

CULTUS LAKE COMMUNITY ASSOCIATION
CONSTITUTION AND BYLAWS

CONSTITUTION
[as revised in May, 2004]

1.] Name: Cultus Lake Community Association

2.] Purpose:

- a. To promote discussion and the exchange of ideas regarding Cultus Lake Park among and between the residents and leaseholders of Cultus Lake Park.
- b. To promote communication between the residents and leaseholders of Cultus Lake Park and the Cultus Lake Park Board.
- c. To encourage efforts and activities directed toward the improvement of the Park as both a recreational facility and a residential community.
- d. To promote the preservation of the natural beauty of Cultus Lake Park consistent with 'c' above.
- e. To work to ensure appropriate participation of residents and leaseholders of the Cultus Lake Park in all decision making processes and political affairs which affect Cultus Lake Park.

BYLAWS

Here set forth, in numbered clauses, the bylaws providing for the matters referred to in Section 6[1] of the Society Act and any other bylaws.

Article 1 - Interpretation

The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

Article 2 – Membership

The Cultus Lake Community Association shall be open for membership, under stated conditions, to the following:

2.1 All leaseholders of Cultus Lake Park and their immediate family who are nineteen [19] years of age and over.

2.2 All residents of Cultus Lake Park who are nineteen [19] years of age and over who have made Cultus Lake Park their principal place of residence for the past six [6] months or more.

2.3 Every member in good standing shall pay an annual membership fee of five dollars [\$5.00] to be paid on or before the date of the Annual General Meeting.

2.4 Every member shall uphold the Constitution of the CLCA and comply with the Bylaws.

2.5 A person shall cease to be a member of the CLCA:

2.5.1 by mailing or delivering his/her resignation in writing to the secretary; or

2.5.2 on his/her death; or

2.5.3 on being expelled; or

2.5.4 on failing to be a member in good standing for twelve [12] consecutive months.

2.6 Expulsion

2.6.1 A member may be expelled by a special resolution of the members passed at a general meeting.

2.6.2 Such a resolution shall be accompanied by a written statement of the reason or reasons for the proposed expulsion.

2.6.3 The person who is the subject of the proposed expulsion resolution shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.

Article 3 – Meetings of Members

Every general meeting, other than an Annual General Meeting, is an extraordinary general meeting.

3.1 The Annual General Meeting [AGM] for election of officers shall be held during the summer months of each year.

3.2 Half of the Executive officers will be elected each year at the AGM to serve a two-year term.

3.3 At the first meeting of the elected officers [Executive Meeting], after the AGM, there will be an election by the officers for the position of President, Vice President, Treasurer and Secretary.

3.4 Only members in good standing are eligible to hold office.

3.5 A member in good standing present at a meeting of members is entitled to one vote.

3.6 Voting may be by ballot or by show of hands at the will of the members attending a meeting.

3.7 Nominees for officer are normally required to be present at the meeting where their nomination occurs. Nominees who are not able to be present may write a letter of acceptance that will be read at the nominating meeting.

3.8 An extraordinary general meeting may be called at the discretion of the Executive Officers. In any event there shall be at least one extraordinary general meeting every year.

3.9 Notice for general meetings shall be advertised at least two [2] weeks in advance of the meeting; such notice shall include the date, time and place for the meeting.

3.10 A quorum for any general meeting shall consist of twenty-five [25] members in good standing.

3.11 The President of the CLCA shall be chairman of all general meetings. In his/her absence, the Vice President or another officer, selected from those present, may chair the meeting.

Article 4 – Directors and Officers

The Executive of the CLCA shall consist of a President, Vice President, Secretary, Treasurer, and at least four [4] Directors.

4.1 The Executive shall allocate or elect the various Executive position at the first Executive meeting following the AGM every year.

4.2 The Executive shall appoint or elect one [1] or two [2] Officers to represent the CLCA at the Cultus Lake Park Board monthly meetings.

4.3 The Executive shall appoint or elect, from the members in good standing, such representative as are necessary to represent the CLCA interest at the Park Board Standing Committees or other Park related organizations.

Article 5 – Proceedings of Executive Meetings

The Directors may meet together at such intervals and at the place they think fit to dispatch business, adjourn and otherwise regulate the business and proceedings of the CLCA.

5.1 the President or Vice-President or their designate shall preside over all the meetings of the Executive.

5.2 Executive meetings shall be called at the discretion of the Chair; but, in any event, not less than quarterly.

5.3 A quorum for the transaction of business at an Executive Meeting shall consist of four [4] of the Executive Officers.

5.4 At least one month prior to each AGM, the Officers shall appoint a three [3] member Nominating Committee. The Nominating Committee shall appoint a Chair and shall meet to compile a list of possible members for election as Directors. The final list will be presented at the AGM, followed by a final call for nominations and then a vote for Officers. Nominees receiving the greatest number of votes shall be installed immediately.

5.5 No member may serve more than two [2] consecutive terms as President.

5.6 The members of the CLCA may, by special resolution, remove a director before the expiration of his/her term of office, and may elect a successor to complete that term of office.

5.7 No director shall be remunerated for being or acting as a director, but a director shall be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the CLCA.

5.8 In the event of resignations or other vacancies on the Executive, and where no General Meeting is planned, the Executive shall have the authority to appoint a member to fill the unexpired term.

Article 6 – Duties of Officers

6.1 The President shall preside at all meetings and will supervise the other Officers in the execution of their duties. The President shall ensure that all records and files of the CLCA are safely held by an Officer designated.

6.2 In the absence of the President, the Vice-President shall carry out the duties of the President.

6.3 The Secretary shall be responsible, in consultation with other Officers for: the preparation of the agenda, providing notice of upcoming meetings, recording and keeping the minutes of all meetings, such correspondence as is required for the conduct of CLCA business.

6.4 The Treasurer shall keep all financial records, including the book of accounts, and shall render financial statements to directors and members when required. The Treasurer shall also maintain the registry of membership.

Article 7 – Borrowing

7.1 No debenture shall be issued without the sanction of a special resolution.

Article 8 – Bylaws

8.1 On being admitted to membership, each member is entitled to, without charge, a copy of the Constitution and Bylaws of this society.

8.2 The Constitution and Bylaws of the CLCA shall not be altered or added to except by special resolution passed at an AGM.

Article 9 – Rules of Order

9.1 The President or Chair of any meeting of the CLCA shall use such Rules of Order as will ensure the smooth and efficient conduct of meetings. In the event of a dispute concerning Rules of Order, Roberts Rules will prevail.

Note: An annual report must be filed with the Registrar of Societies within 30 days after each AGM.

An annual report will include either an audited financial statement or an affidavit confirming that the accounts and financial records of the CLCA have been examined, such affidavit to be signed by at least two Officers.