

Consecon & Area Ratepayers Association Inc. (CARA) Constitution

ARTICLE 1 – NAME

The organization shall be known as the Consecon & Area Ratepayers Association (CARA).

1. The name was amended on July 06, 2009 when it incorporated as the **Consecon and Area Ratepayers Association Inc.** a corporation without the purpose of gain for its members, and any profits or other accretions to the corporation shall be used in promoting its objects.

ARTICLE 2 – AREA

The territorial boundaries of the Association shall be those defined by Canada Post's House Holder count for the postal code "KOK 1T0" in the Municipality of the Corporation of County of Prince Edward, Ontario and the surrounding area to be know as the Greater Consecon Area.

ARTICLE 3 – OBJECTS

The objects of the Association are to foster the betterment of conditions within the Area and, without limiting the generality of the foregoing,

1. To promote community activities;
2. To promote participation in local municipal affairs;
3. To represent the interest of the members of the Association to;
 1. All levels of government;
 2. Other organizations.

ARTICLE 4 - FISCAL YEAR

The fiscal year of the association shall end on December 31st each year.

ARTICLE 5 – MEMBERSHIP

1. Membership in the Association is open only to residents of the Area (as defined in ARTICLE 2) and those who volunteer at events where CARA Inc. volunteers participate, and is limited to persons who are 18 years of age or older.
2. Payment of a membership fee entitles the person who pays the fee and members of that person's immediate family, who are 18 years of age or older, to membership.

3. Membership shall be for the fiscal year or, if the fee is paid after the start of the fiscal year, for the balance of the fiscal year. The fiscal year to which the membership fee applies shall be stated on the membership receipt issued.

4. The Executive shall determine the amount of the membership fee for each fiscal year from time to time.

ARTICLE 6 – OFFICERS & EXECUTIVE COMMITTEE

The officers shall be members of the Association and shall be elected at the annual General Meeting and shall be President, Vice-president, Treasurer and Secretary, and immediate Past-President.

The Executive Committee shall consist of the Officers, the immediate Past President and Members at Large appointed at the Annual General Meeting or subsequently appointed by the Executive Committee.

ARTICLE 7- AMENDMENTS TO THE CONSTITUTION

Notice of motion to amend any part of the Constitution shall be given in the notice calling the meeting of the Association at which the proposed amendment is to be presented. Amendments shall receive the affirmative vote of at least two thirds of the votes cast at a duly constituted meeting of the Association.

THE CARA Inc. BY-LAWS

SECTION 1 - TERMS OF OFFICE

The Executive Committee shall serve from the date of the Annual General Meeting to the following Annual General Meeting two (2) years hence.

Any member shall be permitted to hold the same office for not more than two consecutive years unless a candidate for the office is not available at the annual General Meeting. Absence from office for one year shall entitle a former Officer to again stand for election to the office formerly held.

Notwithstanding the foregoing the Treasurer shall be eligible for re-election each year for an indefinite period, at the pleasure of the Members.

A member of the Executive Committee may be removed from office if:

He/she conducts himself/herself in a manner deemed prejudicial to the interests of the Association in the opinion of at least two thirds of the Executive Committee; and;
If at a Special General Meeting of the members a resolution that he/she be removed from office is passed by a majority of at least two thirds of the members present.

The Executive Committee may fill any vacancy on the Executive Committee during the year by appointment from the membership.

SECTION 2 – QUORUM

The Annual General meeting and a Special General Meeting at which a vote is to be taken must have a quorum. A quorum shall consist of a minimum of ten members who are not on the Executive Committee and at least three members of the Executive Committee.

A meeting of the Executive Committee must have a Quorum. A quorum shall consist of a majority of the Executive Committee.

SECTION 3 – VOTING

Voting rights at a General Meeting of members shall be limited to one vote per member. There shall be no voting by proxy in any form.

Voting procedures for General Meeting shall be according to an established protocol, determined by the Executive Committee from time to time.

Each member of the Executive Committee shall have one vote in any matter requiring a majority vote of the Committee. Should a tie vote occur the President may cast a further vote.

SECTION 4 – MEETINGS

The Annual General Meeting shall be held as early as possible, but no later than 150^(d) calendar days into the fiscal year. Written notice or electronic notification of the meeting shall be delivered to the place of residence of each Member on record at least fourteen days in advance of the said meeting. The agenda for the annual General Meeting shall reading and signing of the Minutes of the immediately preceding Annual General Meeting, Treasurer's Report, Sub Committee Reports, President's Report, Other Business, and the election of Officers.

A person who is not a Member may not speak on any question without the leave of the Chairman.

A Special General Meeting may be called at the discretion of the President or at the written request of ten Members. Written notice of such Special General Meeting shall be delivered to the place of residence of each Member at least 48 hours in advance of the meeting.

General and Special meetings shall take place at a suitable location preferably within the specified boundaries of the Area as defined in ARTICLE 2.

Meetings of the Executive Committee shall be held at the call of the President. There shall be at least four meetings of the Executive Committee during each fiscal year, in addition to the General Meetings of the membership.

SECTION 5 - SUB-COMMITTEES

The Executive Committee shall, from time to time at its discretion, appoint such sub-committees as may be required. These sub-committees shall be responsible to and dissolved by the Executive Committee.

Sub-committees will take no action without the prior approval of the Executive Committee.

The following sub-committees would be required:

Membership

Social

Consecon Community Day

Consecon Christmas Parade

SECTION 6 - DUTIES OF OFFICERS

President

The President shall act as chairman for all General Meetings, shall exercise general supervision over the affairs and activities of the Association, shall ensure that an Agenda is prepared for each General Meeting and for each Executive Meeting and shall serve as ex-officio member of any committee.

Vice-president

The Vice-president shall perform the duties of the President in his/her absence, or when specifically asked by the President to do so.

Immediate Past-president

The immediate Past-president will provide continuity and advice to the Executive Committee and may perform the duties of the President or Vice-President (in his/her absence, or when specifically asked by the President to do so) during their one year term.

Treasurer

The Treasurer shall

1. Maintain appropriate books of accounts and financial records.
2. Deposit all funds in a financial institution approved by the Executive Committee.

3. Submit a financial report to each Executive Committee meeting.
4. Submit appropriate financial statements to the Annual General Meeting for the preceding fiscal year.
5. Assist the President in the preparation of budgets.

Secretary

The Secretary shall

1. Make a record of minutes of the Executive Committee meetings and General Meetings
2. Be the custodian of the minutes and other official documents of the Association, including the membership roll
3. Attend to correspondence as directed by the Executive Committee.

SECTION 7 - SIGNING AUTHORITY

All disbursements shall be made by cheque.

All cheques shall be prepared by the Treasurer and shall be signed by two of the following;

President;

Vice-president; or;

Treasurer.

SECTION 8 - DUTIES OF EXECUTIVE COMMITTEE

The Executive Committee shall exercise general control over the affairs of the Association, including the following:

1. The appointment of an auditor and defining the auditor's function as necessary from time to time;
2. The appointment of standing and special sub-committees including terms of reference as appropriate;
3. The arrangement of topical meetings for Members, as appropriate, from time to time;
4. The maintenance of appropriate insurance, including liability insurance;
5. The determination of voting procedure for General Meetings.

SECTION 9 – NOMINATIONS

1. Nominations from the floor will be accepted, providing there is proof of willingness to serve.

THE CARA Inc. OPERATING PRINCIPLES

1. The Association is committed to a safe, healthy and secure environment.
2. The Association is committed to the highest standard of ethics in all of its relationships.
3. The Association encourages, values and respects each individual's contribution - both residents and people who work within the community.
4. Every resident, as well as everyone who works within the community counts.
5. The Association takes pride in its activities and in the community.
6. The association Executive Committee assumes a leadership role when the committee believes this is an appropriate course to take
7. The Association as a whole, and the Executive Committee specifically functions as a “Resource” for the Consecon Community.
8. By working in partnership with other community groups, the Association plays a vital role in helping them achieve their objectives.
9. The Association functions as a self-sufficient organization, and is not dependent financially on any other business, individual or organization to carry out its day-to-day or scheduled activities.
10. At the end of each term of office, each member of the Executive Committee is responsible for meeting with his or her replacement to pass on, in good order, all relevant information and files.
11. These operating principles are to be used by the Association Executive to assist in day-to-day operations of the Association as well as to provide a base for decision-making.

THE CARA Inc. CODE OF ETHICS

This Code of Ethics consists of moral obligations aimed at upholding the dignity and integrity of The Consecon & Area Ratepayers Association. It is designed to assist the operating efficiency of the Association as a whole, and the Executive Committee specifically, in the interpretation of the aims and objectives of the Association.

ARTICLE 1

The first duty of the association must be to strictly observe its Constitution, by-laws, and amendments, equally and without regard to race, creed, colour, religion, ethnic origin, sex or political affiliation.

ARTICLE 2

The Executive Committee respects the confidentiality of all information relevant to the Association's business, including membership and other lists collected as a result of Association activities.

ARTICLE 3

The Executive Committee carries out all the Association's affairs in a financially responsible and timely manner.

ARTICLE 4

The Association welcomes the interests of people who live outside the designated boundaries, (K0K 1T0).

ARTICLE 5

The Association must be sensitive to personal problems and financial needs of residents particularly with regard to membership fees, program/activity participation and registration in scheduled activities.

ARTICLE 6

The Executive officers of the Association will be circumspect about remarks or activities which may have direct bearing on discussions or decisions undertaken by the Executive Committee.

ARTICLE 7

The Executive officers of the Association will be most circumspect in their remarks or activities concerning the genuine attempts of other groups or organization to resolve problems, and attempt solutions through negotiation and compromise.

ARTICLE 8

The Association is prepared to help new community groups and associations that need advice and resources to become successfully established.

ARTICLE 9

The Association shows no political or organizational affiliation. The Association Executive Committee is obligated to work closely with elected and city officials as well organizational representatives to provide relevant, up-to-date information to the community.

ARTICLE 10

The officers of the Association will be forthright in the conduct of its affairs.

ARTICLE 11

Association officers will always act and conduct business in a manner, which cannot be construed as being for the financial gain of any individual or private group from within its Executive.

ARTICLE 12

The Association will hold regular meetings and officers will conscientiously attend.

ARTICLE 13

Meetings will be conducted in an orderly manner according to accepted protocol.

ARTICLE 14

The Association's Executive Committee will maintain a complete and accurate record of all its business. Each member of the Executive Committee will maintain up-to-date records relevant to that office.

ARTICLE 15

Each member of the Association's Executive Committee by example, serves as a role model within the community. All members will conduct themselves in a business-like manner, sensitive to the needs of the community, observing and up-holding the rules and regulations of the Association. Executive Committee members will observe that participation and enjoyment count far more than winning.

ARTICLE 16

The Association Executive Committee will observe at all times a due respect for the Laws of the Land, Federal, Provincial and Municipal.

Passed by the members at the AGM on April 24, 2016⁽¹⁾