

# Fallowfield Community Association (FCA)

# Constitution



November 2020

# **Fallowfield Community Association (FCA) Constitution**

## **(Last Updated and Approved at the November 2020 AGM)**

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### **Preamble**

The Fallowfield Community Association (FCA) has successfully operated in the Village of Fallowfield for more than 40 years. The FCA has provided a communication mechanism for discussions between residents, and the community as a whole, with the City of Ottawa (formerly Nepean). The FCA has operated with an intentionally low profile and somewhat unstructured format. This draft constitution is attempting to create a minimal amount of accountability and structure without losing the benefits of the collegiality that comes from a small village.

### **Objectives**

The FCA exists to meet the following objectives:

- To provide a means of raising and discussing community-based issues and concerns that need a community forum.
- To provide a mechanism for the City of Ottawa to communicate with residents as a community rather than 200 individual communication channels.
- To create a mechanism for accessing community-based grants that benefit the community, i.e., rink/park/tree program.
- To provide a mechanism for maintaining and improving the communication channels with the large impact companies in our community – Tomlinson, Lafarge, Standard Auto Parts, and Rogers.
- To provide a mechanism for maintaining and improving the quality of life in Fallowfield village.
- To provide a means of communicating between residents of the Fallowfield community.

### **Membership**

A member of the FCA is defined as any person who is a resident within the boundaries identified as Fallowfield village. These boundaries have been defined by previous FCA executives to be as follows:

- Old Richmond Road from Hope Side Road to Steeple Hill South (both east and west sides of the road).
- Fallowfield Road from Moodie to Old Richmond Road (both north and south sides of the road).
- All courts and streets included in these external boundaries.

The FCA will solicit voluntary membership fees from residents. Non-payment will not affect the resident's membership.

A community directory identifying all residents will be published by the end of 2013 and will be updated online as changes become known. A new directory will be issued every five (5) years.

### **Structure of the Executive**

The FCA will have an elected Executive Committee made up of the following positions:

- President
- Vice-President
- Treasurer
- Social Chair
- Any other positions required, i.e., Membership, rink chair, secretary
  - (The number of executive positions should be at least 5 and not exceed 7)
  - (A past president will be an exofficio member for the 2-year term following his/her presidency.)
  - (The executive can be voted in as a slate of candidates or for specific executive positions. In the event of an election of a slate, the executive will determine the respective roles each member would assume)
  - (The election will be for a two year term and be conducted by means of standard Roberts Rules and procedures, which requires a nominator and seconder from members of the association.)

The Executive should be required to meet at least once a quarter to maintain momentum and stay informed on local issues.

#### *Replacement of Executives:*

Should any member of the executive be unable to complete their term of office, the existing executive can appoint a temporary replacement for the period up to the next Annual General meeting. This appointment can be made within the current executive or from outside the current executive.

### **Operating Practices**

#### *Annual General Meeting*

The FCA will provide notification and conduct an annual general meeting in the 4th quarter of every calendar year. An agenda will be included in the notice of that AGM.

#### *Terms of Office*

The FCA must have an election for the Executive every two (2) years to validate the mandate of that executive. Departing executives will be asked to provide mentoring for incoming members for 6 months to a year.

Eligibility for membership on the community association executive is limited to current residents of the village of Fallowfield.

### *Quorum*

An Executive meeting must have the minimum attendance of President or Vice President, plus two other executive members. There is no quorum set for the AGM

### *Decision Making/Authorities*

The FCA Executive is authorised to make operating decisions in the running of the Association. This involves such expenditure as rental of meeting facilities for meetings, flyers and notices, social event expenses, rink management, etc.

The FCA is not authorised to make decisions on behalf of the community that impacts the property value or enjoyment of property. The FCA could and should facilitate meetings where residents can make those decisions. The Community Association can voice to the city and other interested parties the majority opinion of attending members

### *Transparency/Accountability*

The FCA will be open and transparent in its operations and decisions. The current website for the Fallowfield Community Association (<https://ffcassociation.com/>) is being used for this purpose. It is expected that the AGM notices and minutes of AGM meetings will be posted.

The FCA will not be exclusively dependent on electronic messaging. We will also attempt to provide paper copies of critical documents and notices to residents.

The current website is an open forum and can be used by any registered member to post questions and input

The Community Association will be a non-political body.

### **Financial**

At every AGM there will be a Treasurer's report to the community. This report will include the following:

- Current balances
- Income by source – Membership fees, donations, and grants
- Expenditures for the year
- Proposed budget for the next year

All cheques and accounts over \$200.00 will require two signatures – Treasurer and either President or Vice-President