

# LEASIDE PROPERTY OWNERS' ASSOCIATION INCORPORATED

## BY-LAWS (Consolidated)

### **By-law I**

#### MEMBERSHIP

Section 1: The Membership Committee, and/or the Corresponding Secretary shall submit to the Board of Directors all applications for membership, completed and accompanied by the membership fees.

Section 2: Membership fees as determined by the Board of Directors shall be considered as annual fees, as long as the requirements for membership as set out in Article III of the Constitution continue to be met. Notwithstanding the foregoing, members who have joined as Lifetime Members may continue as such and shall not be required to pay annual fees.

### **By-law II**

#### DUTIES OF STANDING COMMITTEES

Section 1: The Nominating Committee shall present at the Annual Meeting a list of candidates as selected by them for election as Directors. It shall list all nominations as received by the Secretary in accordance with Article IV, Section 3 of the Constitution indicating by whom they were nominated.

It shall present a list of candidates for election of officers of the Board of Directors at the first meeting of the newly elected Board.

The Nominating Committee shall assist the Board of Directors by suggesting names of persons to fill vacancies in office which may occur during the year.

Section 2: The Membership and Fundraising Committee shall endeavour to bring into the all who are eligible for membership, and with the Corresponding Secretary, keep accurate and updated membership records.

It shall stimulate and promote community interest in activities of the Association.  
It shall coordinate the fundraising activities of the Association.

Section 3: The Traffic and Transportation Committee shall seek resolution of traffic and parking issues affecting Leaside, deal with related problems, look for potential solutions, and keep the Board informed of their activities.

Section 4: The Municipal Affairs Committee shall keep the Board informed on current City Council, its committees and Committee of Adjustment activities, as well as the activities of other levels of government.

It shall represent Association policy decisions to government bodies.

Section 5: The Business and Industrial Area Liaison Committee shall communicate with local and industrial area organizations.

Section 6: [Repealed]

Section 7: All Committees shall report at regular meetings of the Board of Directors on their activities and concerns, making such recommendations for action as they deem necessary, and shall have the endorsement of the Board before proceeding on any of those recommendations and/or the expenditure of funds beyond the limit established in By-law VI, Section 4.

### **By-law III**

#### MEETINGS

The Board of Directors shall meet regularly on the first Wednesday of each month of the year, with the exception that any such regular meeting may be suspended, or the day upon which it is to be held may be changed, with the consent of the Board.

Special Meetings of the Board of Directors may be called

- i) to appeal a decision of the Board of Directors  
Constitution Article V Section 2
- ii) at the call of at least 3 of the Board of Directors  
Constitution Article VIII Section 2
- iii) on petition of not fewer than twenty-five Active Members  
Constitution Article VIII Section 2
- iv) at the call of the President or a Co-President  
Constitution Article VIII Section 4b

Notice of any meeting may be given, or any vote by the Board may be conducted, by electronic mail.

A special meeting called under conditions ii) or iv) shall be held within fourteen days from a date such request is presented.

## **By-law IV**

### QUORUM

A quorum for transaction of business at any regular or special meeting of the Board of Directors shall consist of eight (8) Directors, two of whom shall be Officers.

## **By-law V**

### ITEMS OF BUSINESS

Section 1: Regular Meetings of the Board of Directors shall cover the following items of business, the exact order of which for items b) through e) to be determined by the President or a Co-President with the consent of the Board.

- a) Recognize and hear delegations
- b) Minutes of previous meeting
- c) Business arising out of the minutes
- d) Reports of Officers and Committee representatives
- e) New Business
- f) Adjournment

Section 2: The order of business at Annual Meetings shall be:

- 1) Welcome
- 2) Minutes of previous Annual Meeting
- 3) Treasurer's Report
- 4) President's report of activities
- 5) Report of Nominating Committee
- 6) Election of Directors
- 7) Program
- 8) Adjournment

## **By-law VI**

### FINANCE

Section 1: The Fiscal Year of this Association shall extend from October 1 to September 30.

Section 2: All Association funds shall be deposited in the name of the Association in a chartered financial institution as instructed by the Board of Directors.

Section 3: All cheques shall be signed by any two of the President or Co-Presidents, Treasurer, Immediate Past President and First Vice- President.

Section 4: The Treasurer shall hold an amount not exceeding one hundred dollars (\$100.00) for the purpose of making petty cash disbursements prior to approval.

Section 5: Expenditures in excess of one hundred dollars (\$100.00) must have prior authorization of the Board.

## **By-law VII**

### REFERENCE FOR RULES OF ORDER

The rules contained in the current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and By-Laws of the Association, and any special rules of order the Association may adopt.

## **By-law VIII**

### AMENDMENTS

These By-laws may be amended by a two-thirds (2\3) vote of the Directors present and voting at any meeting of the Board, provided that a quorum is present, and notice of the proposed amendments was sent to each Director at least 10 days prior to such meeting.

*Revised and amended by resolution of the Board of Directors on September 9, 2015, approved and confirmed at the Annual General Meeting on November 25, 2015.*