



BYLAWS

St. George-Grosvenor Neighbourhood Association (SGGNA)

Section 1 – Preamble

1. The distinction between the constitution and the bylaws:
 - a. Constitutions rarely change - they outline why a group exists and how it perpetuates itself.
 - b. Bylaws deal with more day-to-day issues and adapt to changing circumstances.
2. Upon recommendation by the Executive Committee, with fourteen (14) days prior notice, changes to the St. George Grosvenor Neighbourhood Association (the Association) by-laws can be made with membership approval at any subsequent General Meeting.

Section 2 – Correspondence

1. Any written correspondence that represents a policy position of the Association should bear two (2) signatures, one of which must be the President, the other being a member of the Executive Committee.
2. This stipulation is intended to ensure that the position of the Association on matters of importance is clearly and consistently maintained.
3. Two (2) signatures are not required for documentation of more routine nature (such as normal correspondence inviting speakers to a meeting).

Section 3 – Representing community concerns

1. Community concerns arising from within the Association boundaries may be presented to any public body by the person(s) interested in the issue. The person(s) may not claim the support of the Association unless the issue has been

considered, and direction given to it, by at least the Executive Committee.

2. In the event that there is insufficient time to consult the Executive Committee and/or the General Membership, the interested person(s), when presenting the issue before a public body, can only be identified as a member of the community, or as a member of the Association not authorized to speak on its behalf. The person(s) may further explain the lack of time for consultation with the Association and ask for a delay in consideration of the issue in order to garner the support of the Association.
3. If an occasion arises in which the Association is either invited or chooses to participate in discussions outside its boundaries, this invitation or initiative should be brought to the attention of any Residents Association within those boundaries.

Section 4 – Meetings

1. The AGM shall be convened during the month of May.
2. Executive Committee meetings shall be convened no less than two (2) times in a calendar year.
3. The Executive Committee may appoint committees to be headed by members when needed. These committees will report to the Executive Committee and to the General Membership as deemed appropriate by the Executive Committee.
4. The Executive Committee may appoint members of the Association to represent it at meetings of other organizations.

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5. Notice of the AGM and other Association matters shall be made primarily via e-mail and posting in the neighbourhood. In addition, notices in the media and, when possible, phone calls may be used to communicate to the membership.
6. Motions at all meetings shall be passed by a majority of eligible voting members present.
7. Secretary: The Secretary shall record the proceedings of the Association and the Executive Committee, be custodian of the Constitution and By-Laws (incorporate therein all duly adopted amendments), and keep a roll of officers and committees. At the expiration of their term of office, the secretary shall turn over to the successor all books, documents, records and property of the Association they may have in his or her possession.

Section 5 – Annual Membership Fees

1. Annual fees, payable to the Association and submitted to the Treasurer not later than March 31 of each year, shall be collected from each household.
2. A member whose annual household fee has not been paid by April 30 for the current year may be deemed a dormant member after notification in writing from the Membership Secretary.
3. The Executive Committee may elect to forego the collection of fees in any given year.
4. The current annual membership fee is twenty dollars (\$20) per household.
8. Treasurer: The Treasurer shall receive the funds of the Neighborhood Association. Disbursement of the funds shall be made only upon authorization of the Association. The Treasurer shall make a financial report at each meeting of the Association. At the expiration of their term of office, the Treasurer shall turn over to the successor all monies, funds, books, records, and any other properties he or she may have belonging to the Association.
9. Membership Secretary: The Membership Secretary shall: receive and respond to all new membership enquiries; receive and process all membership applications and maintain and manage a database containing the name, address, telephone number and email address of active and dormant members; issue membership renewal notices and collect annual membership fees and forward same to the Treasurer.

Section 6 – Duties and Responsibilities of Officers:

5. President: The President shall preside at all meetings of the Association and shall perform such duties as pertain to the office. The President shall appoint chairpersons of all committees. The President shall be an ex-officio member of all committees.
6. Vice President: In the absence of the President, the Vice-President shall perform the duties of the President. The Vice President shall perform lawful duties as assigned by the President.