

Organizational Policies

Articles of Incorporation

The Articles of Incorporation are legal documents filed with the Provincial Government and/or Federal Government to establish the BIA as an incorporated entity. The Articles of Incorporation include specifics such as the name and location of the corporation, its business purpose, information about the corporation's directors, and restrictions on the nature of business carried out by the corporation. Any amendments to a BIA's Articles of Incorporation will require the BIA to submit a request to amend documents previously filed for the purposes of incorporation.

Constitution and Bylaws

A BIA's bylaws are the official documents that pertain to the governance and the conduct of affairs within the organization. Bylaws are developed by the Board and passed by the membership (and can only be amended by the membership) and are intended for internal use within the organization. Bylaws and other organization policies may be collectively referred to as the Constitution of the BIA.

Pursuant to the Ontario Municipal Act, 2011, a BIA Board must adopt and maintain bylaws with respect to the following:

- Procedure (calling, location, public notice, and proceedings of Board meetings)
- Hiring of employees (equal opportunity employment practices)
- Procurement of goods and services
- Election-Related Resources Policy

The development of additional bylaws may vary depending on the unique operations of each individual BIA, however a BIA should have bylaws that address the following:

- The organization's purpose, and qualification and condition of membership
- Governance structure, board composition, and activities of committees
- Frequency and manner of elections
- Procedures involved in holding Board, committee and annual membership meetings
- Annual budgets and general expenditures
- Contract negotiation
- Voting process at general meetings
- Adoption of policies and bylaws

Mission, Vision and Values

Typically included in the Constitution of a BIA, the written articulation of the organization's mission, vision, and values is important to ensure BIA initiatives and activities align with the goals of the organization.

The development and periodic evaluation of the organizational mission is the responsibility of the BIA Board and is a key input in the development of the strategic plan for the organization.

Collectively, the board, its staff, and its committees act in accordance with the organization's stated values in pursuit of their goals.