

Constitution of the York Hall Committee

Gaspe, Quebec
(2012)

NAME

This committee shall be known as "Committee de Salle de York Hall Committee."
The community center shall be known as the "Salle de York Hall," hereafter referred to as the "York Hall."

PURPOSE

The express purpose of this organization is to maintain the York Hall, and coordinate all activities therein.

ADMINISTRATORS:

Eleven administrators shall be elected annually during the fall season. Each administrator shall begin his/her term at the Annual General Meeting, and serve on the Administrators Council for one calendar year. Members shall be elected as follows:

The York Youth Center shall elect 3 members from their administrative council.

The York River Senior Citizens shall elect 3 members from their administrative council.

The York Women's Institute shall elect one member.

The Wakeham ACW shall elect one member.

The York ACW shall elect one member.

At the Annual General meeting of the York Hall 2 members shall be elected from the general public.

In the event that any of the above organizations ceases to exist, their respective members shall be elected from the general public at the Annual General Meeting.

DUTIES OF THE ADMINISTRATIVE COUNCIL:

The administrative Council is exclusively responsible for the operation of the York Hall, including all aspects, such as maintenance, cleaning, rentals, and expenses incurred in the regular operation of said property.

THE EXECUTIVE:

The Executive Committee shall be chosen annually from within the administrators to co-ordinate the activities of the York Hall. The Executive Committee shall consist of:

- 1) President
- 2) Vice-President
- 3) Treasurer
- 4) Secretary
- 5) Reservations Agent (s)

DUTIES OF THE EXECUTIVE MEMBERS:

President:	<u>Responsibilities include:</u> <ol style="list-style-type: none">1) Chair meetings2) Provide an agenda prior to each regular meeting3) Co-ordinate all activities.
Vice-President:	Substitute for the President and assist in all duties.
Treasurer:	Receive and disburse all moneys on behalf of the York Hall Committee in accordance with the regulations. This person will also maintain financial records and prepare financial statements prior to each meeting.
Secretary:	Responsible for all correspondence and producing minutes for each meeting.
Reservations Agent(s):	Administer reservations as per the Rental Policy.

VOTING PROCEDURE:

- If no member demonstrates opposition to a motion the chair can declare it carried without a vote.
- Voting will normally be undertaken with a show of hands by all members, including the president.
- A secret ballot shall be conducted on any motion if requested by any member.
- Members must be present in order to cast their vote.
- No proxy votes shall be accepted.
- In the event a vote results in a tie, the item shall be tabled until the next meeting.

QUORUM:

In order to hold a regular meeting of the York Hall Committee **seven** administrators must be present, including the president or vice-president.

FISCAL YEAR:

The Fiscal Year for general operations shall be January 1 to December 31.

SIGNING OFFICERS:

The treasurer, president and vice president shall be the signing officers for all banking activity, with a requirement of 2 of the 3 signatures on cheques and all other bank related documents.

MEETINGS OF THE ADMINISTRATIVE COUNCIL:

- Reasonable efforts shall be made to hold 4 meetings per year
- Reasonable efforts shall be made to notify each member at least one week prior to regular meetings.
- Each meeting shall begin with the adoption of the agenda, the reading of the minutes of the prior meeting and the presentation of a Financial Report.

ANNUAL GENERAL MEETING:

- An Annual General Meeting shall be held within 45 days of the end of each Fiscal Year.
- The date, time and place of the AGM shall be announced through at least two widely read media, such as GoGaspe and in the SPEC Newspaper, at least 2 weeks prior to the date of the meeting.
- The newly elected members shall begin their term as administrators at this meeting.
- The general public will be given ample opportunity to express their thoughts and opinions in regard to the operation of the York Hall.
- Two or more people from those in attendance shall be elected by due process as members of the Administrative Council for a one year term. These elected members shall complete the 11 member council.

AMENDMENTS TO THE CONSTITUTION:

All amendments to the constitution must first be passed at the Administrative Council, and then carried by a 2/3 majority at the Annual General Meeting.

CONTINGENCY FUND:

As requested by the Town of Gaspe, a contingency fund consisting of five per cent (5%) of all revenue shall be retained.