

# **Briarbrook and Morgan's Grant Community Association**

## **Mission Statement and Constitution**



### **Mission Statement**

Act as a public forum for the airing of community issues, ideas and suggestions arising from the community. Be one communication link between the appropriate elected officials, municipal staff and residents of the Briarbrook and Morgan's Grant community. Promote good community spirit and fellowship among residents of the Kanata North urban community.

## **CONSTITUTION OF THE BRIARBROOK & MORGAN'S GRANT COMMUNITY ASSOCIATION**

### **Purpose**

1. The Briarbrook and Morgan's Grant Community Association is neighbours coming together to assist in preserving and/or improving the quality of life and to coordinate services desired in the community. The objectives of the Association will be to:

- i. Make the geographic area of the South March urban area in Kanata a better place to live by providing an organizational support to residents and property owners aiming to integrate cultural and social diversities within a pluralistic framework while enhancing the economic well being of the community.
- ii. Coordinate meetings for the purpose of informing members, gathering opinions from members or presenting information to interested parties.  
Act as a public forum for the airing of community issues, ideas and suggestions.
- iii. Be one communication link between the appropriate elected officials and municipal staff, and the residents of the community urban area.
- iv. Monitor municipal planning in the geographical urban area and advocate for sound development planning principles that also benefit the concerns of an integrated community. Ensure the appropriate city staff and elected representatives are aware of members' concerns.
- v. Ensure appropriate city staff and municipal elected representatives are aware of any other community concerns raised by the members.
- vi. Promote good community spirit and fellowship among residents of the community urban area.
- vii. Coordinate and sponsor social events for enjoyment of members and their guests and in addition to raise funds to support activities of the Association.

The purposes of the Association shall be carried out without purpose of monetary gain other than to improve services to the members.

2. This document shall be called the "Constitution of the Briarbrook and Morgan's Grant Community Association" dated March 19th, 2008 in effect upon ratification by a quorum of the Executive Committee.

### **Interpretation**

3. The following definitions apply in this Constitution:

- i. "Association" shall mean the Briarbrook and Morgan's Grant Community Association.
- ii. "Community" shall mean the Briarbrook and Morgan's Grant community, generally being any lands north of Terry Fox Drive (at March Road) and south of Old Carp Road as designated urban by the City of Ottawa. This does not include existing properties just to the south side of Old Carp Road as of June 13th 2001, which is part of the Kanata March Rural area.

iii. "Regular Member". Each resident who has attained legal voting age who owns, rents or is resident in a residential unit/property in the area defined as "Community" at 3.ii. is entitled to Regular membership. Members need only be able to prove to the satisfaction of the Secretary that they own, rent or are resident in a property in the area defined as "Community" and that they are of legal voting age. Regular Members are entitled to participate in monthly meetings and vote in the annual general meeting.

iv. "Corporate Member". A corporate membership shall be available to any sole proprietor, partnership or corporation carrying on business in the urban area bordering the "Community" as defined above, upon payment of an annual membership fee as determined by the Executive Committee. A Corporate Member is entitled to participate in monthly meetings and vote at the annual general meeting.

v. "Honorary Member" shall mean any person of legal voting age granted a lifetime membership based on outstanding contributions in the Briarbrook and Morgan's Grant Community Association Community. The Association Executive Committee must approve an Honorary Member by means of a simple majority. An Honorary Member shall be entitled to all the same rights and privileges as a Regular Member.

vi. "Supporting Member" is a Regular Member who has paid an annual membership fee. A Supporting Member shall be entitled to all the same rights and privileges as a Regular Member, plus certain extra privileges, for example discounts on tickets for community events as determined by the Executive Committee, from time to time.

vii. "Residential Unit" shall mean any self-contained residence, whether detached, semi-detached or forming part of a multiple residential structure situated in the Community.

viii. "Owner" shall mean the registered owner or owners of one or more properties in the community.

ix. "Resident" shall mean any person dwelling within the community who has attained legal voting age.

x. "Executive Committee" is a committee whose primary function is to administer on behalf of the Association, to which it is fully responsible and accountable, the day-to-day business of the Association.

xi. "Officer" shall mean a resident of the Community elected or appointed to a position as a member of the Executive Committee by the approval of the majority of Regular Members present at the annual general meeting.

xii. A "Quorum" for the purposes of a monthly meeting is no less than a total of 2/3 of the Executive Committee.

xiii. "Annual General Meeting". An annual general meeting shall be held in October.

xiv. "Request for funds". Allocation of funds for charitable donations shall not exceed one hundred (\$100.00) dollars on an annual basis. The maximum amount of one charitable donation shall not exceed one hundred (\$100.00) dollars. Honorarium, charitable

donations, expenses claimed by members of the Executive Committee for duties performed on behalf of the Briarbrook and Morgan's Grant Community Association or granted by the Briarbrook and Morgan's Grant Community Association will be voted on at the executive meetings.

### **Association Year**

4. The Association year shall be from Nov. 1st to Oct.31st.

### **Government and Administration**

5. The Association shall be governed by two institutions, both having complementary duties, rights and obligations as per the Constitution:

i. The Association's general meeting. An assembly of a quorum (see 3.xii).

ii. The Executive Committee. Members who have been elected or appointed as Officers by the Regular Members to perform administrative and community duties on behalf of the Association. The Executive Committee is entitled to vote at the meetings.

### **By-Laws**

6. The association shall have a set of by-laws and policies attached to the constitution, which shall define duties and the day-to-day operational procedures, to aid in the orderly conduct of association business. By-laws may be updated by vote of the executive. Bylaws may be revised by a simple majority of the executive committee.

### **The Membership**

7. Persons meeting the requirements detailed at 3.iii, 3.iv, or 3.v. are considered members of the Association and may vote at the annual general meeting.

8. Each member shall have one vote at the annual general meeting. A Corporate or Honorary Member who is also a resident is eligible to be nominated to the Executive Committee.

9. Membership fees for the following year shall be fixed at a monthly meeting of the Association during the association year. A simple majority of the Executive Committee may waive the requirement to request membership fees.

10. No member may assign his or her Membership on the Association Executive Committee.

11. Any member may attend and participate at any meeting of the Association. A Regular, Corporate or Honorary member may vote at monthly meetings concerning issues determined by the Executive Committee membership as having a serious effect on the community. They shall have a vote on association expenditures, which the executive committee decides are extraordinary

### **Conduct of the Association General Meetings**

12. The Executive Committee shall convene at monthly (except July and August) general meetings. The day of the meetings shall be the third Wednesday of each month and shall begin at 7:00 PM and end no later than 9:00 PM. A simple majority of the Executive Committee may extend the meeting for a maximum of fifteen minutes. Minutes of the association meetings must be taken. The Executive may choose not to hold a monthly meeting if quorum cannot be met or if warranted for any reason by simple majority of the executive.

13. Sufficient written notice of issues for a meeting is deemed to have occurred when the agenda has been forwarded to the Executive Committee a minimum of seven (7) calendar days prior to a scheduled meeting, excepting important issues which arise without notice, prior to the meeting.

14. A quorum is necessary to conduct the business of the Association at every meeting. See 3.xii.

15. The President of the Association shall act as Chair of any meeting of members. In the President's absence, any member of the executive shall act as Chair.

16. Any member proposing to discuss an issue at any association meeting shall give notice to any member of the Executive Committee a minimum of seven (7) working days prior to the meeting. The request must contain a brief outline of the issue, what the Association is being requested to accomplish, and any request for funds, including the amount, with justification. Wording for any proposed motions are to be submitted in the same manner. If a request or motion is not received within the prescribed deadline, the issue will be placed on the agenda for the following month.

17. Any member has the right to propose a motion, express opinions on any motion or amendment to the constitution and on any issue or request for funds that have been properly placed on the agenda and tabled at the association meeting.

18. In the event of a dispute or uncertainty arising as to who is a member, the decision of the Chair, after consultation with the Executive Committee present, shall be final and binding.

19. Members may vote only in person at the annual general meeting. Proxies are not allowed.

20. A show of hands by the Executive Committee members shall be the normal method of expressing votes on a motion. If requested by any Executive Committee member the Chair will take a recorded vote.

21. All motions or requests for funds shall be decided by a simple majority of the Executive Committee.

22. Amendments to the constitution shall be decided by a 2/3 majority of the Executive Committee.

23. The Chair of the meeting does not vote, except in the event of a tie vote where the Chair must cast the deciding vote.

24. Any procedural disputes will be resolved by reference to Robert's Rules of Order, which shall be binding. In the event a procedural dispute cannot be resolved in a very short time, the issue from which the procedural dispute arose shall be tabled to the following monthly meeting, at which time the Chair will rule on the resolution to the procedural dispute.

### **Special Meetings**

25. A special meeting may be called to deal with issues of particular concern. The meeting is called by a simple majority of the executive committee.

### **The Executive Committee**

26. There shall be an Executive Committee whose primary function is to administer on behalf of the Association, to which it is fully responsible and accountable, the day-to-day business of the Association. The Executive Committee shall be composed of a Past President (*when available*), a President, a Vice President, a Secretary, a Treasurer, a Director of Planning and Environment and a Membership Coordinator. These members shall be the Officers of the Association

27. The Executive Committee shall have all the powers necessary to accomplish its primary function, including, but not limited to:

- i. The calling of meetings;
- ii. The conduct of meetings;
- iii. Recommending courses of action and adopting procedures for the Association;
- iv. Retaining and discharging solicitors, engineers, builders and other professional and non-professional workers;
- v. Recommending the appointment of honorary members;
- vi. Negotiating and or contracting with any relevant person, organization, or governmental authority on behalf of the Association;
- vii. Purchasing equipment and supplies for the performance of the Association's duties; and,
- viii. Purchasing such fire, liability and general insurance as may appear necessary to protect the properties and interests of the Association and to indemnify the officers and employees of the Association.

28. The President shall be the Chief Executive Officer of the Association and represent the Briarbrook and Morgan's Grant Community Association on the Kanata Council of Community Associations and any other groups or committees deemed appropriate by the President.

29. The Secretary shall be the Chief Recording Officer of the Association and the Treasurer shall be the Chief Financial Officer of the Association.

30.. The Executive Committee shall hold an executive meeting monthly (except July and August) to set the agenda for the general meeting and deal with matters before it as required by the Constitution. Minutes of the executive committee must be taken. The Executive may choose not to hold a monthly meeting if warranted or if quorum cannot be met by simple majority of the executive.

31. The members of the Executive Committee shall normally receive seven (7) calendar days written or verbal notice of an Executive Committee meeting.

32. The Executive Committee of the Association shall report to the members on activities and affairs of the Association, including a financial statement, at each meeting.

33. Only members of the Association can be Officers of the Association.

#### **The Election of Officers and Directors of the Association**

34. Election of officers shall be held during the annual general meeting, generally held on the 3rd Wednesday in October of each year.

35. A nominating committee shall be appointed by the Association at the meeting one month prior to the annual general meeting. This committee shall present a slate of eligible members for election at the annual general meeting. The Past President shall normally be the Chair of the nominating committee. In the event this is not possible, the Association president shall appoint a nominating committee Chair.

36. If no nominations in addition to the slate recommended by the nominating committee are received at the annual general meeting, the slate recommended by the nominating committee shall be acclaimed.

37. All Officers of the Executive may hold office for an indefinite period

38. A newly elected Executive Committee shall take over the direction and operation of the Association on the first day of the month following the election.

39. A vacancy occurs when an officer of the Association ceases to be a member, or fails or is unable to carry out the duties of the position reasonably or in good faith. In such a case, a vacancy shall be declared and confirmed by a simple majority of the Executive Committee at a monthly meeting or special meeting. There must be sufficient notice given to the Executive Committee by the Officer to declare a vacancy. A member may be nominated by any other member to fill the vacancy after sufficient notice has been given and confirmed at a meeting of the Association.

40. Any member of the Committee failing to attend three (3) consecutive Executive Committee and/or General Meetings, or five meetings in a 12 month period without reasonable and proper notification to the President or the Vice-President will be deemed to have resigned her or his position.

41. The members of the Association may by resolution of at least two thirds (2/3) of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his/her term of office and may, by a majority of the votes cast at that meeting, elect any person in his/her stead for the remainder of his/her term.

42. The President may appoint an Association member who is in good standing to an executive position should a vacancy occur during the term of office. This appointment shall terminate at the next election. Interim appointees shall enjoy the same rights and privileges of elected Directors except they serve at the pleasure of the President and will not have financial signing authorities if they are serving as President, Vice President, Treasurer or Secretary.

### **Committees**

Committees may be organized to meet needs in the membership and shall be created and/or dissolved as deemed necessary by the Executive Committee providing that: a) the objectives are consistent with the purpose of the Association; b) the committee agree to participate in the Association in order to co-ordinate its plans and programs; and c) they agree to all financial and membership policies of the Association. Committees may be composed of Association Members or non-members.

### **Dissolution**

40. The Association shall be dissolved with the written consent of a simple majority of the Regular Members of the Association, or by a failure of the Executive Committee to achieve a quorum for three consecutive meetings, the period not to include July or August.

41. Written notice of any proposal to dissolve the Association, setting forth the reasons and the disposition to be made of the Association's assets, shall be mailed or hand delivered to each member of the Executive Committee at least thirty (30) calendar days in advance of any action taken. Notification to Regular Members will be provided in the local newspaper at least one week prior to any meeting to deal with the issue.

42. Upon dissolution of the Association, the assets shall be dedicated to an appropriate agency with objectives the same as or as close as possible to those of the Association.

### **Books and Records**

43. A list of the types of documents to be preserved, the procedure for storing and disposing of books and records shall be included in the by-laws, which are attached to the constitution.

### **Street Representatives**

44. The executive committee shall assign members to serve as street representatives. A description of the duties and responsibilities of the street representatives is to be included in the by-laws, which are to be attached to the constitution.

### **Planning Committee**

45. The executive committee may assign a small group of members to serve as a planning committee. A description of the duties of the Planning Committee shall be included in the by-laws attached to the constitution.

### **Traffic Committee**

46. The executive committee may assign a small group of members to serve as a traffic committee. A description of the duties of the Traffic Committee shall be included in the by-laws attached to the constitution.

### **Social Committee**

47. The executive committee may assign a small group of members to serve as a social committee. A description of the duties of the Social Committee shall be included in the by-laws attached to the constitution.

### **Transitional**

48. This Constitution takes effect on March 19th, 2008.

Signed:

|   |                                      |
|---|--------------------------------------|
| <b>President</b>  | <b>Gary Kelleher</b>                 |
| <b>Vice President &amp; Director Planning &amp; Environment</b> | <b>Matt Muirhead</b>                 |
| <b>Past President</b>   | <b>(not applicable at this time)</b> |
| <b>Secretary</b>  | <b>(not applicable at this time)</b> |
| <b>Treasurer</b>  | <b>John Kennedy</b>                  |
| <b>Membership Coordinator</b>                                   | <b>Russ Cooper</b>                   |
| <b>Director of Communications</b>                               | <b>Rick Lorenz</b>                   |
| <b>Traffic Coordinator</b>                                      | <b>Alex Ribeiro</b>                  |
| <b>Director of Sponsorship</b>                                  | <b>Stacey Ross</b>                   |
| <b>Social Director</b>  | <b>Lisa Ersil</b>                    |
| <b>Director of Parks &amp; Recreation</b>                       | <b>Sarah Dehler</b>                  |
| <b>Director at Large</b>  | <b>Marc Forgette</b>                 |

## **By-Laws**

### **Books and Records**

1. Documents must be passed on to the new President and Treasurer of the executive committee immediately following their election to office.

2. Disposal of any document may only be authorized by a simple majority of the executive committee, following an explanation of why the document is no longer considered useful. The explanation must be recorded in the minutes of the meeting.

3. Hard copies of the following documents must be preserved and stored in an orderly and safe manner by the President and the Treasurer of the community Association. Copies may also be stored on CD ROM or floppy disc where possible:

The Association Constitution;

Guidelines concerning community association activities not included in the constitution;

Books, Records, Studies, Official and Unofficial Reports, Minutes of the Executive and Monthly meetings, Letters and other Correspondence tabled at meetings, Maps, Applications to the City of Ottawa for Planning and Development such as Zoning by-law amendments, Subdivisions, Official Plan documents, Development Plans;

Zoning by-law documents;

Instructions for carrying out duties such as organizing the Community Outdoor Ice Rink, the Community Garage Sale and so forth

Banking and Financial information; and

Any other documents that might prove useful to subsequent Executive Committee members.

### **Declaration of Interests**

Executive Committee Members are required to declare any conflicts of interest concerning the duties they perform on behalf of the community association.

### **President**

a) Co-ordinates and chairs all meetings of the BMGCA – this includes the writing of the Agenda and, in consultation with the rest of the Executive Committee, setting the time and place of meetings.

b) Directs the Executive Committee and takes overall responsibility for actions of the Executive Committee.

c) Presents a viewpoint that represents all areas of the community in discussions within the Executive Committee.

d) Represents the BMGCA at functions or meetings with the different levels of government, committees, or groups deemed appropriate by the President.

- f) Responds to all queries from community members and attempts to resolve issues that directly or indirectly impact the community.
- g) Is present at all BMGCA functions held within the community (where possible)
- h) Maintains a flow of information to Executive Committee on all meetings where the president represents the BMGCA.
- i) Provides all information and completes administrative tasks required to maintain the BMGCA as a not-for-profit incorporated community association.
- j) Acts as a signing officer on BMGCA cheques.
- k) Acts as the spokesperson for the BMGCA with the media, when required.
- l) Takes the lead in ensuring that the Director's liability insurance is renewed each year on a timely basis.
- m) Ensures that requirements related to the BMGCA's non-profit status are met, for example, by filing the annual Form 1, the Notice of Change to Directors Information with the Ministry of Consumer and Business Services.

#### **Vice-President**

- a) Acts on behalf of the President, when requested by the President
- b) Takes on special projects, as requested by the President
- c) Acts as a signing officer on BMGCA cheques.
- d) Makes the President aware of any issues requiring the President's attention.
- e) Assumes the role of President should the role become vacant during the term of office

#### **Secretary**

- a) Keeps and retains a copy of the letters patent and of any supplementary letters patent issued to the corporation as a permanent record of the Corporation.
- b) Keeps and maintains a record of all by-laws and special resolutions as permanent records of the corporation.
- c) Takes the minutes of General and Executive Committee meetings, and includes a list of action items at these meetings to be published with the minutes. Completes the draft minutes as soon as possible after the meeting, and distributes them via email or hard copy to the Board members for review and feedback.
- d) Incorporates any corrections or revisions needed, and obtains approval of all Board members either by means of email or by submission at the next Board meeting. Minutes to General meetings are submitted for approval by the membership at the next General meeting.

e) When the minutes are approved, re-distributes them to the Board members, and sends the approved minutes to the web master for posting to our web site, and enters a copy in the Minute Book which is retained as a permanent record of the Corporation.

f) Receives and archives correspondence addressed to the organization. Important letters are distributed to the Executive Committee for review and action.

g) Maintains the Register of Directors in which are set out the names and addresses of the directors of the corporation with the dates on which each became or ceased to be a director.

h) Acts as a signing officer on BMGCA cheques.

j) Makes the President aware of any issues requiring the President's attention.

### **Treasurer**

a) Prepares cheques as required, and acts as a signing officer.

b) Maintains a record of all receipts and disbursements, and a record of all assets and liabilities which are retained as a permanent record of the corporation.

c) Deposits funds in the bank account on a timely basis.

d) Prepares invoices as required, and follows up on any accounts receivable.

e) Coordinates the preparation of the annual budget for approval.

f) Ensures financial policies and procedures are followed.

g) Advises the Executive Committee of the BMGCA financial status at each meeting, alerting the Committee of any concerns including cash flow problems.

h) Makes the books available for audit each year.

i) Makes the President aware of any issues requiring the President's attention.

### **Director of Communications**

a) Works with the webmaster to ensure proper maintenance of the web site and mailing lists:

- Posts meeting notices
- Posts meeting minutes
- Replies to questions from the public – consults with President when involving members of the press.

b) Co-ordinates newsletter submissions.

c) Writes articles for the local community newspapers - to be approved by the Executive Committee prior to release.

d) Drafts media releases for approval by the Executive Committee, when required.

e) Makes the President aware of any issues requiring the President's attention.

### **Past President**

a) Provides the "corporate memory" to the President when required.

b) Advises the President when requested by the President.

### **Additional Positions**

Other executive positions and related roles and responsibilities may be created and filled as deemed appropriate by the President in consultation with the Executive. Once created, those positions enjoy the rights and share in the responsibilities of all other members of the Executive. Dissolution of positions may also occur at the discretion of the President at least seven (7) days prior to an AGM.

### **Street Representatives**

Duties of Street Representatives include but are not limited to:

1. Delivery of the newsletter to homes on their street, and other notices that need to be delivered door to door as directed by the executive committee.
2. Welcomes new neighbors' to community and informs them about the Association and invites them to join.
3. Acting as one link between the residents on their street and the executive committee.

### **Planning Committee**

The Planning Committee serves to aid the executive committee in monitoring municipal planning in the South March urban area and encouraging sound development planning principles that benefit the concerns of an integrated community.

### **Traffic Committee**

The Traffic Committee serves to monitor traffic and parking in and around the community. The Committee shall:

1. Identify problem areas and work with the City and/or the Kanata Safety Partnership Committee to help resolve these problems
2. Enlist the community's help when necessary and applicable
3. Report to the Executive Committee either verbally or in writing of all activities undertaken

### **Social Committee**

The Social Committee serves to plan and execute all social events sponsored by the association including, but not limited to, a Winter Family Fun Day, Summer BBQ and Volunteer Appreciation Night.

## **The Community Association's Relationship with Developers and Local Businesses**

The association shall deal with developers in the spirit of respect. Community Association letters of comment will be sent to the appropriate city staff, and will not be copied to the developer or business unless voted for by the executive committee.

### **Door Knocking**

If the executive decide that door knocking is necessary (for example to give or obtain information or to collect signatures, or sell membership) individuals may do so alone at their own risk. However, it is preferable that door knocking it carried out in pairs for safety and security reasons.

### **Meeting Places**

The meeting place for the association general meetings will take place in the Briarbrook & Morgan's Grant Community, as determined by the Executive.

Executive Committee meetings shall be held in a public or private building, which is unlicensed and smoke free.

### **Guidelines for Writing Newspaper Articles**

Keep articles simple. Provide an interesting opening sentence to grab the reader's attention. Start with the most important points first, and work down to the less important. Editors cut from the bottom if there is not enough space. Try to make your article sound interesting. Don't use big words, and make your point clearly. Check facts before submitting for printing. Avoid any comments, which could be construed as libellous. Do not thank anyone personally but keep it general. Make sure dates, times, phone numbers and e-mail addresses are correct. Get permission to use someone's personal details before submitting for printing. Write no more than roughly 500 words. Keep the information you give broad rather than discussing the details of meetings. This will help people who do not attend the meetings. E-mail the article to the Kanata Kourier Standard 7 days before the issue you want it to be in is printed.

### **Newsletters**

The principles for writing a newsletter are the same as those for writing newspaper articles, except you can thank people personally in the newsletter and you don't have to worry about anyone editing your work. Send the newsletter to print about five days before they need to be delivered. The number of words is only limited by your available space.

Newsletters are to be constructed by the Communications Director with input from members of the Executive. The President shall establish guidelines for newsletter submissions and the publication must meet with the President's approval prior to publishing.

## **Financial Procedures**

1 The Association shall conduct its affairs on a non-profit basis so that no member derives financial advantage from the Association's transactions. Nothing in the forgoing prohibits a director from receiving reasonable repayment of his or her expenses for his or her services to the corporation as a director. Honorariums for Association members in recognition of exceptional service are also permitted so long as they are approved by unanimous vote by the BOD.

2 All Association funds will be kept on deposit with a Canadian chartered bank, trust company or credit union.

3 Cheques or bills of exchange payable to the Association shall be signed by the Treasurer, Vice-President or the President. Cheques or bills of exchange payable by the Association shall be signed by two of the following four; the Treasurer, Secretary, Vice-President, or President.

4 The Executive Committee shall authorize all expenditures in excess of \$150 of the Association. In exceptional circumstances expenditures may be authorized by the signing officers who shall report such circumstances to the first meeting of the Executive Committee after the authorization of such expenditures.

5 The financial statements to be submitted to the Association membership at the Annual Meeting shall be reviewed by two independent members in good standing of the Association who are not on the Executive Committee. These reviewers will report in writing to the Executive Committee on the adequacy and accuracy of financial records prior to the Annual General Meeting.

6 The association shall seek exemption from the formal appointment of an auditor and the requirement of formal audit, and the prohibitive costs this appointment would entail, in respect of the financial year of the association in accordance with Section 96.1 of the Corporations Act which permits exemption from audit if the annual income of the association is less than \$10,000 dollars and all the members consent in writing to the exemption in respect of the year. The exemption will be sought at the time of membership renewal until such time that the annual income surpasses the \$10,000 limit.

## **Conclusion**

In accordance with the constitutional requirements noted above, it is moved that the highlighted changes to the BMGCA Mission Statement and Constitution be incorporated by a vote of two-thirds majority vote of the Executive Committee.