

CONSTITUTION

1. NAME

1.1. The organization shall be known as Avonmore Community Athletic Association (ACAA or the Association)

2. AIMS & OBJECTIVES

2.1. To promote recreation for the community

2.2. To supervise, guide, and operate facilities for recreation

2.3. To operate the community centre, North Stormont Place

3. MEMBERSHIP

3.1. Membership shall consist of Executive Members, Directors and Individual Members
Membership is open to all residents of the Avonmore community

4. AFFILIATIONS

4.1 Township of North Stormont: ACAA works closely with the Township of North Stormont as wardens of the facilities and properties owned by the Township.

4.2 Roxborough Agricultural Society: ACAA works closely with the committee members of the Roxborough Agricultural Society (The Fair Board) on several events and community initiatives each year.

5. EXECUTIVE & OFFICERS

5.1 The Executives of the ACAA shall be the:

- President
- Vice President
- Secretary
- Treasurer

5.2 The Officers of the ACAA shall be the:

- Sports Director
- Pool Director
- Social Director
- Publicity Director
- Grants & Fundraising Director
- Director of Community Development
- North Stormont Place Chair

5.3 The President or designate shall appoint, subject to the approval of the Executive, individuals to fill vacancies in the Executive that occur during the year.

6. ELECTION

6.1 A member elected to the Executive Committee must have served as an Individual Member for a period of one year or longer.

6.2 Election for the office of President and Vice President shall be on even years and the office of Secretary and Treasurer on odd years.

6.3 The office of President, Vice President, Secretary, and Treasurer shall be held for a term of two years.

6.4 . Any vacancy occurring during the term of office shall be filled by a vote of the Association at the next meeting.

6.5 A nominating committee shall be composed of three members appointed by the President, two months prior to the Annual Meeting.

6.6 Committee Officers will be selected each year at the annual meeting and vacancies will be filled through the year as needed:

7. EXECUTIVE & OFFICER DUTIES

7.1 The Executive

The President, Vice President, Secretary, Treasurer and appropriate committee officer or officers will form an executive with the ability to hold meetings and act in the interests of the association.

7.2 President

The President shall preside at all regular, executive, and annual meetings. The President is an ex-officio member of all committees. The President will call all regular and executive meetings and prepare the agenda. The President should be a representative at the Township Recreation Meetings

7.3 Vice President

In the absence of the President the Vice President will act in his or her capacity and be responsible for such duties as designated by the President.

7.4 Secretary

Is responsible for keeping and recording the minutes of the meeting, writing letters and handling correspondence for the association. Maintain a current register of all Executive personnel and committee members including email addresses and telephone numbers.

7.5 Treasurer

Is responsible for all of the money received and expended in accordance with accounting practices. The Treasurer shall prepare a monthly financial statement or summary of finances and act as a signing officer.

7.6 Sports Director

Is responsible for the function of all sports activities, enrolments, schedules, equipment and appointment of coaches. Maintain a current register of all coaches including email addresses and telephone numbers

7.7 Pool Director

Responsible for managing the pool, lifeguards, schedule, lessons, and pool equipment.

7.8 Social Director

Responsible for overseeing all community social events, assigning leads and committees for planning, assisting in organizing volunteers, and assigning budgets for each event.

7.9 Publicity Director

Is responsible for publicity such as creating posters, Facebook Events, newspaper and other forms of advertising for the Association.

7.10 Grants & Fundraising Director

Responsible for submitting grant applications on behalf of the committee and organizing special fundraisers when extra funds are required for specific community projects.

7.11 Director of Community Development

Responsible for developing long term community enhancement projects including park enhancements, facilities improvements, and village beautification projects. The DCD will work closely with the Grants & Fundraising Director to raise money for approved projects.

7.12 North Stormont Place Chair

Responsible for organizing the NSP sub-committee which manages the bookings and operations of North Stormont Place.

8. CONDUCT OF MEETING

8.1 Meetings shall be held monthly or at the call of the President.

8.2 Majority of those present must favour any motion in order for it to be carried.

8.3 Order of Business: The order of Business shall be:

- Call meeting to order
- Approval of the minutes of the previous meeting
- Correspondence
- Business arising out of the minutes
- Unfinished business
- Appointments of personnel, as required
- Treasurer's report
- Reports of sub-committees
- Other reports
- New business
- Adjournment

9. ANNUAL GENERAL MEETING

9.1 The Annual General Meeting (AGM) shall be held on the second Tuesday of January each year.

9.2 Two-thirds of those present must favour any motion in order for it to be carried.

9.3 The President shall be responsible for calling the first meeting of the new Executive following the annual meeting.

10. APPEALS

10.1 The President shall establish an Appeals Committee consisting of 3 Executive members who shall rule on any and all appeals. The Constitution of the ACAA is intended as a general guide and cannot specifically cover each situation that may arise. Therefore, the President, along with a quorum of the Executive, will have the authority to interpret and decide to the best of their judgment, with regard to all circumstances or specific cases, any matters pertaining to any and all clauses contained herein, and their decision shall be final.

11. AMENDMENT OF THE CONSTITUTION

11.1 The Constitution may be amended by a vote at the Annual General Meeting or any General Meeting (wit) with a minimum of two Executive members present and with 2 week notice.