



## Minnow Lake Community Action Network Constitution and By-Laws

### 1. Name

Acting under the auspices of the City of Greater Sudbury the organization is known as the Minnow Lake Community Action Network (CAN), a voluntary association of residents and citizens, not incorporated, and non-partisan.

### 2. Boundaries

The boundaries of the CAN are that section of Ward 11 in Minnow Lake south of the Kingsway to Ramsey Lake and from the Western limits of Howey Drive to past Moonlight Avenue to the western extent of Lake Ramsey.

### 3. Objectives of the Minnow Lake Community Action Network

The objectives are outlined and mandated by the City of Greater Sudbury for all CANs and are as follows:

Community Action Networks (CANs) bring people together to build a Healthy Community. Healthy Communities are strong and vibrant. They emerge from the collaborative efforts of citizens who care about where they live and want to make their neighbourhoods the best they can possibly be. Community Action Networks provide resources to make this happen.

The City of Greater Sudbury recognizes the following benefits in establishing and supporting Community Action Networks:

**CANs** enhance the overall quality of life in Greater Sudbury's social, environmental and economic sectors.

**CANs** enable citizens to participate, appreciate, and fully understand the services offered by community organizations and groups.

**CANs** help to identify community needs and establish co-operative working relationships.

**CANs** promote democracy and inclusiveness by giving participants (community members, City Council, and City staff), a unique vehicle to work in harmony toward common goals.

**CANs** provide a mechanism for planning at the community level by identifying the different projects with which individual Community Action Networks will be involved.

**CANs** take action and implement projects and initiatives which have a positive impact on the quality of life in Greater Sudbury.

**CANs** are not rate payer associations and do not take part in political activities.

## 4. Membership

**4.01** The membership shall consist of all persons being residents/citizens in the boundary areas as described above and any other interested persons interested in the welfare of this area.

**4.02** All residents of the area as described above are entitled to one vote on each question arising at any special or general meeting of the Members.

**4.03** Any resident of the area as described above shall have the right to hold office.

## 5. Structure of the Community Action Network

**5.01** The affairs of the Association shall be administered by an Executive holding the following officer positions:

- a) Chairperson (two possible serving as co-chairs)
- b) Vice-chairperson (two possible)
- c) Secretary
- d) Treasurer

### 5.02 Sub-Committees

Sub-Committees may be organized to meet needs of the community and shall be created and/or dissolved as deemed necessary by the Executive providing that:

- a) The objectives are consistent with the purpose of the CAN;
- b) The sub-committee agrees to participate in the CAN in order to co-ordinate its plans and programs.
- c) The sub-committee agrees to all financial and membership policies of the CAN.

### 5.03 Residents- at-Large

Residents of the area elected or appointed as residents-at-Large are the agents or ambassadors of the CAN. They act as the voice and ears of both the residents of the specified community area and of the Association.

### 5.05 Duties of Residents- at-Large

- a) Welcome new neighbours to the community, inform them about the CAN and invite them to participate.
- b) Communicate resident views and concerns to the Chairperson or other executive members.
- d) Keep in touch with residents, informing them of key community issues/events.
- e) Deliver CAN newsletters, notices or surveys to residents in their locale as required.
- f) Attend if possible CAN General Meetings.
- g) Attend executive meetings.

## 6. Duties of Officers

### 6.01 Chairperson or Co-Chairperson(s)

- a) Co-ordinates and chairs all meetings of the CAN
- b) Take overall responsibility for actions of the executive.
- c) Present a viewpoint that represents all areas of the community in discussions within the executive
- d) Represent the CAN at functions or meetings
- e) Be a contact point between the community, the Corporation of the City of Greater Sudbury, the City Councillor, and provincial or federal elected representatives as appropriate.
- f) Respond to all queries from community residents and attempt to resolve issues that directly or indirectly impact the community
- g) Attend all CAN functions held within the community (if possible)
- h) Maintain a flow of information to executive on all meetings where the Chairperson represents the CAN
- i) Ensure the completion of administrative tasks required to maintain the CAN as a not-for-profit community association as required by the City of Greater Sudbury

- j) Act as a signing officer on all CAN cheques
- k) Ensure that financial obligations taken in the course of CAN actions meet generally accepted community standards
- l) Act as the spokesperson for the CAN with the media, when required.

#### **6.02 Vice-Chairperson**

- a) Act on behalf of the Chairperson, when required
- b) Take on special projects, as requested by the Chairperson and/or BOD
- c) Act as a signing officer on CAN cheques

#### **6.03 Secretary**

- a) Keep and maintain a record of all by-laws and special resolutions as permanent records of the CAN .
- b) Take the minutes of General and executive meetings, and include a list of action items at these meetings to be published with the minutes. Complete the draft minutes as soon as possible after the meeting, and distribute them via email or hard copy to the executive for review and feedback and publishing to the CAN website.
- c) Receive and archive correspondence addressed to the organization. Important letters are distributed to the executive for review and action

#### **6.04 Treasurer**

- a) Prepare cheques as required, and acts as a signing officer
- b) Maintain a record of all receipts and disbursements, and a record of all assets and liabilities, which are retained as a permanent record
- c) Deposit funds in the bank account on a timely basis
- d) Prepare invoices as required, and follows up on any accounts receivable
- e) Coordinate the preparation of the annual report to City of Greater Sudbury
- f) Ensure financial policies and procedures are followed
- g) Advise the executive of the CAN's financial status at each executive and general meeting
- h) Make the books available for audit each year
- i) Make the Chairperson aware of any issues requiring her/his attention.

## **7. Meetings**

#### **7.01 Rules of Order**

- a) The Chairperson of a meeting, usually the Chairperson of the CAN, shall be privileged to debate on all subjects under discussion by temporarily turning over the Chair to the Vice-Chairperson or other member of the executive during such debate and subsequent voting.
- b) An appeal may, in all cases, be made from any decision of the Chairperson. A two-thirds majority vote of those present shall be necessary to sustain the appeal.
- c) Any resident making an appeal from a decision of the Chairperson may state his or her reasons for doing so. The Chairperson may then give his or her reasons for his or her decision before the question is put. When the vote has been taken, the matter shall be considered as settled.
- d) When two or more members rise at the same time, the Chairperson shall name the one to speak.
- e) When a member is called to order by the Chairperson or any member, that person shall at once take his or her seat and every question of order shall be decided by the chairman without debate.
- f) No motion shall be debated until seconded.
- g) Appeals and motions to reconsider, or adjourn, are not debatable.
- h) When a question is under debate, no motion shall be received except to table the motion, to postpone, to commit to a committee, or to amend.

- i) No person shall interrupt another while speaking, except in accordance with the Rule of Order.
- j) A motion to adjourn shall always be in order, except when another motion is before the meeting.
- k) When a motion is made and seconded, the mover thereof may be called upon by the Chairperson to reduce the same to writing and to hand it to the Chair, from which it shall be read before the meeting for debate.
- l) Any mover of a motion shall be at liberty to accept an amendment thereto; but if the amendment is not accepted by the mover, yet duly seconded, a vote shall be taken on the amendment prior to voting on the original motion.
- m) The Chairperson at any meeting may limit the time of any speaker on any motion or discussion.
- n) A Rule of Order may be suspended by a two-thirds vote of the members present at any meeting, but the suspension shall apply only for that meeting.

### **7.02 General Meetings**

- a) General Meetings of the CAN are open to the general public
- b) The Annual General Meeting shall be held before the end of the calendar year.
- c) The notice of the Annual General Meeting or Special Meetings, and a tentative agenda, shall be given to those residents known to the executive by electronic mail not less than seven (7) days in advance of the meetings and should be made known by media public service announcements and any other public means possible.
- d) At General Meetings, pertinent matters may be raised by any member of the CAN and discussed in their proper order. Special Meetings are limited to the issue or specific purpose for which the meeting was called.

### **7.03 Board of Directors Meetings**

Meetings of the executive shall take place at the pleasure of the Chair, but no fewer than general meetings which must take place no less than four times a year.

### **7.04 Quorums**

A quorum at a meeting shall be counted from those in attendance of not less than 10 citizens of the area, and include at least 3 executive members. In the absence of such a quorum at least 5 in attendance of which 3 must be executive members shall vote as whether to proceed with business.

### **7.05 Voting**

All in attendance representing residents of the area and at least 16 years of age are entitled to vote at General or Special Meetings. All motions shall be resolved by a simple majority vote except for Special Resolutions, which require a two-thirds majority vote. Every question put to the floor shall be decided by a show of hands, unless a poll is demanded. Any resident may demand a poll. If a poll is demanded and not withdrawn, the poll shall be taken in such manner as the Chair shall direct and the results of such poll shall be deemed the decision of the CAN upon the matter in question. In the case of an equality of votes at any General or Special Meeting, whether by show of hands or at a poll, the chair presiding at the meeting has a second or casting vote. At the conclusion of voting, a declaration by the Chair must identify that a resolution has been carried or not carried.

## **8. Community Action Network Year**

The CAN's fiscal year shall run from Jan 1<sup>st</sup> to Dec. 31<sup>st</sup> of the same year.

## **9. Election and Tenure of the Executive**

**9.01** The election of the Executive shall take place by open vote every second year at the Annual General Meeting.

**9.02** The election of the executive shall take place every second year, at which time the executive positions become "open" and a new executive elected or acclaimed.

### **9.03 Nominations**

The community will be made aware of the election of the Executive by public notice and nominations and offers to serve can be forwarded to the executive and presented at the Annual General Meeting and also nominations can be accepted from the floor. All nominations must be seconded and all nominees must indicate a willingness to serve on the executive.

### **9.04 Voting**

The conduct of the election of the Executive at the AGM is by open vote unless a poll is demanded in which case, three area residents will be selected to collect, tally and report on the results of the secret ballot. They will be entitled to vote.

**9.05 Order of voting for Executive Positions:** The chairperson(s) shall be elected or acclaimed first followed by vice-chair person(s), secretary and treasurer. If positions are not filled, appointments can be made at the pleasure of those elected or acclaimed at any time following to be approved at the next following general meeting.

9.06. **Election and/or appointment of Residents at-large:** Can take place at the Annual General or any other meeting of the CAN. These individuals shall serve at the pleasure of the Executive and for time periods as to be determined by the Executive.

## **10. Financial Procedures**

**10.01** The CAN shall conduct its affairs on a non-profit basis so that no member derives financial advantage from the CAN's transactions. Nothing in the forgoing prohibits an executive member from receiving reasonable repayment of his or her expenses for his or her services on behalf of the CAN.

**10.02** All CAN funds will be kept on deposit with a Canadian chartered bank, trust company or credit union.

**10.03** The Treasurer, Vice-Chair or the Chair shall sign Cheques or bills of exchange payable to the CAN. The Treasurer, Vice-Chair or the Chair shall sign cheques or bills of exchange payable by the CAN.

**10.04** The Executive shall authorize all expenditures in excess of \$100 of the CAN. In exceptional circumstances, expenditures may be authorized by the signing officers who shall report such circumstances to the first meeting of the executive after the authorization of such expenditures.

**10.05** Due to the limited amount of funds available and expended there is no need for a professional audit and all financial reports are submitted yearly to the City of Greater Sudbury for review and approval.

## **11. By-laws of the Community Action Network**

The CAN **may** make by-laws for the purpose of supplementing or clarifying the provisions of this document or any other purpose, provided that such by-laws are not contrary to the laws of the Government of Canada or Ontario, or by-laws of the City of Greater Sudbury.

## **12. Amendments to the Constitution or By-laws**

**12.01** Notice of all proposals for amendments shall be given, in writing, to the Secretary who will cause the proposal to be included with the notice of the General Meeting, and the subject then placed on the agenda of the following General Meeting.

**12.02** An amendment or by-law shall be considered accepted by a two-thirds vote of residents present at the General Meeting provided there is a quorum in attendance as described previously 7.04.