



100 O'Connor Crescent
Richmond Hill, Ontario
L4C 7N7

CONSTITUTION OF MY MS FAMILY: YORK REGION COMMUNITY CHAPTER

ADOPTED ON:.....02/02/22.....[Day/Month/Year]

NAME OF ORGANIZATION: MY MS FAMILY, YORK REGION COMMUNITY CHAPTER, REFERRED TO AS “THE CHARITY” for the purpose of this document.

Administration: Subject to the matters set out below, the Charity and its property shall be administered and managed in accordance by the bylaws of this constitution by the members of the Board of Directors.

Objectives and Goals: The Charity’s Mission Statement and primary purpose are to support its members in their pursuit of a Viable and Visible life with a Voice towards fulfilling the Vision of an barrier-free society.

Short-term Goals:

1. To alleviate the financial burdens faced by many of its MS member’s by financially subsidizing the purchase of accessibility equipment and the cost of house cleaning and transportation.
2. To facilitate educational seminars on topics including nutrition, exercise, meditations, financial planning, MS research, mental health and stress management
3. To access government agencies and charitable organizations that provides assistance and funding towards achieving the goals of the charity.
4. To contribute periodically to the MS research and rehabilitation projects at Sunnybrook Hospital, West Park Healthcare Institute, Abilities Centre in Durham Region and Toronto Rehabilitation Centre (UHN)

Long Term Goals:

To retrofit an existing building to become a temporary residence for MS members undergoing rehabilitation programs.

Section 1: Membership, Not For Profit

For the purpose of this document the Charity’s Board of Directors shall also be referred to as “**The Board**” All membership fee-paying members of the Charity (section 1 Subsection 2) shall be referred to as “**Active**” members of the Charity.

Subsection1:

1. If any member indicates a prolonged lack of interest in the Charity’s organization or fails to abide by its Rules of Conduct, his/her membership shall be questioned. That member shall have the right to address the Board of Directors, either in person or in writing before a final outcome is determined by The Board with MS reside and which is committed to the Goals of the Charity.

2. Membership of the Charity shall also be open to any persons without regard to gender, race, nationality, disability, sexual preference, religion or beliefs but who, in some way has an affiliation with Multiple Sclerosis.
3. All members of the Charity shall be expected to follow Rules of Conduct such that no one shall be verbally or physically abused, disrespected or the target of gossip that could be damaging to his/her self-esteem.

Subsection 2:

Each member of the Charity who has paid a designated membership fee (Section 5, Subsection 2) shall have one vote at all general meetings. Only those Active, voting members shall be eligible for election to the Board of Directors. The requirement does not apply to an Advisory Board whose members may be recruited from the broader membership of the Charity or the community at Large. All members of an Advisory Board who are not members of the Charity shall be subject to the same Rules of Conduct and Policy of the Inclusivity as the Charity's membership.

Subsection 3:

1. If any member indicates a lack of interest in the MY MS FAMILY organization or fails to abide by the rules of conduct, his/her membership will be questioned and an outcome will be determined by The Board.
2. The tenure of any member of the BOARD OF Directors or any Advisory Board member may be terminated for a good reason by the remaining members of The Board. That member shall have the right to address the Board of Directors, either in person or in writing, before a final outcome shall be determined by The Board. Any Charity member who has been removed from the Board of Directors or an Advisory Board may remain as a member of the Charity.

SECTION 2: BOARD OF DIRECTORS (THE BOARD)

Subsection 1:

The Board shall be elected from the Charity's Active membership and shall be made up of 5 members no more than 7 members. The Executive Committee shall hold positions as President, Chairperson, Secretary, Treasurer and the remaining members shall hold positions as Honorary members (or members at large) whose role shall vary as needed. All Executives Committee and Honorary members shall be elected democratically for a specific term at the Annual General Meeting (AGM). At least three weeks before the AGM, an email shall be sent to all Active members outlining the available positions, the list of candidates, and a summary of each candidates experience, interests and qualifications. Voting shall take place in person or by proxy and in some cases, advanced polling may be available. All ballots shall be secret and the results shall be confidential. If a member resigns from the Board of Directors or is removed from the Board of Directors, the vacancy shall be filled by the same democratic process. All Active members elected to The Board shall be vetted by designated members of the Charity before assuming their position.

Each Board member may have an assistant from the Active membership to help with specific tasks.

Honorary members (members at large) shall serve a two year term. If no replacement is forthcoming and an Honorary member is willing to remain on the Board, the other Honorary members may agree to extend his/her term.

Subsection2:

The Board shall meet once per month. All Board members shall be given 14 days' notice of upcoming meeting and their attendance shall be mandatory unless a legitimate reason for their absence can be provided. If 50% of the scheduled meetings have not been attended by any one member, that member shall be given notice of his/her possible removal from The Board (Section 1, Subsetion3).

Subsection 3:

The quorum at each Board meeting shall be 5 Board members in attendance, and any Board member may vote by using technology if he/she is unable to attend in person. A two-thirds majority shall be required to approve all motions brought forth to The Board that relates to any business about the operations of the charity's organization and/or to its members.

SECTION 3: EXECUTIVE COMMITTEE

The Executive Committee of the Board shall include the President, The Chairperson, the Treasurer and the Secretary and shall be elected by the Active members of the Charity using the methods described in Section 2 Subsection 1. The Executive Committee shall meet, whenever it is deemed necessary by its members, to deal with pertinent issues arising from the day-to-day operation of the Charity. The Board, including the Executive Committee and the Honorary members, shall meet once per month.

THE DUTIES OF THE PRESIDENT (THREE YEAR TERM) SHALL BE:

1. To serve as the chief volunteer of the Charity's organization
2. To oversee the daily operations of the Charity and to maintain ongoing communications with the Executive Committee towards the purpose.
3. To provide leadership to the Board of Directors concerning the Charity's vision, short-term and long-term goals and overall direction.
4. To contribute relevant input into the decisions being made by the Board of Directors.
5. To liaison between the Board of Directors and the Advisory Board, when applicable.
6. To establish, when needed and in consultation with all Board members, short-term committees within the Board to perform specific functions. To appoint the Chairperson of those committees. To serve, ex officio, as a member of those committees and to attend their meetings when requested.
7. To contact, along with other delegated members of the Board, external organizations (private and public) and government agencies (municipal, provincial and federal) to build awareness of

MS and to establish liasons with those organizations and agencies to achieve the goals of the Charity.

THE DUTIES OF THE CHAIRPERSON (TWO YEAR TERM) SHALL BE:

1. To prepare the agenda for all meetings of the Board of directors and the Annual General Meeting (AGM)
2. To chair all meetings of the board of Directors and the Annual General Meeting.
3. To ensure that all decisions and activities of the Board of Directors comply with current government regulations and with the bylaws of the Charity's constitution.
4. To oversee the recruitment and orientation of New Board members.
5. To create awareness of MS throughout the local community by ating as the spokespersn for the Charity and its membership.
6. To attend functions and meetings to which the Board of Directors and/or the Charity members have been invited.

THE DUTIES OF THE SECRETARY (THREE YEAR TERM) SHALL BE:

1. To prepare in constitution with the Chairperson, the agenda for all meetings of the board of directors and Annual General Meeting
2. To record, maintain and distribute the minutes of all Board meetings and the Annual General Meeting.
3. To maintain the Charity's full list of members, specifying the current list of all duties-paying members (Active) who have voting privileges.
4. To manage correspondence
5. To collect and circulate any relevant information among the Board, and Advisory Board (If applicable) and the members.

THE DUTIES OF THE TREASURER (TWO YEAR TERM) SHALL BE:

1. To supervise the Financial affairs of the Charity
2. To keep proper and accurate accounts of all monies collected and distributed by the Charity.

SECTION 4: ADVISORY BOARD(S)

An Advisory Board (or Advisory Boards) maybe established by the Board of Directors to provide knowledge, experience, skills and assistance concerning specific projects relating to the goals of the Charity. Its members shall be recruited from the expertise within the Charity's membership and/or from the expertise within the greater community. All members of an advisory Board shall be vetted by designated members of the Charity before assuming their positions.

Advisory Boards shall have a clearly defined purpose, measurable goals and an approximate time frame that shall be determined by The Board. A chairperson shall be selected by the members of the Advisory Board. The Chairperson shall communicate regularly with the President of the Board.

Board

The Chairperson shall communicate regularly with the President of The Board and shall report to the board at their scheduled monthly meetings. The frequency and location of the Advisory Board meetings shall be determined by its membership.

The Advisory Board members shall not be required to be Active members of the Charity and shall not have no voting privileges concerning the decisions made by the Board or by the Charity's Active membership. Any member wishing to resign from the Advisory Board shall be replaced, if needed by The Board.

An Advisory Board shall be dissolved by The Board when it is determined by The Board and or Advisory Board that its purpose has been fulfilled or that it is no longer providing the service for which it was intended.

SECTION 5: FINANCE

Subsection 1:

The Board of Directors shall comply with their obligations under the Canada Not-For-Profit Corporation Act (or any statutory re-enactment or modification of that act) concerning

1. The keeping of accounting records for the Charity.
2. The preparation of annual statements of accounting for the Charity.
3. The auditing or independent examination of the statements of accounting for the Charity.

Subsection 2:

1. The Charity shall reach out to external organizations and government agencies to explore their charitable programs and access their financial assistance.
2. The Charity shall plan and hold fundraising events throughout the year.
3. Annual dues (\$10 for one year \$18 for two years) shall be collected from each Active members of the Charity.
4. Donations and memorial gifts shall be welcomed.

Subsection 3:

Monies obtained by the Charity shall be used:

1. To achieve its short-term goals of alleviating the financial burdens of its members. Members requiring financial assistance shall be subsidized following guidelines that have been established and approved by the Board of Directors.
2. To achieve its long-term goals of retrofitting an existing building to offer rehabilitation and related services, as well as short-term accommodations.
3. To pay for any fees charged by seminar speakers and for the rental of facilities for specific events whenever speakers and facilities are unavailable, free of charge.
4. To finance any costs approved by The Board for the day-to-day operations of the Charity.
5. To contribute periodically to the MS Research and Rehabilitation programs at Sunnybrook Hospital MS Clinic, West-Park Healthcare Centre, Toronto Rehabilitation Institute and Abilities Centre Durham.

Subsection 4:

All monies received by the Charity shall be classified as Not-For-Profit. Specialized accountants and lawyers shall finalize and legitimize the charity as a Not-For-Profit organization. A bank account(s) registered to the Charity shall be managed by Two Board members who shall be responsible for depositing and withdrawing funds to benefit the Charity's membership and supportive partnerships. All issued cheques shall be signed by the Treasurer and one other designated Board member. All transfers shall be notified to the Board members and a copy of the Etransfer will be sent to all Board members.

All financial activities shall be shared with the Charity's active members to maintain full disclosure and transparency. All ongoing expenses shall be received on a periodically bases by at least two designated Board members who shall inform all Board members of their findings.

SECTION 6: ANNUAL GENERAL MEETING (AGM)

The Charity shall hold an Annual General Meeting (AGM) in the month of _____. All Active members shall be given at least 21 days' notice before the AGM and shall be entitled to attend and to vote. The quorum for an AGM shall be 5 Active members. The agenda for the AGM shall include:

1. A report from the Chairperson on the Charity's activities throughout the year.
2. A report from the Treasurer on the current finances of the Charity.
3. The election of members to The Board of Directors, including the Executive Committee and the Honorary members, as needed.
4. Consideration of any other matter as may be included.

SECTION 7: SPECIAL GENERAL MEETING:

A special General Meeting may be called by the Executive Committee or by any two Board members to discuss an urgent matter. The Secretary shall provide fourteen days' notice of a Special General Meeting to all Active members of the Charity, along with notice of the business to be discussed. All Active members shall be entitled to attend and vote.

SECTION 8: AMENDMENTS TO THE CONSTITUION:

Any amendment to this constitution must be agreed upon by at least two-thirds of those Active members present and voting at any General Meeting.

SECTION 9: DISSOLUTION OF THE CONSTITUION:

If the Board of Directors decides that it is necessary or advisable to dissolve the Charity, it shall call a meeting of all active members of the Charity, with not less than 21 days’ notice, stating the terms of the resolution to be proposed. If the proposal is approved by two-thirds majority of those active members present and voting, the Board of Directors shall have the power to realize any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of all proper debts and liabilities shall be given or transferred to another MS Charitable organization with similar goals and objectives.

THIS CONSTITUION WAS ADOPTED AT A GENERAL MEETING OF THE CHARITY ON

02/20/20

Board of Directors:

President: Peter Busciglio

Chairperson: Randy Lopatin

Secretary: Theresa Anderson

Treasurer(s): Doug Pilkey, Randy Lopatin

Board Members at Large: Tony and Marrella Marrelli, Peter DeCampos, Ivan and Sonja Vega, Heather Austin, Florence Roudbarani, Trish Robichaud, Mario and Emmy Collucci, Brigitt Degeus, Dr. Farooq Ismail

Signed by: President: 

Chairperson: _____

Secretary: _____

Treasurer: _____

Other Committee members: _____
