

**BYLAWS OF THE OLD OTTAWA EAST COMMUNITY ASSOCIATION (OECA)**

**1. BYLAW - MEMBERSHIP**

- 1.1. A member in good standing will not have any outstanding membership dues owing.
- 1.2. A member in good standing shall abide by all the Constitution and Bylaws of the Association.
- 1.3. A member may resign by submitting his/her resignation to the Board.
- 1.4. Membership will be revoked for non-payment of dues.

**2. BYLAW PROCEEDINGS**

- 2.1. The presiding officer shall have a vote at any meeting sponsored by the Association in order to break a tie vote.
- 2.2. At least fourteen days public notice shall be given of any Annual or Special General Meeting of the Association.
- 2.3. The Record of Decision, kept by the Secretary of any Annual General Meeting, Special General Meetings of the Members or Board meetings, shall be the official record of business.

**3. BYLAW ORDER OF BUSINESS FOR BOARD MEETINGS**

- 3.1. There shall be regular monthly Board meetings (except July and August) to be held on the 2nd Tuesday of each month. A Board meeting may be forfeited to allow for the Annual General Meeting or a Special General Meeting of the Members. The October or November Board meeting is normally deemed to be the Annual General Meeting.
- 3.2. All Board meetings are open to the membership. General members may make presentation to the Board at a Board meeting by scheduling their agenda item with the President prior to the meeting.
- 3.3. Only Board members shall have a vote at Board meetings.

**4. BYLAW ORDER OF BUSINESS FOR GENERAL MEETINGS**

- 4.1. There shall be at least one Annual General Meeting each year. Special General Meetings of the Members may be held at the call of the Chair, or upon request of at least twenty-five members, following of due process as outlined in Article 9 of the Constitution.
- 4.2. All members in good standing are eligible to attend and vote at General Meetings of the Association, however, no more than two members of a household may vote on any issue.

## **5. BYLAW FINANCES**

- 5.1. General funds raised by the Association may be used by the Board for operating expenses, including the provision of facilities for sponsored activities and for other expenses as approved at a General Meeting.
- 5.2. The Treasurer may authorize expenditures and payments on behalf of the OECA to a maximum of \$300 without prior approval of the Board. The expenditure would be tabled at the next Board meeting or General Meeting and recorded in the Record of Decision.
- 5.3. The Board must approve expenditures in excess of \$300.
- 5.4. The membership must approve expenditures in excess of \$1000 at Special General meeting.
- 5.5. All general funds raised by the Association shall be deposited in an account in the Association's name.
- 5.6. Financial signing authority shall be delegated to the Treasurer and two other Board members. Two signatures must be on cheques written on behalf of the OECA.
- 5.7. The annual report of the financial records of the association shall be audited by two members appointed by the Board and shall be tabled at the Annual General Meeting.

## **6. BYLAW STANDING COMMITTEES**

- 6.1. The Board of the OECA may propose at the Annual General Meeting a Standing Committee or a Community Group be recognized as a Standing Committee in addition to the standing committees listed below. Each Standing Committee has a voting member on the Board in the person of the Committee Chair, as elected at the AGM. Prescribed Standing Committees are:
  - 6.1.1. Standing Committee on Traffic.
    - 6.1.1.1. This committee has the mandate to monitor issues pertaining to pathways, regional roads and traffic systems that may affect traffic, pedestrians, or cyclists, within or outside our borders so long as they may be of interest to Ottawa East residents.
  - 6.1.2. Standing Committee on Sustainable Living in Ottawa East (SLOE).
    - 6.1.2.1. This committee helps plan, develop, network and fundraise for projects that support the vision of Ottawa East as a leading green community.
  - 6.1.3. Standing Committee on Planning.
    - 6.1.3.1. This committee addresses the issues concerning the development of neighbourhood lands for both residential and non-residential use. It monitors zoning requests and addresses their impact.
  - 6.1.4. Standing Committee on Membership

6.1.4.1. This committee takes responsibility for organizing the membership drive, which shall take place annually between the months of September and December. The committee maintains a list of all Association members in good standing, and provides a copy of said list to the Secretary of the Board.

6.1.5. Standing Committee on Communications and Special Projects

6.1.5.1. This committee coordinates the public relations/communications for the OECA and develops and manages the Association's Web site.

6.1.5.2. This committee may also coordinate fund raising and special community projects for the Association and for the Board.

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