

## **Constitution of the Parkdale Residents Association**

1. The name of the association shall be: Parkdale Residents Association (PRA).
2. Boundaries:

The area served by PRA is approximately bounded on the west by Roncesvalles Avenue, on the east by Dufferin Street, on the south by Lakeshore Boulevard, and on the north by Pearson Avenue running eastward to Macdonnell Avenue, then running northward to the railway tracks, and following the railway tracks southeasterly until their intersection with Dufferin Street (see map at the end of the Bylaws).
3. Purpose:
  - (a) To be non-partisan and inclusive;
  - (b) To be a forum and an opportunity for residents to be involved with preserving and improving the area's present characteristics as a liveable neighbourhood;
  - (c) To consider all subjects tending to promote the welfare of the area and to preserve and improve its present characteristics;
  - (d) To consider, recommend, and promote such legislative, municipal, and other measures as may be deemed wise and expedient to the long-term interests of the area;
  - (e) To be a credible, powerful, and representative voice for the area, neighbourhood, and community.
4. Membership:
  - (a) All residents who live in the defined area have the right to attend and to speak at General Meetings, subject to approval of the chair of the meeting.
  - (b) A member is any person who has paid the annual membership fee, who is over the age of eighteen (18) years, who resides in the area, and who does not hold a political office.
  - (c) A member shall have the right to vote and to elect the members of the Executive Committee at the Annual General Meetings of PRA.
  - (d) The Executive Committee may confer membership status as deemed appropriate.
5. Membership Dues:

Nominal membership dues shall be determined from time to time by the Executive Committee and approved by a vote of PRA membership. Membership will be effective for twelve (12) months from date of payment as prescribed by the Executive Committee.
6. Meetings:
  - (a) General Meetings shall be held at least quarterly. A quorum shall consist of at least twelve (12) members. Meetings are adjudicated by "Robert's Rules of Order."
  - (b) The Annual General Meeting will take place in November. The Executive shall give written notice of the time, date, and purpose of this meeting at least thirty (30) days in advance.
7. Elections, Nominations, and Voting:
  - (a) Elections shall be held in November of each year at the Annual General Meeting.
  - (b) Voting shall be by secret ballot unless a majority of the members indicate that a show of hands is acceptable.

- (c) All members of PRA shall be notified in writing at least thirty (30) days before the election date.
  - (d) Members shall be eligible to vote. Members are those who have not let their membership lapse for more than one (1) year.
  - (e) All votes (with the exception of voting for Executive Officers and Executive Committee members) require a two-thirds (2/3) majority to be adopted as official PRA resolutions.
8. Executive Committee:
- (a) The Executive Committee shall consist of the following officers: President, Vice President, Past President, Secretary, Treasurer, and up to twenty (20) Members-at-Large elected at the Annual General Meeting.
  - (b) The Executive Committee shall meet as often as the President or Vice President require. A quorum shall consist of not less than four (4) members of the Executive Committee. Resignations from the Executive Committee must be submitted in writing.
  - (c) Members are eligible to stand for the Executive Committee and can be nominated before or during the Annual General Meeting.
9. Duties of the Executive Committee:
- (a) The President shall facilitate all General Meetings of PRA and all meetings of the Executive Committee, act as a spokesperson for PRA, and cast a deciding vote in the event of a tie.
  - (b) The Vice President shall act in the absence of the President or whenever so designated.
  - (c) The Past President shall advise and assist the Executive Committee and may be designated to act on behalf of the President or Vice President.
  - (d) The Secretary shall record all proceedings, receive and conduct correspondence as needed, prepare, and (after confirmation of the President) sign and ultimately present them to the membership. The Secretary shall also keep a confidential record of the names and addresses of all members and be responsible for the collection of annual fees (unless this matter is delegated to a Member-at-Large).
  - (e) The Treasurer shall receive all monies, issue and sign cheques for payment of authorized expenditures, report on the state of the finances, and submit books and vouchers for audit on request.
  - (f) Members-at-Large may perform other duties as may be needed, from time to time.
  - (g) Any member of the Executive Committee absent from three (3) consecutive Executive meetings, without good cause, shall automatically lose executive membership status. Loss of executive membership status may be appealed to the general membership.
  - (h) Any member of the Executive must resign upon declaring an intention to pursue public office.
10. Changes to the Constitution:
- The Constitution may be altered or amended at any Annual General Meeting of PRA:
- (a) by notice of Motion in writing,
  - (b) after one (1) month has elapsed,
  - (c) by a majority vote of the members present.

Date adopted: 31 May 2005

Date amended: 29 November 2007

## **Bylaws of the Parkdale Residents Association (PRA)**

1. The distinction between the constitution and the bylaws:  
Constitutions rarely change. They outline why a group exists and how it perpetuates itself. Bylaws, on the other hand, deal with more day-to-day issues and adapt to changing circumstances.
2. Upon recommendation by the Executive, with fourteen (14) days notice, changes to PRA bylaws can be made with membership approval at any General Meeting.
3. Correspondence:
  - (a) Any written correspondence that represents a policy position of PRA should bear two (2) signatures, one of which must be the Chair, the other being a member of the Executive Committee. This stipulation is intended to ensure that the position of PRA on matters of importance is clearly and consistently maintained.
  - (b) Two (2) signatures are not required for documentation of more routine nature (such as normal correspondence inviting speakers to a meeting).
4. Representing community concerns:
  - (a) Community concerns arising from within PRA boundaries may be presented to any public body by the person(s) interested in the issue. The person(s) may not claim PRA support unless the issue has been considered, and direction given to it, by at least the Executive Committee. In the event that there is insufficient time to consult the Executive Committee and/or the General Membership, the interested person(s), when presenting the issue before a public body, can only be identified as a member of the community, or as a member of PRA not authorized to speak on behalf of the organization. The person(s) may further explain the lack of time for consultation with PRA and ask for a delay in consideration of the issue in order to garner PRA support.
  - (b) If an occasion arises in which PRA either is invited or chooses to participate in discussions outside its boundaries, this invitation or initiative should be brought to the attention of any Residents Association within those boundaries.
5. General meetings:
  - (a) The General Membership meets at 7:00 pm on the last Thursday of every second month following the Annual General Meeting in the May Robinson Apartments Recreation Room at 20 West Lodge Avenue. The PRA Annual General Meeting is convened in November at which time the Executive Committee for that year is elected.
  - (b) In the event that another venue is required, at least fourteen (14) days notice shall be given to the membership and signs shall be posted at the normal meeting location.
6. Executive Meetings:  
The Executive Committee meets bimonthly, or as agreed upon by the membership. These meetings are open to the General Membership of PRA.
7. Standing Committees:  
The Executive Committee may appoint committees or focus groups to be headed by members when needed. These committees will report back to the Executive Committee and

to the General Membership as deemed appropriate by the Executive Committee.

8. Executive Representatives:

The Executive Committee may appoint members of PRA to represent it at meetings of other organizations.

9. Notice of Meetings:

Notice of General Meetings and other PRA matters shall be made primarily via e-mail and posting in the neighbourhood. In addition, notices in the media and, when possible, phone calls may be used to communicate to the membership.

10. Annual Membership Fees:

The current annual membership fee is \$20 per member (\$5 for low-income). A household may include more than one (1) PRA member.

## Parkdale Residents Association Boundaries

