

Bylaws of the Acadia Park Residents' Association

Article I. Name

The name of this organization is the **Acadia Park Residents' Association** (APRA).

Article II. Purpose

The purpose of this organization is to represent the residents of Acadia Park.

Section 2.01 Function (what APRA does)

APRA exists to advance and advocate for the interests of current and future residents of Acadia Park, particularly in matters of housing. APRA's advocacy extends to all students of the University of British Columbia (UBC) who have families (spouses, children, or both) and to the members of their families.

Section 2.02 Methods (how APRA functions)

APRA may use all legal means at its disposal to pursue the goals that derive from its purpose. These means may include (but are not limited to) outreach to the Acadia Park community, outreach to neighbouring communities, coordination with the Acadia Park Residence Life Manager (RLM), gathering of information, creation of oral and written reports, hosting and facilitation of community events, facilitation of elections, and formation and furtherance of relationships with individuals and entities that do or may advance the goals of the association.

Section 2.03 Rationale (why APRA is needed)

APRA provides a mechanism by which residents of the Acadia Park community in particular, and UBC students with families in general, may improve their community and their experience at UBC through communication, cooperation, and action.

Section 2.04 Context (how APRA was formed)

APRA was formed in May of 2015 through an election sponsored by the Student Housing and Hospitality Services (SHHS) at UBC. Original members were elected to office by the residents of Acadia Park. According to the Terms of Reference provided by SHHS, SHHS intended APRA "to develop a positive sense of community in Acadia Park, to provide feedback to SHHS on matters that relate to living in Acadia Park, to provide opportunities for residents of Acadia Park to engage with one another, and to represent the spectrum of interests and opinions of the residents of Acadia Park to UBC." Upon formation, APRA's first order of business was to draft, discuss, submit for community review, and adopt its bylaws.

Article III. Definitions

“Association” and “APRA” shall mean Acadia Park Residents’ Association.

“AGM” shall mean annual general meeting.

“Council” and “members” shall mean officers and members-at-large of the Association.

“Plurality” shall mean the greatest number of votes for a candidate.

“Real property” shall mean immovable property that is a subset of the land that has been improved by human effort (i.e.: buildings, roads, playgrounds).

“Resident” shall mean a person who legally lives within the bounds of the area designated “Acadia Park” by UBC Campus and Community Planning.

“RLM” shall mean the Residence Life Manager.

“SHHS” shall mean the Student Housing and Hospitality Services.

“Simple majority” shall mean more than half of Council members.

Article IV. Nominations and elections

Elections shall occur annually in the month of May. The chair of the Elections Committee (or the President if the Elections Committee chair is vacant) shall appoint an Election Officer to run the election. This officer must be a resident and cannot be running in the election. All Acadia Park residents over 17 years old may vote. Voting shall commence two weeks before the annual general meeting and shall conclude one half hour after the end of the annual general meeting. The Election Officer shall tally all votes and report the results immediately after the end of the voting period.

To be eligible to run for office or at-large membership, nominees must be Acadia Park residents who, in good faith, intend to reside in Acadia Park until the following election. Eligible nominees must be older than 17 years of age and must have read, and be familiar with, the APRA bylaws. Term of membership is one year. Current members-at-large who have met the requirements of their term may run for re-election. Current officers in their first term who have met the requirements of their term may run for re-election.

The Election Officer shall limit the number of elected members from over-represented housing communities (town homes, apartments, high-rise) if this will facilitate proportionate representation among the various communities. (For example, if there are eight nominees from the town homes and only one from the apartments, the elections officer will give preference to the one apartment nominee even if that nominee received fewer votes than any of the town home nominees.)

Officers shall succeed by plurality. Members-at-large shall succeed by plurality, but shall be limited by the Election Officer to achieve proportionate representation as noted above. No more than eight (8) members-at-large may be elected. No nominee shall succeed who receives more “no” votes than “yes” votes (in the event of running unopposed). Unfilled offices shall be resolved by the Council as noted in Section 6.05.

Article V. Members-at-large

Members-at-large are elected residents who serve on the Council. The function of members-at-large is to serve on committees to accomplish tasks that advance the purpose of the Association. The Association may exist with no members-at-large and may have as many as eight (8) members-at-large, but must have at least one (1) member-at-large to amend bylaws or form new committees.

Section 5.01 Eligibility

Current residents of Acadia Park may serve as members-at-large.

Section 5.02 Requirements

Members-at-large shall attend all regular meetings (except under extraordinary circumstances), and the annual general meeting, and fulfill their duties as described above and elsewhere in this document. Members-at-large who cannot attend a meeting shall provide written notice to the Council. If a member-at-large is not present at a regular meeting and has missed any two meetings previously, the Council shall vote whether to remove the member-at-large from his or her position. A 2/3 majority shall be required to remove the member-at-large. Members-at-large shall serve as officers when appointed by the Council to fill vacancies among the officers. Members-at-large who become officers shall retain their positions as committee chairs.

Section 5.03 Term of office

There is no term limit for members-at-large.

Section 5.04 Resignation and vacancies

Members-at-large may resign at any time. Prior to resignation, they shall make every effort to ensure the continuity of standing committees to which they belong, especially any committees they chair, and the resolution of issues related to special committees in which they serve. Reappointment of a resigned member-at-large shall be only through annual election.

If a member-at-large resigns, his or her office may be filled by the election of an eligible resident. The Council may, at its discretion, choose to fill this vacancy by a simple majority vote of the Council or by an election by the residents of Acadia Park. Vacant member-at-large positions that are not vacant due to a resignation (seats vacant after an election) shall remain vacant until filled by annual or special election.

Article VI. Officers

Officer positions shall include the following: President, Vice-President, Treasurer, and Secretary. Officers are elected individuals who serve on the Council and perform specific duties for the Association. The function of officers is to maintain the effective operation of the Association. Officers may also chair, or serve on, committees. One person may hold more than one office at a time, with the exception of that no one may concurrently serve as both President and Vice-President. Officers may not concurrently serve as members-at-large. Only officers shall have signing authority to disperse Association funds. Signatures of the Treasurer and one other individual serving as an officer shall be required to disburse funds.

Section 6.01 Names and duties of the officers

(a) President

The role of the President is to chair meetings of the association and set the meeting agendas. The President is the primary liaison for anyone seeking to contact the association and is responsible for ensuring that all residents of Acadia Park have fair representation within the Association. The President shall, at his or her discretion, call for a vote from members on issues requiring consensus. He or she shall have the authority to form sub-committees and special committees and approve chairs of said committees.

(b) Vice-President

The Vice-President shall fill the role of president in the absence of the president and shall coordinate the efforts of the standing committees, sub-committees, and special committees.

(c) Treasurer

The Treasurer shall receive, care for, and disburse funds belonging to the Association and shall keep accurate records of all financial transactions related to funds controlled by the association. The Treasurer shall make the financial status of the association public monthly. The Treasurer shall ensure that all Association financial accounts are properly audited annually.

(d) Secretary

The Secretary shall take minutes at all APRA council meetings (or arrange for a proxy), including attendance. The Secretary shall make a draft of the minutes of regular and annual general meetings available to the Council within two weeks of each meeting and available to the residents upon adoption.

Section 6.02 Eligibility

Current residents of Acadia Park may serve as officers. Any member-at-large may be appointed by the Council to fill a vacancy of an officer position.

Section 6.03 Requirements

Officers shall attend all regular meetings (except under extraordinary circumstances), and the annual general meeting, and fulfill their duties as described above and elsewhere in this document. Officers who cannot attend a meeting shall provide written notice to the Council. If an officer is not present at a regular meeting and has missed any two meetings previously, the Council shall vote whether to remove the officer from his or her position. A 2/3 majority shall be required to remove the officer. If the officer is removed, the Council shall immediately determine a replacement.

Section 6.04 Term of office

No one may serve in any office for more than two (2) consecutive terms.

Section 6.05 Resignation and vacancies

Officers are expected to serve the entirety of their annual term. Officers who must resign shall provide the Council with, at least, two weeks' notice and make every effort to assist their replacements to assume their duties.

If the office of President is vacant, the Vice-President shall become the new President. If the role of Vice-President, Treasurer, or Secretary is vacant, the President shall call for nominees from among the members-at-large at the soonest regular meeting. If multiple nominees respond, the balance of the Council present shall vote by ballot and the winning nominee shall succeed by plurality. If only one nominee responds, that nominee shall succeed to the vacant position by simple majority vote of the Council (nominees may not vote). If no members-at-large are available to hold office or succeed by vote, the president shall appoint one of the remaining officers to assume the vacant office in addition to his or her current office. The Association shall not discuss any other agenda items until all vacant offices are filled.

Article VII. Meetings

Section 7.01 Meeting types

Regular meetings shall be open to the public. Regular meetings shall occur nine (9) times per year according to the schedule described below and shall be noticed to the public. An annual general meeting (AGM) shall take place in May and shall be open to the public. The annual general meeting will showcase Association accomplishments of the previous year and goals for the coming year, and will occasion the annual election. Special meetings may take place as the Council sees fit and may be either public or private. Committee meetings may occur as the committee chair sees fit.

Section 7.02 Meeting days

Regular meetings shall take place on the last Saturday of every month, December, April, and May excepted, at 7pm in the Acadia Park commonsblock. Exceptions to this schedule may be requested by any member of the Council, but must be adopted by a 2/3 majority of the Council and may occur no more than one week before or after the typical meeting day and time. The exceptional meeting day and time must be sufficiently noticed for public meetings no less than two weeks prior to the meeting time. The annual meeting shall take place on the last Saturday of May at 7pm in the commonsblock, without exception, and all members shall attend.

Section 7.03 Quorum

A quorate meeting shall be at least half of all members and at least one officer. A non-quorate meeting shall not take place. Any members present at a meeting that fails quorum shall be granted credit for meeting attendance.

Section 7.04 Rules of conduct

Meetings shall be chaired by the first person present of those listed in the following succession: President, Vice-President, Treasurer, Secretary. If the Secretary chairs, he shall appoint a member-at-large to take the minutes. Officers shall attend the entirety of meetings at which they are present.

Meetings shall be polite but informal. The chair may invoke Robert's Rules of conduct as required to establish fair and orderly discussion and voting.

The chair may invite guests to Association meetings and these guests may remain for various agenda items at the discretion of the chair. Such guests may include the Residence Life Manager or other individuals useful to a particular agenda item.

A period of time shall be set aside at the end of regular meetings for non-member residents of Acadia Park to speak to the Council. Those interested in speaking must

notify the chair in advance of the start of the meeting. Speaking time shall be limited and proportional to the number of persons requesting to speak. At the chairperson's discretion, non-residents may be allowed to speak after all residents have spoken.

Section 7.05 Cancellations

Meetings may be cancelled if the Council anticipates a quorum will be lacking and alternate scheduling will not resolve the lack. A cancelled public meeting must be publicly noticed at least two weeks prior to the regularly scheduled time for that meeting.

Section 7.06 Virtual attendance

Members may attend meetings virtually as technology allows.

Article VIII. Committees

Committees shall be coordinated by the Vice-President. To ensure accountability, every standing committee and special committee shall be chaired by either a member-at-large or by an officer. Residents of Acadia Park may be members of any committee, but must be approved by the committee chair and may be removed by the committee chair at the discretion of the committee chair. Only the committee chair may represent the committee in an official capacity.

The committee chair shall make the Vice-President aware of developments of the committee and shall keep the Council apprised of the committee's activity to a degree deemed appropriate by the committee chair and by the Council.

Section 8.01 Function

The function of committees is to accomplish tasks approved by the Council. Means and methods of accomplishing these tasks shall be left to the discretion of the committee chair within the bounds of the bylaws. The Council shall make every reasonable effort to support the committee chairs with the resources at the disposal of the Association so that the committees can fulfill their objectives.

Committees are the heart of the association. They are the entities that get things done.

Section 8.02 Standing committees

Standing committees have ongoing responsibilities and do not expire. Creation of a new standing committee shall be considered an amendment to the bylaws, subject to the rules related to amending the bylaws. Standing committees include the following:

(a) Finance Committee

The Finance Committee collaborates with the Treasurer to prepare the Association's budget. The Finance Committee advises the Treasurer with respect to all aspects of the financial management of APRA. All Association expenditures must be approved by the Finance Committee. The Finance Committee has authority to allocate the approved annual budget in ways that advance APRA's vision and mission.

Adjustments to the approved budget which are greater than \$50 must be approved by the Finance Committee. Adjustments greater than \$250 must be approved by the entire Council. Should the Finance Committee or the Council be unable to meet to fulfill these approval roles for more than thirty days, the President may approve the adjustments.

The Finance Committee shall include at least two elected members. If the Finance Committee is vacant, the Council shall assume the responsibilities of the Finance Committee until it is operational. Any disagreement between the Finance Committee and the Treasurer shall be brought to the Council for resolution.

The Finance Committee arranges an annual audit (in coordination with the Treasurer) which shall be presented at the annual general meeting.

The Finance Committee may not include the Treasurer.

(b) Policy Committee

The Policy Committee reviews and recommends changes and revisions to APRA bylaws, including a comprehensive review immediately following an annual election. When required and as budgeted, the Policy Committee may retain external consultants for advice. The Policy Committee must include the President.

(c) Community Communication Committee

The Community Communication Committee is responsible for communicating the activities, minutes, goals and policies of the Association and its committees to the Acadia Park community and to the Residence Life Manager. The Community Communication Committee must include the Secretary.

(d) Health & Safety Committee

The Health & Safety Committee addresses issues related to the health and safety of the residents of Acadia Park.

(e) Land Use Committee

The Land Use Committee shall address issues related to Acadia Park land and real property.

(f) Appropriations Committee

The Appropriations Committee shall address issues related to capital improvements for Acadia Park. It deals with money that SHHS spends to improve any aspect of Acadia Park and makes special effort to seek community input related to such expenditures.

(g) Elections Committee

The Elections Committee shall facilitate, in cooperation with an election officer appointed by its chair (or by the President), the annual election and any special elections related to the Association. It also seeks to find and encourage new nominees.

(h) Sustainability Committee

The sustainability Committee shall concern itself with issues of environmental, social, and economic sustainability as they relate to Acadia Park.

(i) Events Committee

The Events Committee shall concern itself with events that the Association wishes to sponsor or with which it wishes to be associated.

Section 8.03 Sub-committees

Sub-committees accomplish specific tasks that fall within the jurisdiction of a standing committee but deserve focused attention. Sub-committees must be approved by the President and may expire at the discretion of the chair of the standing committee under which they operate. Sub-committees may be chaired by either Council members or by unelected residents appointed by the chair of the associated standing committee.

Section 8.04 Special committees

Special committees have specific tasks that fall outside the purview of standing committees and sub-committees. Special committees are formed by the President, coordinated by the Vice-President, and expired by their chairs upon completion of their tasks.

Article IX. Parliamentary Authority

The rules contained in “Robert’s Rules of Order: Simplified and Applied” shall govern meetings where they are not in conflict with the bylaws, rules of order, or other rules of the society.

Article X. Amendments

Section 10.01 Schedule of bylaw review

Upon election, every new Council shall review the existing bylaws and either adopt them as they are or amend and then adopt them. A simple majority shall be required to adopt the previous bylaws as stated. A 2/3 majority (including at least two officers and one member-at-large) shall be required to amend and adopt the bylaws. A new Council may not conduct any business or form any new committees or sub-committees until they have adopted bylaws.

Section 10.02 Procedure to amend or adopt bylaws

Bylaws shall be adopted annually after the May elections by the association prior to any other association business. Bylaws may be amended at any time by a suggestion by a member and a subsequent 2/3 affirmative vote (including at least two officers and one member-at-large) among all of the members. Any amendments shall be coordinated by the Policy Committee and, when adopted, clearly delineated and publicly noticed by the Secretary.

Section 10.03 Written agreements

The Association may enter into written agreements with external persons or agencies to the extent that these agreements are shown to specifically advance, and do not substantially conflict with, the purpose of the Association or existing SHHS tenancy contracts. All such agreements shall append the bylaws and shall expire at the end of the electoral term. The expiration date of any written agreement shall be stated explicitly within the body of that agreement. No written agreements of any sort may be formed by the Council or any members thereof until the Council adopts its bylaws.

Article XI. Dissolution

APRA may be dissolved at a regular meeting by a $\frac{3}{4}$ majority vote of all of the members of the Council after a motion of no confidence has been made by any member of the Council at any time for any reason. The Association may not dissolve until the Elections Committee chair, the President, or some other member of the Council, assumes responsibility to appoint an election officer to hold a special election to reform APRA under the current version of the bylaws. Upon dissolution, all debts shall be settled by the Treasurer and APRA shall cease to exist. Any future incarnation of the association shall bear no responsibility for contracts or responsibilities associated with the defunct incarnation of the Association.

Adopted August 29, 2015 by the Council of the Acadia Park Residents' Association.