



## **CUMBERLAND COMMUNITY ASSOCIATION CONSTITUTION**

**NAME:** The name of the organization shall be: CUMBERLAND COMMUNITY ASSOCIATION (CCA)

### **MISSION AND OBJECTIVES:**

#### **Mission:**

“To continually improve our quality of life and sense of community, while protecting the rural and character of Cumberland Village.”

#### **Objectives:**

In order to achieve our Mission the following objectives will be pursued:

- To increase participation in community activities, with the aim of strengthening community spirit and promoting volunteerism;
- To undertake environmental initiatives to conserve and protect the safety and health of the community;
- To encourage the development and preservation of the trails and pathways system;
- To undertake beautification and other improvement projects;
- To ensure that the distinct rural character and lifestyle of the community is preserved and protected when plans for residential and economic growth are being considered;
- To represent the interests and concerns of the community to the City;
- To communicate to residents the plans and policies of the City, including representing the community in the development of the City of Ottawa’s Official Plan;
- To support and participate in the activities of other community-based associations;
- To foster a sense of community among our youth by developing and encouraging their participation in the community;
- To develop a communications strategy, including utilizing a variety of communications media, such as the Lamplighter, signage, monthly meetings, community newspapers and websites, electronic messaging, and the Cumberlandvillage.ca website;
- To encourage increased membership in the Cumberland Community Association through membership drives and improved visibility of the Association at events taking place in the community.

### **MEMBERSHIP**

Any resident or family of the area defined the City of Ottawa as that area to Canaan Road, west to Cardinal Creek, north to the Ottawa River and south to French Hill Road is eligible for membership upon completion of a membership application form.

### **MEETINGS**

One Annual General Meeting (AGM) shall be held in May at which time there will be a presentation of reports and an election of Executive officers.

Elections shall be carried out by inviting the AGM attendees to vote at the meeting when called to do so. The new Executive shall take office commencing at that time.



A General Meeting shall be called within thirty (30) days of a written request signed by a minimum of ten (10) members. Following election of the Executive, meetings shall take place monthly using a predetermined schedule.

### **EXECUTIVE**

The affairs of the Association shall be conducted by an Executive Board consisting of a President, a Vice President, a Treasurer, a Secretary and at least six (6) Representatives from the community. The Immediate Past President shall be an "ex officio" member of the Executive.

Vacancies in the Executive Board may be filled by appointment by the other members of the Executive Board.

### **MANAGEMENT COMMITTEE**

The day-to-day affairs of the Association shall be conducted by a committee consisting of the President, the Vice-President, the Treasurer, and the Secretary.

### **QUORUM**

For Annual General Meetings, ten per cent (10%) of the membership shall constitute a quorum. Fifty per cent plus one (50% +1) of the members of the Executive shall constitute a quorum at an Executive Meeting.

### **ADMINISTRATIVE PROCEDURES**

The Secretary shall make available the agenda for any General Meeting at least five (5) days before the meeting. The Secretary shall make available the Minutes of any General Meeting within fifteen (15) days of the meeting. In relation to monthly meetings, the Secretary shall make available the agenda no later than the day before the meeting and the Minutes within one (1) week.

The Constitution may be amended by a two-thirds (2/3) majority vote of the members present at any General Meeting, provided that written notice of the text of the proposed amendment is given at least five (5) days before the meeting, or provided a notice of the motion has been given at a prior Annual General Meeting.

### **FINANCIAL PROCEDURES**

The Executive shall be empowered to spend Association funds to support any activities, functions or organizations in keeping with the purpose of the Association.

The signing officers of the Association shall be the President, the Treasurer, and the Vice-President. All cheques shall be signed by any two (2) of these officers.

The financial year of the Association shall extend from May to May each year. The books of the Association shall be closed as of April 30, and an audited statement presented by the Treasurer at the May Annual General Meeting.

### **COMMITTEES**

The Executive may form sub-committees to assist in the work of the Association.

### **GENERAL**

In the absence of the President, the Vice-President shall preside over Annual General Meetings, and over all other meetings of the Executive