



**STINSON**  
COMMUNITY ASSOCIATION

EST. OCTOBER 1991

**Constitution Created - February 5, 2008**  
**Constitution Revised - November 8, 2012**  
**Code of Conduct Created - November 8, 2012**



## Our Mission

### Stinson Community Association

- To preserve and enhance the heritage character of Stinson Community
- To sustain a safe, clean, attractive environment. Somewhere you can be proud to call home.
- To provide a forum for all residents of the community to participate in.
- To establish the Escarpment Community of Stinson as a preferred downtown community.
- To create and implement a Neighbourhood Plan.
- To interact with our municipal government to advance the implementation of a neighbourhood plan.
- To represent and advocate the interests of the Association to the municipal and other governments as required.

#### **SAFE**

- Partnership with Hamilton Police Services
- Participation in the Superintendent's Advisory Board
- Community Watch

#### **Clean**

- Adopt-A-Box Graffiti program
- Adopt-A-Park
- Pitch-In

#### **Attractive**

- Beautiful architecture
- Escarpment
- Location
- Neighbourhood Plan
- Enhance both Carter and Bishop's Park

# Constitution

The Organization shall be known as the Stinson Community Association

## 1. Aims and Objectives:

- 1.1 To preserve and enhance the heritage character of the Stinson community.
- 1.2 To provide a forum for all residents of the community to participate in sustaining a safe, clean and attractive environment that is proud to call home.
- 1.3 To interact with our municipal government to advance the implementation of a neighbourhood plan.
- 1.4 To represent and advocate the interests of the Association to the municipal and other governments as required.
- 1.5 To develop a neighbourhood plan.
- 1.6 To encourage signature Stinson businesses.
- 1.7 To promote community activities.
- 1.8 The council shall be Non-Denominational.
- 1.9 The council shall be Non-Partisan

## 2. Officers:

- 2.1 Officers shall consist of President, Vice-President, Secretary and Treasurer.
- 2.2 The President may be re-elected but may not serve more than 3 consecutive terms; this can change if there is not anyone else that is willing to take over the position of Chair.
- 2.3 Only one member may hold office as part of the executive at the same time. (this does not include Director or Chair of any sub-committees.)
- 2.4 New members are always welcome.

## 3. Meetings:

- 3.1 The Stinson Community Association shall hold an Annual meeting of all members. Elections are to take place at this meeting, reports of Officers and Committee Chairpersons shall be made. A reasonable attempt shall be made to notify all members in writing or by telephone at least seven days prior to this meeting.
  - 3.1.1 The Annual meeting will take place in October of each year to elect the executives for the following year and allow for transfer of papers.
  - 3.1.2 The official year for the community council will be January 1 to December 31 or until an executive successor is elected. The first meeting of the year should be in January.
  - 3.1.3 You must have been an active member in good standing for at least one year stand for an executive position. Active means having attended a minimum of 50% of the scheduled Association meetings during the year.
- 3.2 Any person shall be allowed to speak once on any motion brought up at a meeting except the "mover" who shall close the debate. A time limit of 15 minutes (maximum) can be enforced at the discretion of the Chairperson of the meeting. Any motion that has been voted on can not be brought up again.
- 3.3 Business people in the area can attend meetings but cannot vote unless that person lives within the boundaries of Stinson and is a member in good standing. They are usually not allowed to sit on the executive.
- 3.4 There has to be 50% of the vote plus one at the executive meetings and general meetings. There has to be two thirds majority to change the Constitution or By-Laws and can only be changed by giving thirty days notice to the members.
- 3.5 In order to vote you must live in the geographic area of Stinson and
  - 3.5.1 A member in good standing.

## 4. Finances:

- 4.1 Committees are not permitted to commit the Council to expenditure without the prior approval of the Executive.
- 4.2 Fundraising will be conducted by the Council with the assistance of the Committee members.
- 4.3 Obtaining grants from the municipal, provincial, or federal level will be done only with approval of the executive and must include the Executive throughout the process.
- 4.4 All funds collected by a Committee must be turned over to the Council Treasurer.
- 4.5 All expenses incurred by the Committee must be paid by the council.



## **Duties of the Officers:**

### **5.1 President**

- 5.1.1 The Chair shall preside at all meetings of the Council. The Chair shall see that the constitution is adhered to and the Executive take the required action to fill the offices and appoint the committees.

### **5.2 Vice-President**

- 5.2.1 The Co-Chair shall perform the duties of the Chair, on request or in the absence of that officer. The Co-Chair shall perform such other duties as designated by the Chair. The co-Chair shall also be responsible for the notification of the executive meetings.

### **5.3 Secretary:**

- 5.3.1 The Secretary shall keep the official record of all business transacted by the Council.  
5.3.2 Send all members a "call" in advance of each meeting with information about its time, date and location.  
5.3.3 Attend to and receive all communications on behalf of the council with the exception of the financial matters dealt with by the Treasurer.  
5.3.4 Perform such duties as may be required by the Executive.  
5.3.5 When relinquishing office all books, files, records, etc. shall be turned over to the successor or City of Hamilton.

### **5.4 Treasurer:**

- 5.4.1 The Treasurer shall receive all monies for the council and shall issue receipts for the same.  
5.4.2 Deposit monies in an authorized bank account in the name of the council.  
5.4.3 Keep a correct account of all receipts and expenditures.  
5.4.4 Send out and deal with correspondence pertaining to finance.  
5.4.5 Prepare the Annual Report.  
5.4.6 When relinquishing office all books, records, files, etc shall be turned over to the successor or City of Hamilton.

## **6 Directors Duties**

- 6.1 A Director of the Stinson Community Association (SCA) will be responsible for the activity (ies) related to its Specific committee within the organization of the Association.  
6.2 The director is required to provide a proper accounting of funds allocated to such committee.  
6.3 A director may designate a sub-committee chair or chairs subject to the approval of the Executive.  
6.4 The director and the sub-committee chair(s) report directly to the Executive of the Association.  
6.4.1 A sub-committee chair may report through their Director.  
6.5 The director will maintain a record of all actions, contacts, and related resources as to the development, implementation and results of its activities.  
6.6 Committees through its Directors will coordinate with the assistance of the vice-president of the Association before contacting the city of Hamilton Staff and related organizations for assistance "or" direction.  
6.7 Within the confines of its purpose, a committee may organize its own activities. However, approval of the Association is required to organize activities in the name of the Association.

## **7. Amendments**

- 7.1 Notice of any amendments to the constitution must be made in writing and given to the Executive one month prior to the annual meeting, and be passed by two thirds of the vote of those present at the meeting. The notice calling the annual meeting shall refer to any proposed amendments.



## **8. By-Laws**

### **8.1 Quorum**

- 8.1.1 A minimum number of five members is required for a meeting to conduct substantive business.
- 8.1.2 When no quorum is present only a limited number of items can be accomplished such as set the time and date of the next meeting.

### **8.2 Executive**

- 8.2.1 The executive shall have the power to deal with any necessary business that may arise between meetings and council.

### **8.3 Elective Representatives**

- 8.3.1 Elected Representatives to the City Hall Council, the Hamilton Wentworth District School Board, Catholic School Board, the Ontario Legislature, or any employee of the City of Hamilton Recreation Department may not hold office to the executive of a Community Council.

### **8.4 Committees**

- 8.4.1 Each committee should elect its own Chairperson, co-Chairperson, Secretary and treasurer. (if at all possible, there has to be enough committee members). It is a committee's responsibility to research and evaluate potential programs and activities for recommendation to the Council Executive and voting membership.



## Meeting Etiquette

- Meeting will be presided by a “Chair”.
- A written record of what is done (minutes) will be taken by a “Secretary”.
- A meeting begins when it is called to order by the “chair”.
- A drafted Agenda is presented and adopted.  
The group may make changes before adopting the drafter Agenda.
  
- The Minutes are read and approved.
  
- The Agenda items are followed in order.  
If there is a “Guest speaker” allotted time on the Agenda, the Floor belongs to that speaker.
  
- To make a motion, second a motion, debate, or speak when asked for input, you must be acknowledged by the “Chair”.
  - Please either stand or raise your hand to be acknowledged.
  - Speak clearly and calmly.
  - To speak without acknowledgement will result in a warning. After three (3) warnings you will not be allowed to speak
  - Be respectful.
  - No shouting.
  
- A short break in a meeting will be referred to as “recess”.
  - The amount of time for the “recess” is either determined (i.e. recess for 5 minutes or until called to order by the “Chair”).
  
- When the meeting has completed, there is an opportunity for “further business”.
  
- If no “further business”, the meeting is adjourned.

### WHAT IS A MOTION

- A motion is a formal proposal proposed by a member, in a meeting, that the group takes certain action.
- To make a motion, you must be acknowledged by the “Chair”.
- Begin your motion with “I move that...” then sit down. You do not give reasons for your proposal at this time.
- It is very important to say precisely what the words of the motion are.
  - It is a good idea to write out your motion so that it is clear.
  - It is the Secretary’s job to copy a motion down accurately.
- A motion must be seconded to be considered by the group.  
This means the proposal is considered by the group.
- There may be discussion on a motion.
  - If no discussion, or no more discussion, the motion is adopted.
  - The “Chair” will advise on how to vote (voice, hands...)
  - A majority is required.



## Code of Conduct Stinson Community Association

The Stinson Community Association strives to provide and promote a safe, inclusive, respectful environment for all of its members, volunteers and participating partners in a way that upholds the integrity of our organization and demonstrates our commitment to establish Stinson as a preferred downtown community. We respect everyone's right to volunteer and participate equally.

This requires all of us to be accountable to ourselves for the following values:

**Integrity** – It means treating people fairly and applying the law fairly.

**Professionalism** – It means being committed to the highest standard of achievement.

**Respect** is the basis for our dealings with our neighbours, members, volunteers, and participating partners.

It means being sensitive and responsive to the rights of the individual.

**Co-operation** is the foundation for meeting our challenges. It means building partnerships and working together toward common goals.

As a participant of the Stinson Community Association (SCA), you are accountable directly to the SCA for the following:

**Care of Money** – You may be entrusted with money. You must be extremely diligent in accounting for, safeguarding and disposing of any money in your possession or control, and must do so according to established procedures and reasonable standards of care. If money in your care is misplaced, lost or stolen, you are to immediately report the matter to the President and/or vice-President.

**Conflict of Interest** – You must disclose to the President or Vice-President of any potential conflict of interest with your involvement on a committee, project, or other position of decision making.

**Media Relations**- Only designated and authorized spokespersons can speak on behalf of the SCA. If you receive a call from the media, you must refer it to the designated Media spokesperson.

You are to refrain from making, through any public medium (such as radio, television, newspaper, blog, or Facebook), either directly or through a third party, any pronouncements critical of the SCA, its programs, or members. Please discuss any issues with the President and/or the Vice-President.

**Responsibility** – As a committee chair or member - you are to act responsibly and in accordance with the established Constitution and policies.

**Conflict with another member(s)** – Our goal is to foster positive relationships amongst our members and volunteers. We trust that you will take the first step to advise the other member that their remark/behaviour is unwelcome. If the conflict persists or escalates, please refer to the President and/or the vice-President.

**Harassment** – This is a form of individual misconduct/improper behavior that is directed at, and is offensive to another individual, and which the harassing individual knew or ought reasonably to have known would be unwelcome and cause offence or harm. It includes objectionable conduct, comment, or display that demeans, belittles, or causes personal humiliation or embarrassment, and any act(s) of intimidation or threat(s), that detrimentally affects the individual's well-being.

**The SCA has a Zero Tolerance Policy towards Harassment.**