DISTRICT #8 ROAD SUPERVISORS' ASSOCIATION

"CONSTITUTION"....AS AMENDED NOVEMBER 23, 2005

ARTICLE 1 - Introduction

1. Name

   The name of the organization shall be the "District #8 Road Supervisors' Association"

2. Objective

   a. To promote good public relations.
   b. To obtain and exchange information and ideas in a participatory spirit.
   c. To study and promote better methods of road construction and maintenance.
   d. To study and discuss all government legislation affecting municipalities and subsidies.
   e. To maintain good relations with the Ministry of Transportation of Ontario and other Ontario Government Agencies.

3. Purpose:

   The Association shall be carried on without purpose of gain for its members and any profits or other accretions to the Association shall be used for promoting its objectives.

ARTICLE II - Membership

1. Executive:

   a. The Executive will consist of seven (7) or eight (8) members as follows:
      i. President
      ii. Vice-President
      iii. Second Vice-President
      iv. Immediate Past-President
      v. AORS Representative
      vi. Secretary-Treasurer, or Secretary and Treasurer
      vii. Program Chairman

      The first five (5) of the above positions must be Active Regular members with voting rights **(Article II:2(a)).**

      The last two (2), or three (3), positions listed can be any eligible member.

b. The Program Committee shall consist of:

i. The Program Chairman
ii. A Supplier Representative
iii. Two members from each County excluding members of the Executive

c. The Executive shall be elected by secret ballot at the Annual Meeting of the Association held during the month of November in each year and shall hold office for a period of one (1) year.

d. The presence of three (3) voting Executive Members at an Executive Meeting shall constitute a quorum. The Secretary-Treasurer will not be eligible to vote.

5. Should a vacancy or vacancies occur in the Executive, the remaining Executive Members shall convene a meeting of the remaining Executive for the purpose of filling such vacancy or vacancies and the member so appointed to the Executive shall serve on the Executive until the next Annual Meeting and is eligible for election to the Executive.

6. All Executive Officers will be eligible for re-election or re-appointment.

2. Eligibility:

1. The following personnel shall be eligible for regular membership and shall have the voting rights of the Association:

All Municipal employees having responsibility for roads, County Engineers, and Retired Municipal Members.

2. The following personnel shall be eligible for associate membership:

i. All Ministry of Transportation of Ontario Technicians and Supervisors and any active MTO Area Maintenance Contractors.

3. Suppliers may apply in writing for membership, which applications shall be received by the Executive who shall recommend the acceptance or rejection by a vote of the regular members at a regular meeting.

e. Suppliers desiring membership may request in writing from the Secretary-Treasurer, an application form. This form must be filled out and returned to the Secretary-Treasurer.

f. Any Problems or concerns with respect to supplier members are to be submitted in writing to the Executive and Supplier representative. All problems or concerns will be reviewed and if necessary disciplinary action will be taken, including revoking of membership.

ARTICLE III - Responsibilities

1. President:
   a. To act as Chair of all Regular Meetings.
   4. To be responsible for ensuring that the duties of all the Executive Members are fulfilled properly.
   b. To be responsible for the complete well-being and operation of the Association.
   c. He shall be an Ex-Officio Member of all Committees.
   d. He shall not vote except in the case of a tie when he should cast the deciding vote.

2. Secretary-Treasurer

   This elected position can be split into two (2) elected positions at the will of the membership with the duties of each office split as follows (if one member elected for both combine duties):

   Secretary

   a. To keep minutes of all Regular Meetings and provide the membership with a record of the minutes of each meeting.
   b. Be responsible for maintaining a complete up-to-date list of all Association members, their addresses and their telephone numbers, and any other necessary information.
   c. Prepare, mail and maintain a file of all the Association's correspondence, and have copies of correspondence available for the Executive to review.
   d. Notify by mailing all members of upcoming meetings and events.
   e. Any other duties as assigned by the President.

   Treasurer:

   a. To be responsible for all monies belonging to the Association, maintaining an adequate record of all receipts and disbursements.
   b. To collect and deposit all monies within a reasonable period of time in a local chartered bank selected to handle the Association's account.
   c. To be responsible for the disbursement of all monies, ensuring that all disbursements are supported by acceptable receipts.
   d. To maintain a Petty Cash Fund, with all disbursements from this fund to be approved by the Association's President and to be accounted for by acceptable receipts.
   e. To ensure that all other disbursements are made by cash or cheque, signed by two of the Treasurer, President and 1st Vice-President, and to be accounted for by acceptable receipts.
   f. To report all receipts and disbursements to the membership at pertinent Regular Meetings arranged by the Association.
   5. To issue one (1) Financial Statement per season, namely; at the close of the current season's financial transactions **(October 31st).**

6. All non-recurring expenditures require Executive Approval.
7. Any other duties as assigned by the President.

ARTICLE IV - Election of Officers:

1. The election of the Executive shall be held at the Annual Meeting. The assignment of those elected to specific positions will be in accordance with the Constitution.

2. The Executive shall be elected by secret ballot for a term of one (1) year at the Annual Meeting. In balloting for the Executive, every delegate entitled to vote, may vote for the total number of positions up for election, or less than the total positions up for election.

3. Nominations shall be made from the floor at the Annual Meeting and each candidate shall be endorsed by at least two members.

ARTICLE V - Meetings:

1. The business to be scheduled at Regular Meetings shall be scheduled as follows:

    1. Call to Order
    2. Roll Call, Grace and Meal
    3. Adoption of Minutes of Previous Regular Meeting
    4. Treasurer's Report
    5. Business Arising out of Minutes
    6. Correspondence and other business
    7. New Business
    8. Address from Special Guests
    9. Adjournment

2. The Association shall meet at least quarterly, with the dates, times and places to be recommended by the Program Committee and approved by the Association.

3. Executive Meetings will be called at the discretion of the President.

4. The presence of ten (10) individual Regular Members, three (3) of whom must be Executive, shall be deemed to constituted a quorum for the transaction of any business at the Annual or General Meeting.

5. All questions shall be decided by a simple majority of those Regular Members present at Regular Meetings.

6. All other votes may be by show of hands and recorded in the Minutes, subject to ruling by the President.

ARTICLE VI - Constitution Amendments:

Proposed amendments to the constitution must be signed by two (2) Members and received by the Secretary by November 01 and included with the Agenda mailed out for the Annual Meeting. The proposed amendments will be voted on at the Annual Meeting and passed only by a majority vote.

ARTICLE VII - Annual Dues:

1. The annual dues for regular members and associate members and dinner fees shall be set by the Association at the same Annual Meeting at which the Executive Officers are elected.

2. Retired regular members will be exempt from annual dues and be welcome to attend regular meetings. They will, however, be responsible for any dinner fees so applicable.

ARTICLE VIII - Financial Administration:

1. All cheques issued by the Association shall be signed by two of the Treasurer, President, and 1st Vice-President.

2. Two members of District 8 Road Supervisor's Association will be appointed at each Annual Meeting to audit the books and accounts of the Association prior to the next annual meeting.

3. The fiscal year of the Association shall end on the 31st of October.

_____Rob Ferguson, President

_____, 2005

[~~con8rs011121.wpd~~]