

Inaugural Constitution-7August 2019

ARTICLE I. NAME AND PURPOSE

Section A. NAME

1. The official name of this organization is the Portland Improvement Committee (PIC).
2. This organization will use the name or its acronym, PIC, in all publicity materials and correspondence.

Section B. VISION AND PURPOSE

The vision of this organization is to work together with the community of Portland and area to promote growth and preserve our quality of life.

The purpose of this organization is to deliver quality service by working with the community, partnering with external organizations and Rideau Lakes Township. Our intent is to conduct business with the highest ethical standards. We are committed to prioritizing and delivering dependable service to meet the needs and expectations of our community. All activities of this organization are directed toward this purpose and include:

1. To guide Portland and area renewal in partnership with Rideau Lakes Township, and in concert with other Rideau Lakes communities.
2. To build community consensus with regard to the revitalization of the hamlet.
3. To identify common ground between differing views within the community, articulate major themes for community renewal projects, and advise the Township on community needs and priorities.
4. To encourage, develop and strengthen partnerships between community members, community groups and the Township.

PIC is responsible for and will endeavour to:

1. Develop and maintain effective communication between the Township and the Portland area community.
2. Facilitate regular community meetings and online forums.
3. Seek input from a broad cross-section of stakeholders, as well as other communities who have had some success in their own communities.
4. Advocate for program and infrastructure improvements.
5. Encourage and support community-based initiatives.
6. Contribute to efforts to secure funding for projects.

ARTICLE II. MEMBERSHIP



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Section A. REQUIREMENTS

Members include:

1. People who consider Portland to be their neighbourhood, and who live, own property or operate a business closer to the Portland post office than to another post office.
2. Representatives of community organizations located in, or serving the people of, Portland.
3. Community members must sign-up as such, and provide their name and contact information to a member of the PIC. All members are required to demonstrate support for the purpose of this organization.
4. All members are accountable for trying to understand others views and priorities; being open, honest, and inclusive; treating others with respect; keeping sensitive and personal information confidential; encouraging open and candid communications; fostering an environment conducive to productive discussion.
5. Membership decisions will not discriminate on the basis of race, color, national origin, religion, sex, gender identity, disability, or age.

Section B. RIGHTS

All members are eligible to attend general meetings and events of this organization.

Section C. WITHDRAWAL OF MEMBERSHIP

1. Members may have their membership withdrawn for failure to adhere to the requirements for membership as stated above.
2. A simple majority vote of the quorum of membership at a general or special meeting shall be sufficient to withdraw membership.
3. Members to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.

ARTICLE III. OFFICERS

Section A. OFFICER TITLES

- Chair
- Vice Chair
- Secretary
- Treasurer
- Director of Communications
- Board Directors (6 Team Leaders)

Officers of the Portland Improvement Committee live in or near Portland as defined above under Article II Membership, who commit to regular meeting attendance and agree to undertake work involved between meetings. PIC is answerable to the Portland and area community, and involve Community Members: people



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who indicate their interest in contributing to community discussions and/or program-specific input in working sessions.

Section B. DUTIES

1. The Chair will chair all meetings of PIC and will call special meetings as needed. The Chair will vote on PIC matters only in case of a tie.
2. The Vice Chair shall chair any ad hoc committees of the organization, ensure integration of Team Leader reports and activities, and replace the Chair in their absence.
3. The Secretary will take, record, and file meetings minutes; produce all official correspondence for the organization.
4. The Treasurer will maintain records, make payments, report on the financial transactions of the organization, and prepare budgets.
5. The Director Communications will manage all marketing and advertising using various public media.
6. Board Directors (6 Team Leaders) will lead assigned specific projects and programs for the organization.

Section C. REQUIREMENTS FOR RUNNING FOR AND HOLDING OFFICE

1. All Officers and candidates for office must be Members in good standing of PIC.
2. All Officers must be voting members of PIC.

Section D. NOMINATIONS AND ELECTIONS

1. Nominations for all offices will require the signed support of at least 3 Portland Community Members, and all Nominees will agree to: attend scheduled PIC meetings, take on some aspect of the work required between meetings, work toward achieving the aims of the committee, share all communications and information across all committee members, and notify committee members, as soon as practical, if any matter arises which may affect the committee's work
2. Any member may nominate any other member, including himself or herself.
3. Elections will be held annually at a time and place to be publically announced a month in advance.
4. Nominations may also be made at the Annual General Meeting (AGM) election meeting itself, prior to closing of nominations and taking the vote.
5. A simple majority vote of the quorum present at the AGM by show of hands will be sufficient to elect an Officer. There are eleven (11) Officer positions and the Nominees garnering the most votes to each Officer position will be Elected.

Section E. REMOVAL FROM OFFICE

1. Officers may be removed from office for failure to perform duties or for violation of the membership article.
2. Officers to be voted upon in this regard will be notified of the intention to do so in writing at least one week prior to the meeting at which the vote will be taken.
3. A two-thirds majority of quorum present at a General meeting shall be sufficient for removal from office, which will take place immediately.



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4. Any Officer may resign by submitting a letter to the Chair. The Chair may resign by submitting a letter to the Vice Chair.

Section F. TERMS OF OFFICE AND VACANCIES

1. The term of office shall be for one year from the date of the AGM.
2. Should a vacancy in office occur, there will be an interim appointment made by the Chair from nominees who meet Article II Membership requirements.

Section G: INDEMNITY

All Officers of PIC shall be indemnified by PIC for any expenses incurred in the proper execution of their duties on behalf of the organization.

Section H: BANKING PROCEDURE

PIC shall have a banking account(s) into which all monies received shall be lodged. All cheques shall be signed by the Treasurer and one other Officer of PIC.

The account of the organization shall be closed for audit and reporting purposes at the end of the fiscal year which coincides with the Annual General Meeting in March of each year.

Two Members in good standing of PIC, not being related to any Officer, shall be elected at the AGM as Auditors of the organization.

ARTICLE IV. MEETINGS

1. Executive meetings of the Officers of PIC will be held regularly. A quorum to conduct business shall consist of a simple majority of those present.
2. General meetings will be held regularly as required by decision of the Officers of PIC. A quorum to conduct business shall consist of a simple majority of those present with voting privileges exercised by Members.
3. Special meetings may be called by any of the Officers providing at least 48 hours notice to all Officers of PIC, and a quorum to conduct business shall consist of a simple majority of those present with voting privileges exercised by Members.
4. The Annual General Meeting of PIC shall be held during the month of March each year. Notice, in writing, must be given to every current Member in good standing at least 3 weeks prior to the meeting. All Members in good standing of PIC may submit motions for discussion at the AGM. Such motions must be received by the Secretary not later than 7 days prior to the AGM.

ARTICLE V. COMMITTEES



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1. Committees will be formed, as much as possible, consisting of volunteer Community Members of PIC as well as the general public, and will be led by an Officer of PIC.
2. Committees will operate with a specific mandate and timeline, and Board Directors (Team Leaders) will submit reports or report results, as set by the Officers of PIC.

ARTICLE VI. BY-LAWS AND AMENDMENTS

Section A. BY-LAWS

1. By-laws can be added to this constitution by a simple majority vote of the membership present at a General meeting of PIC.
2. This constitution takes precedence over any and all by-laws.
3. Municipal and any other appropriate levels of government laws take precedence over this constitution and any and all by-laws.

Section B. AMENDMENTS

1. This constitution can be amended by a two-thirds vote of the membership present at a General meeting of PIC.
2. Notification of such a motion must be made to members at least one month in advance of the meeting in which the actual motion and vote is taken.

Date approved by Officers of PIC _____

Signature of the Chair, PIC _____