

EST. 1976



**SHERWAY**

H O M E O W N E R S

**SHERWAY HOMEOWNERS' AND RECREATION ASSOCIATION  
INCORPORATED (1976)**

**BYLAWS Incorporated August 17 1976 # 312 530**

**ARTICLE 1 - ORGANIZATION**

**1.1 NAME**

The Association shall be known as the Sherway Homeowners' and Recreation Association Incorporated hereinafter called the Association, with letters patent from the Province of Ontario.

**1.2 BOUNDARIES**

The district represented by the Association shall include that area in the City of Mississauga bounded by the East side of Dixie Road on the west , the Queensway on the North , the Etobicoke Creek on the East and the Queen Elizabeth Way on the South.

**1.3 POLICY**

The Association shall be non-political, non-sectarian, non-racial and will abide by the Ontario Human Rights Code and the City of Mississauga's Respectful Workplace, Workplace Violence and Accessibility policies.

The Association shall operate in compliance to laws and shall be operated democratically and in accordance with parliamentary rules of order.

**1.4 GOALS**

To promote the general welfare, development and recreation of the area represented.

To participate in local affairs and government and make such representation to the Council of the City of Mississauga or other bodies of any kind, as is felt necessary from time to time in the common interest of the community. To engage in such other activities as are felt are necessary or beneficial from time to time.

**ARTICLE 2 - MEMBERSHIP**

**2.1. MEMBERSHIP**

Membership shall be open to all homeowners in the defined boundaries. As the need arises fund-raising activities may be undertaken, Voluntary donations will be accepted at all meetings.

All members shall be bound by the by-laws and regulations of the Association as enacted from time to time.

Members will maintain their membership by an annual payment at the amount agreed to at the Annual General Meeting for each ensuing year. Membership is valid from January 1 to December 31

## **2.2 MEMBERSHIP DUES & FEES**

Members will complete a membership application and maintain their membership by an annual payment as agreed to at the Annual General Meeting for each ensuing year.

Memberships are valid from January 1st of each year.

There is an annual membership fee. Membership fees are set by the Board of Directors and ratified by membership at AGM.

There is one type of membership – individual.

Voting privileges of individual member is one vote per household.

Any additional fees for specific activities and events shall be set by the Board of Directors and documented in minutes.

## **ARTICLE 3 – BOARD OF DIRECTORS / OFFICERS**

### **3.1. BOARD OF DIRECTORS**

The Board of Directors (“BOD”) shall consist of no less than five (5) and no more than fifteen (15) Directors. The affairs of the Association shall be managed by the BOD.

The Officers of the Association shall be a homeowner and consist of a President, Vice President (s), Past President, Treasurer and Secretary.

### **3.2 ELECTION**

Elections of the Board of Directors shall be conducted by show of Membership hands and or Membership electronic voting at the Annual General Meeting of the Association (“AGM “)

### **3.3 TERMS OF OFFICE**

Officers of the Board of Director and related Director shall hold office for ONE year and are able to remain in their positions for as long as is deemed advisable to give continuity and strength to the Association’s endeavors.

Each Officer (in good standing) is eligible for consecutive terms if no one else is nominated.

Each additional term is at the discretion of the executive.

Should vacancies arise within a term, the position may remain vacant until the next AGM or the BOD may appoint a member to fill the position until the end of the term.

All offices are honorary and no remuneration in any form shall be offered or accepted.

### **3.4 DUTIES OF THE BOD**

- Show due diligence
- Sound decision making
- Perform duties specific to their role to the best of their ability
- Demonstrate leadership to appointed committees
- Keeping members informed
- Understand and support the goals of the Association
- Attend meetings with regularity and punctuality
- Raise any concerns related to the Association which they have observed or have been brought to their attention by a member
- Shall not receive any remuneration

### **3.5 OFFICER FUNCTIONS:**

#### **Past President**

- Advisory role to the President
- Chairs meetings and assume the responsibilities of the President in his/her absence and when the Vice President is also not available
- May chair the election committee

- The President automatically becomes the Past President upon completion of his/her term
- Has signing authority

### **President**

- Shall preside over all executive and other meetings as the chair.
- Assign a chair if the Vice-President and Past President are unable to attend a meeting.
- Oversees general management and administration
- Maintains and promotes the aims and objective of Association.
- Key contact and primary spokesperson for the Association.
- Sets agenda items for each meeting.
- Has signing authority
- Prepares AGM report
- Ensures organization follows the Constitution, Ontario Human Rights Code and the City of Mississauga's Respectful Workplace, Workplace Violence and Accessibility policies and abides by its Code of Conduct

### **Vice President**

- Assists President in all aspects of the organization
- Chairs meetings and assume the responsibilities of the President in his/her absence
- Has signing authority
- Ensures appropriate safeguards for the safety and welfare of Association members.
- Ensures organization follows human rights processes and abides by its Code of Conduct.

### **Secretary**

- Keeps records / minutes of meetings and circulate minutes of all Association and BOD meetings.
- Ensures decisions are made and meetings follow within the guide lines of Roberts Rules of Order
- Maintains the membership list.
- Collects membership fees and submits to the Treasurer
- Collects and files membership application forms; maintains confidentiality and privacy of members personal information
- Prepares and updates membership list
- Each year, provides the City of Mississauga with a list of the Executive and Committee members including: name, address and telephone numbers.
- Has signing authority
- Responsible for communication within and related to the group

### **Treasurer**

- Responsible for all organization finances by maintaining an accurate ledger of all monies received and expended
- Presents financial reports at Executive meetings
- Shall prepare an annual financial report and present at the AGM.
- Co-signs checks with President, Vice President or Secretary
- Has signing authority

### **3.6 VACANCIES**

Resignation must be made in writing.

Elected Officer absenting themselves from three consecutive meetings without cause may be asked to step down from serving on the executive for the remainder of his/her term. They may appeal the decision in writing to the President.

Executive will appoint persons to fill any vacancy for the balance of the vacant term.

Any Executive position that becomes vacant can be filled upon the recommendation of the Executive and will be put to a vote at the next regular meeting with the exception of the position of President which will be filled by the Vice President.

The Past President position does not need to be replaced should they step down.

One person cannot hold two positions that require signing authority i.e. President and Treasurer

### **3.7 DISMISSALS**

An Officer member can be removed as a member of the group/executive if he/she is found to be in violation of the Associations Code of Conduct. The Officer and or Director shall immediately turn over all materials related to the Association in his/her possession. The BOD will immediately take all necessary steps to remove the name of the departing officer and / or Director from the website of the Association and other places which indicate affiliation with the Association.

### **3.6 COMMITTEES**

Committees may be appointed from time to time by the BOD. An Officer may solicit assistance from the membership to help with their portfolio. The committee will be led by the corresponding Officer. The committee members perform their designated tasks without remuneration.

## **ARTICLE 4 – MEETINGS**

### **4.1. MEETINGS**

The BOD shall meet at the call of the President or of a majority of the Directors. No official business shall be conducted by the BOD without a quorum, which shall consist of a majority of the Directors, one of whom shall be the President or the Vice President(s). Regular meetings shall be held as determined by the Board of Directors.

### **4.2 ANNUAL GENERAL MEETINGS**

Annual General Meetings (AGM) shall be held once a year at a time and place to be determined by the Board of Directors. A quorum of members of the Association for the purposes of conducting business at an AGM shall be twenty five (25) or more members in good standing exclusive of members of the BOD. As required dates, times and places of the AGM shall be set by the President or by resolution of the BOD. Official notice of the AGM shall be delivered to the City of Mississauga and each member in good standing by not less than twenty one (21) days prior to the AGM

### **4.3 SPECIAL MEETINGS**

Special general meetings of the Association may be called by the President, by resolution of the BOD, or by not less than twenty five (25) members in good standing of the Association, exclusive of members of the BOD, making written application to the President, Secretary or BOD.

Note of special meeting shall be delivered to all members of the Association in good standing. Not less than seven (7) days prior to the Special Meeting, stating the time, place, date and purpose of the Special meeting.

### **4.4 DISSOLUTION**

The Association may be dissolved by a majority vote of the members of the Association present at any AGM.

## ARTICLE 5 – BY-LAWS

### 5.1 NEW OR AMENDED BY – LAWS

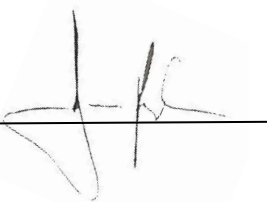
By-Laws of the Association shall be passed or amended by resolution of the simple majority of members of the Association present at the AGM or, by a two thirds (2/3rds) majority resolution at a Special Meeting of the Association or by a two thirds (2/3rds) majority resolution of the BOD. By-Laws passed or amended by the BOD shall come into effect at the time of the resolution and shall be ratified by a simple majority vote of members of the Association at the AGM. If a By-law is passed by the BOD, the BOD shall be liable for actions or obligations which were undertaken while the subject By-Law was in effect and before it is ratified at the next AGM.

### 5.2 FORMER BY-LAWS

These by-laws supersede all previous By-Laws of the Association.

Enacted on this Second (2nd) day of December, 2021 by resolution of the BOD executed virtually in Mississauga.

SIGNATURE:



PRINT:

Jamie Pugh

Romeo Sinopoli

TITLE:

President

Treasurer

DATE:

02/12/2021

02/12/2021