

# TENANT ASSOCIATION CONSTITUTION

## 1. Name

The name of the group is \_\_\_\_\_ Tenant Association ("the Association").

## 2. Objectives

- a. To provide opportunities for tenant decision making as mutually agreed to by the Association and Metro Vancouver Housing Corporation ("MVHC") and to act in an advisory capacity on matters affecting the community.
- b. To foster a strong, healthy, safe community by expanding tenant involvement.
- c. To promote pride and a sense of ownership in both the individual rental unit and the shared common areas.
- d. To foster and encourage wellness, self-development, leadership and community.
- e. To create opportunities for tenants to share their time, skills and energy as volunteers and community leaders.
- f. To achieve better communication between MVHC and tenants.
- g. To build meaningful partnerships with community organizations by connecting tenants to additional resources in the wider community.

## 3. Membership

- a. Membership is voluntary.
- b. Every rental unit is entitled to one voting tenant.
- c. There is no membership fee.

## 4. General Meetings

- a. Three Tenant Association Representatives can convene a general meeting. The Tenant Association Representatives must call a meeting at least once annually to elect Representatives.
- b. Notice of a general meeting shall specify the place, day, hour and agenda to be considered at the meeting and will be delivered to all tenants in writing, at least eight days prior to the meeting. Notice is considered sufficiently given if it is:
  - delivered personally, or,
  - placed in a mail receptacle at or on the principal entrance to the rental unit or,
  - placed through or affixed to the principal entrance to the rental unit, or,
  - placed in individual unit mail boxes located in a common area of the property (normally used for mail delivery by Canada Post).

- c. No business, other than the election of a chair and the adjournment or termination of the meeting shall be conducted at a general meeting at a time when a quorum is not present.
- d. A quorum is the number of voting tenants present at a meeting, as follows:
  - 3 where the site is less than 30 units;
  - 6 where the site is 31-99 units;
  - 9 where the site is larger than 100 units.
- e. The minutes of all general meeting resolutions, recommendations and elections, including the names of all of those present, must be kept in a minute book, with a copy forwarded to the MVHC area office.

## **5. Voting at General Meetings**

- a. Voting at general meetings is by a majority of the votes cast; one vote per rental unit.
- b. More than one tenant per household may attend and speak at general meetings at the discretion of the chair and the meeting.
- c. Voting is by a show of hands or by secret ballot if requested before the vote is taken by at least two voting tenants present.
- d. There will be no proxy voting.

## **6. Tenant Association Representatives**

- a. At the Annual General Meeting, the voting tenants will elect no less than 3 and no more than 9 Tenant Association Representatives. Before standing for election to serve as a Tenant Association Representative, every person must declare in writing, or in person at the meeting which the election takes place, that they consent to serve as a Tenant Association Representative and that they are qualified to act as a Tenant Association Representative.
- b. **Shared Duties of the Tenant Association Representatives**
  - Chair Tenant Association Representative meetings.
  - Speaks on behalf of the tenants, representing the decisions and recommendations taken by the tenants at general meetings, as reflected in the minutes of the tenant meetings.
  - Ensures that decisions and recommendations made at the meetings are pursued, as appropriate.
  - Keeps minutes of meetings and forwards a copy to the MVHC area office.
  - Ensures the names of those present at the meeting are recorded.
  - Ensures all resolutions, recommendations and elections are accurately recorded.
  - Ensures proper notice of meetings is distributed to all tenants.
  - Fund raising.
  - Reports regularly to the Association and yearly to MVHC on the Association's income and expenses.

c. **Vacancies**

If there is a vacancy, the continuing Tenant Association Representatives, (so long as the number of continuing Tenant Association Representatives is not less than three), may continue to function without filling the vacancy, or may call a general meeting to hold a by-election to fill the vacancy.

d. A Tenant Association Representative will cease to hold office or cannot stand for election if:

- No longer a tenant listed on the Tenancy Agreement.
- An employee of MVHC.
- Indebted to MVHC and the indebtedness remains unpaid for more than 30 days.
- Resigns in writing.
- A person related to the Tenant Association Representative by blood or marriage, or a person residing in the same rental unit as a Tenant Association Representatives accepts a position as an employee of MVHC.
- A person residing in the same rental unit as a Tenant Association Representative is serving as a Tenant Association Representative at the same time, in which case the office of the Tenant Association Representatives last elected will be vacated.
- Is absent from three consecutive regular meetings without the consent of the Tenant Association Representatives.
- The Representative is removed of duties as a Tenant Association Representative for breaching the Ethical Conduct and Confidentiality Agreement. This will be done in writing.

e. **Term**

Tenant Association Representatives are elected annually and will serve for a two year term, to a maximum of two consecutive terms. A Tenant Association Representative may serve for a third consecutive term by a simple majority vote at an annual general meeting. After six continuous years, the Tenant Association Representative may again serve after an absence of at least one year.

f. **Tenant Association Representative Meetings**

- The Tenant Association Representatives may meet together to consider motions and recommendations within the Tenant Association mandate based on this constitution.
- Tenant Association Representatives can call a meeting of the Tenant Association Representatives.
- Notice of a Tenant Association Representative meeting will be as per 4.b above, with notice delivery to Tenant Association Representative only. A copy will be posted in a prominent common area along with an agenda.
- The quorum necessary for the transaction of business shall be three.
- Questions arising at any meeting of the Tenant Association Representatives are to be decided by a majority of votes.
- The Tenant Association Representatives must cause minutes of the following to be filed in the minute books, with a copy to the MVHC area office:
  - The names of the Tenant Association Representatives present at each meeting.
  - All resolutions and proceedings at all meetings.
- The Tenant Association Representatives will exercise sound judgement and determine when and which recommendations should be brought to a Tenant Association general meeting for approval. The Tenant Association Representatives, as the elected body of the

tenants are the representatives of the tenants, as determined in general meetings by majority vote and within the scope of the Tenant Association Constitution.

## **7. NON-PROFIT**

The purposes of the Association shall be carried out without purpose of gain for its members and any profits or other accretions to the Association shall be used for promoting its purposes.

## **8. WINDING UP**

In the event of winding up or dissolution of the Association, funds and assets of the Association remaining after the satisfaction of its debts and liabilities shall be returned and held by MVHC for any future implementation of a Tenant Association at \_\_\_\_\_.

However, MVHC is indemnified and shall not be liable in any for debts or claims incurred by the Association.

## **9. MEMBERS**

Appendix "A" is attached, to be filled in by Tenant Association members.

## Appendix A

Tenant Association Membership:

**Name**

**Unit No.**

**Signature**

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