

# **West Lansing Homeowners Association Constitution**

(September 9, 2003 revised October 23, 2006 & October 18, 2011)

## **Article 1. Name**

The name of this association shall be the West Lansing Homeowners Association.

## **Article 2. Goals of the Association**

- I) The West Lansing Homeowners Association (" the association") is a non profit community group dedicated to representing the membership; reflecting the views, needs and concerns of the membership; and promoting change focused on, but not limited to, the conservation, preservation, protection, safety and enrichment of the neighborhood.
- II) The association does not engage in partisan politics.

## **Article 3. Membership**

- I) All members of the association shall be adult homeowners of West Lansing within the boundaries specified in Article 3 subsection II.
- II) The West Lansing boundaries are Sheppard Avenue to the North, Yonge Street to the East, and the Don Valley to the west and south, excluding properties within the Sheppard Avenue Commercial Area Secondary Plan and the North York City Centre as defined by the Official Plan.
- III) Members of the association should be those who satisfy the above requirements and have paid the annual fee, which amount may from time to time be revised by the board of directors. The annual fee entitles a household to not more than one vote.
- IV) Tenants residing in detached and semi-detached homes within West Lansing can become Associate members of the association upon payment of the annual fee to the association if the homeowner is not already a member. Associate members may not hold a position on the board of directors, but may vote in the general election.
- V) Annual fees must be paid by the date of, or at the annual general meeting, for members to be in good standing.
- VI) Whenever any member shall cease to have all the qualifications necessary for admission to membership in the association, then such membership shall terminate.
- VII) Only members in good standing are eligible to run for the board of directors.
- VIII) The Association will never sell, rent or give away the members personal information to any outside party, ever.

#### Article 4. Directors

- I) The members of the association shall elect a Board of Directors, which shall be comprised of a: President, Vice President, Treasurer, Secretary, and at least one but not more than five Directors excluding past presidents serving as non-voting directors. Proxy votes should be written and tendered consistent with such procedures as prescribed by the board of directors prior to the annual general meeting. (Amended October 26 2005)
- II) All members of the board of directors should be elected for one year and may stand for re-election.
- III) Meetings of the board of directors should be held at least once a quarter, or as needed, consistent with Article 7 subsection 1.
- IV) Every member of the Board of Directors, and his or her heirs, or assigns, are indemnified by the Association from loss and against all costs or charges whatsoever that a director sustains or incurs during the execution or non-execution of the duties of office, except those arising by his or her own wilful neglect or default.
- V) Remuneration of Directors. Directors shall receive no remuneration for acting as such. (Added October 26 2005)
- VI) Past Presidents (who do not stand for re-election) may sit on the board of directors of the association as a non-voting director consistent with the membership requirements of Article 3.

#### Article 5. Duties of Directors

- I) *The President* shall preside over all meetings and generally supervise the association's activities and to report at, and preside over, the annual general meeting.
- II) *The Vice-President* shall perform the duties of the president in the Presidents absence or by request of the President.
- III) *The Treasurer* shall manage all finance and assets of the association under the direction of the board of directors. The Treasurer shall pay all bills approved by the President and or Vice President and shall maintain records of all assets, liabilities, receipts and disbursements and present reports at all meetings. All checks must be signed any two of the President or Vice President or Treasurer.
- IV) *The Secretary* shall keep all minutes and records except financial records.

## **Article 6. Election of Directors**

- I) Members of the board of directors shall be elected at the annual general meeting by a simple majority of members in good standing present. Proxy votes should be written and tendered consistent with such procedures as prescribed by the board of directors prior to the annual general meeting.

## **Article 7. Quorum**

- I) A quorum consists of a simple majority of active members of the board of directors, with the President or Vice President present, or in their absence, a director, designated by the President or Vice President, to preside over the meeting. A quorum is required for a board meeting to take place. A vote of the board shall be decided by a simple majority of directors present.
- II) Any member of the board of directors absent from three consecutive meetings, without a valid excuse, or who submits his/her resignation, shall be deemed to have vacated his/her position.
- III) The board of directors is empowered to appoint new directors to fill any vacancy, until the next election of the board.

## **Article 8. Meetings**

- I) The annual general meeting shall be held in October with other meetings being held as required. (Amended April 18, 2005)
- II) Notice of all members meetings shall be distributed at least 7 days in advance.
- III) The association's fiscal year is from October 1 1st to September 30th. (Amended April 18, 2005)

## **Article 9. Amendments**

- I) Motions for amendments to the Constitution must be given in writing to the board of directors at least fourteen days before the annual general meeting.
- II) Constitutional amendments must be approved by 2/3 of the members in good standing present at the annual general meeting.

## **Article 10. Governance**

- I) When the homeowners Association is registered with the province under the Corporation Act, as a non-profit organization, all its by-laws and meeting procedures shall be consistent with that act.
- II) In the event that the association should cease to operate the assets of the association, less all outstanding debts and costs, shall be distributed amongst the membership by a formula to be determined by the board of directors.