



# **Tesla Owners Club of Ontario**

## **Constitution**

Revised April, 2022

## **1. Purpose**

1.1 Tesla Owners Club of Ontario (TOCO) is a nonprofit, unincorporated association of owners and enthusiasts committed to promoting Tesla's mission to accelerate the world's transition to sustainable energy. We are a member of Tesla Motor's official Owners Club program.

TOCO helps enhance the ownership experience by:

- assisting new/future owners;
- holding regular chapter meetings with informative guest speakers;
- providing a forum for members on social media;
- keeping members informed through an official website and monthly newsletter;
- hosting social events;
- volunteering at shows;
- supporting legislative efforts; and
- passionately referring friends/family to explore Tesla ownership for themselves.

## **2. Mission**

2.1 Act as a source of information about Tesla vehicles for:

- members;
- other organizations; and
- the public.

2.2 Promote, organize and participate at public exhibits in support of Tesla vehicles.

2.3 Media penetration such as:

- newsletters;
- websites;
- information packages; and
- other media designed to inform the public and promote Tesla vehicles.

## **3. Governance**

3.1 TOCO shall be governed by the President with support of an Executive Committee initially appointed by the President.

3.2 The Executive Committee shall include the following four (4) officers:

- President;
- Vice-President;
- Treasurer; and
- Secretary.

3.3 Up to six (6) additional Directors shall be appointed by the President as required.

3.4 The President shall appoint any subsequent Vice-President, Treasurer; Secretary or Director in consultation with the Executive Committee.

3.5 The term of Executive Committee members will be based on a willingness to serve and in all cases shall be at the discretion of the President.

3.6 There is no established succession process for the position of President. Until an election process is established, the position of Vice-President shall be prepared to fulfill the position of President when and if required.

3.7 Terms for each Executive Committee position and establishing a succession and election process are under development.

3.8 TOCO will strive to have an Executive Committee that reflects the diversity in our membership.

3.9 As Club membership grows and becomes more geographically dispersed, TOCO will establish Regional Chapters to allow groups of members to organize and conduct official Club activities on a more local level whilst removing the administrative burdens of running a club, with support coming from TOCO and Tesla. For more information on Regional Chapters refer to the TOCO Regional Chapter Agreement.

#### **4. Duties**

4.1 The President is the general manager and chief executive of TOCO. As such, the President has the general powers and duties of management usually vested in the office of president and general manager of an organization including:

- ensuring the TOCO policies and activities are consistent with the Mission;
- serve as the primary contact with Tesla, other organizations and the public;
- provide direction to Committees;
- chair Executive Committee Meetings and TOCO Chapter meetings;

- appoint the Vice-President, Treasurer, Secretary and other Directors; and
- appoint the Committee chairs in consultation with the Executive Committee

4.2 The Vice-President shall act in place of the President, when not available, including chairing Executive Committee and TOCO Chapter meetings.

4.3 The Treasurer shall work collaboratively with the President and the Executive Committee to ensure TOCO is achieving its fiduciary responsibilities.

4.4 The Secretary shall:

- maintain a membership roster;
- provide notification of Executive Committee and TOCO Chapter meetings;
- provide agendas for these meetings as required; and
- record decisions and other relevant discussions from meetings as required.

4.5 All Executive Committee members shall:

- provide advice and counsel to the President;
- take on special projects at the request of the President; and
- assume other duties as requested by the President.
- cover their own travel expenses to any Tesla events, etc.

## **5. Executive Committee Meetings**

5.1 The Executive Committee will meet on a regular basis to assist the President in the effective governance of TOCO.

5.2 There will be no formal voting process within the Executive Committee, with the President having the final word in all decisions.

5.3 The President shall lead the Executive Committee on the basis of a consensus decision making process.

## **6. Membership**

6.1 Membership in TOCO is limited to owners and reservation holders of Tesla vehicles.

6.2 Membership in TOCO will be contingent on a member being current in payment of yearly dues.

6.3 Membership in TOCO may be rescinded by the President in consultation with the

Executive Committee and remaining unused dues refunded on a pro-rated basis.

## **7. Dues**

7.1 Membership dues on a yearly basis shall be a requirement for membership in TOCO.

7.2 Dues shall be paid upon a person joining TOCO and thereafter on the anniversary of the member's original join date.

7.3 The amount of annual dues shall be reviewed from time to time by the President in consultation with the Executive Committee.

7.4 Membership dues shall be used but not limited to:

- providing member identification badges, lanyards, and stickers for member vehicles.
- TOCO membership in related clubs/societies/professional organizations.
- TOCO and Directors & Officers insurance.
- maintaining the club's website and other media.
- covering any other administrative costs.
- providing member services such as offering CHAdeMO adaptors for loan.
- supporting Tesla through services such as providing garbage bins at super chargers.
- giving back to the community through supporting charities such as Toronto Firefighters Christmas Toy Drive, Feed Ontario and Tree Canada.
- funding various club activities as required.

## **8. Members Rights**

8.1 Attendance at all chapter meetings and social events subject to limits on number of attendees at any specific event.

8.2 Access to Club's website, social media platforms and newsletter.

8.3 Access to the Club's Store.

8.4 Access to the Club President and Executive Members to discuss issues and concerns.

8.5 Access to the Club's CHAdeMO adaptors.

8.6 Annual review of Club's financials.

8.7 Can terminate membership at any time with pro-rated refund of current dues.

## **9. Ownership of Property**

9.1 All Club property, such as signs, tents, CHAdeMO adaptors, etc are owned by the Club.

9.2 If the Club is ever disbanded, disposition of the Club's property shall be at the discretion of the President and the Executive Committee.

## **10. The TOCO Store**

10.1 TOCO will operate an online store offering quality Club branded apparel and other Club branded merchandise of interest to club members.

10.2 The Store will be operated on a nonprofit basis.

## **11. TOCO Meetings**

11.1 Members are welcome to attend TOCO Chapter meetings.

11.2 TOCO Chapter meetings will generally be held monthly on the first Tuesday of the month.

11.3 TOCO Chapter meetings may be suspended during the summer months when a majority of members may be unavailable due to vacations, etc.

11.4 A meeting notice along with an informal agenda will be provided in advance of the meeting by the Secretary.

11.5 Formal minutes of TOCO Chapter meetings will not be taken. Items of importance that arise during the meeting shall be recorded by the Secretary for discussion by the Executive Committee at the subsequent Executive Committee meeting.

## **12. Committees**

12.1 Committees shall be established to plan and carry out various TOCO activities.

12.2 The Presentations Committee shall organize appropriate guest speakers for TOCO meetings.

12.3 The Sponsorship Committee shall secure sponsorships for TOCO.

12.4 The Social Committee shall plan and coordinate social events for TOCO members.

12.5 The Communications Committee shall manage the club's website and other communications activities.

12.6 The Finance Committee shall develop an annual TOCO budget and oversee the finances.

12.7 TOCO members are encouraged to volunteer for committee membership based on their interests, skills and experience as a way of contributing to TOCO and enhancing their own membership experience.

12.8 Each Committee chair shall be appointed by the President in consultation with the Executive Committee.

12.9 Committee meetings shall be held at the discretion of the respective Committee chair.

### **13. Finances**

13.1 The financial year for the club shall end on the last day of December of each calendar year.

13.2 The Club will raise funds to cover operating and administrative expenses and other Club activities through annual membership dues and sponsorships.

13.3 On an annual basis, the Club will provide a review of all the Club's finances for the past year to all members at a regularly scheduled chapter meeting.

### **14. Insurance**

14.1 TOCO shall acquire appropriate insurance against potential liabilities, both for TOCO in general and the Directors and Officers specifically.

### **15. Inclusion**

15.1 TOCO does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or sexual orientation in any of its activities or operations.