

SOHO COMMUNITY ASSOCIATION CONSTITUTION AND BY-LAWS

PART 1 – CONSTITUTION

SECTION 1 - GENERAL

101. **NAME**

1. The association shall be known as the SoHo Community Association and is hereinafter referred to as "the association."

102. **ESTABLISHMENT AND OPERATION**

1. The association is established under authority of the provisions of this constitution and the by-laws which amplify it.

103. **COMMAND**

1. The Executive Committee of the SoHo Community Association is the ruling body of the association.
2. The Executive Committee are responsible to the Community of SoHo in performing duties as outlined in the bylaws.

SECTION 2 - MEMBERSHIP

201. **GENERAL**

1. Except as listed above, members of the association shall be of a single standing, with no person having status senior or subordinate to another.

202. **MEMBERS**

1. Members of the SoHo Community Association shall be residents of the area designated as the SoHo Community as defined in Annex A.
2. All members in excess of the age of nineteen years are eligible to serve on the Association Committee and vote at association meetings.
3. All members are eligible to attend meetings.

203. **SELECTION FOR AND RELINQUISHMENT OF MEMBERSHIP**

1. The procedures for recognition of membership in the SOHO Community shall be specified in the by-laws.

SECTION 3 - MANAGEMENT

301.

ASSOCIATION COMMITTEE

1. The association shall be administered and managed by an Association Executive Committee hereinafter referred to as "the Executive".
 2. The Executive, through the President, shall be responsible to the members of the SOHO Community Group for the efficient management and operation of the association.
 3. All members in excess of the age of nineteen years may serve on the Executive Committee.
 4. The committee shall be comprised of the following appointments:
 - a. President;
 - b. Vice-President;
 - c. Secretary;
 - d. Treasurer;
 - e. Member representatives; and;
 - f. Such additional members as required and approved by the Association Executive.
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1. The membership will elect the President, vice-President and association secretary. The remainder will be elected at an Executive Committee meeting at intervals to be prescribed by the President.
 2. All changes in committee members shall be announced to the membership.
 3. When any committee member is changed, a handover shall be made of the duties and items of SOHO property for which the outgoing member is responsible. When a committee member who is responsible for the handling of cash or financial records is changed, an audit of the books of account shall be made.
 4. The duties of the key committee members are detailed at Annexes B to E of this constitution and by-laws.

302.

COMMITTEE MEETINGS

1. Monthly committee meetings shall normally be held for the purpose of considering:
 - a. matters relevant to the operation of the association which will require submission to a general association meeting for approval;
 - b. the monthly financial statements when applicable;
 - c. approval of expenditures within the committee's level of authority; and
 - d. any other matters relevant to the operation of the association.
2. A quorum shall consist of four committee members, one of whom shall be the President or Vice President.
3. Additional committee meetings may be held as required.
4. Committee meetings will be attended by the full Executive and other members and advisors as required.

303.

GENERAL ASSOCIATION MEETINGS

1. General association meetings shall be held at the call of the President or Vice President in accordance with the rules of parliamentary procedure. These meetings shall be convened at least semi-annually to consider the financial statements submitted and to transact any other business. The Executive may call extraordinary general association meetings as required.
2. All members of the association shall be encouraged to attend general association meetings.
3. The agenda shall be as approved by the committee. The approved agenda with the financial statement (if applicable) shall be sent to the Executive association notice board three weeks prior to the general association meeting, and to the best of the executives' ability to the membership two weeks prior to the meeting. Any member who intends to make a motion may submit the motion in writing to the secretary prior to the meeting.
4. Wherever possible notice of meetings and agendas will be included with all association correspondence.
5. A quorum shall consist of at least 50% of the ordinary members. Where the exigencies of attendance dictate otherwise, the President or Vice President may ask for a motion that the percentage of members present be considered to constitute a quorum.

304.

SUB-COMMITTEES

1. The committee may appoint sub-committees for specific purposes. Any expenditure of funds by a sub-committee shall first be approved by the committee, having regard to amount and purpose.

SECTION 4 - ASSOCIATION FUNDS

401. **CAPITAL**

1. Any and all capital raised by the association either through sales, donations or through profits on association functions, shall be considered association capital.
2. Disbursement of capital shall not be authorized unless prior approval has been obtained through a general association meeting.

SECTION 5 - BY-LAWS

501. **GENERAL**

1. For the guidance of association members, by-laws will be published to detail the operation of the association and the implementation of policies contained in the constitution and applicable regulations and orders for the operations of this associations.

SECTION 6 - AMENDMENTS TO THE CONSTITUTION

601. **GENERAL**

1. Any proposed amendment to the constitution shall be submitted in writing to the secretary. The proposed amendment shall be, to the best of the executives' ability disseminated to the membership 30 days prior to the association meeting at which it is to be considered.
2. A proposal for an amendment to the constitution without reasonable notice may be considered at a general association meeting and voted upon, but the provisions of Article 601 must be waived by the consent of the members present.

602. **APPROVING AUTHORITY**

1. Proposed amendments shall be placed before the members as a motion and shall be subject to the approval of a two-thirds majority vote of a general association meeting where attendance constitutes a quorum or a meeting at which the President or Vice President has sought and received a motion that the percentage of members present be considered to constitute a quorum.

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