

The Pocket Community Association (PCA) **CONSTITUTION & BY-LAWS**

(Proposed revisions as of May 1, 2019 ~~Revised at the AGM on 24 January 2013~~)

The Constitution

1. Name

The name of the association shall be: **The Pocket Community Association (PCA)**. The PCA is incorporated as a not-for-profit organization according to the laws of Ontario, Canada. Its official communication address is the PCA website at www.thepocket.ca.

2. Boundaries

The area served by the PCA is bounded on the west by Jones Ave (east side), on the east by Greenwood Avenue (west side), on the north by Danforth Ave (south side), and on the south by the railroad tracks abutting Boulton Avenue in Toronto, Ontario, Canada; hereby referred to as the Pocket.

3. Mission

To promote a strong, vibrant, walkable, environmentally sustainable, livable and safe community; to empower residents of our neighbourhood through community involvement; and to liaise with local officials and organizations on behalf of the Pocket community.

4. Objectives

- ▶ To increase community engagement and connections between neighbours
- ▶ To be non-partisan and inclusive of diversity in the Pocket
- ▶ To engage members of the community in issues specific to the Pocket and Toronto-wide
- ▶ To participate in planning that affects the residents of the Pocket
- ▶ To foster a safe, secure community
- ▶ To enhance the beauty of the neighbourhood
- ▶ To promote development that reflects the values and character of the neighbourhood
- ▶ To be a credible, powerful, and representative voice for the Pocket
- ▶ To promote and foster ecological sustainability

5. Membership

- a) Membership is available to any family or any individual over 18 years of age whose primary residence is within the Pocket's boundaries.
- b) Voting at General and Special Meetings is open to all ~~registered~~ PCA members in good standing.
- c) Members in good standing may stand for election for Executive positions or sit on a committee.
- d) 'Friend of the Pocket' Membership provides the same benefits as the full PCA Membership is available for individuals whose primary residence is outside the Pocket's boundaries, with the exception of, which does not create include the right to vote at PCA meetings, and to stand for election for Executive positions.

6. Executive

The composition and functions of the Executive are described in the By-Laws.

7. General Meetings

- a) The PCA shall hold an Annual General Meeting (AGM) a minimum of once each year and it shall be held at a location convenient to PCA members.
- b) The business to be conducted at each AGM will include: adoption of minutes of previous AGM; receipt of annual report of the Executive and committee chairpersons; receipt of a financial report; election of Executives; amendment of the Constitution and Bylaws (if applicable); and such other business as deemed proper.
- c) Notice of each AGM will be distributed to Pocket residents at least 21 days prior. This notice will set out the time and place of, and the business to be conducted at the meeting. In this notice, Members will be invited to suggest topics for discussion at the AGM, and such topics shall be delivered to the PCA Secretary 14 days prior to the AGM.
- d) Quorum for the AGM shall be achieved where (i) the number of PCA members present, not including executive members, is at least twice as many as the number of executive members present; and (ii) at least 50% of the executive PCA members are present. at least double the number of non-Executive Officer PCA members as Executive Officers present 15% of the PCA Members in good standing present.
- e) Special General Meetings may be held at any time upon the call of the Executive with appropriate notice. PCA Members may call a Special General Meeting when 51% of the Members in good standing agree in writing that this is their wish, and their request is presented to the PCA Secretary.
- f) There will be no voting by proxy.
- g) Annual and Special General Meetings shall be conducted by consensus if possible and under "Robert's Rules of Order" if necessary.

8. Amendment of the Constitution and By-Laws

- a) The Constitution & By-Laws may only be amended at an Annual General Meeting.
- b) Notice of a proposed amendment must be given to all members 21 days prior to the meeting by the Secretary posting the notice in the PCA website.
- c) A majority of two-thirds of voting members in attendance is required to amend the Constitution or By-Laws.

9. Dissolution of the Pocket Community Association

In the event the PCA Executive believes that the PCA should be dissolved, the Executive will call an AGM or SGM to discuss this proposal and come to a resolution. In the event of the dissolution of the Association, the accumulated assets of the Association shall be designated for the welfare or beautification of the Pocket community as determined by the Executive.

The By-Laws

1. Correspondence

- 1.1. Any written documentation which commits the PCA to a specific course of action will be first agreed by the Executive and then supported by the signatures of the Chair and one other member of the Executive. This is intended to ensure that the position of the association on matters of importance is clear and consistently maintained.
- 1.2. Documents of a more routine nature (such as correspondence inviting speakers to a meeting) shall be signed by the Chair or the Secretary.

2. Representing community concerns

- 2.1. Community concerns arising from within PCA boundaries may be presented to any public body by the individual(s) interested in the issue. He or she may not claim support of the Association unless the issue has been considered, and direction given by the PCA Executive. In the event that the Executive and/or the PCA Membership has not made a determination on the issue, that person can only identify him or herself as a Pocket resident or PCA member.
- 2.2. If any occasion arises where PCA is invited to participate or chooses to participate in discussions outside its boundaries, this invitation or initiative should be brought to the attention of the applicable-relevant community association.

3. Executive

- 3.1. All Executives shall have year-long terms and be elected at the Annual General Meeting.
- 3.2. The Executive shall meet a minimum of four times a year. Additional meetings can be called by the Chair or Vice-Chair. A quorum for Executive meetings shall consist of not less than half the Executive.
- 3.3. All Executive Meetings will be open to PCA members as non-voting observers.
- 3.4. The Secretary shall provide Aat least ten (10) days' notice of Executive meetings ~~shall be given~~ to both Executive and PCA members. The Secretary shall post such notice in the PCA website.
- 3.5. Where a vacancy occurs among Executive Officer positions during the term of office, the Executive may fill it by appointment until the next Annual General Meeting.
- 3.6. The resignation of a PCA Executive member must be submitted to Chair and/or Vice-Chair in writing.
- 3.7. The Executive shall appoint one to three Executives to plan and organize the election process for each AGM.
- 3.8. The Chair and Vice-Chair positions shall serve a maximum of four years term of office, with the option to extend one year if required for continuity.
- 3.7.3.9. It is good practice for the Chair and Vice-Chair to have served previous executive positions.

4. Executive duties

The duties of the Executive shall be as follows:

- 4.1. **Chair:** Provides leadership within the Association; calls and chairs meetings; sets the agenda for meetings; authorizes financial transactions in concert with the Treasurer; only casts a deciding vote in the event of a tie; serves as chair of Annual and General Meetings; initiates and guides succession planning for identification of future officers and directors.
- 4.2. **Vice-Chair:** Acts as Chair in the Chair's absence; assists Chair as deemed suitable; it is strongly recommended that the Vice-Chair steps up to the Chair position.
- 4.3. **Secretary:** Declares a quorum; takes minutes of Executive meetings, and Annual and Special General Meetings and posts them in the PCA website; announces official votes; receives and conducts official correspondence as needed; maintains official documentation.
- 4.4. **Treasurer:** Manages PCA finances; presents a financial report at Executive meetings; receives all monies; issues and signs cheques for payment of authorized expenditures supported by invoices or other evidence of expenditure; gives financial statement at Annual General Meeting.
- 4.5. **Membership Coordinator(s):** Undertakes communications, fundraising and membership coordination.
 - Membership Coordinator: Maintains a confidential list of PCA members; maintains contact with membership through Street Captains; recruits new members; is responsible for the collection of annual fees.
 - Communications Coordinator: Maintains PCA website and/or other electronic communication vehicles; prepares posters and promotional information; facilitates communication with members and the community more broadly.
 - Fundraising Coordinator: Develops and executes fundraising strategies for general revenues and specific initiatives; seeks in-kind donations for use in fundraising, prize-giving or other purposes.
 - As determined by the Executive each year for the subsequent year, these and other coordinator roles may be filled individually or in combination.
- 4.6. **Past Chair:** Advises and assists the Executive on all matters.
- 4.7. **Members-At-Large:** Assist the Executive in the operation of the Association; may also chair PCA committees.

5. Association Committees

- 5.1. The Executive may appoint committees to be headed by Executives and/or PCA members. These committees will report to the Executive and to the General Membership as deemed appropriate by the Executive.
- 5.2. Everyone who participates on a committee shall have the right to participate in the decisions of the committee, including a vote if necessary. ~~Intended committees are:~~
 - ~~Friends of Phin Park and Greening Committee~~
 - ~~Fundraising Committee~~

- ~~Communications Committee (including Administration and IT)~~
- ~~Outreach and Membership Committee (including Nominating Committee)~~
- ~~Youth Committee~~
- ~~Municipal Relations, Traffic and Safety Committee~~
- ~~Events Committee~~

6. Executive Representatives

The Executive may appoint PCA members to represent it at meetings of other organizations.

7. Notice of Meetings

Notice of Annual General Meetings, Special General Meetings and other PCA matters shall be announced primarily via e-mail and on the PCA web site. In addition, posters, the Street Captains, phone calls and the social media (~~when possible~~) may be used to communicate with the membership.

8. Annual Membership fees

The annual membership can be purchased by a family or by an individual at a cost of \$10.00. Each membership in good standing has one vote.

9. Records and Finances

- 9.1. All official records (except financial records) shall be held by the Chair and Secretary.
- 9.2. PCA funds shall be held at a registered financial institution in the Danforth area. The withdrawal of funds shall require the signature of the Treasurer and one of the Executive
- 9.3. Officers including the Chair, Vice Chair or Secretary. These named Officers, as Signing
- 9.4. Officers shall register their signature with the PCA financial institution.
- 9.5. All current financial records shall be held by the Treasurer. The Treasurer shall copy the Chair and Secretary with all previous financial reports.
- 9.6. The affairs of the PCA shall be conducted so as to promote the Mission and Objectives of the Association, and the Association shall not carry on any activities for the financial gain of its members, Executives or any other persons.
- 9.7. From time to time, it is good practice that ~~The~~ the financial statements of the PCA will be subject to an annual audit by a third party.
- 9.8. The PCA shall carry director and officer liability insurance.