
THE CONSTITUTION OF THE ...

"RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION"

September, 2017

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I) **NAME:**

The organization shall be known as the Rainy River District Municipal Association - hereinafter called "the Association".

II) **OBJECTS:**

The objects of the Association shall be:-

- i) To consider matters of general interest to the members and to take united action as required to promote their interests;
- ii) To petition for the enactment of legislation advantageous to the members;
- iii) To promote the free exchange of information and mutual understanding among members;
- iv) To contribute to and support the activities of the Northwestern Ontario Municipal Association;
- v) To provide a forum wherein the above objects may be accomplished.

III) **MEMBERSHIP:**

All incorporated municipalities, ~~local service boards and local roads boards~~ within the District of Rainy River are entitled to membership in the Association upon payment of annual dues.

IV) **REPRESENTATION:**

Each member organization may be represented by:-

- i) Its Mayor, Reeve, or Chairperson.
- ii) Its members of Council or Board.
- iii) Its Clerk, Treasurer, Clerk-Treasurer, or Chief Administrative Officer.

V) **ANNUAL MEMBERSHIP FEES:**

- i) Annual membership fees shall be assessed on a per capita basis, and shall be determined by the Executive in each year based on the funds required for the year's operating costs, dues to the Northwestern Ontario Municipal Association, and provisions for extra-ordinary expenditures.
- ii) Annual membership fees shall be set by the Executive and billed to the members not later than May 31st each year.
- iii) The deadline for payment of dues shall be July 31st of each year.

VI) RESERVE FUND:

The Executive shall have the authority to maintain a reserve fund for extra-ordinary expenditures provided that the size of the reserve fund is not greater than \$30,000.00.

VII) EXECUTIVE:

- i) The Executive of the Association shall consist of one elected official appointed by each member organization for a term of four (4) years.
- ii) Each member organization may appoint an alternate to attend executive meetings in the absence of the appointed official.
- iii) Member organizations shall notify the Secretary-Treasurer of their executive member prior to the December Executive Meeting.
- iv) Elected representatives to the NOMA Board shall provide reports to all executive meetings and are expected to attend all General Meetings and the Annual General Meeting.

VIII) OFFICERS:

- i) The officers of the Association shall be:-
 - a.) President
 - b.) Vice-President
 - c.) Secretary-Treasurer
- ii) The President and Vice-President shall be elected by the member organizations at the Annual General Meeting. A simple majority of the members present shall be required for election to these two (2) offices. The President and the Vice-President shall be elected municipal officials.
- iii) The Secretary-Treasurer shall be appointed by the member organizations and need not be an elected municipal official.
- iv) The President shall serve as Vice-President on the NOMA Board.

IX) TERMS OF OFFICE:

- i) The term of office of the President and Vice-President shall be ~~two (2) one (1) years~~ **effective January, 2019**. No persons shall be eligible to hold either of these offices for more than four (4) consecutive years.
- ii) Any officer may be removed from office by a two-thirds majority vote of the Executive present at a meeting called for the purpose of considering such removal from office **for illegal practices**. Such a meeting must be called by the Secretary-Treasurer upon petitioning of four (4) members of the executive.

X) DUTIES OF OFFICERS:

- i) The President shall preside at all general and executive meetings, decide and rule on all questions of order, make any suggestions
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that may be deemed necessary or advisable in the interest of the Association, and may limit the time for speaking on any motion.

- ii) The Vice-President shall, when requested by the President, assist the President in the discharge of presidential duties, and, in the absence of the President, shall assume the President's duties.
- iii) The Secretary-Treasurer shall attend all general and executive meetings and shall keep a record of the proceedings. The Secretary-Treasurer shall receive all monies belonging to the Association, and pay out of such monies all accounts payable by the Association which have been approved for payment. The Secretary-Treasurer shall properly account for all such monies received or paid out, and shall present a report of such transactions for approval by the membership at the Annual General Meeting. The Secretary-Treasurer shall be, by virtue of the office, a member of every committee established by the Association.

XI) VACANCIES IN OFFICE:

- i) When a vacancy occurs for in the offices of President, the or Vice-President shall fill the vacancy. If the Vice-President is not able to fulfil these duties, the Executive shall elect a member of the Executive body to the office vacated for the balance of the term of office. A simple majority of the Executive members present shall be required to fill vacancies in these two (2) offices.
- ii) When a vacancy occurs in the office of Secretary-Treasurer, the Executive, by a simple majority vote, shall appoint a qualified person until the next general meeting where the appointment shall be ratified by the general membership.
- iii) When a vacancy occurs on the Executive, the member organization losing representation by reason of the vacancy shall appoint a successor for the balance of the term of office.

XII) APPOINTMENTS:

- i) The Association shall make appointments to the following boards or committees whenever necessary. Appointments shall be by simple majority vote of members at the annual general meeting.
 - a.) Rainy River Valley Agricultural Society
 - b.) Rainy River District Veterinary Committee
 - c.) Safe Communities Rainy River District
 - d.) Rainy River District Stewardship
 - e.) Dr. Recruitment and Retention Committee
- ii) The Association shall make an appointment to the Northwestern Health Unit Board whenever necessary. Appointment shall be by simple majority vote of the members from the municipalities of Alberton, La Vallee, Emo, Chapple, Morley, Dawson, Lake of the Woods and Rainy River at the annual general meeting. The appointment shall be for a four (4) year term.
- iii) An appointee shall forfeit an appointment upon ceasing to be an elected member of a member council.

- iv) The vacant committee or board seat shall be filled by an appointment made by the executive and shall remain until the next Annual General Meeting.

XIII) MEETINGS:

- i) All meetings shall be governed by "*Robert's Rules of Order*" except where controlled or over-ruled by this Constitution.
- ii) The Annual General Meeting of the Association shall be held during the **month** ~~last week~~ of January. The location of the annual meeting shall be determined by the Executive.
- iii) General Meetings of the Association shall be held at seven o'clock in the evening on the third Wednesday of each of the months of May and September, or as determined by the Executive. The location of each general meeting shall be determined by the Executive.
- iv) Executive meetings shall be held on the third Wednesday of the month preceding each general meeting at a time and place set by the President, and at any other time deemed necessary by the Executive, or the President.
- v) The Secretary-Treasurer shall, upon receipt of a petition signed by any four (4) members of the Executive, call a special meeting of the Executive for the purpose(s) outlined in the petition. Such a special meeting must be held within 10 days of receipt of the petition.

XIV) QUORUMS:

- i) To constitute a quorum for the transaction of business at a General Meeting of the Association, a minimum number of five (5) member organizations shall be represented thereat.
- ii) At meetings of the Executive, a minimum number of five (5) Executive Members shall constitute a quorum.
- iii) No meeting shall carry out the business of the Association unless a quorum is present.

XV) VOTING:

- i) At the Annual Meeting and at General Meetings, each registered delegate of a member organization shall be entitled to vote on any and all matters brought before the Association, with the exception of the appointment to the Northwestern Health Unit Board as per section ii) of Article XII) APPOINTMENTS, for consideration and action provided that no objection is raised. If **an** objection, **pertaining to the Health Unit appointment**, is raised by any registered delegate, the voting shall be limited to one vote for each **municipal** ~~member~~ organization, and the senior representative present shall cast the vote. Seniority shall be decided as follows:-
 - a.) The Mayor, Reeve or Chairman
 - b.) The Deputy Mayor/Reeve, Councillor or Board Member having the greatest number of years of service in the member organization which he/she represents.
 - c.) Appointed officials:

1.) Chief Administrative Officer
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- 2.) Clerk
- 3.) Treasurer
- 4.) Clerk-Treasurer

- ii) A simple majority of votes shall be sufficient to carry any motion.
- iii) Voting during Elections/Appointments shall be done by secret ballot. All other voting shall be done by a show of hands.
- iv) Any motion on which there is an equality of votes shall be declared lost.

XVI) EXPENSES:

- i) Expenses and remuneration for delegates attending General Meetings and for members attending Executive Meetings shall be the responsibility of the member organizations which they represent.
- ii) One of the three elected official representatives of RRDMA appointed to the Executive of the NOMA board shall represent the RRDMA at the AMO, ROMA and OGRA AGM's with associated reasonable expenses to be covered by RRDMA.

XVII) EXTRA-ORDINARY EXPENSES:

- i) In matters of general benefit to member organizations, any extra-ordinary expense shall be borne by an assessment apportioned on a per capita basis to all member organizations.
- ii) Where any member organization or group of organizations request the active support of the Association on a question of particular benefit to that organization or group thereof seeking the same, that organization or group, as the case may be, shall bear all extra-ordinary expenses incurred in respect thereof.
- iii) All assessments made under i) and ii) thereof, shall be determined by the Executive.

XVIII) RESOLUTIONS:

- i) All resolutions to be placed before the Annual General Meeting for endorsement and submission to the Northwestern Ontario Municipal Association shall be delivered to the Secretary-Treasurer at least thirty (30) days in advance of the Annual General Meeting.
- ii) The Secretary-Treasurer shall circulate to the member organizations copies of all such resolutions at least fourteen (14) days in advance of the Annual General Meeting.
- iii) The business of the Executive shall be endorsed by ratification at the Annual General Meeting.

XIX) AUDIT:

The Executive of the Association shall appoint an auditor to audit the Secretary-Treasurer's yearly financial report before presentation at the Annual General Meeting.

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XX) CONSTITUTION AMENDMENTS:

- i) Amendments to this constitution may be recommended by the Executive of the Association.
- ii) Notice of Amendment shall be sent to each member organization prior to any General Meeting.
- iii) It shall require a two-thirds majority vote of the members present at a General Meeting to pass the amendments and to adopt the revised constitution.

The revised constitution of the "Rainy River District Municipal Association" as hereinbefore set out was approved and adopted by resolution passed at the General Meeting of the said Association held at Emo, Ontario the 28th day of September, 2017, and shall serve to govern the Association from that day forward.

DATED AT EMO, ONTARIO this TWENTY EIGHTH day of SEPTEMBER, 2017.

_____ KEN PERRY, ~~VALERIE PIZEY~~, President

_____ PETER SPUZAK, Vice-President

_____ PEGGY JOHNSON, ~~GLENN TREFTLIN~~,
Secretary-Treasurer

