

## **North Park Neighbourhood Association Constitution and By-Laws**

### **1. Members:**

- 1.1. Members of the North Park Neighbourhood Association may include any individuals of the public who live, work, play, or receive services in the North Park area, which is defined as the area contained within Bay, Cook, Pandora, and Blanshard Streets, in Victoria, British Columbia.
- 1.2. Membership to the North Park Neighbourhood Association can be registered by completing a membership application form. Membership Dues of \$10.00 for each application must accompany said application. This amount will be applicable for any North Park business as well as any household with two or more registering or registered members. For new Membership Applications received between April 30<sup>th</sup> and October 30<sup>th</sup>, Membership Dues of \$5.00 is acceptable.
  - 1.2.1 Updates to Membership contact information, as well as payment of annual Membership Dues, must be received by the NPNA no later than Dec. 31<sup>st</sup> of each year that a member wishes to continue with the association.
- 1.3. Anyone is welcome to attend meetings and events held by the NPNA including non members. Registration allows the NPNA Board to better facilitate communication with members and to ensure that they are informed of events, meetings, accomplishments, and issues of interest.

### **2. The North Park Neighbourhood Association Board:**

- 2.1. The NPNA board is restricted to 12 elected members, who may fill any of the following positions.
- 2.2. Executive Committee: These positions shall be considered fixed positions on the board.
  - 2.2.1. President – facilitates meetings and acts as the official head of the organization.
    - 2.2.1.1 Issues statements when required on behalf of NPNA.
  - 2.2.2. Secretary – manages minutes, correspondence and other administrative duties.
  - 2.2.3. Treasurer – manages finances and keeps financial records.
- 2.3. Sub-Committees: These positions are not fixed; they may be filled, or their duties may be undertaken on an ad hoc basis by other board members, or temporary committees may be formed to address specific issues as they arise.
  - 2.3.1. Membership
    - 2.3.1.1. Maintains and updates a membership contact list
    - 2.3.1.2. Develops and implements strategies for increasing membership
    - 2.3.1.3. Recruits from the general membership according to their interest for specific subcommittees
    - 2.3.1.4. Liaises and communicates with the membership
  - 2.3.2. Business Liaison
    - 2.3.2.1. Maintains and updates a contact list for businesses in the area
    - 2.3.2.2. Liaises with businesses and represents their concerns to the NPNA
    - 2.3.2.3. Solicits donations and sponsorship from local businesses

- 2.3.2.4. Develops and implements strategies for businesses to participate in community events
- 2.3.3. Communications
  - 2.3.3.1. Maintains and updates a contact list for media personnel
  - 2.3.3.2. Liaises with the media on a regular basis to encourage positive press coverage for the NPNA
  - 2.3.3.3. Writes and distributes press releases
  - 2.3.3.4. Creates and Administers the NPNA newsletter
  - 2.3.3.5. Coordinate and maintain the Website so it is up to date.
- 2.3.4. Safety
  - 2.3.4.1. Maintains and updates a contact list for social services in the area
  - 2.3.4.2. Communicates with the membership regularly to determine safety issues in the neighbourhood
  - 2.3.4.3. Develops and implements strategies to address safety issues
  - 2.3.4.4. Liaises with social service organizations to reduce safety concerns
  - 2.3.4.5. Develops and implements strategies to encourage preventative measures for community safety
- 2.3.5. Traffic
  - 2.3.5.1. Communicates with the membership regularly to determine traffic issues in the neighbourhood
  - 2.3.5.2. Develops and implements strategies to address traffic issues
  - 2.3.5.3. Lobbies the city for environmentally- and community-friendly solutions to issues of traffic and parking
  - 2.3.5.4. Lobbies the city for greenways, bike paths, etc.
- 2.3.6. Land Use
  - 2.3.6.1. Liaises with City of Victoria Planning department.
  - 2.3.6.2. Liaises with developers, contractors and architects to see that new developments meet the objectives of the neighbourhood.
  - 2.3.6.3. Liaises with developers, contractors and architects on redevelopments to see that they meet the objectives of the neighbourhood.
  - 2.3.6.4. Chairs and calls any meetings related to Land Use.
  - 2.3.6.5. When required, campaigns for new development of open or abandoned properties.
  - 2.3.6.6. If there is no Parks and Recreation Coordinator, then parks and boulevards would be part of this position.
- 2.3.7. Heritage/Preservation
  - 2.3.7.1. Liaises with Heritage Victoria and the City Planning Department.
  - 2.3.7.2. Watches for Heritage issues within the neighbourhood and reports them to the appropriate bodies.
  - 2.3.7.3. Assists residents of the neighbourhood with any Heritage issues that may arise. (grants available, contacts etc.)
  - 2.3.7.4. Works closely with NPNA Land Use.

### 2.3.8. Arts and Events

- 2.3.8.1 Coordinate any neighbourhood arts beautification projects.
- 2.3.8.2 Coordinate any neighbourhood events such as markets, festivals etc.
- 2.3.8.3 Coordinate the applications for any of the matching grants available from the city or other sources.

### 2.3.9. Parks and Recreation

- 2.3.9.1 Liaises with City of Victoria Parks and Recreation Department.
- 2.3.9.2 Is responsible for handling any issues which may arise regarding Parks Land and Boulevards within the neighbourhood.
- 2.3.9.3 Liaises closely with NPNA Land Use on issues of mutual concern.

### 2.3.10. Inter-Association Representative

- 2.3.10.1. Attends inter-association meetings, such as the Victoria Urban Agreement meetings, the Community Association Network, and so forth
- 2.3.10.2. Maintains and updates a list of related organizations
- 2.3.10.3. Liaises with such organizations on a regular basis and represents their concerns to the NPNA
- 2.3.10.4. Brings forward issues in other areas of the city that may affect our neighbourhood

## 3. Elections

- 3.1. Allotted board positions shall be appointed at the Annual General Meeting, regardless of when a particular member stepped into their position.
- 3.2. No executive position shall be held by a non-resident and only 25% of remaining positions, can be held by non-residents. A non-resident shall be defined as anyone who lives outside of the boundaries and does not own a business within the area.
- 3.3. All board positions shall be held for a term of two years.
- 3.4. In the year 2009 only, half of the board positions shall be elected for a one year term and the other half will be elected for a two year term. The current board will draw numbers. The odd number positions will be elected to one year terms and the even number positions will be elected to a two year term.
  - 3.4.1 The following dates shall apply for notice of AGM.
    - July – 3 months prior to AGM – To all members listing the positions available for election.
    - September – 1 month prior to AGM – To all members list of positions available for election, who is standing for election and re-election, as well as an agenda for said AGM.
- 3.5. At the Annual General Meeting, members may be elected to a board position through a general vote of all members present, who have been members in good standing for 30 days prior to the Annual General Meeting. A member in good standing shall be defined as anyone who has completed an application form and has been accepted for membership. They must have paid their dues and not be under any sanctions of the board.

- 3.6. If a member stands for a vacant position at any time other than during the Annual General Meeting, they may be elected through a general vote of all members in attendance at the meeting during which they stand.
- 3.7. No member shall be appointed to a board position, but must be acclaimed by vote even if they are the only person standing for a position.
- 3.8. There shall be an appointment of an auditor or audit committee at each Annual General Meeting.

#### 4. Meetings of the Association

- 4.1. The Association shall meet no less than once per month, at a regularly appointed time. This regular meeting shall be open to all members of the association, unless a private meeting, of executive members, only is called.
  - 4.1.1. Notice of the monthly association meeting shall be given via email to all registered members with a valid email address no less than one week prior to the meeting.
  - 4.1.2. Notice of the monthly association meeting shall be given to members who do not have e-mail, by regular post, postmarked not less than one week prior to the meeting.
- 4.2. Ad hoc and special meetings may be called as needed.
- 4.3. All members may attend regular meetings of the association; however, only members elected to the NPNA board will have voting privileges.
- 4.4. A quorum of at least 5 voting members, including any elected subcommittee coordinators, members-at-large, the treasurer and/or the secretary, but not including the President, who cannot vote, must be established in order to pass motions on association business.
- 4.5. Any member of the association may bring items to the attention of the Board and/or ask to be included on a board meeting agenda. The Board will make every attempt to include such items in as timely a manner as possible.
- 4.6. Guests wishing to speak to the Board must place a request to do so with the secretary no later than four days prior to the meeting in question, and may be restricted to a set time amount of time in order to ensure that the Board is able to accomplish other business.

#### 5. Financial Accountability

- 5.1. The NPNA receives money from the City of Victoria, and may receive grants and donations from other sources as well.
- 5.2. Statements of account for the NPNA are available upon request for review by any member of the association; the Board will make every effort to be transparent and accountable for moneys received and spent.
- 5.3. A petty cash of no more than \$100.00 will be maintained by the Board secretary for administrative purchases. Expenses larger than \$100.00 shall be approved by a vote at a board meeting.
- 5.4. Ad hoc committees may request a set amount of funds for all expenses related to a particular event, but must provide a statement of account for that event upon its conclusion, detailing how the money was spent; and return any unspent monies to the Treasurer.

5.5. The NPNA shall have its books audited by persons unrelated to the executive committee (e.g. members-at-large, non-board members of the association, or by a professional company) no less than once a year to ensure fiscal responsibility.

6. Privacy

6.1 All information collected on behalf of the Association, will be used only for Association business and will not be released to any third parties.

6.2 All members of the board will sign a confidentiality agreement.

6.3 The Association shall abide to the Privacy Act of British Columbia.

7. Miscellaneous

7.1. The NPNA shall at all times be bound by the rules and regulations of the *BC Society Act*.