

# **CONSTITUTION**

**FOR**

**THE OPERATION OF**



**THE STITTSVILLE VILLAGE  
ASSOCIATION**

**STITTSVILLE, ONTARIO**

**NOVEMBER, 2001  
AMENDED NOVEMBER 2017**

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# **STITTSVILLE VILLAGE ASSOCIATION**

## **CONSTITUTION**

### **1. Vision Statement**

**The Stittsville Village Association is committed to actively preserving and promoting the quality of life in and the community character of Stittsville.**  
(rev. 11/07)

### **2. Mission**

- (1) To provide for residents and businesses in Stittsville, a representative body to be responsive to issues within Stittsville - Ward 6, and to communicate those issues to municipal authorities or any other level of government, as appropriate. (rev. 11/07, 11/10)
- (2) Where appropriate, to organize or contribute to the organization of social, cultural, or celebratory events designed to promote and enhance the sense of community within Stittsville. (rev. 11/07)

### **3. Boundary**

The boundary of the Stittsville Village Association, hereinafter referred to as “ the SVA”, shall include all that area within the boundaries of Stittsville - Ward 6 as amended from time to time, and those rural areas beyond Ward 6 identified by the K2S postal code. (rev.11/06, 11/10)

### **4. Interpretation**

Where used in this and subsequent Constitutions:

“Constitution” shall mean the Constitution of the SVA as modified from time to time and all amendments thereto.

“Officers” shall mean the President, Vice-President, Secretary, and Treasurer. The immediate Past President will be a voting ex-officio member of the Officers.  
(rev.11/07) (rev. 11/17)

“Executive Committee” shall mean the Officers and a number of Directors at Large as determined at an Annual General Meeting. The City of Ottawa councillor for Stittsville -Ward 6 will be invited to serve as a non-voting ex officio member of the Executive Committee. (rev.11/06, 11/07, 11/10)

“Financial Year” shall mean any one year period from November 1 to October 31.

“Stittsville - Ward 6” means the electoral ward of the City of Ottawa in which Stittsville is located. (rev. 11/06, 11/10)

**5. Membership**

- (a) Membership of the SVA is open to:
  - (1) any resident of Stittsville, 18 years of age or older, and
  - (2) any person who owns or manages a business in Stittsville.
- (b) Notwithstanding paragraphs 5(a)(1) and 5(a)(2): (rev. 11/07)
  - (1) a person of 16 years of age or older who has been elected, or appointed, to the Executive Committee is automatically a member of the SVA with full voting privileges. (rev.11/05)
  - (2) the Executive Committee may, where appropriate, appoint as members persons living outside of the SVA boundary. (rev. 11/07)

**6. Meetings of the Membership**

- (1) An Annual General Meeting will be held in November of each year. The agenda of such meeting shall include the presentation of the following matters for the discussion and approval of the membership:
  - a financial report covering the previous year
  - issues dealt with by the SVA in the previous year, and
  - election of members of the Executive Committee.
- (2) Other public meetings may be held periodically, at the call of the Officers, as circumstances warrant. (rev. 11/07)
- (3) Notice of the Annual General Meeting and of any other public meeting of the SVA will be distributed by mail, when possible, and through the SVA website, local newspapers, etc.
- (4) Each member in attendance at a public meeting will have one vote on each issue raised at that meeting.
- (5) A quorum for any public meeting shall consist of one third of the Executive Committee plus an equivalent number of non Executive Committee members present plus one. (rev. 11/07)

## 7. Executive Committee

- (1) The Executive Committee shall consist of the President, Vice-President, Secretary, Treasurer, and a number of Directors at Large in accordance with paragraph 9(5) or as determined at an Annual General Meeting. (rev.11/02) (rev. 11/07) (rev.11/12)
- (2) Members of the Executive Committee shall be elected by nomination and vote at the Annual General Meeting of the SVA.
- (3) Members of the Executive Committee shall serve two-year terms. Half of the Directors at Large shall be elected in alternate years to the remaining Directors at Large. In the event of a resignation, the replacement shall serve out the existing term. (rev. 11/07) (rev. 11/17)
- (4) The immediate Past President shall be a voting *ex-officio* member of the Executive Committee ( rev.11/12) (rev. 11/17)

## 8. Responsibilities of the Executive Committee

- (1) The Executive Committee is responsible for setting policies and guidelines for the management of the SVA, including conditions of membership.
- (2) The Executive Committee may, as it sees fit, establish any manner of sub-committee. Those sub-committees could deal with such issues as the environment, land and property development, transportation, submissions to the City of Ottawa, etc.
- (3) The Officers may, where circumstances do not permit consideration by the Executive Committee, establish special purpose sub-committees to address specific, immediate, and urgent issues. Such sub-committees shall, in accordance with paragraph 9(6), report decisions made and actions taken to the next meeting of the Executive Committee. (rev.11/05) (rev. 11/07)

## 9. Duties of the Executive Committee

- (1) President: The President shall convene and chair all meetings of the SVA and shall supervise the general work and ensure the smooth operation of the SVA; shall appoint persons to sub-committees as may be established by the Executive Committee; and may chair any sub-committee as appropriate.
- (2) Vice-President: The Vice-President shall, in the absence of the President, perform the duties and exercise the powers of the President; shall be responsible for the co-ordination of work by the SVA; and may chair any sub-committee as appropriate.
- (3) Secretary: The Secretary shall prepare any SVA correspondence as requested, and minutes of all SVA meetings and retain official records of

the SVA. On leaving office, the Secretary shall hand over all documents to his or her successor. (rev. 11/07) (rev. 11/17)

- (4) Treasurer: The Treasurer shall maintain the financial records of the SVA; shall receive and disburse, on behalf of and with the approval of the Executive Committee, all funds of the SVA, and shall keep an accurate account of all transactions. The Treasurer shall present an annual year end financial statement to the membership at each Annual General Meeting and shall provide interim financial reports to the Executive Committee whenever so requested. On leaving office, the Treasurer shall transfer the accounts to his or her successor prior to the next meeting of the Executive Committee.
- (5) Directors at Large: A number of Directors at Large as determined at an AGM shall be elected to the Executive Committee. Directors at Large shall assist with various aspects of SVA work. They may chair subcommittees, attend meetings and/or be contact persons for specific groups within the community. Matters in which the SVA may have an involvement could include but, not be limited to the following interests:

Business Issues	Planning and Development
Communications	Seniors Issues
Community Events	Transportation
Environment	Youth Issues
Fundraising	(rev. 11/07) (rev. 11/17)

- (6) Officers: The Officers shall be responsible for the affairs of the SVA as required between meetings of the Executive Committee and shall report decisions made and actions taken to the Executive Committee. (rev. 11/07)
- (7) Immediate Past President:: The immediate Past President may provide advice and assistance to the Executive Committee as required. (11/12)

## **10. Meetings of the Executive Committee**

- (1) The Executive Committee shall meet whenever and wherever the business of the SVA requires, at the call of the President or of any two members of the Executive Committee and at least four (4) times per year.
- (2) Members of the SVA are always welcome to attend these meetings. However, the Executive Committee shall have the vote, on behalf of the SVA, on any issue brought before these meetings.
- (3) A quorum shall consist of one third of the members of the Executive Committee present in person.
- (4) Any question arising at a meeting shall be decided by a majority of votes. In the case of an equality of votes, the President shall cast a deciding vote.

- (5) a) Members of the Executive Committee shall be expected to attend, at a minimum, two-thirds of the monthly Executive Meetings held during the course of the year, as well as at least two-thirds of the concurrent public meetings conducted by the SVA.
- (b) Any member of the Executive Committee who fails to meet the attendance requirements of (a), or who is absent for three consecutive meetings of the Executive Committee shall be acknowledged as having resigned from the Committee.
- (c) Paragraphs (a) and (b) do not apply where absences are due to illness, urgent family or business matters or concurrent SVA duties.
- (d) Where members of the Executive Committee will knowingly be absent from a Committee meeting, prior arrangements should be made for their activity report to be presented to the Committee. (rev.11/05)

**11. Vacancies**

Any vacancy on the Executive Committee, however caused, may be filled for the period of time remaining in the term of the incumbent by appointment by the Executive Committee. (rev. 11/07)

**12. Finances** (rev. 11/07)

- (1) Projects of the SVA and expenses incurred in its operation are funded by voluntary community donations, sponsorships, and by grants from public and private bodies as may be appropriate. (rev.11/05)
- (2) Signing authority for financial matters will rest with the President, Vice-President, and the Treasurer. Any two signatures shall be required for the release of funds.
- (3) All unplanned expenditures over \$100.00 must be approved by a quorum of the Executive Committee. All planned expenditures must be approved in principle by a quorum of the Executive Committee. (rev. 11/07)

**13. Amendments.**

- (1) Amendments to the Constitution shall be voted on at an Annual General Meeting, or any special meeting called for that purpose.
- (2) Notice of any intended amendments shall be provided to the community at least fifteen (15) days prior to such meeting. (rev. 11/07)
- (3) Amendments shall require the approval of not less than two thirds of those members present at the meeting.