

Huron Welcome Hub for Newcomers 2025 Bylaws

Definition of terms:

- a. "Huron Welcome Hub for Newcomers" acts as a liaison between newcomers and local agencies, resources and programs to help newcomers have a successful transition to life in Huron County.
- b. "Steering Group" refers to the volunteer members of the leadership team of the Huron Welcome Hub for Newcomers.
- c. "Bylaws" refers to the principles which define the roles and responsibilities of members and describe how decisions are made.
- d. "Meeting of members" includes an annual meeting of members or a special meeting of members.
- e. "Resolution" means a resolution/motion passed by a majority (with more than 50% of the votes cast).

Section 1: Membership

1.1 Steering Group membership eligibility

There shall be one class of members in the Steering Group. Membership in the Steering Group shall be available only to individuals interested in furthering the Association's purposes and who have applied for and been elected into membership in such a manner as may be determined by the Steering Group. Each member shall be entitled to receive notice of, attend, and vote at all meetings of the members.

The Steering Group will consist of up to nine elected members, who will include but are not limited to individuals from various communities geographically dispersed throughout Huron County and the area. Each elected member is entitled to vote.

1.02 Notice of Steering Group Meeting

Notice of the time and place of a meeting of Steering Group members shall be given to each member entitled to vote at the meeting by the following means:

- a. by telephonic, electronic, or other communication facility to each member entitled to vote at the meeting, during a period of 5 days before the day on which the meeting is to be held; or
- b. by mail, courier, or personal delivery to each member entitled to vote at the meeting, during a period of 5 days before the day on which the meeting is to be held.

Section 2: Meetings of Steering Group members

2.01 Persons Entitled to be Present

The only persons entitled to be present at a meeting of Steering Group members shall be those entitled to vote at the meeting, and ex-officio/liaison members. Volunteers and persons with interest may be admitted on the invitation of the chair of the meeting or by resolution of the members.

2.02 Chair of the Meeting

If the chair of the Steering Group and the vice-chair of the Steering Group are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

2.03 Quorum

A quorum at any meeting shall be 51% or greater of the Steering Group members entitled to vote at the meeting. Those members attending by electronic means have the same privileges as those attending the meeting in person.

Section 3: Officers of the Steering Group

3.01 Election and Terms

The Steering Group will endeavor to seek out nine members, by the last Monday of March 2025 of which three will commit to a one-year term, three will commit to a two year term, and three will commit to a three year term. After the initial terms expire, all new Steering Group members will serve a term decided by the Steering Group. Members will be 18 years of age or older and reside or do business in Huron County and area.

The first election of members to the Steering Group will be held the last Monday in March 2025 and annually in March thereafter.

The following Steering Group roles will be filled for at least one year and for a maximum of three years:

- Chair
- Vice Chair
- Secretary
- Treasurer, Funding lead
- Transportation lead
- Housing/host lead
- Information provision/Communication lead
- Member at large
- Member at large

Nominations : Prior to each March annual meeting at which the election of officers is required, the Steering Group will invite the names of individuals who wish to be considered for election.

Vacancies: Should a vacancy occur mid-term, the Steering Group may elect to fill that vacancy.

Section 4: Meetings of Steering Group members

4.01 Calling of Meetings

Meetings of the Steering Group may be called by the chair of the Steering Group or any two (2) members at any time.

4.02 Regular Steering Group Meetings

The Steering Group will schedule regular meetings at a time and place to be determined and will include the option for electronic meeting.

4.03 Votes to Govern

At all meetings of the Steering Group, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the question fails. Voting by proxy is not permitted.

4.04 Committees

The Steering Group may from time to time appoint a sub-committee or other advisory body as it deems necessary or appropriate with such powers as the Steering Group authorizes. Proposals made by sub-committee/advisory body will be decided by vote of the Steering Group.

4.06 Removal of Steering Group member

Any Steering Group, sub-committee or advisory body member may be removed by resolution of the Steering Group.

Section 5: Steering Group members

5.01 Description of Duties

Unless otherwise specified by the Steering Group, which may modify, restrict or supplement such duties and powers, the members of the Steering Group, if designated and if members are appointed, shall have the following duties and powers associated with their positions:

- a. Chair: The chair of the Steering Group shall be a member and shall preside at all meetings. The chair will be responsible for developing the agenda and shall have such other duties and powers as the Steering Group may specify.

- b. Vice-Chair: The vice-chair of the Steering Group shall be a member. If the chair of the Steering Group is absent or is unable or refuses to act, the vice-chair shall preside at all meetings of the Steering Group. The vice-chair shall have such other duties and powers as the Steering Group may specify.
- c. Secretary: The secretary shall be a member and be the recorder of all Steering Group meetings. The secretary shall give notices to members of the Steering Group. The secretary shall partner with the County of Huron Immigration Partnership to be the custodian of all minutes, books, papers, records and documents. If the secretary is not available at a meeting, their tasks can be designated to another member.
- d. Treasurer, Funding Lead: The treasurer shall be a member and liaise with stakeholders for funding opportunities and seek financial supports available within the community, in conjunction with other members of the Association.
- e. Transportation Lead: The Transportation Lead shall be a member and shall liaise with volunteers and those seeking transportation to promote safe, affordable transportation options, both short and long term, in conjunction with other members of the Association.
- f. Housing/Host Lead: The Housing/Host Lead shall be a member and seeking out and assisting in providing short and long-term housing solutions. The Housing/Host Lead will work with hosts and newcomers to ensure safety for all, in conjunction with other members of the Association.
- g. Communication and Information Lead: The Communication and Information Lead shall be a member and assist with developing and disseminating information that meets the needs of the newcomers, volunteers and partner organizations, in conjunction with other members of the Association.
- h. Members at Large: The members at large shall be members and participate in the work of the Steering Group.

The powers and duties of all Steering Group members shall be such as the terms of their engagement call for or the Steering Group requires of them. The Steering Group may, from time to time, vary, add to or limit the powers and duties of any Steering Group member.

5.02 Conflict of Interest

Members will disclose and declare any direct or indirect conflicts of interest or conflicting duties, as they arise.