**Victoria Park Neighbourhood Association Constitution**

**Revised: November 29, 2024**

**ARTICLE I – Name**

This organization shall be known as the **Victoria Park Neighbourhood Association (VPNA).**

**ARTICLE II – Aims and Objectives**

1. To be non-denominational and non-partisan.
2. To create a friendly community spirit.
3. To preserve and enhance the quality of life in the Victoria Park Neighbourhood.
4. To promote a quality residential and social environment in the community of the Victoria Park Neighbourhood.
5. To monitor the community, its needs, and the services which exist to meet those needs.
6. To stimulate awareness of community issues and work to respond to them to the greatest extent possible.
7. To encourage and facilitate co-operation among agencies and organizations providing service to the neighbourhood.
8. To provide when feasible such common services or facilities as are deemed in the best interest of the neighbourhood.
9. To engage in such other activities related to planning, co-ordinating and implementing joint action as may be deemed to be in the best interest of the neighbourhood.
10. To promote events and activities with the community with the objective of encouraging participation of all residents of the area and in all age groups.
11. To work in close co-operation with the Kitchener Parks and Recreation, other appropriate Departments, and the Ward 9 Councillor in addressing neighbourhood needs and issues.

**ARTICLE III – Membership**

1. Membership in the Neighbourhood Association shall consist of all adult residents in the geographic area of the Association.
2. The area is bounded by Victoria Street on the north, Queen Street on the south, Joseph Street on the east and West Avenue and Highland Road on the west.

**ARTICLE IV – Board Members**

1. There shall be 6-12 Officers of the Association and they shall be called Board Members.
2. All Board members must be adult residents of the Victoria Park Neighbourhood.
3. Their roles shall consist of the following:

* President
* Vice-President
* Secretary
* Treasurer
* Communications Coordinator
* Directors (Board Members at Large)

**ARTICLE VI – Duties of the Board Members**

**President**:

1. Shall preside at all meetings of the Neighbourhood Association.
2. The President shall see that the Constitution is adhered to and that the Board takes the required action to fill all offices and appoint all committees.
3. The President shall ensure that a complete record is kept of all business transacted by the Association.
4. The President shall be ex-officio, a member of all committees.

**Vice-President**

1. Shall assume the role of President in the absence of the President.
2. Shall assist the President and the Board with other duties, as assigned.

**Secretary**:

1. Shall ensure all association correspondence and letters written by or to the Executive are retained in an accessible form.
2. Shall ensure the preparation and distribution of notices for all meetings of the Association.
3. Shall notify each member of the Executive, designated City Staff, and Ward 9 Councilor of the time and place of each meeting.
4. When relinquishing office, all records shall be turned over in a timely manner.

**Treasurer**:

1. The Treasurer shall receive all monies for the Executive and shall issue receipts for the same.
2. Deposit all monies in an authorized bank and in the name of the Association.
3. Pay all accounts by cheque only, such cheques to be signed by two designated Board members, one being the Treasurer.
4. Keep a correct account of all receipts and expenditures.
5. Make a financial report to the Board, when requested, and at all Annual General Meetings.
6. When relinquishing office, all books, records, files, funds, etc. shall be turned over promptly.

**Communications Coordinator**

1. Shall perform communications duties as assigned by the Board.

**Auditors**:

The books of the Association may be audited yearly by the auditors employed by the Kitchener Parks and Recreation Department.

**Executive Committee**

1. The Executive Committee shall be composed of the President, Vice-president, Secretary, Treasurer, and Communications Coordinator.
2. The Executive Committee shall act on behalf of the Board when urgent and time-sensitive decisions need to be made between meetings. They shall report on these matters at the subsequent Board meeting.

**Directors (Members at Large)**:

Shall perform duties as assigned by the Association.

**ARTICLE VI – Meetings**

**Annual General Meeting**:

1. Shall take place in the fall of each year, before the end of December.
2. All residents in the geographic area of the Association shall be eligible to attend and vote. They shall be notified of the date, time and place at least 14 days prior to the meeting.
3. The election of Board members for the ensuing term shall be conducted at this time.

**Board Meetings**

1. The Board shall meet monthly or when necessary according to workload of the Association.
2. All members of the Board shall be notified of the date, time and place of the meeting 5 days prior to the meeting.
3. Board Members shall attend all monthly meetings.
4. Anyone other than a Board Member who wishes to bring an issue or request to a Board meeting shall contact the Board President and describe in writing the reason they wish to attend.
5. **General Meetings**:
6. May be called to deal with matters of major importance to the general membership of the Association. The Board shall determine the nature of these meetings.
7. Notice of a general meeting will include date, time, place and agenda. Notification will be given 14 days prior to this meeting.

**ARTICLE VII – Voting**

1. A simple majority of 50%+1 of the members present shall decide the elections and issues.
2. A quorum at the Annual General Meeting shall consist of not less than 15 members of the Association.
3. At a Board meeting, Board Members are the only persons entitled to vote on business matters.

**ARTICLE VIII – Amendments**

1. Notice of any amendment to the Constitution must be in writing and given to the Board 10 days prior to the Annual General Meeting or any general meeting which may be called for this purpose.
2. The notice calling this meeting shall refer to any proposed amendment of amendments.

**ARTICLE IX – Public Relations**

1. The Association shall maintain co-operative relations with other resident associations.
2. The Association shall also maintain strong communication with designated City of Kitchener Staff and the Ward 9 Councilor.
3. The Association shall publish and distribute to all neighbourhood households periodic newsletters to inform residents of Association activities and/or issues of concern or interest to the residents.

Revised at VPNA Annual General Meeting, November 29th, 2024