

CHARLOTTETOWN DOWNTOWN RESIDENTS ASSOCIATION BYLAWS

1. Name and Jurisdiction

- 1.1. The name of this association shall be the CHARLOTTETOWN DOWNTOWN RESIDENTS ASSOCIATION (the Association).
- 1.2. Membership shall be open to any person residing in the downtown Charlottetown City Area bounded by Euston Street and inclusively between West Street and Esher Street This is the area known generally as the “500 Lots” shown on the map below.



CDRA Area “500 Lots”

2. Objectives

- 2.1. To create a vibrant and safe downtown community and to offer a forum for discussion, deliberation and consensus on matters affecting the downtown City Area and the Waterfront.
- 2.2. To promote the downtown core as a good place to live.
- 2.3. To protect and enhance the natural, cultural, and architectural heritage of the area.
- 2.4. To liaise with the City of Charlottetown, the City Police Service, community groups, and other organisations to achieve and maintain a clean, quiet and crime-free neighbourhood.
- 2.5. To provide a public forum for discussion of matters of concern and interest to downtown residents. Such matters may include but not be limited to: land development and redevelopment in the area, revisions and amendments to City Bylaws, large open-air public events and activities, nuisance behaviour, traffic, noise, crime and personal safety.
- 2.6. To encourage the development and maintenance of public green-space and recreational facilities.
- 2.7. To offer public information and education on topics related to the Area history, culture and resources.
- 2.8. To propose, promote and support policy and action to achieve these objectives.

3. Membership & Meetings

- 3.1. Membership dues and other member contributions shall be the principal source of funding for the Association. Membership dues shall be \$10.00 per year or as from time to time may be decided by a majority vote of the paid membership.
- 3.2. A **Regular Membership Meeting** shall be held approximately every two months, or as circumstances may require. Notice of meetings will be made by e-mail, flyers, telephone, community notice, newspaper or other means available.
- 3.3. An **Annual General Meeting**, for the election of an Executive and to provide reports to the membership, shall be held at the first meeting of the calendar year or as otherwise decided by the membership.
- 3.4. A **quorum** for the transaction of business at any Regular or Annual General Meeting shall be 20% of the total paid membership or twenty persons.
- 3.5. A **majority vote** on motions properly made shall be carried by show of hands of 51% or greater of the membership present at a Regular or Annual General Meeting.
- 3.6. Attendance and participation at meetings shall be open to all residents of the “500 Lots”, invited guests and resource persons.
- 3.7. Voting privileges shall be limited to members in good standing (i.e., dues paid).

4. Executive

- 4.1. The Executive of the Association shall be formed of five officers elected at the Annual General Meeting. The Executive positions shall be **Chair, Vice Chair, Secretary/Treasurer, Communication Officer and an Officer at Large**. Additional officers and executive positions may be as decided at an **Annual General Meeting**.
- 4.2. Nomination and election of Officers shall take place at the Annual General Meeting. Executive positions shall be decided by the elected officers immediately following the Annual General Meeting.
- 4.3. The term of Officers and Executive Positions shall normally be two years. Allowance shall be made at first elections for overlap. At completion of term incumbent executive may be nominated and stand for re-election.
- 4.4. The following shall be the responsibilities of the Executive positions:
 - 4.4.1. The Chair will serve as chief executive officer and when present, will preside over all meetings.
 - 4.4.2. The Vice-Chair shall assist the Chair and in the latter’s absence, shall perform the duties of the Chair

- 4.4.3. The Secretary/Treasurer shall: record minutes of the meeting and keep membership records; receive all monies paid to the Association and be responsible for the deposit of same in the Association account; properly account for the funds of the Association and keep such books of accounts and records as required and; present a full and detailed report at the Annual General Meeting.
- 4.4.4. The Communications Officer shall: prepare and distribute notices of meetings, coordinate meeting venues and activities and; maintain member contact information.
- 4.4.5. The Officer at Large shall coordinate such activity as social events, assistance to visitors to meetings, and other activities as may from time to time be determined to be required.
- 4.4.6. The **Executive** shall meet at least once prior to each **Regular General Meeting** or as called by the **Chair**, a majority of the executive or at least five members.

5. Committees

- 5.1. Committees as may be required from time to time, shall be formed at a regular meeting or formed by the Executive and may be comprised of elected members, members appointed by the executive or volunteers.

6. Amendments

- 6.1. These By-Laws shall not be amended, added to or suspended, except by a majority vote of the paid membership and with two weeks written notice to the Chair prior to an Annual General Meeting or a meeting called specifically for that purpose.

7. Banking Account

- 7.1. A banking account shall be maintained by the Association in the name of the Charlottetown Downtown Residents Association.
- 7.2. Signing officers for the said banking account shall be any two of the Chair, Vice-Chair, or Secretary/Treasurer

8. Dissolution

- 8.2. In the event of dissolution of the Association, there shall not be any distribution of any kind among the members, but the funds of the Association shall be applied to one or more charitable organizations acting within the downtown area.