



CONS

TITUTING DOCUMENTS

Every applicant organization ***must*** have a document that establishes the organization, setting out the members' common purpose and detailing how the organization will operate in order to achieve that purpose. Formal documents include: Letters Patent, Constitution, and Memorandum of Association. Informal associations that have not adopted formal written constituting documents are ***not*** eligible for lottery licensing.

The following items must be in the Constitution:

1. The organization's name;
2. The organization's purpose or object;
3. A description of how an individual becomes a member of the organization and retains membership in the organization;
4. A clause stating that the organization's members will not derive any gain from the organization, and that any profits will be used solely to promote the organization's objectives;
5. A description of the organization's structure (i.e. president or chair, secretary, treasurer);
6. A description of how the organization elects its directors;
7. The signature of the officers who adopted the incorporating documents;
8. The signature of at least three of the organization's current directing officers, certifying that the incorporating documents are current and still in effect;
9. The effective date of the instrument; and
10. A general dissolution clause (that addresses the winding up of the organization) and;
11. A further clause (which may be contained in the by-laws):
 - That, if the organization should dissolve, provides for the distribution of the organization's assets and property held or acquired from the proceeds of licensed lottery events (i.e. lottery trust accounts or property purchased with lottery proceeds) to charitable organizations that are eligible to receive lottery proceeds in Ontario.