

CONSTITUTION OF THE 66 ISABELLA STREET TENANTS ASSOCIATION

DRAFT - July 9, 2026

Article 1 – Name

1.1 The name of this organization is the “66 Isabella Street Tenants’ Association of Toronto” (the "Association").

Article 2 – Purpose

2.1 The Association exists to:

a. Enhance and protect the rights and interests of the tenants of 66 Isabella Street, Toronto, Ontario;

b. Remedy and improve the living conditions, safety, accessibility, maintenance, and services within the building;

c. Help promote communication among the tenants;

d. Represent the tenants collectively in discussions with the landlord, property management, community organizations, elected representatives, and government agencies;

e. Educate the tenants on their rights and responsibilities;

f. Foster a respectful, inclusive and diverse residential community.

2.2 The Association shall operate on a non-profit basis and shall not endorse any political party. No member or executive of the association shall receive pay; all work will be done on a voluntary basis.

Article 3 – Membership

3.1 Membership shall be open to all current residential tenants and lawful occupants of 66 Isabella Street who support the purposes of the Association.

3.2 Membership is completely voluntary.

3.3 Membership shall not require payment or dues, though the Association may collect voluntary donations from those who wish to contribute.

3.4 Each tenant is entitled to one vote in Association matters.

3.5 Membership ends when a person ceases to reside at 66 Isabella Street or resigns from the Association.

3.65 The Association shall maintain a membership list only for administrative purposes.

Article 4 – Rights of Members

4.1 Members have the following rights:

- a. Attend and speak at meetings;
- b. Vote on Association motions;
- c. Run for elected office (executive positions);
- d. Propose resolutions and agenda items;
- e. Access financial records and meeting minutes.

Article 5 – Officers

5.1 The officers (executives) of the Association shall be:

- a. Two Co-Chairs;
- b. Management Liaison;
- c. Secretary;
- d. Treasurer;
- e. Up to three Members-at-Large.

5.2 Officers shall serve a term one one year, or until resignation.

5.3 Open positions may be elected at any General Meeting of the association.

5.4 No officer shall receive any financial compensation for serving.

5.5 Vacancies may be filled by majority vote of the Executive Committee until the next general meeting.

Article 6 – Duties of Officers

6.1 The Co-Chairs shall:

- a. Preside during meetings;
- b. Act as spokespersons for the Association;
- c. Coordinate the actions of the Executive Committee;
- d. Ensure that decisions of the membership are carried out;
- e. Share responsibilities as agreed between them (the two Co-chairs).

6.2 If one Co-Chair is unable to perform their duties, or absent, the other Co-Chair may act on behalf of the Association.

6.3 The Management Liaison shall:

- a. Act as the primary contact for communications between the Association and the property management / landlord
- b. Keep records of communications with management in official organization email or official organization cloud drive;
- c. Report regularly to the membership and Executive Committee on communications with management;
- d. Raise concerns, proposals, and resolutions adopted by the Association to management when directed by the membership or the Executive Committee.

6.4 The Secretary shall:

- a. Maintain membership records, in an official organization cloud drive or official organization email service.
- b. Record the minutes of all meetings;
- c. Provide notices of all meetings and maintain the Association records in an official organization cloud drive or official organization email service.

6.5 The Treasurer shall:

- a. Maintain all financial records;
- b. Report on finances at each Annual General Meeting; and when requested at all other General Meetings or Executive Meetings.
- c. Safeguard Association funds, in an official bank account opened under the official name of the Association, which shall require two executive signatures for withdrawals. Funds may be collected through voluntary donations sent via e-transfer or a crowdfunding platform agreed upon by the Executive Committee.

6.6 Members-at-Large may assist with outreach, organizing, special projects, and committee work.

Article 7 – Meetings

7.1 The Association will hold at least four General Meetings per calendar year.

7.2 An Annual General Meeting (AGM) will be held once each calendar year.

7.3 Notice of meetings shall be provided at least seven days in advance through reasonable means including flyers, email building notices, or any other communication channels.

7.4 Special meetings may be called by:

- a) petition signed by at least ten members, or
- b) A majority vote of the Executive Committee

Article 8 – Quorum

8.1 Quorum for a general meeting shall be ten percent of the membership or fifteen members, whichever is lower.

8.2 Quorum for Executive Committee meetings will be a majority of the elected officers.

Article 9 – Voting

9.1 Decisions shall usually be made by a simple majority of votes cast.

9.2 Constitutional amendments will require a two-thirds majority of members present and voting.

9.3 Voting may occur by show of hands, or secure electronic means, or secret ballot, as determined by the meeting.

Article 10 – Executive Committee

10.1 The Executive Committee will consist of all elected officers (“Executives”).

10.2 The Executive Committee will carry out policies agreed to by the membership and oversee the day-to-day affairs.

10.3 The Executive Committee will not take any positions contrary to resolutions adopted by the membership.

Article 11 – Finances

11.1 The Association may accept voluntary donations to support its activities as approved by the membership. The Association will not require mandatory membership dues.

11.2 All expenditures will require approval by the Executive Committee, by a majority vote.

11.3 All expenditures exceeding \$1,000 shall require approval at a general meeting, by a majority vote.

11.4 Financial statements will be presented at the Annual General Meeting.

11.5 The Association’s bank account shall have two authorized signatories:. These will usually be the Treasurer and one Co-Chair. In event that one or both such positions are not filled, any two Executives can be the authorized signatories. All withdrawals, transfers, or cheques shall require approval and signatures from both authorized signatories.

Article 12 – Committees

12.1 The Association may establish committees to address specific issues including:

- a. Repairs and Maintenance;
- b. Security and safety;
- c. Rent Increases and AGI Applications;

d. Outreach and Communication;

e. Inclusion and Accessibility.

12.2 Committee members shall report regularly to the membership.

Article 13 – Code of Conduct

13.1 Members shall treat one another respectfully and without harassment, discrimination, or intimidation.

13.2 Meetings shall be conducted democratically and fairly.

13.3 The Association may adopt additional policies to address harassment, conflicts of interest, and privacy.

Article 14 – Records and Transparency

14.1 Minutes of meetings shall be available to members on the 66isabella.org website.

14.2 Financial records shall be available for inspection by members upon reasonable notice, and shall be posted annually on the 66isabella.org website prior to the Annual General Meeting

14.3 Personal information of members shall be protected and used only for Association purposes.

Article 15 – Amendments

15.1 This Constitution can be amended by a two-thirds vote of members at a general meeting.

15.2 Notice of proposed amendments will be provided at least fourteen days before the meeting.

Article 16 – Dissolution

16.1 The Association may be dissolved by a two-thirds vote of members at a meeting called for that specific purpose.

16.2 Any remaining funds after payment of liabilities shall be donated to a tenant advocacy or community organization selected by the general membership.

Adopted on: _____

Co-Chair: _____

Co-Chair: _____

Management Liaison: _____

Secretary: _____

Treasurer: _____

Member-at-Large: _____

Member-at-Large: _____

Member-at-Large: _____