

Hampton Community Association Constitution and By-Laws

Purpose

The Hampton Community Association (HCA) will;

- Provide for the community and Residents of Hampton and Surrounding area
- Promote the rental of the Hampton Hall to a broad clientele for multiple uses
- Collaborate with other community groups to ensure a broad spectrum of services are available
- Be of as many facets of the community as possible

Membership

HCA membership will endeavor to include many different community sectors (schools, sports, church) and will include the following positions;

The Executive

- Chairperson
- Vice-chairperson
- Treasurer
- Secretary

Members at Large (2-8 members)

Community Volunteers (Non-voting)

Term of office

- Executive members will serve a 2 year term. Alternating election years (Chairperson and Treasurer even years, Vice Chair and Secretary odd Years)
- Members at large will serve a 1 year term

All positions are open to re-election for subsequent terms

All HCA members will be elected at the AGM by a Hampton Resident and must

- be a resident of Hampton
- be willing to serve in the best interest of the community without personal gain
- be willing to serve the entire term
- be present at the AGM or provide written notice explaining the reason for absence
- abstain on voting on issues that present a conflict of interest, all conflicts must be declared
- be able to attend monthly meetings and AGM. Missing 4 meetings (without adequate reason) per fiscal year will result in dismissal or resignation request

In the event of a resignation or retirement of an Executive Member during their term of office, an election by the remaining HCA Members shall place a current HCA 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-Chair will automatically assume the Chair position and an election to fill the Vice-Chair position will take place.

Meetings

All meetings are open to all Residents of Clarington and any article of new business pertinent to our purpose may be raised for discussion by any resident in attendance.

HCA will meet monthly with the exception of July and August

Quorum for conducting business shall be a minimum of five members consisting of a minimum of 2 executives and 3 Members at Large.

In the event that HCA is not aligned in decision making, final decision will be made by a vote of 51%

The Annual General Meeting (AGM) shall be held annually by the end of February.

Proposed changes to the constitution and By-Laws must be posted on the HCA website (villageofhampton.ca) 30 days prior to the AGM for review. Changes will then be approved at the AGM and will require a two-thirds (66%) vote of approval from all residents in attendance at the AGM.

Financial

The fiscal year will be January 1st to December 31st

A bank account will be established at an institution approved by the HCA. All cheques must include any 2 signatures from any of the following positions, Chair, Vice-Chair, Treasurer or Secretary

The HCA will be self-sustaining financially and will collaborate with the Municipality of Clarington for additional financial resources to support larger community projects

The Treasurer will prepare and present to the HCA a monthly financial statement.

The treasurer's financial statements (including all revenue and expenses) and accounts will be audited annually by an agreed upon auditor who is at least "at arm's length" of the HCA. This audit should

be completed at fiscal year end and the results presented and a hard copy distributed at the AGM

Annual budget will be prepared at the first meeting of the new hall board and will include the review of Hall rental fees, cleaning and booking costs.

In the event the HCA is dissolved, all debt and liabilities will be paid in full. Remaining property and assets shall become the property of the Corporation of municipality of Clarington. Every effort will be made to distribute and dispose of any assets to charitable/community associations within the Hampton Community Area.