

CO-OPERATIVE HOUSING CO-ORDINATORS HAMILTON-NIAGARA AREA INC.

The Co-operative Housing Co-ordinators Hamilton-Niagara Area Inc. is a Non-Profit Association of Co-op Managers who work within the Hamilton/Niagara Area.

OBJECTIVES:

- a) To provide a forum in which Co-op Managers in the Hamilton/Niagara area may discuss their work in confidence.
- b) To provide professional education for its members through information exchange, guest speakers, attendance at workshops, seminars, courses and regular meetings.
- c) To foster a spirit of camaraderie among Co-op Managers¹ through meetings and other shared activities.

MEMBERSHIP:

Membership in CHCHNA is open to any individual who is employed as a Co-op Manager in the Hamilton/Niagara and Peel/Halton Area.

Meetings are held between regions. If you are interested in becoming part of this growing association, please contact CHCHNAassociation@gmail.com.

¹ Co-operative Manager will be used to refer to any housing co-op staff title designated in their personal job description by their place of employment. Alternative titles may include, but are not limited to, Co-ordinator, Administrator, Assistant.

CO-OPERATIVE HOUSING CO-ORDINATORS HAMILTON-NIAGARA AREA INC.

BYLAW NO. 1

ARTICLE I NAME

The name of this Association shall be the "Co-operative Housing Co-ordinators, Hamilton-Niagara Area", hereinafter called CHCHNA.

ARTICLE II OFFICES

The Board of Directors may decide upon a mailing address from time to time.

ARTICLE III OBJECTIVES

1. To provide a forum in which Co-op Managers in the Hamilton/Niagara and Peel/Halton areas may discuss their work in confidence.
2. To provide professional education for its members through information exchange, guest speakers and attendance at workshops, seminars and courses and regular meetings.
3. To foster a spirit of camaraderie among Co-op Managers through meetings and other shared activities.

ARTICLE IV MEMBERSHIP

1. Membership in CHCHNA is open to any individual who is employed as a Co-op Manager in a housing co-op.
2. Each member is entitled to one vote at all meetings, provided their annual membership dues are up to date.
3. Each member is subjected to a one time membership fee of \$35.00.
4. Each member shall be subject to such annual membership dues as the members of CHCHNA may from time to time decide. Payment of these dues confirms membership for the fiscal year, for the purpose of quorum.
5. Membership in CHCHNA may be terminated at any time by resignation, to CHCHNA via email.
6. Members must obtain permission from the president, prior to the meeting, if they wish to invite guests to attend a meeting.
7. Members who are no longer employed as Co-op Managers may retain their membership to the end of the membership year, if they paid their own dues. If their former co-op paid, then the membership transfers to the new Co-op Manager.

ARTICLE V BOARD OF DIRECTORS

1. CHCHNA shall have a Board of four (4) members [articles state 3-5]: President, Vice-President, Corporate Secretary and Treasurer.
2. Each member shall serve for a term of one year and may be re-elected.
3. Interim vacancies on the Board shall be filled for the unexpired term by the Board of Directors. Appointments must be approved by the membership.
4. Powers and Duties of the Board of Directors:

The Board is responsible for the management of the affairs of CHCHNA.

ARTICLE VI ELECTIONS

1. At the Annual Meeting, the Directors shall be elected, by ballot, with each member having one vote.
2. At elections, nominations may be made from the floor. Elected members not present will have 10 days to respond in writing to accept or decline seat.
3. Voting by proxy is not permitted.
4. Representation on Other Organizations and Associations shall be:

Representative for Staff Network – The President and one member shall be elected at the Annual General Members meeting for a one-year term. All costs associated with the position will be covered by CHCHNA.

Representative on Golden Horseshoe Board – Shall be elected from the membership at the Annual General Members Meeting for a period of one year. Mileage to be covered by GH-CHF.

Delegates for CHF and GH-CHF – Shall be elected from the membership for the positions of Delegate to GH-CHF and CHF and shall be accorded all voting rights for a term of one year. The positions are to be treated as separate, although the same person may hold both positions. All reasonable costs associated with the position, including mileage, will be covered by CHCHNA.

Should the Representative no longer be employed as a Co-op Manager, they must step down from the position effective immediately and another representative will be elected by the membership at the following meeting.

ARTICLE VII: BOARD MEETINGS

1. The Board of Directors shall meet not less than **one** time each year, at such time and place as the Board shall determine. The meeting can be either in person, conference call or other online platform in use by CHCHNA.
2. The President of CHCHNA shall be the Chairperson of the Board.

3. Special meetings of the Board may be called by the President. The President shall call a special meeting of the Board upon written request of **two** Board members.
4. Three members of the Board of Directors shall constitute quorum.
5. Every effort will be made to rotate meetings between each region.

ARTICLE VIII: OFFICERS OF CHCHNA

1. Officers of CHCHNA shall be the President, Vice-President, Secretary and Treasurer.
2. The President, Vice-President, Secretary and Treasurer shall be elected by members at the Annual Meeting.

ARTICLE IX: MEETINGS

1. There shall be an Annual Meeting of CHCHNA prior to the end of April each year, at such time and place as the Board determines with approval of the membership, for election of members, to receive reports, and to transact other business of CHCHNA.
2. Meetings will be called periodically to further the objectives of CHCHNA. Special meetings may be called by the Board or at written request of three (3) members.
3. Notice of the Annual Meeting shall be given to all recorded members of CHCHNA at least fourteen (14) days prior to the date of the meeting.
4. Twenty (20) percent of the members of CHCHNA shall constitute quorum.

In an effort to attract more membership, notice of meetings/agendas will be sent out to all co-op managers in our regions. Minutes and other correspondence shall be given to all recorded members of CHCHNA only.

ARTICLE X PROCEDURES

All procedures not covered by this By-law or the rules subsequently adopted by the Board, shall be in accordance with Robert's Rules of Order (revised).

ARTICLE XI BOOKS AND RECORDS

CHCHNA shall keep minutes and proceedings of its members, Board of Directors and Committees. CHCHNA shall keep or cause to be kept, correct books and records of accounts. It shall keep a record of the name, employer and a mailing address of each member entitled to vote. These records will be maintained by the Secretary, and are passed on at the June meeting.

ARTICLE XII SIGNING OFFICERS

The four officers of the Board shall be given signing authority. Signatures of two out of the four officers shall be required on any cheques, drafts or documents needing approval of CHCHNA. One signature must be either the President or Treasurer.

ARTICLE XIII AMENDMENTS

This By-law may be altered, amended, added to, or repealed at any regular or special meeting of the membership, by two-thirds majority of members present and voting, provided that substance of the proposed change has been given to each member at the time notice of calling the meeting was given.

Passed by the Board of Directors and sealed with the corporate seal of Co-operative Housing Co-ordinators Hamilton-Niagara Area.

This 21st day of May, 1996.

Amended this 31st day of October 2007.

Amended this 19th day of April, 2018

President: _____ Secretary: _____

Confirmed by two-thirds of the votes cast at the general members meeting of members of Co-operative Housing Co-ordinators Hamilton Niagara Area.

This 26th day of June, 1996

Amended this 31st day of October, 2007

Amended this 19th day of April, 2018

President: _____ Secretary: _____