

North Park Neighbourhood Association Bylaws

Updated at the Annual General Meeting on November 20, 2019

1. Members

1.1 Members of the North Park Neighbourhood Association (NPNA) may include any individuals who live, work, play, or receive services in the North Park area, which is defined as the area contained within Bay, Cook, Pandora and Blanshard Streets, in Victoria, British Columbia.

1.2. Membership to the NPNA can be registered by completing the membership application form electronically on the NPNA website home page (npna.ca), or manually on a sign-up sheet available at NPNA public meetings.

1.2.1 A member in good standing is defined as an individual or business who has registered and been a member for over 60 days (dated at the reception of registration), and not be under any sanctions of the Board.

1.3 Anyone is welcome to attend meetings and events held by the NPNA, including non-members. Registration allows the NPNA Board to better facilitate communication with members and to ensure that they are informed of events, meetings, accomplishments and issues of interest.

2. Board + Committees

2.1 The NPNA board is restricted to 12 elected members who are responsible for fulfilling or overseeing the following duties:

- Ensuring that the NPNA's Code of Conduct is upheld (see Appendix A)
- Facilitating regular Board and public meetings, using a rotating chair model
- Capturing and preserving Board and public meeting attendance records, and updating the public membership list to reflect new members (as per 1.2)
- Recording and storing minutes
- Communicating with the membership and broader neighbourhood via the website, enews, bulletin board and occasional events and outreach activities
- Initiating and responding to correspondence on behalf of the membership
- Managing the Association's finances and keeping financial records, with no fewer than three Board members registered to act as co-signers on the bank account
- Attending inter-association meetings, Good Neighbour Agreement (GNA) meetings
- Convening an Annual General Meeting and completing Societies BC annual filing and reporting requirements
- Managing staff and advisor contracts

2.2 At least one Board member must be appointed as the Land Use Chair and oversee the Land Use Committee (LUC). The LUC works with the Chair to achieve the land use objectives described at npna.ca/land-use. The role of the Chair and the LUC include:

- Liaising with City of Victoria Planning Department
- Liaising with developers, contractors and architects to ensure new developments and redevelopments meet the objectives of the neighbourhood, Local Area Plan, the Downtown Core Area Plan and the Official Community Plan
- Calling and chairing any meetings related to land use, including formal Community Association Land Use Committee meetings (CALUC), and fulfilling CALUC recording requirements including submitting minutes from these meetings along with a cover letter to the City, and submitting requests for reimbursement for meeting expenses related to formal CALUC meetings
- Maintaining and updating information on the land use page of the website as needed
- Abiding by the CALUC terms of reference, referenced on the land use page of the website

2.3 From time to time, sub-committees may be formed to fulfil specific objectives. Sub-committees must be chaired by a board member. Sub-committee membership is open to any member in good standing. Sub-committees can include but are not limited to:

- Business Liaison Committee — maintains and updates a contact list for businesses in the area; liaises with businesses and represents their concerns to the NPNA; solicits donations and sponsorship from local businesses; develops and implements strategies for businesses to participate in community events.
- Communication Committee — maintains and updates a contact list for media personnel; liaises with the media on a regular basis to encourage positive press coverage for the NPNA; writes and distributes press releases; creates and administers the NPNA newsletter; coordinates and maintains the website so it is up to date.
- Safety Committee — maintains and updates a contact list for social services in the area; communicates with the membership regularly to determine safety issues in the neighbourhood.
- Traffic Committee — communicates with the membership regularly to determine traffic issues in the neighbourhood; develops and implements strategies to address traffic issues; lobbies the city for environmentally- and community-friendly solutions to issues of traffic and parking; lobbies the City for greenways, bike paths, etc.
- Heritage/Preservation Committee — Liaises with Heritage Victoria and the City Planning Department; watches for heritage issues within the neighbourhood and reports them to the appropriate bodies; helps residents of the neighbourhood with any heritage issues that may arise (grants, contacts etc.); works closely with NPNA Land Use.

- Arts and Events — Coordinates any neighbourhood arts and beautification projects; coordinates any neighbourhood events such as markets, festivals etc.; coordinates the applications for any of the matching grants available from the City or other sources.
- Parks and Recreation — Liaises with City of Victoria Parks and Recreation Department; takes responsibility for handling any issues that may arise regarding Parks land and boulevards within the neighbourhood; liaises closely with NPNA Land Use on issues of mutual concern.
- Inter-Association Representatives — Attend inter-association meetings, Good Neighbour Agreement (GNA) meetings, and so forth; maintains and updates a list of related organizations; liaises with such organizations on a regular basis and represents their concerns to NPNA; brings forward issues in other areas of the city that may affect our neighbourhood.

2.4 The NPNA Board shall meet no less than once per month, at a regularly appointed time. This regular meeting shall be open to all members of the Board.

3.1 At the Annual General Meeting, an "active member" may be nominated and/or elected to a Board position through a general vote of all members present.

An "active member" is a member in good standing who:

- (1) Has attended at least 33% (one-third) of NPNA meetings (public and land use) in the past year
- (2) Is interested in intensifying their volunteer involvement with the neighbourhood through the NPNA
- (3) Is willing to abide by the NPNA Code of Conduct (Appendix A)
- (4) Has given prior written consent for their name to be brought forward.
- (5) Has been nominated prior to the AGM, or from the floor of the AGM by two active members.

3.2 Only 25% of Board positions in total may be held by non-residents. A non-resident shall be anyone who lives outside of the boundaries and does not own a business or property within the area.

3.3 All Board positions shall be held for a term of two (2) years.

3.4 No member shall be appointed to a Board position, but must be acclaimed by vote, even if they are the only person standing for a position.

3.4.1 If, at any meeting other than the Annual General Meeting, an active member is nominated (see 3.1.1 and 3.1.2) for a vacant Board position, they may be elected by a general vote of all members in attendance at that meeting. This is considered a temporary appointment between AGMs, and the nominee must stand for election at the following AGM.

3.4.2 Board members elected at a meeting other than the Annual General Meeting shall be nominated for elections at the next Annual General Meeting, regardless of when the particular member was appointed into their position.

4. Meetings of the Association

4.1 The Association shall meet no less than once per month. This monthly meeting shall be open to all members of the Association.

4.1.1 Notice of the monthly Association meeting shall be given via email to all registered members of the Association with a valid email address, no less than one week prior to the meeting.

4.2 Ad hoc and special meetings may be called as needed.

4.3 All members may attend regular meetings of the association; however, only members in good standing (see 1.2.1) shall have voting privileges.

4.4 A quorum of at least five (5) members in good standing, including at least three (3) Board members, but not including the Chair (appointed that day using the rotating model), who cannot vote, must be established in order to pass motions on Association business.

4.4.1 The Chair may vote only to break a tie.

4.4.2 Proxy voting will not be offered.

4.5 Any member of the Association may bring items to the attention of the board and/or ask to be included on a meeting agenda.

4.5.1 If a member wishes to bring forward an item for discussion or for information, it should be submitted to the Board at least seven (7) days prior to the meeting in question, for agenda inclusion.

4.6 Guests wishing to speak to an NPNA meeting must place a request to do so with the Board no later than seven (7) days prior to the meeting in question, and may be restricted to a set amount of time in order to ensure that the Association is able to accomplish other business.

5. Financial Accountability

5.1. The NPNA receives money from the City of Victoria, and may receive grants and donations from other sources as well. Budgets attached to City and other funder grants must not exceed the budget limit without advance Board approval.

5.2. Statements of account for the NPNA are available upon request for review by any member of the Association; the Board will make every effort to be transparent and accountable for moneys received and spent.

5.3. Ad hoc committees may request a set amount of funds for all expenses related to a particular event, but must provide a statement of account for that event upon its conclusion detailing how the money was spent and return any unspent monies to the Treasurer. Event expenses cannot exceed the set amount of committed funding.

5.4 In advance of each Annual General Meeting, the NPNA's annual financial statement must be approved by the Board and signed by one or more directors to confirm that the approval was obtained. The approved financial statement must be presented to the members at each Annual General Meeting.

6. Privacy (see Appendix B)

6.1 All information collected on behalf of the Association will be used only for Association business and will not be released to any third parties.

6.2 All members of the Board will sign a confidentiality agreement.

6.3 The Association shall abide by the Personal Information Privacy Act of British Columbia.

7. Miscellaneous

7.1. The NPNA shall at all times be bound by the rules and regulations of the BC Societies Act.

Appendix A: Code of Conduct

The North Park Neighbourhood Association (NPNA) is a non-profit society that plays an active role in improving the quality of life of our downtown neighbourhood. We receive funding support from the City of Victoria, and rely on our many wonderful volunteers to get the job done.

The vision for the North Park Neighbourhood is to be a welcoming, vibrant and inclusive organization and neighbourhood community. We are guided by the principles of inclusion, dignity and respect, equity and fairness, teamwork and accountability. In addition, we are non-partisan and non-sectarian. More information at: npna.ca/about

Specifically, North Park Neighbourhood Association Volunteers (Board Member or General Member) commit to the following:

Respect

- Treat all individuals with a sense of dignity, respect and worth.
- Ensure the right of all Association members to participate without discrimination on the basis of gender, sexual orientation, national origin, race, religion, age, political affiliation or disability, in accordance with all applicable legal and regulatory requirements.
- Maintain a professional level of courtesy, respect and objectivity in all NPNA activities. Avoid profane and abusive language and disruptive behaviour that is dangerous to self and others.

- Respect all confidential information. Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer (see Appendix B, Privacy Policy)

Personal responsibility

- Be dependable, recognizing the commitment and responsibility to a volunteer assignment.
- Accept assignments consistent with interest, abilities and available time.
- Accept assignments with an open mind and a willingness to learn.
- Work for the good of all members rather than for personal benefit. Avoid conflict of interest situations and refrain from actions that may be perceived as such. Volunteers should reveal any potential or actual conflicts of interest as they arise.

Collaboration

- Be a team player. Keep an open mind and value the input and suggestions of fellow volunteers. Come to decisions democratically and seek consensus.
- Respect the diversity of opinions as expressed or acted upon by the organization, and formally register dissent as appropriate.
- Promote collaboration, cooperation and partners.

Appendix B: Privacy Policy

North Park Neighbourhood Association is committed to protecting the privacy of our members as well as providing a safe online experience. This Statement of Privacy applies to the North Park Neighbourhood Association website and governs data collection and usage by the North Park Neighbourhood Association. By using the North Park Neighbourhood Association website, you consent to the data practices in this statement.

Collection of your Personal Information

North Park Neighbourhood Association (NPNA) collects personally identifiable information, such as your name, email address, home and/or work address, or telephone number. There also is information about your computer hardware and software that is automatically collected by the NPNA. This information can include: your IP address, browser type, domain names, access times and referring website addresses. This information is used by the NPNA for the operation of our web service. The NPNA urges the review of the privacy statements of websites you choose to visit via links from the NPNA website, as they may have different privacy policies. The NPNA is not responsible for the privacy policies or other content on websites outside of the NPNA website.

Use of your Personal Information

The NPNA collects and uses your personal information to operate the NPNA website and deliver the services you have requested. The NPNA also uses your personally identifiable information to inform you of events, information and other aspects of the NPNA and other community-based events and information.

The NPNA does not sell, rent, lease or share its membership lists to third parties. The NPNA may, from time to time, contact you on behalf of external non-commercial groups about particular information that may be of interest to you. In those cases, your unique personally identifiable information (name, email, address, telephone number) is not provided in any form to the third party and all information is relayed directly by the NPNA to its members. The NPNA does not collect, use or disclose sensitive personal information, such as race, religion or political affiliations. The NPNA will disclose your personal information, without notice, only if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the NPNA or the site; (b) protect and defend the rights or property of the NPNA; and (c) act under exigent circumstances to protect the personal safety of users of the NPNA or the public.

Cookies

The NPNA website does not use "cookies" or other objects that are transferred to your computer. Some aspects of the NPNA website may use JavaScript to facilitate your web experience.

Security of Personal Information

The NPNA secures identifiable information provided in a controlled, secure environment, protected from unauthorized access, use or disclosure.

The NPNA may update this Statement of Privacy to deal with emerging requirements. The NPNA advises that you should do a periodic review of this Statement yourself to ensure that you are informed about how your information is protected.

Contact Information

The NPNA welcomes your input on the Statement of Privacy. If you have any concerns that the policy is not being adhered to, please do not hesitate to contact us at npna@npna.ca. We will examine the issue and provide you with a follow up.

What we will do:

- Ensure a signed and binding confidentiality agreement is required on the part of all board members
- Collect only the minimal amount of information needed to effectively provide contact with you
- Only retain that information until such time as you no longer wish to be a member
- Only use your provided information to distribute NPNA information such as meeting notices, minutes, community resources, events, information and newsletters
- Store and dispose of information securely
- Ensure information will only be released to the minimum number of people as required for distribution of material or contact
- Ensure all distributions are done in a manner that hides your personal information, including email.

- Use information only for the purpose of distribution of materials to the member.
Release information to government agencies or third parties only for confirmation of the number of members, in order to secure funding
- Release information other than this only if so ordered by a valid judicial body
- Inform you if required by law to disclose information
- Any time, at your request, remove all information we have received from you or correct it [Make such requests to npna@npna.ca.]

What we won't do:

- Sell or release your information in any form to third parties
- Post your personal information on any websites
- Discuss your personal information, except for purposes of distribution of materials, or contact by the NPNA