

**ONTARIO ASSOCIATION OF COMMITTEES OF  
ADJUSTMENT AND CONSENT AUTHORITIES**

**CONSTITUTION**

**ARTICLE 1:00**

**THE ASSOCIATION:**

**1:01** The name of the Association shall be "Ontario Association of Committees of Adjustment and Consent Authorities" and the short form name of the Association shall be "OACA".

**ARTICLE 2:00**

**THE PURPOSE:**

**2:01** The aims and objectives of the Association shall be:

- 1) To assist members of Committees of Adjustment, Land Division Committees, Consent Granting Authorities, the Secretary-Treasurers and Officials of such Committees and Authorities, as applicable, by discussion of mutual issues.
- 2) To promote the uniform interpretation of legislation affecting members of the Association.
- 3) To promote legislation to assist municipalities to enact adequate regulations and enforcement.
- 4) To familiarize Committee Members, Consent Authorities, Secretary-Treasurers and Officials, as applicable, with related administrative and technical matters and their relationship with councils, the public, and others.
- 5) To cultivate a spirit of mutual assistance, through communications, among the members.

**ARTICLE 3:00**

**BY-LAWS:**

**3:01** The Association shall have the power to adopt By-laws which may provide for:

- 1) The eligibility and acceptance of members.
- 2) The various classes of membership and definition thereof.
- 3) The amount and payment of dues for various classifications of membership.
- 4) The holding of meetings.
- 5) The amending of By-laws and the Constitution.
- 6) The establishment of sub-committees.
- 7) The procedure for the election of Officers.
- 8) The terms of office of the Officers.

**ARTICLE 4:00**

**OFFICERS OF THE ASSOCIATION  
(BOARD OF DIRECTORS)**

- 4:01** The Officers of the Association who collectively shall be known as the Board of Directors, shall consist of the; President, Vice-President, Secretary-Treasurer, Past President and five (5) Directors, all of whom shall be elected annually by ballot at the Annual Meeting of the Association, with the exception of the Past President.
- 4:02** Members of the Board of Directors, at the time of being elected or appointed to office, shall be Active Members in good standing and shall continue to function as active members on the Board of Directors for their elected term of office.

**ARTICLE 5:00**

**DUTIES OF THE BOARD OF DIRECTORS:**

- 5:01** The Board of Directors shall conduct the ordinary business of the Association and such other business as may be directed by the Association.
- 5:02** The President shall preside over the meetings of the Association and the Board of Directors. The President shall perform all other and such usual duties as are performed by a President. The President shall be a member ex-officio of all committees of the Board of Directors.
- 5:03** The Vice President shall be responsible for the written or verbal reports of all committees and any committees not submitting a report shall be reported to the Association. The Vice-President shall also act as and perform the duties of the President in their absence and shall assist the President in the conduct of the office.
- 5:04** The Secretary-Treasurer shall:
- 1) Be paid a salary to be reviewed and determined annually by the Board of Directors.
  - 2) Keep the Minutes and Records of all meetings of the Association and Board of Directors.
  - 3) Conduct the correspondence of the Association.
  - 4) Receive and disburse the funds of the Association in accordance with the provisions of the Constitution and By-laws, and as directed by the Board of Directors.
  - 5) Maintain a membership roster of all members and their standings and shall forward such information to the Board of Directors from time to time as changes occur.
  - 6) Be entrusted with all funds of the Association, which shall be kept in a Chartered Bank or Loan Company chartered by the Province of Ontario or a Credit Union.
  - 7) Disburse all funds by voucher only.
  - 8) A Recording Secretary, if deemed necessary and acceptable by the Secretary-Treasurer, may be appointed by the Board of Directors. The duties of such a person will be decided by the Board of Directors, who will also establish suitable remuneration.

## **ARTICLE 6:00**

### **AMENDMENTS TO CONSTITUTION AND BY-LAWS:**

- 6:01** A Notice of Motion for a proposed Amendment to the Constitution and/or By-laws shall be submitted, in writing, to the Secretary-Treasurer by a least two Active Members in good standing, at least two months prior to the next annual meeting.
- 6:02** The Secretary-Treasurer shall advise all Active Members of all Notices of Motion for Amendments to the Constitution and By-laws at least one month prior to the next annual meeting.
- 6:03** No amendments to the Constitution and/or By-laws shall be made at the annual meeting at which less than 25 Active Members are present.
- 6:04** Unless otherwise stipulated in a motion of change, amendments to the Constitution and/or By-laws shall become effective when passed at an Annual Meeting by a majority vote of those members present at the time the vote is called.
- 6:05** Spelling or grammatical errors that do not change the intent or purpose of a sentence or paragraph found within the Bylaws or Constitution shall **not** require membership approval to correct.

## **ARTICLE 7:00**

### **RIGHTS AND PRIVILEGES**

- 7:01** The Active Members of the Association shall have the sole and exclusive right to vote.
- 7:02** It shall require a majority vote of the Active Members present and voting at any meeting to adopt any amendments to the By-laws or any motion properly before such meeting.
- 7:03** Members of all classes shall be entitled to the privileges of the floor for discussion at all meetings of the Association.
- 7:04** No member shall have any right, title or interest in any property of the Association.
- 7:05** The Board of Directors shall from time to time have the ability to purchase real property and enter into contracts for the benefit of the Association and its' members. Only funds on hand shall be used for the purchases and no debts will be incurred.
- 7:06** The Board of Directors shall purchase and maintain such insurance for the benefit of the members and officers as the Board deems necessary.

## **ARTICLE 8:00**

### **ASSOCIATION MEETINGS:**

- 8:01** There shall be at least one general meeting, being the Annual Meeting, of the Association in each calendar year. The time and place of any general meeting shall be fixed by the Board of Directors.
- 8:02** Any general meeting or special meeting of the Association shall only be called to order when a quorum is present. Twenty-five (25) Active members in good standing shall constitute a quorum.
- 8:03** A special meeting of the Association shall be convened by the Board of Directors within three months on the submission of a Petition signed by twenty-five of the Active Members.
- 8:04** Notice of date and location of all general or special meetings shall be mailed to each member at least one month prior to the date of such meeting.

**ARTICLE 9:00**

**AUDITORS:**

**9:01** The Secretary-Treasurer will submit the Association's financial records to the duly appointed auditors at the fiscal year end or at such other times as requested by the Board of Directors.

**9:02** The Auditors shall examine the records and audit the books of the Association annually and the results shall be reported to the Membership at the Annual Meeting of the Association and at other times as directed by the Board of Directors.

**ARTICLE 10:00**

**MEETINGS OF THE BOARD OF DIRECTORS**

**10:01** The Board of Directors shall meet at least three times a year or as often as is necessary to conduct the affairs of the Association properly. Meetings shall be in person, or by means of electronic or other communication facilities that will permit all persons participating to communicate with each other simultaneously.

**10:02** Meetings of the Board of Directors shall be called by the President or by a simple majority of the Board of Directors.

**10:03** A simple majority of the Board of Directors shall constitute a quorum of the Board of Directors.

**10:04** Only members of the Board of Directors shall have sole and exclusive rights to vote at meetings of the Board of Directors.

Effective June 1, 2009

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