



Metcalf Community Association

CONSTITUTION AND BY-LAWS

1. ASSOCIATION ESTABLISHED

The Metcalfe Community Association is amended from the established 5th day of May, 2003 as a non-profit, non-partisan association.

2. DEFINITIONS

The following definitions will apply throughout this document: Association: Refers to the Metcalfe Community Association;

Committee Chairs: Directors appointed or elected to chair sub-committees of the association.

Executive Committee: Includes the following individuals: President, Vice President, Treasurer and Secretary;

Member: A person who is an interested party in the community of Metcalfe as defined in Section 4.

3. OBJECTIVES

The objectives of the Association are to promote the interests and quality of life of the people of Metcalfe by:

- a) Providing a forum for the discussion of community issues, and seeking consensus on the best interests of the community and bringing the conclusions to public attention;
- b) Collaborating with and supporting other community organizations in community activities and projects, and in the pursuit of common interests;
- c) Keeping the community informed about available activities, opportunities and services relevant to the community.
- d) Developing and supporting social, educational and recreational programs.
- e) Accepting grants, donations and other contributions in order to carry out the above objectives.

METCALFE COMMUNITY ASSOCIATION

2761 8th Line Rd. # 105 | Metcalfe, Ontario | K0A 2P0



4. MEMBERSHIP

The Association is open to the residents of Metcalfe, including individuals who live in the community, operate a business or own real property within its boundaries.

5. GOVERNANCE

Annual and Special General Meetings shall constitute the senior policy-making authority of the Association.

Quorum should be at least 3 out of the 4 executives to make decisions. By either in person (zoom) or via email vote in writing.

The Annual General Meeting shall be held in April of each year, at a time and place to be determined by the Directors. The Agenda of the meeting shall include:

- Review of the reports of the President and Directors for the past year;
- Discussion of the activities and budget proposed for the year to come;
- Report of the Treasurer;
- Election of Officers and Directors for the coming term

Notice of the annual general meeting shall be provided to members at least 21 days in advance. Notice of special meetings shall be provided at least 7 days in advance, specifying the business to be discussed.

6. FISCAL RESPONSIBILITY

The fiscal year of the Association ends April 30th in each year.

Budgeted Expenditures: contracts in the ordinary course of the Association's operations as defined in the annual budget, may be entered into on behalf of the Association by the President and the Treasurer, or any other person authorized to do so by the board. Such agreements shall be signed by the President and the Treasurer.

All cheques and agreements must be signed by two authorized signing officers.

Financial statements are to be presented at the annual general meeting. Full details will also be available upon request.

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In the event the President is unavailable, the Vice-President is authorized to act on his/her behalf.

7. ORGANIZATION STRUCTURE

7.1 Executive Committee

The day-to-day affairs of the Association shall be governed by the Executive Committee. The duties of each Executive Officer are;

President: chairs meetings, provides leadership, official spokesperson.

Vice-President: supports president, assumes duties when absent.

Treasurer: manages finances, prepares reports.

Secretary: records minutes, maintains records and correspondence.

All members of the Executive Committee shall be elected to office at the Annual General Meeting by majority vote by Voting Members. Each member of the Executive Committee shall be 18 years of age or more.

7.2 Sub-Committees

The Executive Committee may appoint Directors to chair sub-committees, however it is understood that for long running sub-committees that the Directors will be voted in at the Annual General Meeting.

Sub-committee chairs may be appointed by the executive committee.

Terms of reference and delegated powers of such committees will be defined by the Executive Committee in conjunction with the Director. Once agreed upon, the terms of reference and delegated powers will be recorded by the Secretary.

7.3 Nominating Process

Annually, early in March, the Executive Committee shall be composed of the Past President and two members. It is the responsibility of the Nominating Committee to call for nominations and to ensure that at least one candidate has agreed to stand for each elective position, and to conduct the election of the Officers and Board at the next Annual General Meeting.

Association Presidents may hold the position of President for a maximum of two consecutive two-year terms. However, after a sabbatical of at least one year, a former President may run for re-election again. In the event there are no nominees for the position of President, the Nominating Committee may extend the term of the current President at their discretion.

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8. CALLING OF EXECUTIVE COMMITTEE MEETINGS

Executive Committee Meetings shall be called by the President, or, in his/her absence or incapacity, by the Vice-President, and may be placed on a monthly schedule. Meetings will not in practice include the general public, unless deemed necessary by the Executive Committee.

Quorum of executive committee meetings shall consist of a majority of current directions (50%)

9. AMENDMENT OF CONSTITUTION

This Constitution may be amended by a two-thirds majority of Voting Members present at any Annual General or Special General Meeting.

Notice of any proposed amendment must be provided to all members at least 21 days prior to the meeting at which it will be considered.

10. COMING INTO FORCE

This Constitution came into force upon adoption by the Association meeting on the 9th day of January 2026.