



Pike Lake Community Association

www.pikelake.ca

PIKE LAKE COMMUNITY ASSOCIATION CONSTITUTION

| July 2017 – Proposed Changes (May 30th ,2019) | |
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| Section | As Amended |
| Definitions | <p>1.1 In this Constitution and all other policies and procedures of the Association, unless the context otherwise requires:</p> <ul style="list-style-type: none"> a) "PLCA" means Pike Lake Community Association; b) "Association" means the Pike Lake Community Association; c) "Board" means the Board of Directors of the Association; d) "Director" means a member of the Board of Directors (BOD); e) "Policy Manual" means the policy and procedure manual of the Association located on the Association website (www.pikelake.ca); f) "Pike Lake" means Pike Lake located from the inlet at Cedar Bridge Creek to the Grant's Creek dam in the Townships of Tay Valley and Rideau Lakes in the Counties of Lanark and the United Counties of Leeds and Grenville, Ontario; |
| Mission Statement | <p>2.1 The Pike Lake Community Association is a not-for-profit, volunteer based association. The association exists to promote and assist in the protection and enhancement of the natural environment including the surrounding watershed of Pike Lake.</p> |
| Objectives | <p>3.1 The objectives of the PLCA are to:</p> <ul style="list-style-type: none"> a) encourage the maintenance, and ideally the improvement, of the water quality of Pike Lake. b) foster environmentally responsible use of the lake and surrounding ecosystem. c) inform members about Townships of Tay Valley, Rideau Lakes and Counties of Lanark and Leeds Grenville policies, by-laws and regulations, changes and proposed changes that will affect the water quality of Pike Lake d) network with other lake or cottage associations, as appropriate, on matters of mutual interest e) promote safe and respectful recreational activities within the lake community f) engage in other activities that promote a sense of community on Pike Lake g) communicate to and provide a forum for the PLCA members for interaction relating to all above objectives. |
| Communications | <p>4.1</p> <ul style="list-style-type: none"> a) The Board will communicate with the membership using a variety of mechanisms including |

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| | <p>email, the Association website (www.pikelake.ca) and the Pike Lake Post newsletter.</p> <p>Communications to the membership will include notices of the Annual General Meeting and Special Meetings and may include other items of general interest such as: notifications of lost and found items on the lake; information received from the Rideau Valley Conservation Authority, Township(s) or other Government agencies; and updates on various activities around the community.</p> <p>PLEASE NOTE: It is the members' responsibility to notify the Association of any changes in mailing or electronic address.</p> <p>b) Members wishing to communicate with the Board will contact them through info@pikelake.ca and the questions/comments will be forwarded to the correct Board member to action.</p> <p>c) If the Association contacts the Townships to suggest an opinion to a By-law, official plan or zoning change the process below must be followed:</p> <p>The Association would have to demonstrate to Township Council that the lake community has been consulted and that action is supported by a majority of the property owners. (Township Council in the case of a By-Law would hold a Public Meeting as it does in all proposed By-Laws, before passing it.)</p> <p>The following information must be included in the correspondence:</p> <ol style="list-style-type: none"> 1) the number of properties on the lake 2) the number of property owners who are members of the association 3) how property owners were informed about the proposed request for a By-Law 4) the process by which property owners could express their support for or have disagreement with the proposed request 5) how many property owners support the request |
| Minutes | 5.1 The minutes of meetings will be available to the members. |
| Membership | <p>6.1 Membership in the Association is limited to individuals who respect the mission and objectives of the Association.</p> <p>6.2 A Voting Membership is limited to two individuals per property and the owner(s) must have water frontage or deeded access to property from the inlet at Cedar Bridge Creek to the Grant's Creek dam. Each membership carries with it the right to one vote at any Annual General or Special meeting.</p> <p>6.3 Members are expected to adhere to a code of conduct that includes honesty, respect, and non-discrimination.</p> |
| Meaning of 'Member' | <p>6.4 A Voting Member must qualify under sections 6.1; 6.2; as well as 6.3; and have all dues paid in full prior to the start of the Annual General Meeting. A member must be eighteen (18) years of age or older. Each membership carries with it the right to one vote at any Annual General or Special Meeting as called by the Board.</p> <p>6.5 "Designate" – a Voting Member can assign their vote(s) to a designate who must be eighteen (18) years of age or older and have all dues paid in full prior to the start of the Annual General Meeting.. A designate can sit on a committee and/or hold a position on the Board. A designate will be assigned and recorded on the membership form. This form will also be available on the Association website (www.pikelake.ca). The designate will be time specific. The form can be submitted as required.</p> <p>6.6 An "Associate Member" is a person who has an interest in Pike Lake, holding a current paid up association membership in the Association. An Associate Member receives all benefits of</p> |

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| | membership except for recorded vote rights. An Associate Member can sit on a committee, but cannot hold a Board position. |
| Membership Dues | 6.7 The amount for the annual membership dues shall be brought forward by the Board for approval by the voting members at an Annual General Meeting. The approved dues would take effect the following membership year. Any classification of membership can be purchased at any point throughout the year. |
| Failure to pay Dues | 6.8 Members who do not renew their dues by the beginning of the Annual General Meeting will be unable to vote at that or subsequent Special Meetings until they pay their dues. |
| Board of Directors | 7.1 The Board consists of up to eleven (11) Members, eighteen (18) years of age or older and in good standing with the Association. |
| Executive Committee | 7.2 The Executive Committee Directors include the President, Vice-President, Secretary and Treasurer. |
| Directors | 7.3 The remaining Directors are as follows: Membership Coordinator, Lake Steward, Communications Coordinator, up to three (3) Directors at Large and the immediate Past President. |
| Election of Directors | 7.4 Every second year there will be a vote for President, Vice-President, Secretary, Treasurer and a slate of Directors following the nomination and election process. The Board of Directors will identify which Director will hold which of the Director positions at their first meeting following the Annual General Meeting where the vote takes place. The full list will be published on the Association website within two weeks following this meeting. |
| Terms of Office | 7.5 Each term will last for two (2) years. If a President is re-elected for a second term of office, the position of Past President is vacant. The position of Past President is for one year, however, at the discretion of the Board of Directors, can be extended to two. |
| Unfilled or Vacated Director Position | 7.6 Should a Board position not be filled through the election process or become vacant mid-term, it may be filled through an appointment by the Board of Directors to sit as an Interim Director. Interim Directors serve only until the next Annual General Meeting at which time they must withdraw or stand for election. |
| The Removal of a Director | 7.7 A Director may be removed by a majority vote of the Board under either of the following circumstances: 1. The Director has clearly violated the Code of Conduct. 2. The Director has missed three consecutive Board meetings In all other cases the removal of a Director requires a motion, carried by a majority of Members, at a Special Meeting or Annual General Meeting. |
| Executive Committee Quorum | 7.8 A quorum of the Executive Committee consists of at least three (3) members. |
| Board Quorum | 7.9 A quorum of the Board consists of over fifty percent (50%) of the Board members. |
| Remuneration | 7.10 Directors serve without remuneration except for reimbursement of expenses in accordance with section 14.4. No Director shall directly or indirectly receive any profit from their position. |
| Nomination Process | 8.1 The Board of Directors shall appoint a chair of the Nominations Committee from the Membership a minimum of six (6) months prior to the Annual General Meeting. The Chair will select a committee. The role of the Nominations Committee is to get as many qualified candidates as possible to run for board positions. They are to do this by ensuring the membership is aware of the upcoming elections; encouraging Voting Members to run; and that all Members are aware of the responsibilities of each Board role. It is the sole responsibility of the PLCA Voting Members to determine any applicant's suitability for any specific Board position at the elections which occur at the Annual General Meeting. |

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| Call for Nominations | 8.2 A call for nominations will be announced on www.pikelake.ca , via the email distribution a minimum of two (2) months prior to the Annual Generation Meeting and later in the Pike Lake Post. |
| Nominations | 8.3 Each candidate must be nominated by two (2) Voting Members of the Association. All advance nomination forms must be submitted to the nominations committee via email to info@pikelake.ca by the candidate . Advance nominations close a minimum of ten (10) days prior to the Annual General Meeting. |
| Introducing the Candidates | 8.4 The Nominations Chair will submit the names of the nominees to the members on www.pikelake.ca a minimum of seven (7) days prior to the Annual General Meeting. Candidates will be given the opportunity to introduce themselves and present their reasons for running for a position on the Board in a document to be posted on the Association's website. Nominations will also be taken from the floor at the Annual General Meeting for all positions. |
| Election Process | 9.1 The Nominations Committee Chair shall, at the time of the scheduled elections during the Annual General Meeting be given the Chair of the meeting and shall act Chair pro term of the meeting until the election has been completed. |
| Call for Additional Candidates | 9.2 The Nominations Committee Chair shall ask for nominations of qualified candidates from the floor. A candidate must be nominated by any two (2) registered members of the Association. Candidates nominated from the floor must introduce themselves and present their reasons for running for a position on the Board. |
| Election Required | 9.3 If an election is required, voting will be by secret ballot and the Nominations Committee Chair shall call for 4 registered members from the floor to count votes. All voting members will register prior to the commencement of the Annual General Meeting and will receive a ballot for voting. The ballot will contain the names of candidates known prior to the annual General Meeting and each voting member will write in the names of candidates nominated from the floor. Voting members will check off the names they wish to vote for. The Nominations Committee Chair will announce the names of the elected Directors. |
| Liability & Director Insurance | 10.1 The Association shall maintain Liability and Director insurance coverage to protect the Association. |
| Committees of the Board | 11.1 Members of the Association are encouraged to join Committees that assist with the work of the Association. Committees shall report to the Board prior to Board Meetings and prior to the Annual General Meeting as appropriate. |
| Fiscal Year | 12.1 The fiscal year for the Association will be January 1st to December 31st. |
| Annual General Meeting | 13.1 An Annual General Meeting of the Association will take place either in June or July at the discretion of the existing Board . There must be a minimum of 4 weeks' notice prior to the Annual General Meeting. Motions brought forward in advance of the AGM or any Special Meeting will be voted on by ballot. The ballots will be counted by a registered member who is in good standing and not on the Board of Directors or any existing committee. |
| Quorum | 13.2 A quorum for the Annual General and any Special Meetings will be twenty percent (20%) of the voting members for the current fiscal year. |
| Voting | 13.3 Each Member is entitled to one vote. In the event a Member's eligibility to vote is questioned the Membership Director shall be called upon to verify their membership is in good standing. |
| Carrying Motions | 13.4 Motions are carried at an annual General Meeting or Special Meeting by a vote of fifty one percent (51%) of the Members present. In case of an equality of votes, a motion is defeated. |
| Constitution Amendments | 13.5 The Constitution may be repealed or amended on the recommendation of the Board and approved by at least two-thirds of Members in attendance at an Annual General Meeting where a quorum is present. All changes approved will go into effect the day following the Annual General Meeting unless otherwise stated. |

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| Policy Amendment | 13.6 Policies may be amended by the Board, but any amendments recommended by the Board must be approved by a fifty one percent (51%) vote of Members in attendance at an Annual General Meeting. All changes approved will go into effect the day following the Annual General Meeting unless otherwise stated. |
| Tabling Motions | 13.7 Members wishing to table a motion at the Annual General Meeting that requires an expenditure of Association funds greater than \$100 must submit their motion in writing to the Secretary thirty days prior to the Annual General Meeting. |
| Financial Review | 13.8 At each Annual General Meeting Members shall appoint a financial review committee to be chaired by the Vice President to review the accounts of the Association, including the annual financial statements to be reported at the next Annual General Meeting. |
| Special Meetings | 13.9 The President may call a Special Meeting of the Association as necessary to conduct business of the Association. There must be four (4) weeks' notice of a Special Meeting |
| Membership Call for Special Meeting | 13.10 The President, on receiving a written request signed by at least ten percent (10%) of members, shall call a Special Meeting of Association Members within thirty (30) days of receiving the request. |
| Board Meetings | 13.11 The Board will meet at least three (3) times per each year, as called by the President. The President will call a Board meeting if thirty percent (30%) of Board Members request a meeting. |
| Committee Meetings | 13.12 Committee meetings dates and locations will be determined by the Chair of those Committees. |
| Spending Authority | 14.1 All cheques or bank withdrawals require two signatures by members of the Executive Committee. The three signatures registered on the account are to be recorded at the first Board meeting following the Annual General Meeting. |
| Compliance with Budget | 14.2 Association expenditures shall comply with the budget as approved at the Annual General Meeting. |
| Access to Financial Reports | 14.3 Financial records of the Association shall be made available to any Member on a written request to the President. |
| Expenses | 14.4 Members conducting business on behalf of the Association who incur personal expenses on behalf of the Association may be reimbursed on presentation of receipts and a completed expense claim form to the Treasurer. Expenditures will only be made for purposes approved by the Board. |
| Amending Procedure | 15.1 Any proposed revision of the Constitution once it has been approved by the Board, shall be posted on www.pikelake.ca , submitted to members in writing via email, and later in the Pike Lake Post under the heading of "Proposed Changes to the Constitution" at least four (4) weeks prior to the next Annual General Meeting. |
| Adoption of Constitutional Change | 15.2 Adoption of the Constitution will require a two thirds majority vote of the votes cast at the meeting. The revised Constitution goes into effect immediately following the Annual General Meeting. |
| Access to Constitution | 15.3 The current Constitution and Policy Manual shall be accessible, under their own heading on the PLCA website. |
| Code of Conduct of Directors of the Board | 16.1 A Director will at all times conduct themselves in a manner that: <ul style="list-style-type: none"> a) supports the objectives of the Association b) serves the overall best interest of the Association c) subordinates his/her personal interests and those of any particular constituency, to the best interest of the Association d) brings credibility and goodwill to the Association |

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| | <ul style="list-style-type: none"> e) respects principles of fair play and due process f) demonstrates respect for individuals and human rights g) respects and gives fair consideration to diverse and opposing viewpoints h) demonstrates due diligence and dedication in preparation for, and attendance at meetings, special events and in all of his/her activities on behalf of the Association i) demonstrates good faith, prudent judgement, honesty, transparency and openness in their activities on behalf of the Association j) ensures that the financial affairs of the Association are conducted in a responsible and transparent manner with due regard for his/her fiduciary responsibilities and public trusteeship k) avoids real or perceived conflicts of interest l) respects that personal information is confidential and acts accordingly m) conforms to the bylaws and policies approved by the Board, in particular this Code. |
| Dissolution | <p>17.1 At any time, and for any reason, the Board can recommend that the Association be dissolved and a Special Meeting be called for this purpose.</p> <p>17.2 All Members must be notified at least fifteen (15) days in advance of this Special Meeting called specifically to discuss the dissolution of the Association.</p> <p>17.3 A simple majority vote of all members in attendance or by proxy will determine the outcome. This is the only circumstance during which a proxy vote is permitted and it is in response to short time frame of 10 days' notice.</p> |
| Distribution of Assets | <p>18.1 The treasurer must then realize any assets and settle all indebtedness of the Association funds.</p> <p>18.2 In the event of remaining funds shall be allocated to a non-profit organization(s) with similar objectives, as directed by the members at the dissolution meeting. No part of earnings of the PLCA shall benefit members or officers of the Pike Lake Community Association.</p> |

Ratification: This Constitution was ratified by a Special Resolution vote of the Members of the Association at a meeting of the Members duly called and held _____ effective _____

Dated at _____, Ontario this _____ day of _____, _____

Signature of President or Designate

Print Name

Signature of Witness

Print Name