

**MUNICIPAL EQUIPMENT & OPERATIONS ASSOCIATION
(ONTARIO) INC.**

CONSTITUTION AND BY-LAWS

The MEOA Constitution, 2014

Amend all dates from 2004, 2006, and 2011:

Article 1: Name

Article 2: Objects

Article 3: Memberships

Article 4: Officers

Article 5: Executive Committee - General

Article 6: Meetings

Article 7: Revenue

Article 8: Amendments

By-Laws of the MEOA Constitution, 2014

By-Law 1 - Annual and General Meetings

By-Law 2 - Executive Committee

By-Law 3 - Nomination and Election of Officers

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The MEOA Constitution, 2014

Enacted as *The MEOA Constitution 2014*, which amends the Constitution of the Municipal Equipment & Operations Association (Ontario), which came into force in 1966.

Article 1: Name

1. The name of the organization shall be the Municipal Equipment & Operations Association (Ontario) Inc.

Article 2: Objects

2. The object of this association shall be the advancement of Municipal services in the Province of Ontario through the holding of meetings, the gathering and dissemination of ideas, data, information and such other means found useful to the members. To promote and encourage the exchange of knowledge relative to operating divisions of the Municipal Services in the province of Ontario; to increase the competence, skills and status of members; to communicate exceptional business practices and expert resource personnel to the general membership.

Article 3: Memberships

3. Members will be in four categories as follows:

- (1) Municipal

Open to all supervisory employees of any government body, (Municipal, Provincial or Federal)

- (2) Supplier

Open to all suppliers of equipment and services supplied to or used by municipal corporate bodies.

- (3) Honorary

Honorary memberships may be granted by the Executive to persons who have proved valuable benefactors to the Association.

New Honorary Members to be recognized at the Annual Spring Meeting of the Association.

In order to be eligible for Honorary Membership a candidate must have served at least one term on the Association Executive.

Honorary Memberships are to be considered as being for life. An Honorary Member may, however, be removed from membership by a resolution of the Executive which has been confirmed by a resolution of members at a meeting called for that purpose.

An Honorary Member shall be exempt from paying annual dues. He or she shall, however, pay regular fees for any Association functions with the exception of the Spring Meeting.

An Honorary Member shall have no vote.

Participation restriction in some events may apply

(4) Affiliate

Affiliate memberships may be granted (withdrawn) by the Executive of the Association to those applicants wishing membership status not covered in categories one, two, or three. Examples of Affiliate Membership could be but are not limited to retirees and such applicants having or wishing to maintain an interest in the Association.

An Affiliate Member shall pay annual dues as set by the Association. He or she shall pay regular fees for all Association Functions.

An Affiliate Member shall not be able to hold office in the Association

An Affiliate Member shall have no vote.

Participation restriction in some events may apply

- (5) A membership listing will be posted on the MEOA website on an annual basis for all paid members.

Article 4: Officers

4. (1) Officers of the Association shall be - President, Vice-President, Secretary, Treasurer, Promotion and Marketing Director, Safety and Compliance Director (Municipal), in addition to three Municipal Directors, three Supplier Directors.
- (2) Officers of the Association shall comprise the Executive of the Association.
- (3) All officers shall serve without compensation.
- (4) Term of Office:
 - President, Vice-President, Past President, one (1) year
 - Secretary, Treasurer, Promotion and Marketing Director, Safety and Compliance, two (2) year, elected within the executive.
 - Three Supplier, three Municipal, two (2) year, not to exceed two (2) consecutive terms.
- (5) President of the Association must be a Municipal member. The position of secretary will be a Supplier member. The Treasurer will be a Municipal member. The Promotion and Marketing Director can be either a Municipal or Supplier member. The executive will consist of twelve (12) members from different Municipalities or Supplier Companies.

Article 5: Executive Committee - General

5. (1) The Executive Committee shall define the policies and shall have full administration authority in all matters of the Association.
- (2) The construction and interpretation of the Constitution and By-laws by the Executive Committee shall be final and binding unless such construction and interpretation is rescinded at a subsequent annual spring meeting or special meeting of the Association.
- (3) The President shall call meetings and the President shall preside at all meetings. The President shall also preside as Chairperson at all executive meetings and shall perform such other duties as usually pertain to the office of President.
- (4) The President shall appoint committee chairpersons and shall not vote except in cases of equal division. The President shall approve

minutes of meetings, ensure that the finances of the organization are open to viewing at the Spring Meeting and that volunteers will be asked to review the books, and transact such other business as may apply to the office of the President.

- (5) The First Vice-President shall preside at all meetings of the Executive Committee or Association in the President's absence.
- (6) The Secretary will maintain accurate minutes of the proceedings of all meetings of the Association. Such minutes shall be kept in a proper minute book and shall be duly signed by the President and the Secretary.
 - (1) The Secretary shall circularize notification of any meetings to all members of the Association.
 - (2) The Secretary shall serve as a member of the Nominating Committee.
- (7) The Treasurer shall protect all monies payable to the Association and shall disburse same as ordered by the Executive Committee or on motion passed at an annual or general meeting. The Treasurer shall keep a record of all receipts and expenditures and shall present a financial statement at annual meetings.
- (8) Promotion and Marketing Director's responsibilities are to assemble and coordinate all written and advertised material for communication
- (9) The Executive Committee may appoint the following Standing Committees:
 - (1) Membership Committee chaired by a Supplier Director - To solicit and encourage membership.
 - (2) Programme Committee, to be developed and chaired by the Vice President and respective Municipal Director - to draw up programme procedures for all meetings and events.
 - (3) Associate Members Committee, chaired by a Supplier Director - to encourage membership and to arrange presentations and display of equipment and materials.
 - (4) Committee on Safety, Training and Compliance, chaired by a Municipal Director – to share safety and training programs and to provide the membership with information regarding training

and legislative changes; to advise the executive about upcoming regulatory changes, the impact on municipalities and make suitable recommendations to the Executive Committee.

- (10) The Directors may act as Committee Chairpersons if assigned by the Executive and shall be responsible for reviewing and preparing approved and proposed amendments to the Constitution and By-Laws.

Article 6: Meetings

6. (1) The Spring Meeting of the Association shall be held once a year and the date will be determined by the Executive. At this meeting the new Executive will be elected and any other business of the Association be transacted.
- (2) The Professional Development Day will be held once a year and the date will be determined by the Executive, at which time any current business of the Association may transacted.
- (3) The Fall Equipment Show will be held once a year and the date to be determined by the Executive at which time any current business of the Association may be transacted.
- (4) Special meetings may be called at the discretion of the President with the concurrence of the Executive when deemed necessary.
- (5) 25% of Membership shall constitute a quorum.

Article 7: Revenue

7. (1) All Members shall pay annual dues as set forth in By-Law #4 (Section #4).
- (2) The Executive Committee shall have authority to levy a charge upon the members of the Association attending special functions not specifically defined in By-Law #4.

Article 8: Amendments

8. Proposed amendments to the Constitution and By-Laws may be submitted to the Secretary in writing at least three months prior to the Annual Spring Meeting. Recommended amendments will be reviewed by the Executive and changes duly noted to members of the

association at the next association meeting. Amendments may also be made between Annual Spring Meetings by circulating the proposed amendments to the membership and if there is less than one third (1/3rd) of the membership objectionable to the proposed amendments, it shall then be incorporated into the Constitution or By-Laws.

By-Laws of the MEOA Constitution, 2014

The By-Laws of the Municipal Equipment & Operations Association (Ontario) Inc. amend and reinforce that which has been established in Articles One through Nine of *The MEOA Constitution, 2006*.

By-Law 1 - Annual and General Meetings

Section 1

- (1) All members may attend Meetings and Events and vote with the exceptions of clauses 3 (3), 3 (4) and 5 (4).
- (2) All members shall be encouraged to promote the Association's mission statement.

Section 2

The order of business at the Annual "Spring" Meeting shall be as follows:

- (1) Opening remarks by the President
- (2) Providing minutes of previous meeting and business arising there from
- (3) Financial report (Spring)
- (4) Reports of Committees
- (5) General business
- (6) Notice of nominations as per By-Law #3
- (7) Election of Officers (Spring)
- (8) Amendments to the Constitution or By-Laws (Spring)
- (9) Adjournment

By-Law 2 - Executive Committee

Section 1

The Executive Committee shall meet as many times as deemed necessary by the President or by a request of a majority of the Executive Committee.

Section 2

Four members of the Executive Committee comprise a quorum.

Section 3

The Secretary shall record and maintain the minutes of the proceedings of Executive Meetings and these minutes shall be placed in the minute book of

the Association. All minutes of meetings shall be backed up on disk and forwarded to the Treasurer.

Section 4

The outgoing Executive Members shall provide the newly elected Executive Members with adequate information and orientation as to their Roles and Responsibilities.

Section 5

The President may assign each Municipal and Supplier Director their respective Chairperson roles at the first Executive Committee meeting after the Annual Elections.

By-Law 3 - Nomination and Election of Officers

Section 1

The Past President and Secretary shall serve as two members of the five-person Nominating Committee, the three other members to be from the general membership.

Section 2

Nominations for any or all of the respective offices shall be filed with the Nominating Committee not more than one week prior to the Annual Spring Meeting. To be eligible as a nominee confirmation must be confirmed in person at the time of election or by written proxy to the past president in the days prior to the election. In the event of insufficient nominations, further nominations will be solicited at the annual meeting.

Section 3

There should be a minimum of two members nominated for each office of the Executive Committee.

Section 4

Any office of the Executive Committee at the time of the election shall be open to further nomination from the floor.

Section 5

The Past President shall serve, as Chairperson for the election of officers and along with the Secretary shall be responsible for arranging scrutiners for the counting and tabulation of the ballots.

Section 6

All elections shall be by majority vote and by secret ballot only.

Section 7

All officers of the Association shall be elected or re-elected at the annual meeting. No member of the Association may hold more than one Executive position, and there shall be a complete slate of officers elected.

Section 8

The order of election shall be taken in the following manner: President, Vice-President, Secretary, Treasurer, Promotion and Marketing and Directors.

Section 9

In the event an Executive Office becomes vacant during a term of office, the Executive shall appoint a member to fill the post for the remainder of the term.

Section 10

In order to be elected for the office of Vice President, Treasurer, or Secretary a candidate must have served at least one year on the current association executive.

By-Law 4 - Finances**Section 1**

The fiscal year of the Association shall begin on January 1st of each calendar year.

Section 2

All monies belonging to the Association shall be deposited in its name in the Association's bank account. No cheque or other order for the payment of money shall be valid unless signed on behalf of the association by the Treasurer. The bank is to be notified yearly of any changes in the signing authorities.

Section 3

No liability of any nature shall be valid against the Association unless authorized by the Association or Executive Committee.

Section 4

Membership dues shall be set annually on the recommendation of the Association's Executive Committee.

Section 5

On a monthly basis a copy of the business account statement will be provided to the executive and signed off by the President. This copy will be added to the financial records statement for the organization.