York Region Roads Supervisors Association (YRRSA) Constitution

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1. Name of The Association

The name of the Association shall be York Region Roads Supervisors Association (YPWSA)

2. Goals of the Association

2.1 To promote efficient collaboration among the members of the Association and their municipalities

2.2 To provide the members of the Association with information regarding materials, equipment, procedures or legislation affecting the administration of Municipal Public Works

2.3 To support and maintain liaison with all members within the Association of Ontario Road Supervisors (A.O.R.S.);

2.4 To promote good public relations with ratepayer, councils, politicians, suppliers and government ministries;

2.5 To promote the training and development of personnel

2.6 To identify and explore opportunities for improvement through "best practices" within the areas of Municipal Public Works

2.7 To promote safety, innovation and sustainability of Public Works amongst the member municipalities.

2.8 To not become a bargaining agency between members and their employers for any purpose whatsoever.

3. Membership

The Association shall be comprised of the following membership classifications:

3.1 Regular Members

All active supervisory personnel involved in the maintenance, construction, and/or administration of public works operations for the municipalities within York Region are eligible for membership in the Association. Upon payment of dues, all Regular Members will have full voting rights on all matters affecting the Association and may sit on committees and hold office.

3.2 Corporate Members and Eligibility

Corporate members are considered Associate Members and although they cannot hold office or vote they are vital to the Association for information and working on committees. The following conditions must be met to become a Corporate Member:

- Representatives of contractors, manufacturers, supplier or engineering consultant specializing in road maintenance and/or construction.
- Apply in writing for membership to which applications shall be received by the Secretary, who shall recommend the acceptance or rejection by vote of the voting members at a regular meeting.
- Willing to conduct technical presentations and/or demonstrations, and pay the associated fees outlined in Section 5, regarding services or products at regular meetings of the Association,
- Understand that this platform should not be used to undermine the procurement by-laws of any member municipality. Any evidence of such activity will result in Executive recommendation for revocation of membership and voted on by Regular Members of the Association

3.3 Executive Members

3.3.1 Immediate Past President

- Assist and guide President
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3.3.2. President

- Chair each regular meeting
- Ensure duties of all executive members are properly fulfilled
- Responsible for the well-being and operation of the Local Association
- Ex-Officio member of all Association committees

3.3.3. Vice-President

- Fill in as President in their absence
- Assist the President when required
- Assist the Secretary and Treasurer as required

3.3.4 - Secretary

- Keep minutes of all regular and executive meetings
- Provide membership with record of the minutes
- Prepare and maintain all Association correspondence
- Prepare meeting agendas
- Send meeting summons to all members at least one week prior to scheduled meeting
- Responsible for providing AORS with updated membership list annually
- Ensure meeting dates are conveyed to AORS to be posted on AORS website.

3.3.5 - Treasurer

- Maintain adequate record of all receipts and disbursements
- Collect and deposit all monies in a local chartered bank selected to handle the Association's account
- Ensure all disbursements paid are authorized by Executive and/or Association members
- Report all receipts and disbursements to LA members at regular meetings
- Issue one financial statement to be audited annually
- Other duties as assigned by the President
- Issue invoice for membership dues
- Submitting dues annually to AORS

3.3.6 - AORS Representative

- Represent the interest of the Association at the AORS Board
- Provide link between AORS and YRRSA
- Other duties as assigned by the President
- The Association will reimburse any reasonable expenses for the representative to attend A.O.R.S. board meetings that are not reimbursed by the employer or covered by the per diem administered by A.O.R.S.

All officers shall be elected by majority of the membership at the bi-annual association meeting to serve for a period of two (2) years. Election for Executive offices to be held in September of every other year with the term to start in January of the following year.
The executive shall formulate recommendations to be considered by the membership for voting at regular meetings.
For financial matters affecting the Association, signing authority is delegated to the President, Vice President and Treasurer of the Association. Cheques shall bear the signature of one of the three with signing authorities.
The role of Secretary and Treasurer may be combined when membership numbers prevent the association from having separate persons for the roles.

3.4 Honorary Life (Retired Members)

Honorary Life Members shall be allowed to attend all meetings including executive meetings but will not be granted voting power. Honorary Membership shall be granted upon retirement and at no cost.

3.5 Student Members (College)

Student members shall be allowed and for the purpose of this constitution are defined as individuals currently enrolled in a post-secondary educational program related to the delivery of Public Work Services. Each student member must be sponsored by a member from the same municipality for which the student is or has been employed. The Sponsor shall be responsible for the student member to help provide mentorship and accountability. Members shall only sponsor up to two students at any given time. Student members cannot vote but may sit on committees. In the event there are five (5) or more

student members and a student rep may sit on the executive board. The student rep shall be elected by a majority of all members excluding corporations. The Student Rep shall have the same voting powers as a regular member.

3.6 Associate Members

Membership of other Local Associations under AORS, individuals and/or Municipalities outside the Region of York may be approved by a majority (51%) vote of the membership of the York Region Roads Supervisors Association.

3.7 Guests

One (1) Municipal guest per Regular Member may be permitted to attend meetings of the Association only when advance notice is given to the Executive Members. Guests shall be the responsibility of the Regular Member who invites them.

4. Meetings

The Association shall meet a minimum of four (4) times per year on dates set by the Executive. Locations of meetings will rotate amongst the member municipalities.

Business to be scheduled at meetings shall be as follows:

- Call to order
- Introduction of Executive, new members and guest speakers
- Guest Speaker presentation
- Reading of previous minutes for correction or adoption
- Treasurer's Report
- Business arising out of previous minutes
- Secretary's Report on Correspondence
- AORS Report
- New Business
- Adjournment

Executive Meetings

- Executive meetings shall be called at least one week prior to the scheduled regular meeting.
- Executive meetings may be held remotely.
- All decisions made by the Executive are solely the recommendation of the Executive and are subject to final approval vote by members of the Association.

5. Annual Membership Dues and Fees

The annual membership fee will be recommended by the Executive for adoption by the membership at the first meeting of the calendar year. Honorary and Student members shall have no annual dues. All dues to be paid by January of each year.

General Fees

Corporate members shall pay a fee of $350 for presentations and/or demos during meetings. These fees may be waived by a majority vote by members. This is in the event a regular member approaches corporate member/s to conduct a specific presentation.

6. By-Laws

The Executive Committee and members may recommend to the Association By-Laws for the purpose of regulating the business of the Association. Such recommendations shall be brought before the general meeting of the Association for rejection or approval by voting members.

7. Committees

At the first meeting following elections, Committees composed in whole, or in part of members, associate members, and honorary life members shall be elected. The Committees' purpose, powers and duration shall be indicated by the Executive. All such Committees shall be advisory only. The President shall be an ex-officio member of all Committees.

A) Roadeo Committee shall be appointed to organize the annual Truck Rodeo Day, consisting of a minimum of 3 members.
B) Every 5 years a Constitution Review Committee composed of a minimum of 3 members shall be appointed to review and recommend amendments to the constitution.
C) An Events Committee shall be appointed to organize the annual events, consisting of a minimum of 3 members.

8. Amendments

Amendments to the constitution shall be recommended and voted on by members every five (5) years commencing in 2025. Recommendations shall be presented to the membership and shall not take effect until passed by a majority vote. The committee shall be formed in years ending with 0 or 5. Minor amendments may be implemented if approved by a two-thirds (⅔) supermajority upon discussion amongst the membership.