

Don Mills Residents Inc

Constitution and By-laws

1. Name

The organisation shall be known as “DON MILLS RESIDENTS INC.” hereinafter referred to as DMRI

2. Purposes

The purposes of the DMRI shall be:

- 2.1. To foster and promote the active participation and involvement of all residents of the area defined here–in in matters of common interest to the Don Mills Community
- 2.2. To formulate and express general policies in order to define, promote and protect community interests
- 2.3. To act as a spokesperson for its members and the community in matters arising from the purposes outlined above.

3. Membership

- 3.1. Upon payment of a membership fee as shall be determined from time to time at an annual meeting of the DMRI, membership shall be open to all bone fide residents of the area defined by the following boundaries. York Mills Road in the north, Don Valley Parkway/Don River in the east, Eglinton Avenue East in the south and Wilket Creek in the west.
- 3.2. Persons interested in the work of the DMRI who reside outside the area defined in 3.1, shall be eligible for membership in the same manner as residents. Such membership shall be subject to the approval of the Executive Committee.

4. Executive Committee

The Executive Committee of the DMRI shall include the following members

4.1. The Officers of the DMRI, who shall be:

- President
- First Vice-President
- Second Vice-President
- Secretary
- Membership Secretary
- Treasurer
- Plus one Area Coordinator for each of the designated areas within the DMRI Boundaries. The Executive Committee shall determine the number and boundaries of designated areas.

BY-LAWS

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5. Description Of Duties

5.1. President - shall

- function as the chief executive of the DMRI.
- sign all official documents on behalf of the DMRI.
- represent or ensure appropriate representation of the DMRI, with the approval of the Executive Committee, in its dealings with the public, governmental bodies, special interest groups and other associations.
- call meetings of the Executive Committee monthly, except in the months of July and/or August, or at the request of a majority of the committee, and act as the chairperson of such meetings. Executive Committee meetings shall be held at least quarterly.
- call general meetings of the DMRI as required by the By-Laws and act as chairperson of such meetings
- make a written report of the activities of the DMRI to be distributed to the members prior to the annual general meeting.

5.2. First Vice-President – shall

- assist the President in the performance of his/her duties
- assume the duties and act of behalf of the President in the latter's absence, subject to the approval of the Executive Committee
- assume other responsibilities and functions assigned by the President.

5.3. Second Vice-President – shall

- assist the President in the performance of his/her duties
- assume the duties and act on behalf of the President in the absence of both the President and the First Vice-President subject to the approval of the Executive Committee.
- assume other duties, responsibilities and functions assigned by the President

5.4. Secretary – shall

- keep a record of the business conducted at all meetings of the Executive Committee and general meetings of the DMRI, and be the official custodian of the minutes of the DMRI.
- assist with the correspondence and maintain a file thereof on behalf of the DMRI as directed by the President
- ensure that adequate notice of time and place of all general meetings of the DMRI be provided as stipulated by the By-Laws, and shall notify all members of the Executive Committee of meeting dates and places.
- assume such other responsibilities and functions as may be assigned by the President.

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5.5. Membership Secretary – shall

- work with the Area Coordinators and street representatives to expedite a continuing campaign to recruit new members and to renew the memberships of existing members annually, and from time to time, work with the above to relay information on matters arising.
- supervise the maintenance of the membership records and the preparation of such membership reports as may be required.

5.6. Treasurer – shall

- receive and disburse all monies of the DMRI as approved and directed by the Executive Committee.
- maintain and make available for audit purposes proper records covering all financial transactions relating to the operation of the DMRI.
- prepare an annual financial statement of the DMRI for distribution to all members prior to the Annual General meeting. The fiscal year shall be from January 1 to December 31.
- issue cheques in payment of authorised items of current expenses, such cheques being validated by the signatures of any two of the following officers: President, Secretary, Treasurer.
- deposit all funds received in the DMRI bank account as soon as possible after receipt.
- assume other responsibilities and functions assigned by the President.

5.7. Area Coordinators – shall

- further the aims and coordinate the activities of the DMRI in their respective geographical area, especially to promote active participation and involvement of all residents.
- present to the Executive Committee and general meetings of the DMRI matters of concern regarding their respective areas and any developing implications for the community as a whole.
- act as a liaison between their respective areas and various sub-committee of the DMRI.
- recruit street or building representatives within their areas to assist in the responsibility of communication to and from members.
- with the assistance of street and/or building representatives, ensure a continuing campaign to recruit new members and to renew existing members annually.

5.8. Executive Committee

- the Executive Committee shall be responsible for the day-to-day operations of the DMRI.

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- the Executive Committee may appoint ad hoc committees for the purpose of specified business or studies on behalf of the DMRI. Reports and communications of such committees shall be internal to the DMRI.
- the future commitment of funds, contracts, documents, or any financial instrument in writing, which commit the funds or assets of the DMRI in any manner shall be authorised by vote of the Executive Committee and signed by the Treasurer and the President or the officer acting on behalf of the latter.
- a quorum of the Executive Committee shall be a majority of its existing members.
- to be adopted, any motion or resolution shall require a simple majority of those present and entitled to vote.
- in the event that an office of the DMRI, other than that of the President, falls vacant prior to the expiry of the elected term, the Executive Committee shall appoint a successor for the duration of the un-expired term, subject to ratification by the membership at the next general meeting of the DMRI. Should ratification not be obtained as specified, an election to fill the vacancy shall be held at that time.
- should the office of the President remain vacant for more than one month, the Executive Committee shall call a special meeting of the DMRI within the next thirty days for the purpose of holding an election for the duration of the un-expired term.

6. Elections

- Elections of the Executive Committee shall take place annually with nominations to be submitted either by members or a nominating committee designated by the Executive Committee.
- Only members in good standing 30 days prior to an election shall be eligible for nomination and election to office.
- The Executive Committee shall be elected by secret ballot of those members present and voting at the annual general meeting. The successful candidate will be the one with the most votes.
- In the event of a tie vote for any position, balloting shall be repeated until the tie vote is broken.
- Area Coordinators shall be elected by those members of the DMRI resident in their designated area as per the attached map. In the event that no coordinator is elected by the members of a designated area, an appointment may be made by the Executive Committee of a member residing in that area.
- Only members in good standing 30 days prior to an election shall be eligible to vote in an election.

7. General Meetings

The DMRI shall meet at least twice per year, including an Annual General Meeting.

- The Annual General meeting shall be held within 13 months of the previous Annual General Meeting.
- Special general meetings may be convened by a vote of the Executive Committee.

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- Upon request of a formal request of any 20 members of the DMRI, the President shall call a special general meeting of the DMRI within 30 days.
- A quorum of the DMRI shall be 20 members.
- All motions and resolutions, except amendments to the constitution and by-laws, shall be decided by a simple majority of members present and voting
- Notice of general meetings shall be given by mail, email or telephone to all members of the DMRI at least one week in advance. In the case of the Annual General meeting, such notice shall be in writing at least two weeks in advance.
- On all matters not regulated by these by-laws, Bourinot's Rules of Order shall govern.

8. Dues And Assessments

- Annual membership dues shall be payable on a per household basis, based on the calendar year.
- In the event that the Executive Committee recommends the raising of supplementary funds by means of a special, non-recurring levy or assessment, such recommendation shall be subject to the requirements governing an amendment to the constitution.

9. Finance

- All financial invoices and other payments shall be approved by the Executive Committee before payment.
- Any expense in excess of \$2,500 shall be approved in advance by a majority vote of the Executive Committee. No commitment to an expense shall be made which exceeds the total funds available to the DMRI at that time.
- A minimum of \$1500 shall be retained in a reserve fund at all times.
- Upon request by three or more members, the annual financial statements and records may be reviewed by a suitably qualified accounting professional in the presence of the Treasurer or his or her designate.
- The financial records of the DMRI for the previous year shall be available for inspection by any member at the Annual General Meeting.

10. Amendments

- Proposed amendments to the constitution, signed by at least five members, shall be submitted in writing to the President who will place them on the agenda of the next general meeting of the DMRI
- Written notice of a proposed amendment to the constitution shall be sent to all members of the DMRI at least two weeks in advance of the general meeting at which it is to be considered.
- A motion for the dissolution of the DMRI shall be considered to be a proposed amendment to the constitution.
- For a proposed amendment to the constitution to become valid, a majority of at least two thirds of the votes cast at the general meeting shall be required.

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- Proposed amendments to the by-laws shall be valid if approved by a two-thirds majority vote of the Executive Committee and shall be subject to ratification by two thirds of the members present and voting at the next general meeting of the DMRI.