

# CONSTITUTION AND BY-LAWS FOR THE CRYSTAL LAKE COTTAGERS' ASSOCIATION

## ARTICLE 1: PURPOSE

The primary purpose of the Association is to generate, promote, and progressively maintain friendly relationships among cottage owners. More specifically defined to achieve this purpose, the following are the essential aims and objectives of the Association:

1.1 To promote and increase the interests of all cottage and property owners for the betterment of the Lake environment.

1.2 To protect and maintain the recreational amenities of the Lake for the continued enjoyment and pleasure of all members and their guests.

1.3 To present a united front for the Lake community enterprises involving cottage and property owners and their inter-relationship with Municipal, County, and Provincial Government councils, boards, and agencies.

1.4 To make formal representation when and where deemed appropriate, to any Municipal, County, and Provincial or other governing body on matters affecting cottage and property owners who are members of the Association, pertaining to any and all aspects of their interests on Crystal Lake.

1.5 To take whatever action, within legal limitations, to curtail the use of the Lake, its roadways, public camping areas, and surrounding forest environs, by non-owners and residents, where it is determined that such use is either destructive or harmful to the water purity, wildlife, or natural forest resources, and where such use may be detrimental to the interests of the legal owners of cottagers or property resulting in devaluation of same.

1.6 To generate, promote, and stimulate a continuing spirit of community relationship among all cottage owners by planning and implementing recreational programs and activities of interest to all concerned.

1.7 To promote safe and responsible operation of all watercraft and related activities.

1.8 To take any and all other types of action (within legal limits) where deemed appropriate by the Executive Committee and the Board of Directors of the Association, to enhance and progressively further the objectives of the Association and its members.

1.9 To continue to be an associate member of the Galway and Area Ratepayers Association Inc. (GARAI) and the Federation of Ontario Cottagers' Associations (FOCA).

## **ARTICLE 2: MEMBERSHIP**

2.1 Memberships shall be open to all cottagers and their immediate families i.e. owners of cottages and/or cottage property, either private or commercial, where such ownership is registered in the Registry Office for the County of Peterborough or to those persons holding a long term rental lease on any such cottage or property.

2.2 The annual membership fee shall be determined at the Annual General Meeting (AGM) of the Association and recorded as a by-law. This fee shall be levied annually on the date of renewal of memberships.

2.3 Any member or members may be disqualified by reason of non-payment of annual dues and/or failing to comply with the purpose and objectives of the Association as detailed in Article 1: Purpose.

## **ARTICLE 3: VOTING**

3.1 All matter, save as otherwise provided by the Constitution, shall be decided by a simple majority of voting members and by a show of hands. A secret ballot in any matter may be requested by a voting member, which request shall be decided by a show of hands. Such secret ballot shall be conducted in a manner as prescribed by the President.

## **ARTICLE 4: ANNUAL GENERAL MEETING**

4.1 The Annual General Meeting (AGM) of the Association will be held each year on a Saturday or Sunday in June, at such a place as determined by the Executive.

4.2 Notices of the AGM will be announced in the annual newsletter to all members at least two weeks in advance of the proposed AGM.

4.3 This notice will contain a proposed agenda for the meeting and other information of mutual interest.

## **ARTICLE 5: ELECTIONS**

5.1 Elections shall be held bi annually, at the time of the AGM, to fill all offices of the Executive Committee and the Board of Directors of the Association.

5.2 Elections will be held in odd numbered years (1,3,5,7,9,).

## **ARTICLE 6: OFFICERS OF THE ASSOCIATION**

The governing bodies of the Association shall be comprised of the following:

### 6.1 Executive Committee:

- The Immediate Past President
- The President
- One (1) Vice-President
- One (1) Secretary
- One (1) Treasurer
- One (1) Membership Secretary

The Executive Committee will be voted on by the general membership at the AGM for a term of two (2) years

### 6.2 Board of Directors:

- Chairman (chosen by the Board)
- Regular members

The Board of Directors shall be comprised of a minimum of three (3) members and a maximum of five (5) members of the Association who are regular members of and elected by the Association at the AGM for a term of 2 years.

## **ARTICLE 7: DUTIES OF THE OFFICERS OF THE EXECUTIVE COMMITTEE**

7.1 Immediate Past President: To act in an advisory capacity to the current Executive and to act on the Board of Directors. Other duties as may be assigned.

7.2 President: The duties of the President will be to chair each meeting of the Association and to interpret and administer the decisions of the Association. He/She shall, in consultation with the Executive Committee, have the authority to call a meeting of the Association at any time, when deemed necessary, in the interests of the Association. The President shall be responsible for the operation and the management of the Association in accordance with this Constitution and By-Laws, in consultation with the Board of Directors.

7.3 Vice-President: The Vice-president shall assist the President in carrying out the wishes of the Association when requested to do so by the President. He/She shall act in the position of the President when the President is unable to act, in consultation with the Executive Committee.

7.4 Secretary: The Secretary will keep the minutes of the AGM, as well as receiving and dispatching correspondence of the Association.

7.5 Treasurer: The treasurer will receive, deposit, and dispatch all funds of the Association, subject to the authority of the Executive. He/She shall present a full financial report of the Association at each AGM or whenever requested to do so by the President.

7.6 Membership Secretary: The Membership Secretary will maintain the membership roll and the mailing list of all the cottage and property owners.

## **ARTICLE 8: DUTIES OF THE BOARD OF DIRECTORS**

The duties of the Board of Directors will be that of acting in a governing capacity as follows:

8.1 To approve major expenditures passed by the Executive Committee exceeding five hundred dollars.

8.2 To rule on major decisions and recommendations of the Executive Committee where required, in keeping with the purpose, aims, and objectives of the Association in the interests of its members.

8.3 To enact any by-laws or regulations approved by the Executive Committee and passed by the general membership where it is deemed necessary or required.

8.4 To maintain and promote continuing liaison with organizations such as: GARAI, FOCA, and Municipal, County, and Provincial governments.

## **ARTICLE 9: QUORUM**

9.1 A Quorum for the Annual General Meeting (AGM) of the Association shall be no less than twenty (20) members or by no more than 10 % of registered members, who are on file with the Membership Secretary, whichever is less.

## **ARTICLE 10: CONSTITUTIONAL AMENDMENTS**

10.1 This Constitution may be amended at any AGM of the Association, or at any special meeting of the Association. A two-thirds majority vote of the members in attendance at a duly constituted meeting will be required to amend this Constitution.

10.2 Any member may submit in writing to the Executive Committee, any requested change in the Constitution, for their consideration. Such proposed amendments to be presented to the Association at the AGM for acceptance or rejection. When deemed necessary by the Executive Committee, such proposed amendments can be dealt with at a special meeting, with thirty (30) days notice to the general membership.