



Pike Lake Community Association

RR3, Perth, ON, K7H 3C5, www.pikelake.ca

Pike Lake Community Association (PLCA) Policy Manual

February 2nd, 2017

Parliamentary Procedures

The most current version of Robert's Rules of Order shall be the final authority as to parliamentary procedures.

Implementation of Changes to Constitution and/or Policy Manual

All PLCA Board positions will be grandfathered until the next election process.
All PLCA paid up memberships will be grandfathered until the next fiscal year.

Conflict of Interest

For the purpose of this document a conflict of interest is defined as:

A conflict between the private interests and the official responsibilities of a person in a position of trust.

In the event of a conflict of any member with regard to the operation of normal Association business, the member in conflict shall sequester himself or herself so as not to influence the related discussion or subsequent decisions.

Non-discrimination

The PLCA shall not discriminate, in the conduct of its programs and activities, against any person on the basis of age (except those persons under eighteen (18) years of age), race, colour, creed, gender, national or ethnic origin, sexual orientation, or physical or mental disability.

Ethics and Conduct for all PLCA Meetings and Gatherings

1. Standards

- A. All programs, activities, communications, and conduct of the PLCA shall be represented in an ethical manner, consistent with its governing documents, mission and values.
- B. If the actions of any individual member are in conflict with the basic principles, ideals, or standards of the PLCA, or if any individual member, at any level, violates ethics and conduct standards, the individual member may be subject to membership termination.

- C. Members shall not conduct or condone programs, activities, or communications which are defamatory, malicious, offensive, derogatory, damaging, false, libelous, or otherwise detrimental to the best interests of the PLCA. Members shall not assist, support, aid, facilitate, invite, or condone anything that interferes with the programs, proceedings, or affairs of the PLCA.
- D. Every possible effort will be made to hold the Annual General Meeting (AGM), Special Meeting, Board & Committee meetings in facilities that allow accessibility without causing undue hardship.

Harassment and Bullying

Any form of harassment is deemed unacceptable behaviour and is grounds for expulsion from meetings or PLCA sponsored gatherings. This includes, but is not limited to, sexual, verbal, physical, and visual harassment and bullying in all formats including social media.

Creating an intimidating, offensive, or hostile environment, which includes conduct, comments, or conditions of an offensive, unwelcome, or sexual nature, and thereby, altering the conditions under which an individual experiences PLCA meetings and events will not be tolerated. Examples of inappropriate behaviour can include, but is not limited to:

- Ignoring or interrupting a person at meetings.
- Not allowing a person to speak or express themselves.
- Personal insults.
- Persistent singling out of a person.
- Shouting or raising one's voice at a person in public or private.
- Repeated criticism of personal matters.
- Spreading rumours and gossip regarding a person.

Code of Conduct

The PLCA values integrity and respect.

The following are Rules of Conduct that apply to any form of communication,

1. The Code of Ethics and Conduct applies to social media participation, including standards for communications.
2. The PLCA acknowledges that disagreements can and will occur. The proper focus of any conflict should be on the issue at hand and not on the individual. Debate and differing opinions are appropriate but courteous behaviour is to be applied.
3. PLCA will not allow members to engage in behaviour that is harassing, threatening, abusive, bullying or harmful to another person, including sending unwelcome communications to other members.
4. Social media enables opportunities for immediate and easy transmission of information. Users shall always obtain prior written permission before posting the comments, photos, video or work of another.

The PLCA has the right, but not the obligation, to modify or remove any content that appears on any official PLCA forum, and to restrict, suspend or terminate the access of any user, that violates this Code of Conduct, and to take appropriate disciplinary action under the Policy Manual.

Expulsion of a Member

The PLCA Board reserves the right to ask a member to leave a PLCA meetings or sponsored events if they are in clear violation of the ethic and standards, code of conduct, harassment and bullying guidelines as outlined above.

General Duties of the Board of Directors

- attends Board Meetings – if a member misses three (3) consecutive meetings, they may be requested to vacate their position
- attends AGM and any Special Meetings
- attends meetings and events as a representative of the Association
- chairs or be a member of a Standing or Special Committee of the Board
- performs such other duties as may be assigned by the Board
- abides by the Code of Conduct

Process for Spending Money

- the baseline will be the approved AGM budget for the current fiscal year
- all expenditures will be approved by a majority vote of the Board
- a single expenditure of over \$2,500.00 must be included in the AGM budget for approval by the membership
- at no time can the Board go into a cash balance of less than \$1,000.00

Roles and Responsibilities of the Individual Positions on the Board of Directors

President

- presides at all meetings of the Board and the members or designate Vice President or another member of the executive committee to do so
- ensures commitments and resolutions of the Board are carried into effect
- oversees the administrative operation of the Association in compliance with the Association's Constitution's By-Laws
- attends meetings where representation of the Association would be in its interest
- represents the Association's vision and values

- Other: - shall hold position for a maximum of two (2) consecutive terms
- upon completion of term of office they are encouraged to stand for Past
President
- upon completion of positions of President and Past President they may
stand for
election for another term

Vice-President

- assists the President
- chairs the Audit Committee
- performs the duties and exercises the powers of the President in the absence or disability of the President

Other: - is encouraged to take on a leadership role on a committee
- upon completion of term of office encouraged to stand as President

Past President

- provides guidance and serves as a resource to Board of Directors and members

Other: stands for a one year term, unless asked by the Board to stay on for the second year. Once this term is completed he/she may stand for election to another position on the Board at the next election process.

Secretary

- gives notice of all meetings of Members and of the Board of Directors
- records all votes and minutes of the meetings of the Association
- maintains a log of all Association correspondence details for recording of meeting minutes to include:
 - o type of meeting – Board and AGM
 - o date and people present
 - o record quorum
 - o correction and approval of minutes of the current meeting
 - o exact wording of motions, name of the mover, name of the seconder and
 - o whether the motion was passed or defeated and record the number of votes for yes, no and abstentions and key points made during debate

Other: if absent from a meeting, will arrange for another individual to record the minutes of
the meeting.

Treasurer

- accounts for all funds collected on behalf of the Association
- processes all invoices and pay as approved by the Board

- tracks all expenditures to the budget and issue warnings to Board if the expenditures are going to exceed the budget as well as cash reserves
- maintains full and accurate records of all assets, liabilities, receipts and disbursements
- provides a regular accounting of all transactions and a statement of financial position

- generates a financial statement for review at Board Meetings and submit to the Secretary to be included in minutes of meetings
- verifies that all motions and votes for expenditures are included in the minutes
- generates a yearend financial statement (actual and cash) for review by an auditor
- generates a budget for the next fiscal year
- prepares successor for office and ensure banking requirements such as signatures provided
- deposits all revenue in the association bank account
- presents yearend reviewed financial statement and current budget at AGM

The following items are to be available for the Financial Review:

- paid bills
- copy of monthly financial statements
- chequebook register/stubs
- bank statement and cancelled cheques (or as provided by bank)
- expense claim forms and receipts
- other appropriate material as requested by the committee

Other: if absent from a meeting, he/she is responsible to arrange for another Director to present the statement of financial position and transactions

Lake Steward

- is first point of contact for the Rideau Valley Conservation Authority with respect to the water quality sampling
- co-ordinates volunteers to assist RVCA sampling program
- reports water quality sampling results to the Board and members (ie. Pike Lake Post and at AGM)
- maintains a log of reports
- makes reports available via website

Membership Co-ordinator

- reviews Township Tax Role annually for current land ownership surrounding Pike Lake
- maintains current property list, mailing addresses, email addresses and cottage addresses
- coordinates with the treasurer the method of payment by members
- provides tally of membership numbers at the AGM prior to voting

Communications Co-ordinator

