

## **Hampton Community Association Constitution and By-Laws**

1. The name of the board shall be known as the Hampton Community Association.
2. The fiscal year shall be January 1st to December 31st annually.
3. The purposes of the Hampton Hall Board are:
  - a) To provide a gathering area for the citizens of Hampton and surrounding area. The boundaries of Hampton for our purposes shall be from Nash Road in the South, to the 7th Concession in the North, and from Solina Road in the West to Middle Road in the East.
  - b) To encourage (advertise) the rental of the hall to everyone for multiple uses.
  - c) To co-operate/Liaise with other groups in the community in order to provide a broad spectrum of service without duplication.
  - d) To be representative of as many facets of the community as possible.
4. The annual General Meeting, also known as the AGM, shall be held no later than January 31<sup>st</sup>. of each year.
5. a) The board shall be comprised of a minimum of 6 persons to a maximum of 16 persons. Each board member shall be a resident of Clarington. It is desirable that as many sectors of the community as possible be represented i.e. church, sports, schools, community organizations, etc.
  - b) The officers of the board shall be
    1. Chairperson
    2. Vice Chairperson
    3. Recording Secretary
    4. Treasurer
  - c) All elected members of the board shall have rights and will serve on the Board in the best interest of the Hampton Community.
6. (a) The Term of office of a board Executive shall be two years, having the election of Chairperson and Treasurer one year and Vice-Chairperson and Secretary in the alternate year, with a possible re-election at the end of the term. The term of office of a Member at Large shall be one year, with the possible re-election at the end of

term. The board Executives and Members at Large shall be elected by a majority vote of the Clarington Citizens present at the Annual General Meeting.

6. (b) In the event of resignation or retirement of an Executive Member during his/her term of office, an election by the remaining Board members shall place a current Board member into the vacant position to serve the balance of the term. Except in the case of the Chair position becoming vacant, at which time the Vice-Chairperson will automatically assume the Chair position and an election to fill the Vice-Chair position will take place.

7. a) The board shall meet monthly except in July and August, unless there is an urgent matter and then an additional date will be determined.

b) The quorum for conducting business shall be a minimum of five members, consisting of a minimum of two Executives Members and three Members at Large.

8. a) Board members shall be elected at the Annual General Meeting.

b) In order to stand for election to the Board at the Annual General Meeting, each nominee shall be present at the meeting or have a designate person represent the nominee.

c) Citizens may nominate eligible persons from the floor for the Board and vote on all business arising at the Annual General Meeting.

9. The yearly Treasurers Report will be read at the Annual General Meeting. A hard copy (paper) summary of the year's expenses and income of the Board will be available upon request. The Treasurer's books and accounts shall be audited routinely.

10. A citizen is defined as a resident of Clarington.

11. A bank account shall be established in the name of the association at a banking institution as selected by the board. Any two of these three: Chairperson, Vice Chairperson, Treasurer shall co-sign cheques on the behalf of the Association.

12. The functions of the Hall Board shall be carried on without the sole purpose of gain for its members. Members shall abstain from voting on an issue of conflict of interest. If a member has a conflict of interest they must make it known and it is up to the other members present to make the final decision.

13. Upon dissolution of the Hall Board and after payment of its debts and Liabilities, its remaining property/assets shall become the property of the Community of Hampton to the benefit of the Community.

14. Proposed changes to the Constitution and By-Laws must be circulated at least fifteen (15) days prior to the Annual General Meeting. All proposed changes must be presented to the board fifteen (15) days before the Annual General Meeting for their information.

15. Any changes to the constitution and By-Laws must be approved at the Annual General Meeting and will require a two-thirds (66%) vote of approval from the citizens in attendance at the Annual General Meeting.

16. Items that may appear as Addendum and Appendix are for information and are not considered to be part of the Constitution or By-Laws and therefore do not require prior circulation nor 2/3 votes to effect a change therein.

17. Rental fees for the use of the Hall and its Facilities shall be reviewed and set at the first meeting of the new Hall Board.

18. Volunteers within the community shall be integral part of the functioning of the Hampton Hall. All board meetings are open to the citizens of the Municipality of Clarington.

December 2019