

Robertson Lake Community Hall Constitution

(as of August 18, 2017)

1. PURPOSE

This constitution will form the governance document of the HALL COMMITTEE, established to manage the Robertson Lake Community Hall for all residents of the Township of Lanark Highlands (the TOWNSHIP) on behalf of the TOWNSHIP.

2. OBJECTIVES OF THE HALL COMMITTEE

2.1 To manage, maintain and/or conduct improvements to the Robertson Lake Committee Hall according to the directives of the Memorandum of Understanding (MOU) between the HALL COMMITTEE and the TOWNSHIP.

2.2 To manage all funds, including the public funds as granted by the TOWNSHIP to the HALL COMMITTEE from time to time to assist with the operating and/or capital expenses of the facility.

2.3 To act honestly, in good faith and in the best interests of the residents of Lanark Highlands and the TOWNSHIP at all times.

2.4 To raise and manage additional funds to meet identified needs in the management of the facility.

2.5 To provide a facility that enables all residents of the TOWNSHIP to come together for social activities, recreation and companionship and also be used as an emergency shelter whenever required.

3. MEMBERSHIP AND STRUCTURE OF THE HALL COMMITTEE

3.1 Membership in the HALL COMMITTEE is open to all residents of the TOWNSHIP at no charge.

3.2 The HALL COMMITTEE will be governed by an Executive consisting of at least a President, Secretary and Treasurer.

3.3 The Executive will be elected at the Annual General Meeting of the HALL COMMITTEE by majority vote of Lanark Highlands residents in attendance at the meeting.

3.4 The term of office for the Executive will be one year.

3.5 The HALL COMMITTEE is responsible to the Township of Lanark Highlands and is accountable for public funds.

3.6 Should an Executive position become vacant, the remaining Executive may appoint a successor to that office for the remainder of the term.

3.7 The Executive may form sub-committees or working groups as they see fit and will oversee the actions of these sub-committees or groups.

4. FINANCES

4.1 The HALL COMMITTEE is responsible for the financial health of the facility through a combination of grants from the TOWNSHIP and other revenues.

4.2 Other revenues may be generated by the HALL COMMITTEE through a combination of fundraising activities, program fees, other donations and hall rentals.

4.3 All funds will be held in a separate bank account in a recognized financial institution. All cheques shall require two signatures and shall not be pre-signed.

4.4 The HALL COMMITTEE is responsible for expenses listed in the Property Use and Management Agreement with the Township.

5. GENERAL MEETINGS

5.1 General meetings of the HALL COMMITTEE may be held at the call of the President or any (10) residents of Lanark Highlands.

5.2 A General Meeting of the HALL COMMITTEE shall be held at least annually at a time/place prescribed by the Executive.

5.3 All General Meetings are open to the public and will be advertised by posting a sign at the facility at least 2 weeks in advance of the meeting. Phone, mail or email notices will be provided to all known members. Media advertising may also be considered.

5.4 At least ten (10) residents of Lanark Highlands must be present at all General Meetings to constitute a quorum.

6. EXECUTIVE MEETINGS

6.1 Executive Meetings of the HALL COMMITTEE will be held at least quarterly and may be held at the call of the President or at least two (2) members of the Executive.

6.2 A majority of the Executive must be present at an Executive Meeting to constitute a quorum.

6.3 Any member of the Hall Committee may attend meetings of the Executive as an observer on the consent of the President. Observers will not be able to vote on issues under discussion.

6.4 Executive Meetings may be held in conjunction with the Executive Meetings of the South Lavant Association in which case a single set of records will be produced.

7. AMENDMENTS TO THE CONSTITUTION

7.1 The Constitution may be amended at any General Meeting provided the proposed amendment has been announced in advance and circulated with the agenda.

7.2 Any amendment which affects the Memorandum of Understanding between the TOWNSHIP and the Hall Committee must be approved by the Council of the TOWNSHIP prior to its implementation.

Signed:

PRESIDENT

VICE PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY

DATE