annual general meeting or the annual general meeting is not held, the directors may appoint an auditor of the Association for the current fiscal year, and fix the remuneration to be paid to him by the Association for his services.
- 11.04 The directors may fill any casual vacancy in the office of the auditor, but while such vacancy continues the surviving or continuing auditor or auditors (if any) may act.
- 11.05 The Board of Directors may from time to time appoint an auditor or auditors to hold office for such period as the directors may determine.
- 11.06 The remuneration of the auditors of the Association shall be fixed by resolution of the members, or, of the members so resolve, by the directors, except that the remuneration of any auditors appointed before the first annual general meeting, or to fill any casual vacancy, may be fixed by the directors.
- 11.07 The auditors shall make a report to the members and directors on all accounts examined by them on every balance sheet and statement of income and expenditures laid before the Association at any annual general meeting during their tenure of office. A report may also be requested upon the resignation of the Treasurer. The auditor's report shall state:
- (a) Whether or not they have obtained all the information and explanations they have required, and
  - (b) Whether in their opinion the balance sheet referred to in the report is properly drawn up so as to exhibit a true and correct view of the state of the Association's affairs as at the date of the balance sheet and the result of its operations for the

year ended on that date according to the best of their information and the explanation given to them and as shown by the books of the Association.

- 11.08 Every auditor of the Association shall have a right of access at all times to all records, documents, books, accounts and vouchers of the Association, and shall be entitled to require from the directors, officers and employees of the Association such information and explanation as in his opinion may be necessary for the performance of the duties of auditor.
- 11.09 The auditors of the Association shall be entitled to attend any meeting of the members of the association at which any accounts that have been examined or reported on by them are to be laid before the members, for the purpose of making any statement or explanation they desire with respect to the accounts.
- 11.10 The rights and duties of an auditor of the Association shall extend back to the date up to which the last audit of the Society's books, accounts, and vouchers was made, or, where no audit has been made, to the date on which the Association was incorporated.
- 11.11 No director, employee or agent of the Association shall be auditor.

## **12.0 Books and Records**

- 12.01 The directors shall see that all necessary books and records of the Association required by the By-laws of the Association or by any applicable statute or law are regularly and properly kept.
- 12.02 The books of account shall be kept at such place in Vancouver, British Columbia, as the directors think fit, and shall at all times be open to inspection by the directors.
- 12.03 All documents, including accounting records of the Association shall be open to inspection by a member in good standing of the Society upon his giving seven days written notice to the secretary or treasurer of the Association.

### **13.0 Financial**

- 13.01 The Board of Directors, at the first meeting held immediately after the Annual membership meeting, or as soon as possible thereafter, shall appoint signing officers for the Association consisting as a minimum, of the President, Vice-President, and Treasurer. All cheques issued by the Association shall be signed by either the President or the Treasurer and one other signing officer.
- 13.02 All monies received by the Treasurer shall be deposited promptly to the credit of the Association in such Chartered Bank(s) or Credit Union(s) as may be directed from time to time.
- 13.03 It shall also be the duty of the Treasurer to report on all monies received and all expenditures of funds of the Association at each meeting of the Board of Directors and as otherwise required by the President.
- 13.04 The Board of Directors shall be authorized to spend a maximum of \$20,000 on any single item as approved by a motion passed with a majority vote at a meeting of the Board of Directors.
- 13.05 Expenditure on a single item in excess of \$20,000 shall be referred to the Association membership for their consideration at a meeting called for that purpose.
- 13.06 The Board of Directors may require that the Treasurer be bonded in such amount as they decide, and the cost of such bonding shall be borne by the Association.

### **14.0 Borrowing**

- 14.01 In order to carry out the purposes of the Association the Board of Directors may, on my behalf of and in the name of the Association, raise or secure the payment or repayment of money in such manner as they decide and in particular but without limiting the generality of the foregoing, by the issue of debentures.
- 14.02 No debenture shall be issued without the sanction of a special resolution.

14.03 The members may by special resolution restrict the borrowing powers of the Board of Directors but a restriction so imposed expires at the next annual general meeting.

**15.0 Fiscal Year**

15.01 The fiscal year of the Association shall be from September 1<sup>st</sup> to August 31<sup>st</sup>.

**16.0 Trustees**

16.01 At the time of acquisition of real property or the issuance of any form of debenture the Board of Directors shall appoint Trustees to act on behalf of the Association in keeping with the requirements of the Society Act.

**17.0 Seal**

17.01 The Association seal shall be kept in the custody of the Secretary and shall not be affixed to any instrument except by authorization of the Board of Directors, and in the presence of the Directors and any other Table Officer so authorized by the Board of Directors.

**18.0 By-laws**

18.01 Every member shall uphold this constitution and comply with these By-laws.

18.02 On being admitted to membership, a member is entitled to a copy of the constitution and By-laws of the Association on the payment of a fee set by the Board of Directors. This fee may not exceed one dollar.

18.03 The constitution and By-laws of the Association shall not be altered except by special resolution passed at a meeting of members by a majority of no less than three-quarters of those present and eligible to vote.

**19.0 Nomination / Election Procedures**

- 19.01 The Nominating Committee shall be chaired by a retiring director whenever possible.
- 19.02 The chairperson of the Nominating Committee shall preside over the entire election of directors and, whenever possible, shall be assisted by ex-Presidents or other directors who do not plan to stand for re-election.
- 19.03 Where the election of Table Officers is held at the Annual General Meeting, the Chairperson of the Nominating Committee shall preside over such election. Where the election of Table Officers is not held at the Annual General Meeting, the President shall preside over such election.
- 19.04 Ballot boxes shall be utilized to collect the store ballots used for the election of directors. Ballot boxes shall not be handled by anyone other than the chairperson of the Nominating Committee and designated assistants as noted in Article 19.02.
- 19.05 Two independent observers (non-directors appointed by the Nominating Committee) shall always be present during the counting of ballots. The selection of scrutineers and ballot counters shall be in advance, and those selected shall not be standing for election to the Board. Volunteers, other than staff, shall be acceptable to act as scrutineers and ballot counters.
- 19.06 Nominations for the position of directors may be received by the Nominating Committee prior to the Annual General Meeting, as well as from the floor at the Annual General Meeting.
- 19.07 The names of all nominees shall be prominently displayed at the meeting. Ballots shall be imprinted with Champlain Heights Logo and verification stamp. The number of ballots distributed shall be counted prior to, and following, the vote. The number of ballots distributed shall not exceed the number of the number of persons qualified to vote. In the case where the number of ballots cast exceed the number of ballots distributed, the

election shall be declared void and a re-election carried out. Rules of the vote shall be stated by the chairperson of the Nominating Committee prior to the vote.

19.08 Spoiled ballots are defined as ballots that:

- Are blank
- Contain more votes than the number of positions open for election
- Contain names other than those of nominees as noted in Article 19.06
- Are obviously unclear

The designation of a spoiled ballot shall be the sole responsibility of the chairperson of the Nominating Committee whose decision shall be final.

19.09 Assistance shall be provided at the discretion of the chairperson of the Nominating Committee, to those individuals requiring help in casting a ballot.

19.10 The results of ballot counting shall be given by the ballot counters to the chairperson of the Nominating Committee whose decision shall be final. Following announcement of the results of the vote, a motion to destroy the ballots shall be proposed.

19.11 Names, addresses and telephone numbers of new directors shall be forwarded to the Registrar's Office by the incoming Secretary according to the Society Act and also shall be provided to the appropriate Parks Board personnel.

19.12 Any of all the requirements of Section 19.00 – Nominating / Election Procedures – may be waved following a duly carried motion to this extent. A hand vote shall be carried out and a 2/3 majority is required to carry the motion.