

**CORDOVA LAKE
COTTAGE ASSOCIATION**

**CONSTITUTION AND BY-LAWS
AMENDED**

Approved at Annual General Meeting-July 15, 2018

ARTICLE 1 – FRAME

The organization formerly known as the Cordova Lake Cottage Owners Association shall be renamed as *Cordova Lake Cottage Association (CLCA)*.

ARTICLE 2 – AREA

The Area of Cordova Lake is located within the *Township of Havelock – Belmont – Methuen*, which is situated in the eastern half of Peterborough County.

ARTICLE 3 – OBJECTIVES

As they pertain to property owners, the objectives of the CLCA are:

- (a) To collect and distribute information to all members.
- (b) To co-operate and negotiate with other organizations.
- (c) To promote community activities.
- (d) To act always as an independent non-partisan organization.
- (e) To promote greater interest in, and participation in, local government.

ARTICLE 4 – MEMBERSHIP

The membership fee of \$20 is due to be paid to the Treasurer by August 1 each year. The membership fee shall entitle any property owner in good standing to one vote per property at the Annual General Meeting and to enjoy the privileges offered by the Association for the 12-month period to which the fee applies. All votes shall be made in person. Proxy votes will not be permitted.

ARTICLE 5 – EXECUTIVE

The CLCA's Executive Committee shall consist of five officers (5) and these will be: President, Vice-President, Immediate Past President, Treasurer, Secretary.

ARTICLE 6 – DUTIES OF OFFICERS

- (a) The President shall act as chairperson of membership meetings; shall exercise general supervision over the affairs and activities of the Association; shall ensure that an agenda is prepared for each membership meeting and for each executive meeting; and, shall serve as an ex-officio member of all committees. The office of president is held for a two-year term.

- (b) The Vice-President shall perform the duties of the President in his/her absence, or when specifically asked by the President to do so. The office of Vice-President is held for a two-year term.
- (c) The Treasurer shall be responsible for collecting all CLCA dues and shall be accountable for all Association funds. Funds shall be deposited in a bank approved by the Executive Committee. The Treasurer will also make all disbursements by cheque which must bear the signature of the Treasurer plus the Secretary, Vice-President or President. Prior to the money being spent, the executive must approve all expenditures of CLCA funds. The office of the Treasurer is held for a two-year term.
- (d) The Secretary shall record the minutes of all membership meetings and meetings of the Executive Committee and shall attend to all correspondence pertaining to the CLCA. The annual financial statement and minutes of previous AGM will be sent electronically by the secretary to all members and will be placed on the CLCA website at www.cordovalake.ca The office of secretary is held for a two-year term.
- (e) The Past President shall act in an advisory capacity to the Executive Committee.

ARTICLE 7 – BY-LAWS

- A. The rules of parliamentary procedure shall be in force at all meetings and the order of business shall be as follows:

- 1. Call to order
- 2. Reading and signing of minutes
- 3. Treasurer's report
- 4. Correspondence
- 5. Reports (committees, etc.)
- 6. Unfinished business
- 7. New business
- 8. Closing

B. EXECUTIVE MEETINGS

- (a) Executive meetings shall be held as required. A meeting of the Executive Committee must have a quorum which shall consist of three (3) members.
- (b) Any member can submit a written request to the President stating concerns they wish to have addressed at the next executive meeting.
- (c) Upon appointment by the Executive, vacancies among the Officers may be filled on an interim basis by CLCA members in good standing until the next Annual General Meeting.
- (d) The Executive Committee shall from time to time appoint such sub-committees as may be required. These may include, but not be limited to, those having responsibility for such things as recreation, lake steward, fund-raising or the lake plan. These sub-committees shall be responsible to and dissolved by the Executive Committee.

C. MEMBERSHIP MEETINGS

- (a) The Annual General meeting shall be held on a Sunday in July. A notice of meeting will be sent to all members by email and placed on the CLCA website at least 30 days prior.
- (b) Prior to the Annual General Meeting the CLCA membership will be canvassed for knowledgeable, non-executive members of the CLCA to review the Treasurer's books and financial statements. If no volunteers come forward, the Treasurer's books and financial statements will be reviewed by the other 3 members of the CLCA executive. The books are available for review by members throughout the year.
- (c) The Secretary shall read the minutes, if requested, of the previous general membership meeting, but no motion or discussion shall be allowed on the minutes except as to their accuracy.
- (d) The Treasurer will present the reviewed financial statements.
- (e) Prior to speaking, a person must identify themselves and property location and be a member in good standing. Members wishing to raise points of order or explanation shall first obtain the permission of the chair.
- (f) Voting shall be done by a show of hands.
- (g) Executive members who wish to resign their position mid-term must notify the President one month prior to the Annual General Meeting. Those officers whose term has ended must inform the President of their intention to stand again for nomination.
- (h) The membership will be notified by email and on the CLCA website of the vacancies on the executive. Property owners wishing to fill those positions should contact the President prior to the Annual General Meeting to indicate their willingness to stand for election.
- (i) At the general meeting the out-going executive shall conduct the normal business. Nominations will be reviewed for each position and voted upon in turn in the order specified in Article 5.
- (j) Any proposed amendments to the Constitution must be submitted in writing to the President two weeks prior to the Annual General Meeting. Changes will be reviewed at the Annual General Meeting and must receive a majority vote.
- (k) Emergency meetings may be called at any time upon the written request to any member of the executive. A minimum of twenty (20) members in good standing or a minimum of two (2) executive members is required. Notification to the membership of such a meeting will be provided via email and posted on the CLCA website (www.cordovalake.ca). The proceedings of the emergency meeting shall be treated in the same manner as if it were an annual general meeting.

Copies of the current constitution are available at www.cordovalake.ca.