

Constitution

The Unionville Ratepayers' Association

The Unionville Ratepayers' Association was incorporated as a non profit organization by Letters Patent issued by the Lieutenant Governor of Ontario on July 3rd, 1974.

Article I **Name**

The name of this Association shall be the Unionville Ratepayers' Association.

Article II **Purpose**

The purpose of this Association shall be to further and protect the best interest of the community encompassed by the Association.

Article III **Membership**

(amended November 26, 2007, November 3, 2008, November 27, 2009, November 1, 2010)

1. Membership to this association shall be on a household basis, with one household constituting one Membership. There shall be voting members and non-voting members which are defined as follows:
 - a. Voting members: open to households who:
 - i. Are within the boundaries of Hwy 407 on the south, Warden Avenue on the west, 16th Avenue on the north, and McCowan Road on the east.
 - ii. Have paid the annual membership fee within the last 12 months.
 - b. Non-voting members: open to households who register and pay the membership by completing the URA Membership Form but are outside the above boundaries.
2. The URA membership list will be frozen to new members for 30 days prior to the Annual General Meeting.

Article IV **Board of Directors**

(amended November 26, 2007, November 3, 2008, November 1, 2010, November 3, 2014)

1. The Board of Directors shall be elected from and by the Voting Membership at the Annual General Meeting each year. The Chair of the Annual General Meeting shall appoint a "Chief of Election" to supervise the election process. The term of office shall be one year. A Director must be a Voting Member for a minimum of one year prior to being elected.
2. Within 30 days of their election, the Board of Directors shall meet to elect the four Table Officers (i.e. President, Vice-President, Secretary, and Treasurer) for the following year.
3. In the event that a vacancy arises in one of the Board of Directors position, for any reason, an interim replacement shall be appointed by the Board of Directors from the Membership. Should the vacancy be one of the Table Officers, the Board shall appoint an interim officer within the Board of Directors.
4. The Board of Directors shall consist of:
 - a. President: oversees the management of and represents the Association.
 - b. Vice-President: assists the President in his/her tasks.
 - c. Secretary: ensures the proper maintenance of all records and documentation of the Association.
 - d. Treasurer: ensures that proper financial records are kept at all times and monitors the financial health of the Association and reports its status to the Membership on a timely basis
 - e. Past President (voting)
 - f. An additional 2-7 Board members
5. A minimum of two-thirds (2/3) of Voting Members present at a Membership Meeting must approve a motion to remove a Director. There shall be a minimum of 14 days' notice to the Membership of such proposed motion.
6. The Board of Directors shall meet at the call of the President. If a Board of Directors meeting is called, the invitation must be sent to ALL members of the Board of Directors a minimum of 48 hours prior to

the meeting. A minimum of 50% of the Board of Directors must be present to achieve quorum. Electronic meetings are permitted.

7. The Board of Directors shall be responsible for the administration of the Association and shall report to the Annual General Meeting on its activities.
8. The Board of Directors shall represent the Association in the presentation of briefs and in meetings with: Region of York, City of Markham, Boards of Education, or officials of other groups.
9. The Board of Directors shall set up such committees as it deems necessary for the effective work of the Association. Such committees may be drawn from the Membership.

Article V **Indemnification of Directors**

Every Director and Table Officer and his or her heirs, executors and administrations, and estate, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the URA, from and against all costs, charges and expenses whatsoever which the Director or Table Officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him or her for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her in or about the execution of the duties of his or her office.

Article VI **Membership Meetings** (amended November 27, 2009, November 1, 2010)

1. There shall be an Annual General Meeting each calendar year, to be held no later than November 30th. In addition, special meetings of the Association may be called by the President or a majority of the Officers. A minimum of 10% of Voting Members must be present in order to achieve quorum.
2. Unless otherwise provided for in this constitution, all business and meetings shall be conducted as per the latest version of Robert's Rules of Order.

Article VII **Finances** (amended November 26, 2007, November 3, 2008, November 1, 2010)

1. The membership dues of the Association shall be twenty dollars (\$20.00) per annum for each household or as otherwise set by the Board of Directors.
2. The Treasurer shall deposit any monies belonging to the Association in a Bank or Trust Company account in the name of the Association.
3. The Fiscal Year of the Association shall be September 1st to August 31st
4. An annual financial report shall be prepared as at August 31st in each year and presented by the Treasurer to the Annual General Meeting.
5. Expenses over \$1,000 must be approved by the Membership.
6. Heritage fund spending must be approved by the Membership.

Article VIII **Amendments**

1. Proposed amendments to this constitution shall be presented, in writing, to the Membership at least seven (7) days prior to general or special membership meetings and shall be voted on at that meeting
2. Amendments to the constitution shall be passed by a two third vote of the Membership present.

Revised November 3, 2014

This revision of the Constitution of the Unionville Ratepayers' Association was updated on November 3, 2014 using the Original Constitution as a base. It contains all amendments passed by the Membership at Annual General Meetings from 2007 to 2014.