

BYRON COMMUNITY ORGANIZATION

BYLAWS

Passed Sept.12, 2019

1.0 INTERPRETATION

1.1 In these bylaws, unless the context otherwise requires:

i) "Directors" shall mean the members of the Executive Committee of the Organization for the time being.

ii) "Organization" and "BCO" means the Byron Community Organization

2.0 MEMBERSHIP

2.1 Any person who subscribes to the BCO's purpose and goals as contained in the Constitution and Bylaws is eligible for membership in the BCO upon payment of such membership dues as may be established by Resolution of the Executive Committee from time to time. A person is defined as: any individual who: i) is 18 years of age or older and resides within or has business within the boundaries of the Organization, or ii) owns property within the boundaries of the Organization, or iii) those homeowners and their families of adjacent areas who support the goals of the BCO.

2.2 The amount of the membership fee shall be set as \$10.00, one time, per family. The amount of the annual membership may be reassessed by the Executive Committee, but any reassessment must be approved by the membership at the Annual General Meeting (AGM) of the BCO.

2.3 For the purpose of voting, a family membership is entitled to 1 vote per family.

2.4 The membership list shall be kept under the strict care and control of the Secretary of the Organization, or the member elected by the BCO Directors, to the position of Membership Coordinator, for the exclusive legitimate interests of the BCO alone.

3.0 OFFICERS and DIRECTORS

3.1 The Officers of the BCO shall be the Chair or Co-Chair, the Secretary and the Treasurer.

3.2 The Executive Committee of the BCO shall consist of the Officers of the Organization, the Immediate Past Chair if that person is available to serve, and such additional members as required and approved by the Organization Executive.

3.3 The Executive Committee, through the Chair or Co-Chair, shall be responsible to the members of the BCO for efficient management and operations of the Organization and must agree to comply with all policies of the Organization.

3.4 The membership will elect the Chair or Co-Chair, the Treasurer and the Secretary at the AGM. All terms of office shall be one year.

3.5 All changes in the Committee members shall be announced to the membership.

3.6 The Chair or Co-Chair will appoint a Chair for each of the standing committees as the needs of the Organization require. Chairs of all duly established sub-committees of the BCO shall be deemed to be members of the Executive Committee of the Organization ex-officio during their tenures.

4.0 DUTIES and EXECUTIVE

4.1 Chair or Co-Chair: shall preside over all meetings. The Chair or Co-Chair will review, approve or delegate such authority with respect to any official communication, decision and opinions with the media, City Council or other organizations. Shall sign all cheques with the Treasurer, sign all contracts with the Secretary where required, serve as an ex-officio member of all committees and call a special meeting when necessary.

4.2 Secretary: shall take minutes of all meetings or make arrangements to do so. The Secretary shall be responsible for delivery of the minutes to the Executive within two weeks following the meeting and with the Chair or Co-Chair, sign all contracts for the Organization, where required.

4.3 Treasurer: shall be responsible for all monies entrusted to the BCO and shall be prepared to present a financial report to the membership at the AGM as well as to the Executive when requested to do so by the Chair or Co-Chair. Sign all cheques with the Chair or Co-Chair and maintain all dues received from the membership.

5.0 MEETINGS

5.1 There shall be an Annual General Meeting (AGM) during the month of June. Notice of such meeting shall be given at least 14 days before the meeting.

5.2 Special meetings may be called by the Chair, Co-Chair or Executive Committee. Upon notice of three (3) members, the Chair or Co-Chair shall call a meeting. Notice of special meetings shall be given to the members at least 14 days in advance.

5.3 Monthly general meetings will take place at a minimum of 2 times a year.

6.0 NOMINATIONS and ELECTIONS

6.1 Nominations for elected positions with the BCO will be accepted at the BCO monthly meeting immediately prior to the AGM. All persons nominated for a position with the BCO must be a member in good standing. All persons nominated for a position with the BCO will have the opportunity to address the Membership at the AGM, after which a vote by ballot will be held.

7.0 REVENUE, SPENDING and SIGNING AUTHORITY

7.1 No person or persons shall solicit funds or donations on behalf of the BCO without the express written authority of the Executive Committee.

7.2 The funds of the BCO may be dispersed on the authority of the Executive Committee, according to the procedure agreed by the Executive Committee and revised from time to time.

7.3 All disbursements of the BCO funds shall be by cheque drawn on the account of the BCO and held at a chartered bank or credit union.

7.4 All cheques drawn on the account of the BCO shall be prepared by the Treasurer and shall be signed by any of the following two: i) the Chair or Co-Chair, ii) the Treasurer, iii) the Secretary, iv) the Membership Coordinator.

8.0 BYLAWS and RULES of ORDER

8.1 These bylaws shall not be altered or added to except by Special Resolution.

8.2 Meetings of the BCO and its Executive Committee shall be conducted by reference to Robert's Rules of Order and Standard Parliamentary practice.