

THE CORPORATION OF THE CITY OF VAUGHAN

APPENDIX

APPENDIX TITLE: PROCESS AND SAMPLE CONSTITUTION

APPENDIX NO.: APPENDIX A

APPENDIX

Process and Sample Constitution

Process

Interested groups must fill in and sign the application form ensuring that all information is submitted. Incomplete applications will not be processed. See section entitled Application Requirements.

Submit information to City of Vaughan, Dept of Recreation Services:

Through the online portal found at the following link: vaughan.ca/facilityrentals

by e-mail: RecCSO@vaughan.ca

by mail or in person:

City of Vaughan,

Recreation Services Department, 3rd Floor 2141 Major Mackenzie Drive,

Vaughan, Ontario L6A 1T1

Allow 6 to 8 weeks for processing.

Sample Constitution:

Constitution for the ABC Association

Article 1 – Name

The Name of this organization shall be “ABC Association”.

Article 2 – Object

The object of this Association shall be to promote, protect and represent the general interests of the membership.

Article 3 – Area Defined

The ABC Association is that area bounded on the north by Street A, on the west by Street B, on the south by Street C and on the east by Street D.

Article 4 – Officers

The members of the association shall elect a Board of Directors, which shall be comprised of: President, Vice-President, Secretary, Treasurer and up to 8 Directors.

All Members of the Board shall be elected for 2 years and may stand for re-election.

Members of the Board of Directors shall be elected at be-annual general meetings held in September by simply majority of members in good standing present. Proxy votes are not allowed. Voting members must be present at the general meeting.

Article 5 – Quorum

A quorum consists of a simple majority of active members of the Board of Directors, with the President, or Vice President present, or a designated Director to preside over the meeting.

Any member of the Board of Directors who is absent from 3 consecutive meetings, without a valid excuse, or who submits his/her resignation, shall be deemed to have vacated his/her position.

The Board of Directors is empowered to appoint new Directors to fill any vacancy, until the next election of the Board.

Article 6 – Duties of Directors

The president shall call and preside over all meetings and generally supervise the association's activities and shall give a report at the general meetings.

The Vice President shall perform the duties of the President, in the his/her absence or request.

The Secretary shall keep all minutes and records except financial and shall attend to clerical work.