

**Lowertown Community Association Constitution
as amended March 19, 2007**

Article 1. Name

The name shall be the Lowertown Community Association hereinafter called the 'Association'.

Article 2. Purpose

The Association shall be a non-partisan organization existing to deal with matters in the following areas:

1. cultural and recreational activities
2. physical planning
3. heritage character
4. environment
5. social and health services

and all other subjects related to the Lowertown Community.

Article 3. Area Designated

Area served by the Association shall be north of Rideau Street, east of the Rideau Canal, south of the Ottawa River and west of the Rideau River, as determined by the needs of residents.

Article 4. Affiliations

The Association shall cooperate with other groups on questions of common interest.

Article 5. Membership

Membership in the Association shall be made up of all residents in Lowertown.

Article 6. Language

Business transactions of the Association, both at general meetings and executive meetings, shall be in a bilingual fashion.

Article 7. Amendments to Constitution

The constitution may be amended at the Annual Meeting or at a special general meeting called for that purpose by the Executive. Amendments must pass by a majority vote. Amendments must be submitted to the Secretary three weeks before the Annual Meeting.

SECTION I - EXECUTIVE

- The Executive of the Association shall be responsible for the operation of the Association and shall consist of 8 (eight) elected members and one non-elected.
 - These shall be:
 - President
 - Vice-Presidents (two)
 - Secretary
 - Treasurer
 - Directors (three)
 - The Past President is automatically an ex-officio member of the Executive.
- The Executive has the power to add non-voting members to the Committee.
- Quorum for the Executive is 5 (five) members.
- In the absence of a quorum, within 30 minutes after the time appointed for a meeting, the majority of those members present may fix a new time and date for the meeting, and the Secretary notifies all members of the Executive accordingly.
- When a vacancy occurs among the duly elected Executive members, the Executive may appoint a new member to fill the vacancy for the unexpired portion of the term.
- Voting at meetings of the Executive is by show of hands and a declaration that a resolution has been carried. An entry to that effect in the Minutes is sufficient evidence of the fact, without proof of the number or proportion of the votes, in favour or against. The Chairman of the meeting shall only be entitled to vote in the event of an equality of votes.
- On any issue before the Executive, any member may request a secret ballot.
- A member who does not attend 3 (three) consecutive meetings without valid reason is automatically removed from the Executive.
- The Chairman of any sub-committee as may be formed shall be appointed by the Executive.
- The business transacted at regular meetings of the executive shall include:
 - opening of the meeting
 - reading of minutes of previous meeting
 - Treasurer reports
 - Committee reports
 - correspondence
 - new business
 - date for next meeting
 - adjournment

SECTION II - ANNUAL MEETINGS

- There shall be an Annual Meeting of the Members to be held within thirteen months of the previous meeting at such time and place as may be fixed and declared by the Executive.
- Notice of the Annual Meeting shall be made public in both official languages at least 30 days in advance of the meeting. A quorum for any Annual Meeting of the Association is 10 (ten).
- The business of Annual Meeting shall be:
 - President's report for all activities of the association
 - Financial report
 - Committee reports
 - Transact business as may properly come before the meeting
 - Elections of members for the new Executive

SECTION III - EXECUTIVE ROLES

- **President**
 - Presides at all meetings of the Executive
 - Represents the Association at public or official functions
 - Reports to the Annual Meeting concerning the operation of the association
 - Performs such other duties as may be determined from time to time by the executive
 - Is ex-officio a member of all sub-committees of the Executive
- **First Vice-President**
 - Exercises the power and performs the duties of the President in the latter's absence
 - Performs such other duties as may be determined from time to time by the Executive
- **Second Vice-President**
 - Exercises the power and performs the duties of the First Vice-President in the latter's absence
 - Performs such other duties as may be determined from time to time by the Executive
- **Secretary**
 - Attends all meetings of the Executive and notifies members thereof
 - Keeps a record of the Minutes of all meetings and makes copies available for members of the Executive
 - Keeps a record of the names and addresses of the members of the Executive and members of other sub-committees
 - Shall be responsible to keep a record of all correspondence of the Association
 - Performs such other duties as may be determined by the Executive from time to time

- **Treasurer**
 - Shall coordinate all financial business to be carried out by the Executive and the Sub-Committees
 - Shall be responsible for signing cheques along with the President or one other designated member of the Executive
 - Shall have financial books audited, if requested, prior to the Annual Meeting
- **Directors**
 - Participate in all functions of the Executive
 - Perform such other duties as may be determined from time to time by the Executive

SECTION IV - TERMS OF OFFICE

- Elected Officers of the Association shall be elected for a term of one year.
- Any member running for the position of President must be a member of the previous Executive.
- In the event that no candidates are forthcoming then nominations are open from the floor.

SECTION V - FINANCES

- The association is a non-profit organisation. All funds must be used for the attainment of the purposes of the Association within the Lowertown West Community.
- No elected officer of the Association shall be paid a salary, honorarium or shall otherwise benefit financially from the operations of the Association.

SECTION VI - RULES OF ORDER

All questions not herein provided shall be decided upon the principles laid down in Atwood's Rules for Meetings and the ruling of the President or Chairman is so based on the Rules of Order, it cannot be appealed against to unseat him.