



**THE GLEBE NEIGHBOURHOOD  
ACTIVITIES GROUP**

**CONSTITUTION**

**Article 1: Name**

**The Group shall be known as the “Glebe Neighbourhood Activities Group”.**

**Article 2: Purposes of the Group**

**The purposes of the Group are:**

- a) to provide a means by which the residents of the community can participate in a partnership with the City of Ottawa to develop policies with respect to the programming and operation of the Glebe Community Centre.**
- b) to promote and encourage the development of a diversified program of services and activities both within and outside the Community Centre which meets the needs and interests of the community residents;**
- c) to encourage the fullest utilization of all the facilities and resources of the community to meet these community needs;**
- d) to co-ordinate objectives and activities with other organizations in the community and throughout the city;**
- e) to provide a body through which the people of the community can serve their own needs and maintain communications with each other;**
- f) in order to devote its full attention to these objectives, the Group will not engage in business activities for private profit, in partisan political activities or in sectarian religious activities.**

### **Article 3: Membership of the Group**

- a) **All residents of the Glebe and area and all persons who own or manage a business located in the Glebe area may be members of the Group. For the purposes of this Constitution, the Glebe area is defined as that area enclosed by a line starting from the corner of Preston Street and the Driveway near Dows Lake proceeding north along Preston Street to Carling Avenue then east along Carling to Bronson Avenue then Bronson to the Queensway then east along the Queensway until it crosses the Driveway then south and west along the Driveway to the starting point.**

### **Article 4: Activity Groups**

**An Activity Group organized to meet social or recreational need in the community shall be recognized and supported by the Group if it:**

- a) **as an objective which is consistent with the purposes of the Group;**
- b) **agrees to participate in the Standing Committees in order to coordinate its plans and programs with those of other Activity Groups;**
- c) **accept all residents of the city into its programs except for the need to limit total registration;**

### **Article 5: General Meetings**

- a) **The Group shall hold an Annual General Meeting between September 1<sup>st</sup> and November 1st at which the retiring Executive shall report on the affairs of the Group and a new Executive shall be elected. Other General Meetings may be called by the Executive during the year to report to the membership and deal with the business of the Group. A General Meeting may also be held at the request of GNAG membership providing 20 non-Executive GNAG members have signed a request.**
- b) **Due notification of any General Meeting may be published, through an announcement in the community newspaper, at least two weeks prior to the date for the General Meeting.**
- c) **All motions put to a vote at an Annual General Meeting, except amendments to the Constitution, shall be passed by a simple majority of the Group members present and voting with the Chairperson barred from voting.**
- d) **A quorum at a General Meeting shall be the number of non-Executive members present being larger by at least one than the number of generally-elected Executive members present.**

## **Article 6: The Executive**

- a) The affairs of the Group shall be administered by an Executive consisting of a Chairperson, a Vice-Chairperson, a Secretary, a Treasurer, and a minimum of five, and up to a maximum of nine, voting Members. The Executive shall be representative of the community. The executive will also include three ex-officio (non-voting) members who are: the immediate past Chair Person, The City of Ottawa Councillor representing the Glebe area and a person to be designated by the City of Ottawa, department of Parks and Recreation**
- b) Members of the Executive may not hold the same office for more than four years or serve on the Executive more than six consecutive years, unless specifically moved and supported by the Membership at the Annual General Meeting.**
- c) Regular Executive Meetings shall be held at least once a month, and shall be open to all who wish to attend. A quorum at an Executive Meeting will consist of five elected members, in person or by proxy.**

## **Article 7: Elections**

- a) The outgoing Executive shall appoint a nominating committee at least one month before the Annual General Meeting consisting of at least one member of the Executive and at least one ( ? ) Group member who are not on the Executive. The Committee shall present a slate of candidates for all the Executive positions at the Annual Meeting. All persons nominated must have indicated a willingness to serve on the Executive.**
- b) A simple majority vote of the Group members present provided there is a quorum in Attendance, shall decide the elections.**
- c) Any vacancies accruing in the course of a Group year shall be filled for the remainder of the term by appointment by the Executive.**

## **Article 8: Standing Committees**

**The Executive may establish Standing Committees of members and Activity Group representatives chaired by a member of the Executive. It will be the responsibility of each Standing Committee to develop policy guidelines for Activities, to work with the Activities to implement their policies and to report to the Executive on a regular basis. All Committee meetings shall be open to any Group member who wishes to attend. The term of reference of each Standing Committee will be defined by the Group Executive.**

## **Article 9: Financial Procedures**

- a) All Group funds will be kept on deposit with a Canadian chartered bank or trust Company.**
- b) All payments on the Group's behalf will be made by cheque to be signed by two Members of the Executive authorized to exercise this responsibility.**
- c) Signing authority will be vested in the Treasurer, the Chairperson, the Executive Director, the Vice-Chairperson, and the Secretary.**
- d) A record of all receipts and payments will be reconciled and then filed by the chief financial officer. The treasurer will review all statements on a monthly basis.**
- e) Unless otherwise ordered by the Executive, the fiscal year of the Group shall be from July 1st to the following June 30<sup>th</sup>. The Chief Financial Officer will prepare an annual summary for the Treasurer for his/her approval. He / She will then submit the year end report for distribution at the Annual General Meeting.**
- f) The financial statement to be submitted to the Group at the Annual Meeting will be subject to a Review And Engagement by a member of the Group who is not on the Executive of the Group. Every six years, there will be an Independent Audit for the purpose of ensuring financial procedures and controls are in place.**
- g) Items of a financial nature of \$10,000.00 or more must be submitted in writing to the chairperson one week prior to the monthly GNAG meeting and added to the agenda**
- h) Voting on financial matters shall not take place unless the Treasurer or his/her designate is present.**

## **Article 10: Amendments to the Constitution**

- a) A motion to amend the Constitution may be presented at the Annual General Meeting or at any General Meeting called specifically for that purpose and with due notification, through an announcement in the community newspaper, having been given at least two weeks prior to the date of the General Meeting.**
- b) In order for a motion of amendment to be put on the agenda, the motion must be in writing, with five Group members signatures, to the Secretary at least one week before the Meeting.**
- c) The Secretary shall forward a copy of all proposed amendments to the City of Ottawa, Recreation Branch.**

- d) An amendment shall be considered accepted if it is approved by a 2/3 majority of the Group members present with a quorum in attendance.**