

St. Marys Youth Centre



Friends of the St. Marys Youth Centre

Constitution

Name

The name of the board shall be the Friends of the St. Marys Youth Centre.

Purpose

The Friends of the St. Marys Youth Centre support the St. Marys Youth Centre's mission statement (see attached) through the following activities (goals):

- a. promoting public awareness and recognition of the St. Marys Youth Centre;
- b. raising funds through events to assist with St. Marys Youth Centre equipment, promotional materials that are above operating costs, and funds will be used for special events for kids at the Youth Centre;
- c. assisting with the programs and activities of the St. Marys Youth Centre.

Membership

- I. Membership shall be open to anyone who has interest in assisting the Friends of the St. Marys Youth Centre to achieve its goals as laid out in its purpose.
- II. To become a member it is mandatory to complete a volunteer intake process with the Town of St. Marys
- III. Members must contribute and participate in event and fundraising initiatives
- IV. Members will adhere to the rules of the group as laid out in the constitution
- V. Where is it considered that membership would be detrimental to the goals and activities of the group, the board shall have the power to refuse membership, or may terminate or suspend the membership of any member by resolution at a meeting.
- VI. Any member of the board may resign his/her membership by providing the Chair with written notice.

Board Members

- I. Board members shall consist of a minimum of three (3) members plus Chair and new members can be elected at a regular monthly meeting.
- II. All **Board** members shall attend all meetings, and miss no more than 2 consecutive meetings; otherwise they will be considered a non-active member.
- III. Voting members must be at least 18 years of age

Executive positions

The Board members shall elect or appoint from their membership the following positions:

- | | |
|--------------------------|------------------------------|
| I. The Chairperson | V. Town Council Support |
| II. The Vice-Chairperson | VI. Town Team Member Support |
| III. The Secretary | |
| IV. The Treasurer | |

Executive positions will be reviewed and up for renewal every April at the regular monthly meeting.

Chair:

- I. Must attend all meets or notify Vice Chair in advance of absences and provide them with agenda and send out meeting agenda and minutes 1 week in advance of the meeting.
- II. Chair is Responsible to lead the meeting, and oversee the coordination of events, signing authority on bank account and sign Canada revenue documents at the end of the fiscal year.
- III. Must stay active in this position for no less than one year from their start date
- IV. In the case of a tied vote, the Chairperson or an appointed deputy shall make the final decision

Vice Chair:

- I. Must attend all meetings and will lead the meetings when the Chair is absent
- II. Must stay active in this position for no less than one year from their start date.

Treasurer:

- I. Must attend all meetings, keep financial records including event revenue statistics, make bank deposits, pay expenses and hold signing authority on bank account(s).
- II. Responsible for providing financial updates at all regularly schedule meetings
- III. In event of absences, the Treasure must provide financial documentation to the Chairperson
- IV. Must stay active in this position for no less than one year from their start date.

Secretary:

- I. Must attend all meetings, record minutes of each meeting and email minutes to the Chairperson 2 weeks prior to the following meeting
- II. Must provide a minimum of 1 hard copy of meeting minutes at each regularly scheduled meeting.
- III. Must stay active in this position for no less than one year from their start date.

Town Staff Support: A fulltime Town Recreation staff member shall attend monthly meetings as an observer, advisor, and resource person. They will report on Youth Centre operations and programs. Town staff are able to vote.

Town Council Support: The Friends of the St. Marys Youth Centre encourage a Town Councillor to attend monthly meetings of as an observer, advisor, and resource person. Town Council are able to vote.

Meetings

- I. At a minimum, Board members shall meet monthly. Meetings shall enable the group to discuss actions, monitor progress to date and consider future plans.
- II. Two-thirds of board members must be present in order for a meeting to take place.
- III. The Chairperson's vote will break a tie vote

Finance:

- I. Any money acquired by the board, including donations, contributions and bequests, shall be paid into an account operated by the Chair and/or Treasurer in the name of the board.
- II. A bank account(s) shall be opened in the name of the board. Any deeds, cheques, etc. relating to the board's bank account shall be signed by the Chair and Treasurer.

Fiscal Year

The fiscal year of the Friends of the St. Marys Youth Centre shall end in coordination of United Way fiscal year of March 31st of each year.

Auditor

The financial accounts of the organization shall be examined annually in April by an Auditor/Chartered accountant appointed by the Board members. Forms from Canada Revenue will be filled out by the Chair and Treasurer and take forms and documents to Auditor/chartered accountant.

United Way

The organization shall seek affiliation with the Huron-Perth United Way and operate in accordance with the terms of this affiliation. Board members support and attend events supporting this partnership.

Statement of Ethics

- I. All the activities of the Friends of the St. Marys Youth Centre shall be carried out in good faith for the benefit of the St. Marys Youth Centre and the community it serves and without intent of financial gain for any of its members.
- II. Failure to adhere to conduct and rules as stated in this Constitution may result in suspension or termination from the Board.
- III. Members shall conduct themselves with decorum and civility, show courtesy and respect to delegations, fellow members and staff, and not distract from the business of the Board during presentations and when other members have the floor.

Statement of Legal Responsibility

All the activities of the Friends of the St. Marys Youth Centre shall be carried out in accordance with the laws and regulations of Canada, the Province of Ontario and the Corporation of the Town of St. Marys.

Amendments to the Constitution

No amendment to this constitution shall be made except at a regular meeting of the members in good standing. Written notice of any meeting that includes a proposed amendment to the constitution must be given at least two weeks prior to the date of the meeting. Such notice must contain the Notice of Motion together with the names of the members proposing and seconding it. An amendment to the constitution may be passed by a majority of members present at such a meeting.

An annual review of the Constitution of the Friends of the St. Marys Youth Centre will take place every April at the regular monthly meeting.

The Constitution of the Friends of the St. Marys Youth Centre adopted this date, _____ at the regular monthly meeting.

Witnesses' _____

St. Marys Youth Centre

Mission Statement

We are committed to providing the youth of St. Marys and area with a safe and inclusive space to socialize and build positive relationships, encourage development and reinforce positive play.