

Salmon Lake Ratepayers' Association Constitution

Founded August 1993

Revised July 2010

Article I

Objects:

The aims and objects of the Association shall be:

1. To work for the betterment and welfare of Salmon Lake and its ratepayers.
2. To promote the cultural and social interests of the seasonal and permanent residents and ratepayers on Salmon Lake in the former Township of Foley now in Seguin Township.
3. To promote the interests of, and advance plans for, the advantage of seasonal and permanent residents and ratepayers on Salmon Lake.
4. To promote aquatic, social and other activities for the benefit of all residents of and ratepayers on Salmon Lake and vicinity.
5. To study and report on all municipal and provincial government plans affecting the residents or uses of land on Salmon Lake and vicinity, and to make representations to the various levels of government with respect to all such matters.
6. To inform, advise, and educate all residents and ratepayers and to actively assist governmental agencies in all matters which would protect and improve the ecology of Salmon Lake.

Article II

Membership:

1. All ratepayers on Salmon Lake and their immediate family over the age of eighteen are eligible for membership.

Article III

Executive:

1. The Executive shall be comprised of seven (7) officers, each serving for a term of two years.
2. Any member of the Association whose annual dues are paid up for the year preceding the Annual General Meeting shall be eligible for election. Any officer whose term of office is expiring shall be eligible for re-election.
3. Any vacancy on the Executive created by the resignation or death of any officer, or any other causes, shall be filled upon the passing of a Resolution by the remaining Executive appointing an active member to serve the position of the retired officer until the next Annual General Meeting.
4. The election of officers shall be held at the Annual General Meeting.

Article IV

Annual Dues and Special Assessment:

1. The annual fee for membership shall be such amount as may be determined from time to time by resolution of the Executive and approved by the membership at each Annual General Meeting.
2. It shall be considered that members who have paid-up for the preceding year are entitled to complete participation in the Annual General Meeting.
3. Any member in default of payment of his or her annual dues at the conclusion of the Annual General Meeting shall be suspended from membership until the dues are paid in full.
4. The Executive from time to time may pass a by-law providing for a special assessment to raise funds for a special purpose of the Association, but such a by-law shall not be effective nor shall such assessment become due and payable until such a by-law is approved by a quorum of the Association.

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Article V

Privileges of Membership:

1. All members in good standing are entitled to participate in all activities of the Association including but not limited to voting on any resolution, by-law or election of officers of the Association.
2. The immediate family of all members (parents and children) shall be entitled to participate in all non-voting activities of the Association.
3. A maximum of two members per property are entitled to vote on any given issue.

Article VI

Meetings:

1. Notice of any Annual General Meeting or general meeting of the Association shall be given by prepaid ordinary mail and or by e-mail addressed to the last known address of all members at least ten (10) days before the date set for such meeting.
2. The Annual General Meeting shall be held on the closest weekend to the Civic Holiday public holiday in August. The location and time shall be determined by the Executive.
3. Any officer is entitled to call an Executive meeting. Notice of an Executive meeting shall be given in writing and/or by electronic mail with request for an electronic read receipt, addressed to the officers at their last known address at least seven (7) days before the date of the holding of such a meeting, provided that if notice is given to any officer by direct communication by telephone, personally or by wire, the requirement of notice in writing shall be waived. Such notice by direct communication maybe given forty-eight (48) hours in advance of any meeting of the Executive.
4. Notice in writing shall be deemed to have been given on the day following the day on which it is mailed by prepaid ordinary mail.
5. The Executive may inform the membership by prepaid ordinary mail and or by email on any matters that require a resolution by vote. Any votes received by mail or e-mail that are post-marked on or before a date set by the Executive shall be deemed to have been cast at a general meeting on that date.
- 6 All officers of the Executive shall present an updated report at the Annual General Meeting.

Article VII

Nominating Committee:

1. A Nominating Committee consisting of two members shall be appointed by the Executive at least two months prior to the Annual General Meeting for the purpose of assisting in recruiting candidates for election to the Executive.
2. The Chairperson of the Nominating Committee shall be one of these two members. If necessary, the Executive shall approve the Chairperson.
3. The Nominating Committee shall:
 - I. Contact the Executive officers to ascertain whether or not the officers intend to run for office again.
 - II. Contact members of the Association who have indicated their wish to run for office, and establish their intentions.
 - III. Contact members of the Association who they believe would be good officers and seek their acceptance of nomination.
 - IV. Place in nomination the names of all members seeking election. This does not preclude further nominations at the Annual General Meeting.

Article VIII

Officers of the Association:

1. There shall be a President, Lake Steward, Past President, Secretary, Treasurer, two Members at Large and such other officers as the Executive may determine by by-law from time to time.

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Article IX

Duties of the President and Past-President:

1. The President shall, when present, preside at all meetings of the members of the Association and the Executive. The President shall also be charged with the general management and supervision of the affairs and operations of the Association. The President, with the Secretary or other officer appointed by the Executive for the purpose, shall sign all by-laws.
2. During the absence or inability of the President, his or her duties may be exercised by the Past-President.

Article X

Duties of the Secretary:

1. The Secretary shall attend all meetings of the Executive, the Annual General Meeting and general meetings of the membership, and record all facts and minutes of all proceedings in the books kept for that purpose. The Secretary shall give all notices required to be given to members and to officers. He or she shall be the custodian of all books, papers, records, correspondence, contracts, and other documents belonging to the Association, which the Secretary shall deliver up only when authorized by a resolution of the Executive to do so and to such person or persons as may be named in the resolution and he or she shall perform such other duties as may be determined from time to time by the Executive.
2. In the event of the absence of the Secretary at any meeting, the Executive shall appoint one of the officers to record the minutes of the proceedings.

Article XI

Duties of the Treasurer:

1. The Treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit moneys or other valuable effects in the name and to the credit of the Association in such bank or banks as may from time to time be designated by the Executive. The Treasurer shall disburse the funds of the Association under the Direction of the Executive, taking proper vouchers therefore, and shall render to the Executive at the regular meetings thereof or whenever required of him or her, an account of all transactions as Treasurer, and of the financial position of the Association.
2. The Treasurer shall also perform such other duties as may from time to time be determined by the Executive.

Article XII

Duties of Other Officers:

1. The duties of all other officers of the Association shall be such as the terms of their engagement call for or the Executive requires of them.

Article XIII

Execution of Documents:

1. Deeds, transfers, licenses, contracts, and engagements on behalf of the Association shall be signed by the President and the Secretary.
2. Contracts in the ordinary course of the Association's operation may be entered into on behalf of the Association by the President and Secretary or by any person authorized by the Executive.
3. Any contract or expenditure, which exceeds \$1,000.00, shall only be entered into if passed by vote by two thirds of the members of the Executive and if ratified at a general meeting of the Association.
4. All Association cheques shall be signed by any two of the Treasurer, President or Secretary.

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Article XIV

Books and Records:

1. The Directors shall see that all necessary books and records of the Association required by the bylaws of the Association or by any applicable statute or law are regularly and properly kept.

Article XV

Amendments to this By-Law:

1. No amendment to this by-law shall be valid unless passed by two-thirds of the members of the Executive present at a meeting to be called for the purpose of considering such by-law amendments, and until ratified at a general meeting of the Association called for the purpose of considering and approving such by-law amendments.

Article XVI

Quorums:

1. A quorum of a meeting of the Association shall require the attendance of not less than twenty five (25) members of the Association in good standing.
2. A quorum of the Executive shall consist of not less than four (4) officers.

Article XVII

Voting:

1. All votes at meetings of the Executive and at any meeting of the Association shall be by a show of hands unless a secret ballot shall be demanded by at least two (2) members present at such a meeting. Each eligible voting member in good standing shall be entitled to one vote.
2. All members in good standing are entitled to vote by proxy. A proxy may be appointed by the member in writing dated for each specific meeting. A proxy so appointed may exercise all rights that the member would have during that meeting. However, a proxy is ineligible to participate in the election of the Executive.
3. Where the meeting is deemed to have been pursuant to a mailing all eligible voting members in good standing shall vote by prepaid ordinary mail or e-mail sent to the address specified by the Executive. The vote shall be cast and post-marked on or before the date set by the Executive.
4. In the event of a tie, the deciding vote shall be cast by the President.