

CONSTITUTION



Just Recovery Kingston

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JUST RECOVERY KINGSTON

<https://justrecoverykingston.com>

CONSTITUTION

ARTICLE 1 – NAME

1.1 The name of the organization is Just Recovery Kingston.

ARTICLE 2 – PURPOSE

2.1 The purpose of Just Recovery Kingston is to build a better society everywhere with a focus on Kingston, Ontario. A better society will put people and the environment first.

ARTICLE 3 – OBJECTIVES

3.1 Just Recovery Kingston operates following these seven guiding principles:

1. **Fight** for liberation, equity, and dignity for all
2. **Take climate action:** shift to regenerative, sustainable systems (infrastructure, energy, water, food, community gardens, forests, habitats)
3. **Decommodify the necessities of life:** ensure access to basic income, food security, affordable housing, transportation, utilities, physical and mental health care for everyone
4. **Decolonize:** ally with Indigenous peoples to realize Indigenous-led visions for decolonization
5. **Democratize:** deepen local democracy with those affected by policies having a meaningful say in those policies; engage those not usually involved by going to where they are in the community
6. **Defund the Police:** reallocate resources to mental health, housing, and the social determinants of health
7. **Build global solidarity:** work with movements struggling for equity across communities and borders

ARTICLE 4 – MEMBERSHIP

4.1 A member of Just Recovery Kingston is any resident of the region who agrees with the objectives in Article 3.1 and who:

- 4.1.1 participates in one or more Just Recovery Kingston Working Groups, **or**
- 4.1.2 contributes to the work of Just Recovery Kingston.

4.2 To be a member, a person must have participated in one or more of Just Recovery Kingston's Working Groups or contributed to the work of Just Recovery Kingston during the previous 365 days.

- 4.3 In case of uncertainty regarding a person’s membership status, the Steering Committee will decide.

ARTICLE 5 – MEETINGS OF MEMBERS

5.1 Annual General Meeting

5.1.1 The Annual General Meeting of Just Recovery Kingston will take place between January 1 and March 31 of the year.

5.1.2 The Steering Committee will decide the date of the Annual General Meeting and give members at least three weeks’ notice of the date.

5.1.3 At the Annual General Meeting, members may:

- (a) review the progress of Just Recovery Kingston towards its objectives
- (b) review the Treasurer’s Report
- (c) approve changes to the Constitution and new policies
- (d) elect the Steering Committee Co-ordinator, Treasurer, and Communications Director
- (e) confirm the focus of new Working Groups

5.2 General Meeting

5.2.1 A General Meeting may be held to:

- (a) discuss and resolve items of concern to members
- (b) seek member input on an issue, or
- (c) raise member awareness of something affecting Just Recovery Kingston.

5.2.2 Any five members may ask the Steering Committee to organize a General Meeting. The Steering Committee must arrange for the meeting within three weeks of receiving the request, giving members at least one week’s notice of the General Meeting. For urgent matters, the Steering Committee must act expeditiously to arrange the meeting within an appropriate timeframe.

ARTICLE 6 – WORKING GROUPS

6.1 Working groups organize actions on a specific issue. For example, the Gardens Working Group and the Transit Working Group. New Working Groups may form at any time, with the consent of the Steering Committee, when at least five members want to organize ongoing actions related to Just Recovery Kingston’s Objectives as set out in Section 3.1.

6.2 Any member(s) may ask the Steering Committee for recognition when undertaking a short-term task or event on an issue not covered by a Working Group.

- 6.3 The Working Group facilitator will organize Working Group meetings. Members of the Working Group will decide on a meeting schedule. Three members of a Working Group may ask the Working Group facilitator to organize a meeting. The Working Group facilitator must act expeditiously to arrange the meeting within an appropriate timeframe.
- 6.4 A Working Group may request funds for a project or activity from the Steering Committee. The request for funds must be made at a Working Group meeting attended by at least three Working Group members. It must be submitted to the Steering Committee in writing with a record of the meeting, the names of those in attendance, and, should there be no consensus, the reasons a member gave for declining to be part of the consensus.
- 6.5 A member may request funds for a project or activity from the Steering Committee. The request must be in writing and include an explanation of why the funds are required and how they will be spent.

ARTICLE 7 – MEETING ATTENDANCE AND RECORD-KEEPING

- 7.1 Steering Committee and Working Group meetings may be held in person, through an on-line meeting platform, such as Zoom or Skype, or a combination of both.
- 7.2 The Working Group facilitator may consult with all Working Group members by email to see if there is consensus on an urgent action or decision. When there is no consensus, the Working Group facilitator will arrange a meeting.
- 7.3 The Communications Director (Annual General Meeting, General Meeting) or Working Group facilitator (Working Group meetings) may send notice of a meeting to members by email or text message, and may post the notice on social media when appropriate.
- 7.4 A written record of the meeting must identify who was in attendance and the decisions made at the meeting and, should there be no consensus, the reasons a member gave for declining to be part of the consensus.
- 7.5 The Steering Committee or a Working Group may use an on-line survey system to get feedback on a proposed activity.

ARTICLE 8 – QUORUM

- 8.1 Quorum for a Working Group meeting is two members of the Working Group.
- 8.2 Quorum for the Annual General Meeting and a General Meeting of members is five members with at least one member of the Steering Committee and one member from each Working Group attending.

ARTICLE 9 – DECISION-MAKING

- 9.1 Steering Committee and Working Group decisions will be made by consensus. When discussion is not leading to consensus, discussions will continue. After more discussion, a member may decline to be included in the consensus and the reasons will be included in the record of the meeting.

ARTICLE 10 – STEERING COMMITTEE

- 10.1 The Steering Committee is elected at the Annual General Meeting for a two-year term.
- 10.2 The Steering Committee has, at a minimum, the following positions:
 - 10.2.1 Co-ordinator, responsible for calling meetings and helping members to progress on actions
 - 10.2.2 Treasurer, responsible for keeping a record of financial transactions
 - 10.2.3 Communications Director, responsible for communications and membership contact information.
- 10.3 Each Working Group will name one person to join the Steering Committee.
- 10.4 The position of Treasurer cannot be shared with any other Steering Committee position.
- 10.5 When there is a vacant position on the Steering Committee, the remaining Steering Committee members may ask a member to join the Steering Committee until the next General Meeting or Annual General Meeting.

ARTICLE 11 – DUTIES OF MEMBERS OF THE STEERING COMMITTEE

- 11.1. The Co-ordinator's duties include to:
 - 11.1.1 promote the work of Just Recovery Kingston
 - 11.1.2 arrange for meetings of members
 - 11.1.3 keep members informed about Just Recovery Kingston activities
 - 11.1.4 encourage the involvement and actions of members and Working Groups
 - 11.1.5 introduce new members to a Working Group

- 11.1.6 support and contribute to the work of the Treasurer and Communications Director
 - 11.1.7 act as a signing authority for Just Recovery Kingston.
- 11.2 The Treasurer’s duties include to:
- 11.2.1 maintain the financial records of the organization
 - 11.2.2 present a financial report at the Annual General Meeting
 - 11.2.3 act as a signing authority for Just Recovery Kingston.
- 11.3 The Communications Director’s duties include to:
- 11.3.1 keep a record of contact information for members
 - 11.3.2 send and receive information from members
 - 11.3.3 maintain records of Just Recovery Kingston’s communications efforts and coverage in the media
 - 11.3.4 manage, maintain, and analyze activity on Just Recovery Kingston’s website and social media accounts.

ARTICLE 12 – FINANCES

- 12.1 Just Recovery Kingston funds will be held at the Kingston Community Credit Union.
- 12.2 Expenditures must be approved by a consensus of the Steering Committee. The decision must be kept in a written record of the meeting with the names of those in attendance, and should there be no consensus, the reasons a member gave for declining to be part of the consensus.
- 12.3 Three members of Just Recovery Kingston will have signing authority: the Treasurer, the Co-ordinator, and one other member elected at the Annual General Meeting or at a General Meeting. This person will be asked to join the Steering Committee. Two signatures will be required for any withdrawals from the Credit Union account.

ARTICLE 13 – PRIVACY

- 13.1 The Steering committee will set up procedures to protect the private information of members.
- 13.2 The Steering Committee and Working Group Facilitators will use bcc for emails when sending emails to members.
- 13.3 Working groups members may agree to share email addresses and other contact information.

ARTICLE 14 – SPEAKING FOR JUST RECOVERY KINGSTON

- 14.1 Any member can ask the Steering Committee for permission to speak on behalf of Just Recovery Kingston including to a government representative, Kingston City Council, a community group, the media, or at a public forum.
- 14.2 A member may ask the Steering Committee for the go-ahead to speak on behalf a Working Group. The request must be accompanied by a written record of the Working Group meeting at which the outreach communication in 4.1 was discussed showing the decision to have the member speak on behalf of the Working Group, who was in attendance, and, should a Working Group member have declined to be part of the consensus, the reasons.
- 14.3 The Steering Committee will respond to the request without delay.

ARTICLE 15 – POLICIES

- 15.1 Working Groups may make policies to aid in their work.
- 15.2 The Steering Committee may make interim policies.
- 15.3 Steering Committee interim policies will be submitted to the next Annual General Meeting or a General Meeting for member approval.

ARTICLE 16 – AMENDMENTS

- 16.1 A consensus of members may amend this Constitution at an Annual General Meeting or a General Meeting. The Steering Committee must give members notice of a meeting to amend the Constitution, with the proposed amendments, at least three weeks before the meeting, unless circumstances require a shorter timeframe.