

## CONSTITUTION AND BYLAWS

### OLD UNIVERSITY NEIGHBOURHOOD RESIDENTS' ASSOCIATION

## CONSTITUTION

**NAME:** This organization shall be known as the Old University Neighbourhood Residents' Association Inc. hereinafter called the "Association" which shall be abbreviated as **OUNRA.**

The Old University Neighbourhood is the area bounded by the Speed and Eramosa rivers in the north, the lands of Cutten Fields and the University of Guelph in the east, the north side of College Avenue W in the south and by the Hanlon Expressway in the west. The lands and dwellings within these boundaries comprise the Old University Neighbourhood.

**OBJECTS:** The objects of the Association shall be to:

- (a) Generally improve the maintenance of the environment and enhance the quality of life in the Old University Neighbourhood Area; and
- (b) Keep Constituents informed about developments in the neighbourhood which may affect them individually or the neighbourhood as a whole; and
- (c) Liaise with the appropriate City of Guelph Officials as required to obtain information or to advise them of the wishes of the Association; and
- (d) Maintain a watching brief of the neighbourhood generally and in particular, new developments in the neighbourhood to ensure that bylaws and various codes such as building, fire and safety, traffic, etc., are being observed and if they are not, then to notify the proper authorities to take action; and
- (e) Consider such matters as density, land utilization, traffic patterns, etc. for the Old University Area and to develop as deemed desirable or necessary, a Concept Plan to further define future land use and policy statements to bring about the preferred land use; and
- (f) Foster interpersonal or neighbourhood relationships which will enhance a general feeling of togetherness in a common cause; and
- (g) do such other lawful acts as are incidental or conducive to the attainment of the foregoing objects and without being limited by the foregoing to promote the general welfare of the Constituents in the Old University Area within the City of Guelph.

**OFFICERS:** The Officers of the Association shall be:

The President, Past President, Vice-President, Treasurer and Secretary.

**EXECUTIVE COMMITTEE:** The Executive Committee shall consist of the Officers of the Association and at least two other persons elected from the membership of the Association. The Executive Committee will conduct the business of the Association through the holding of periodic meetings and at least two meetings at large, one of which shall be the Association's Annual General Meeting.

**CONTRIBUTING MEMBERSHIP FEES:** The Executive Committee shall decide upon and recommend to the general membership, the annual fees, such fees to cover the anticipated costs of maintaining the Association and its work for the ensuing year, including the costs associated with consultants, etc. The Executive may recommend an additional levy if unforeseen costs are anticipated.

**BYLAWS:** The Association will make such bylaws, not contrary to law, as it may deem necessary, or are advisable for the good governance and management of its business and affairs; without being restricted thereby, especially with respect to the admission of members, the fees and dues which it may deem advisable to impose, the number, powers and duties and mode of election of its Executive Committee, its governing, managing and/or creation of committees or subcommittees; and the officers and members of the Association may, from time to time, alter or repeal all or any such bylaws as it sees fit.

# BYLAWS

## 1.0 **DEFINITIONS:** In these Bylaws,

- (a) “Association” means the Old University Neighbourhood Residents’ Association, which shall be abbreviated as **OUNRA**.
- (b) “Member” means any person aged 18 or more years that resides in or is a property owner in the OUN. All members have the right to vote at all general meetings of the OUNRA that are called to conduct the business of the Association.
- (c) “Contributing Member” means any member who has paid the annual Contributing Membership fee.
- (d) “Officers” means the President, Past President, Vice-President, Treasurer and Secretary.
- (e) “Executive Committee” consists of the Officers and at least two other persons elected from among the members.
- (f) “Fiscal Year” shall be the twelve month period between May 1st and April 30th of the following year.
- (g) “General Membership Meeting” shall be a meeting of all members of the Association, a notice of which has been duly promulgated and circulated at least ten (10) days prior to said meeting.
- (h) “Annual General Meeting” shall be the General Membership Meeting usually held in the month of May in each year.
- (i) “Executive Committee member” means a member who has been elected to sit on the Executive Committee.

**2.0 CONTRIBUTING MEMBERSHIP:** Any person aged 18 years or more and who resides in, or is a property owner in the area defined as the Old University Neighbourhood in the Constitution may become a Contributing Member of the Association upon payment of the prescribed contributing membership fee for the current year.

**3.0 CONTRIBUTING MEMBERSHIP FEES:** The annual dues payable by a member who wishes to be designated as a Contributing Member shall be Twenty Dollars (\$20.00) or any other such sum as may be fixed by resolution of the Executive Committee; thence recommended to the Association and approved by a majority of members present at any Annual General Membership Meeting. The contributing membership fees are used to cover the costs of OUNRA’s normal operations as well as provide a reserve fund for any unexpected expenses that arise when the integrity of the OUN must be defended.

**4.0 THE EXECUTIVE COMMITTEE:** Under the leadership of the President, the Executive Committee shall be responsible for the general conduct of the affairs of the Association and shall hold office until the subsequent AGM. Any member of the Executive Committee who misses more than three consecutive meetings without explanation can be removed from the Executive Committee upon a majority vote by the Executive Committee members.

**5.0 ELECTION OF MEMBERS OF THE EXECUTIVE COMMITTEE AND OFFICERS:**

Members to sit on the Executive Committee shall be elected at the Annual General Meeting. The Past President shall bring to the AGM a slate of nominations for election. Nominations from the floor of the AGM are permitted and encouraged. In addition, the Executive Committee may elect Executive Committee members at one of its regular meetings between AGMs. There is no maximum number of Executive Committee members.

Members of the Executive Committee, at the Committee's first meeting following the AGM, shall elect the Officers of the Association.

**6.0 MEETINGS:**

- (a) The Executive Committee shall meet on an "as needed" basis to deal with any Association business and/or projects.
- (b) There shall be an Annual General Meeting, usually held in May of each year, at which time the following matters shall be dealt with:
  - (i) The approval of the minutes of the previous Annual General Meeting;
  - (ii) A President's Report;
  - (iii) A financial statement for the past fiscal year;
  - (iv) The election of the Executive Committee for the upcoming administrative year;
  - (v) The approval of the budget for the upcoming fiscal year;
  - (vi) Any other matters that may be of interest to the Constituents.
- (c) It has been the practice to hold a General Membership Meeting in the late fall of each year.

**7.0 QUORUM:**

A quorum shall be considered to be present for the conduct of business at any Executive Committee Meeting when more than one-half of the Executive Committee members are present. A quorum shall be considered to be present at any General Membership Meeting and/or the Annual General Meeting of the Association when 20 persons or more, other than the Officers of the Association, are present.

**8.0 DUTIES:** The duties of the Officers shall be as follows:

- a) The President shall be the Chief Executive Officer of the Association and shall preside over all meetings of the Association and of the Executive Committee. The President shall be the chief spokesperson for the Association. The President shall be an ex officio member of all special committees.
- b) The Past President shall prepare, for the Annual General Meeting, a list of those persons willing to stand for nomination as Officers and Members-at- Large for the next Administrative Year of the Association.
- c) The Vice-President shall, in the event of a vacancy or incapacitation in the office of the President, assume the duties of the President.
- d) The Secretary shall keep timely minutes of the meetings, both of the Executive Committee Meetings, the Annual General Meeting and all General Membership Meetings and will provide general secretarial services as required with respect to correspondence, etc. In the event of a vacancy or incapacitation in the office of the President and Vice-President, the Secretary shall assume the duties of the President.

- e) The Treasurer shall be responsible for the maintenance of the membership records for the Association as well as for the collection of the annual dues and their safekeeping. In addition, the issuance of cheques against invoiced amounts for services rendered, the provision of accurate and current financial statements when required and the safekeeping of Association funds in a bank account are also responsibilities of the Treasurer.

**9.0** **COMMITTEES:** OUNRA will have one standing committee: The Communications Committee, which will consist of persons who are members of the Executive Committee or who are volunteers from among the wider OUNRA membership. The Communications Committee will develop and maintain a communications strategy for OUNRA that will be based on a variety of communication tools.

The Executive Committee may appoint ad hoc committees to study or investigate any matter as deemed necessary or appropriate, and shall give the terms of reference and directions as to when the reports of such Committees shall be submitted to the Executive Committee. The Executive Committee may, by resolution, authorize the payment of expenses incurred by any committee and/or any of the members of the Association carrying out the business of the Association.

**10.0** **AMENDMENTS:** The Constitution and By-Laws may be amended or repealed by the members present at a duly constituted Annual General Membership Meeting of the Association, provided the members have been furnished with the notice of the amendments and/or repeals contemplated at the start of the meeting and provided that the discussion and adoption of the amendments and/or repeals takes place at least one hour after the start of the meeting.

*Constitution and Bylaws  
were adopted at the Annual General Meeting  
held on May 16th, 1996  
and were further amended at Annual General Meetings  
held on  
May 24, 2000  
May 08, 2001  
May 16, 2002  
May 15, 2003  
May 18, 2006  
June 19, 2013  
May 10, 2018*