

BY-LAWS

By-laws relating generally to the transaction of the business and affairs of
KINGSTON COMMUNITY HOUSE FOR SELF-RELIANCE .

Article 1: Name

- 1.1 The name of the Corporation shall be Kingston Community House for Self-Reliance (hereinafter referred to as "K.C.H.S.R)."

Article 2: Interpretations and Abbreviations

- 2.1 "Organization" means the corporation without share capital incorporated under the Act by letters patent dated March 23, 1981 and named Kingston Community House for Self-Reliance.
- 2.2 "Board" means the Board of Directors of the Corporation.
- 2.3 "Act" means The Corporations Act of Ontario and any act that may hereafter be substituted therefore, as from time to time amended.

Article 3: Purpose of Organization

- 3.1 Our prime objective is to provide a central space for community groups whose objectives are to enrich the particular community in which they live, allowing like-minded people to come together to learn from one another, to support one another, to share resources, and to trade skills.

These groups should be oriented to enriching people's live not in terms of consumer goods but in terms of building toward a self-reliant lifestyle; not oriented to selling goods for profit. However, we do recognize that we may choose to operate projects to help maintain our autonomy.

- 3.2 We want the house, presently located at 99 York Street and owned by the Organization, (hereinafter referred to as "the house") to be an integral part of the neighbourhood in which it is located. We believe that all people have the capability to take responsibility for themselves given the proper tools and encouragement. To this end we want to provide a focus for individuals and groups who are willing to work together in order to realize these goals.

- 3.3 We believe that the process of attaining these goals is an integral part of our commitment to the neighbourhood. We have chosen to own and operate this house in a collective manner with a group of directors who make decisions co-operatively.

Article 4: Seal

- 4.1 As imprinted on this document.

Article 5: Head Office

- 5.1 Until changed in accordance with the Act, the head office of the Organization shall be in the City of Kingston in the Province of Ontario.

Article 6: General Membership

- 6.1 Any organization or individual in Kingston and district may apply to become a member by subscribing to the objectives of the Organization and by paying the annual membership fee.
- 6.2 The membership of the Organization shall consist of persons and organizations once they have been admitted to the membership in the Organization by resolution of the Board of Directors and have paid their membership fee.
- 6.3 A member may resign by a resignation in writing which shall be effective upon delivery of the resignation or a copy thereof to the board or by not paying the annual membership dues by the 1st of December in the year due.
- 6.4 Upon thirty days notice in writing to a member, the board may pass a resolution authorizing the removal of such member from the register of members of the Organization and thereupon such person shall cease to be a member of the Organization.
- 6.5 Membership in the Organization is not transferrable and ceases upon death.

Article 7: General and Special Meetings

- 7.1 There shall be an Annual General Meeting of the Organization held in the months of October or November in every year at a time and place to be determined by the Board of Directors. Members shall be notified of general meetings at least TWO WEEKS prior to the said meeting by ordinary mail or e-mail.

- 7.2 A special meeting shall be called by the President on the written requisition of any TEN paid-up members. If the meeting is not called within TWENTY-ONE DAYS of the date on which the requisition was delivered to the office of the organization, any ONE of the requisitionists may call the special general meeting and for the purpose set forth in the requisition shall have necessary access to the records of the organization. This meeting shall be in quorum as long as at least FIVE of the requisitionists are present.
- 7.3 A general meeting shall be in quorum as long as at least fifty per cent plus one of Board members are present.
- 7.4 Members shall be notified of special meetings at least ONE WEEK prior to the said meeting by ordinary mail or e-mail.
- 7.5 Individual members and one representative of each member organization shall have voting privileges at general and special meetings.
- 7.6 Proxy voting shall not be permitted.

Article 8: Board of Directors

- 8.1 The Board of Directors shall be elected by the members at the annual general meeting.
- 8.2 All members will be welcome to nominate candidate(s).
- 8.3 All candidates elected to the Board must be members in good standing.
- 8.4 Current Board members are to declare, no later than one month before the AGM, their willingness to serve another term of office, or their intention to resign their Board position effective the date of the AGM.
- 8.5 Only written resignations shall be accepted by the Board.
- 8.6 The Board shall consist of seven (7) directors.
- 8.7 In the event of a vacancy on the Board between AGMs the Board may fill the vacancy from the general membership.
- 8.8 If any director becomes bankrupt he/she must resign within 10 days.

Article 9: Meetings of the Board of Directors

- 9.1 Meetings shall be held at a time and date determined by the members of the board and the date for the next meeting shall be set before the meeting adjourns. No further notice shall be required.

- 9.2 A Quorum for any meeting of the Board of Directors shall be fifty percent plus one of the directors.
- 9.3 Regular meetings of the Board of Directors are open to all paid-up members of the Organization. The Board may go in camera to discuss any personnel issues that may identify a specific person.
- 9.4 The agenda and length of meeting shall be determined by consensus at the beginning of each meeting.

Article 10: Absenteeism of Board Members

- 10.1 It is the responsibility of any director to notify the board if she/he is unable to attend any meeting. It is expected that Board Members attend meetings on a regular basis.
If a board member fails to provide to the board a valid reason for absence from board
- 10.2 meetings at three consecutive meetings the board member will have been deemed to have resigned from the Board and will be so notified.

Article 11: General Committees

- 11.1 Committees may be appointed from time to time by the Board of Directors. Such Committees shall remain in force until terminated by majority vote of the Board.
- 11.2 Terms of reference for committees will be set by the Board of Directors.

Article 12: Staff

- 12.1 The Board of Directors shall employ such staff as it deems necessary. The board will designate one of its members as a liaison with any staff.
- 12.2 Staff shall be empowered by the Board of Directors to conduct all regular business necessary for the ongoing maintenance of the project.
- 12.3 In keeping with our objectives, priority on hiring will be local people seeking to become self-reliant.

Article 13: Signing Officers

- 13.1 The signing officers of the Organization shall be any two of the officers (President, Treasurer and Secretary) The signing officers must sign cheques as well as any other documents requiring signing by signing officers.

Article 14: Duties of the Board of Directors

- 14.1 Any member of the board of directors in consultation with at least two other members shall have authority to speak publicly on behalf of the board on matters of policy. Whenever possible, the board will meet as a whole to discuss these matters.
- 14.2 All members of the board shall be available for consultation with any staff member.
- 14.3 All members of the board as part of his/her duties are expected to be available for some duties outside regular board meetings.
- 14.4 At the first Board Meeting following the AGM the Directors shall elect the officers of the Board from amongst themselves.
- 14.5 In the event of a vacancy of one of the officer positions the Directors shall fill the vacancy from amongst themselves.

Article 15: Treasurer

- 15.1 The normal term of the treasurer will be from one AGM to the next.
- 15.2 The treasurer shall be responsible for seeing that an annual audit of books is conducted.
- 15.3 The treasurer shall make monthly financial statements to the board.
- 15.4 The treasurer shall be responsible for keeping the books of the Organization in good order.
- 15.5 The treasurer shall have such other powers and duties as the Board may prescribe.

Article 16: Secretary

- 16.1 The normal term of the secretary will be from one AGM to the next.
- 16.2 The secretary shall be responsible to ensure that minutes are taken at all meetings and copies distributed to all Board members. One copy will be filed at the head office of the Organization.
- 16.3 The secretary shall have such other powers and duties as the Board may prescribe.

Article 17: President

- 17.1 The normal term of the President shall be from one AGM to the next.

17.2 The President shall ensure that before each meeting a Director is assigned to chair the meeting and that an agenda is prepared.

17.3 The President shall have such other powers and duties as the Board may prescribe.

Article 18: Membership Dues

18.1 Annual membership dues for individuals and organizations shall be set by the Board of Directors.

All dues are due and payable by April 30 in each calendar year. The method of payment

18.2 of dues is to be determined by the Treasurer

Article 19: Fiscal Year and Auditors

19.1 The Fiscal Year will be May 1 to April 30.

19.2 Auditors will be appointed by resolution at each AGM.

Article 20: By Law Amendments

20.1 The Constitution and By-Laws of the Organization may be amended by approval of a motion by a two thirds majority of votes cast at a general meeting, provided that at least two weeks notice has been given to the membership of the proposed change.

Article 21: Dissolution

21.1 In the event that the KCHSR ceases to function and the corporation is dissolved by a two thirds vote of the members present at a meeting called for that purpose, any funds realized from the sale of the house and contents and any other assets shall be transferred to an organization or organizations that are registered charities in Ontario as chosen by the members present at the meeting.

Amended by the members at the Annual General Meeting, November 16, 2020.

President – Rachel Abs

Secretary – Carla Stewart