

**"SAMPLE" CONSTITUTION
FOR RATEPAYERS ASSOCIATION**

The express and only purpose for the creation and on-going existence of the _____ Ratepayers Association is the preservation of the _____ and surrounding area, and to protect the quality of life that is afforded its residents.

The Membership will be open to all residents over the age of _____ years of age, residing in _____

_____.

All monies entrusted to the association will be kept in a separate and distinct bank account, under the auspices of the Board of Directors. Any expenditure of monies will require the signatures of the current Chairperson, the Secretary, and the Treasurer. All income and expenditures will be detailed and accounted for in a financial report to the membership no later than _____ of the successive calendar year.

The Board of Directors will be elected for a term of _____ months. The Board will consist of the following persons:

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Director - Town of Markham Liaison
- Director - Region of York Liaison
- Director - Community Events
- Director - Communications
- Director - Membership
- Director-at-large
- Director-at-large

The Board will also have the ability to enlarge the number of directors at their discretion. Each meeting will be conducted with one vote being assigned to each member of the Board. A simple majority will decide any issue being discussed. The Board will be elected in a properly called meeting held at least 60 days prior to the expiration of the _____-month term of office. Each member of the association will receive a notice of said meeting giving at least 14-days notice. Nominations will be accepted for each position and an election will be held during the given meeting. Each position will be decided by a simple majority.

Given the necessity of organizing the association, all initial positions on the board will be held on an "interim" basis. All positions will be filled on an appointment basis. Thereafter, and no later than _____ months from the inception date of _____, a special meeting will be called to conduct elections to all positions as outlined on Page No. 1.

The _____ Ratepayers Association will actively work with other ratepayer associations in the Town of Markham in its pursuit of the preservation of the _____.

Annual membership fees will be set @ _____ per family or individual. However, the Board of Directors reserves the right to set the dollar amount in subsequent terms. In addition, should additional monies prove necessary in order to conduct studies or retain professional consultants, always with the sole intent of preserving the greater _____ community, then the Board further reserves the right to present their request to the membership-at-large. Should this prove to be the case, the donations will be on a voluntary basis, only.

In order for a Board Meeting to be properly convened, there must be in attendance, the Chairperson, and at least five (5) other members of the Board. Minutes of all meetings will be taken by the Secretary.

Any communication between the Board and its membership or indeed the community-at-large must be approved first by the Chairperson and the majority of the Board.