

# CANONTO LAKE PROPERTY OWNERS' ASSOCIATION

## PROVISIONAL CONSTITUTION

1. NAME:

The name of the Association is the "Canonto Lake Property Owners' Association", hereafter referred to as "the Association".

2. OBJECTIVES:

2.1. To promote and protect the interests, rights and privileges of the owners of property bordering on Canonto Lake in North Frontenac Township of the county of Frontenac in the Province of Ontario.

2.2. To preserve the pleasant, sanitary environment, ecological integrity and scenic beauty of the vicinity.

2.3. To carry on and encourage activities for the protection of the lake and betterment of the Association and the surrounding community.

3. MEMBERSHIP:

3.1. Any person owning lands covered in Article 2.1 above, may become a member upon making application and paying the fees approved by the Association.

3.2. The fiscal year for the Association shall commence July 1 and end June 30 the following year. The annual membership fee shall be established at the Annual General Meeting by majority vote of those members present and in good standing. Fees shall be payable by September 1 for the current year.

3.3a<sup>1</sup>. Termination of membership: The Directors may, at anytime and for any reason which they deem sufficient, terminate the membership of any member. Such member may appeal their case to a meeting of the Association provided written notice is received by the Secretary-Treasurer within one (1) month of such termination.

*3.3b. Termination of membership: Any member can initiate termination of another member by written request to the Directors and copy to the member whose termination of membership is requested. On receipt of the request the Directors will call a Special General Meeting, see Article 5.3. The request for termination of membership shall be read into the minutes of the Special General*

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<sup>1</sup> The final wording of Article 3.3 to cover termination of membership remains to be determined. The Directors will prepare text for the approval of the membership.

*Meeting, together with the name of the member requesting termination. Termination will be debated by the members present and if two-thirds (2/3) of all members present and in good standing vote for termination the motion shall be carried.*

3.4. For the purpose of representation, a member may designate their rights of membership to a member of their “family”.

4. DIRECTORS

4.1. The affairs of the Association shall be conducted by four (4) to six (6) Directors who are members in good standing: a President, Vice-President, Secretary-Treasurer, Lake Steward, and up to two (2) Directors-at-Large.

4.2. The Directors have the authority to act on behalf of the Association without having to consult with the membership, or call a Special General Meeting, if the need arises. The Directors shall inform the membership of any such action within two (2) weeks of such action being taken.

5. MEETINGS:

5.1. The Annual General Meeting shall be held on or before the 20th day of July each year, at a time and place named by the Directors, with a notice and agenda to be provided at least two (2) weeks prior to such date.

5.2. By petition, supported by one-third (1/3) of the members, submitted to the Secretary-Treasurer, a Special General Meeting of members may be requested. That meeting shall be held within one (1) month of the receipt of the petition by the Secretary-Treasurer and with a minimum of two (2) weeks notice of the time and place of the meeting to the members. The issue(s) or motion(s) to be discussed shall be provided to the members together with the notice. No business other than that stated in the notice of the meeting may be transacted.

5.3. The Directors may call a Special General Meeting in order for the membership to consider any issue that that they consider merits discussion. The membership must be provided with information concerning the issue, or the motion, to be discussed and be given two (2) weeks notice of the time and place of the meeting. No business other than that stated in the notice of the meeting may be transacted.

5.4. At any General Meeting of the Association a quorum shall be fifteen (15) members in good standing that shall include three (3) Directors, whether physically present or represented by a vote submitted to the Secretary-Treasurer (see Article 6.1 below) with only one (1) voting representative per property owner, joint or otherwise.

5.5. Meetings of the Directors may be called by the President with reasonable notice given, and may be carried out electronically.

5.6. A quorum for a meeting of the Directors shall be three (3) Directors, where at least one shall be the President or Vice-President.

6. VOTING

6.1. Voting, if not in person, may be by mail, postal or electronic, with such votes being submitted to the Secretary-Treasurer to be received twenty-four (24) hours prior to the meeting, such votes shall be counted as if the member was present.

6.2. A member may give a proxy to another member for the discussion and voting concerning an issue, or issues, to be considered at a General Meeting. Furthermore, a member may only carry the proxy of one other member. The proxy must be issued on the basis that the member assigning proxy rights has consulted on the issue, or issues, to be considered with the proxy holder. The proxy must be sent in writing to the Secretary-Treasurer by mail, postal or electronic, by the person assigning proxy rights stating who is carrying the proxy and if there are any conditions on the proxy.

7. ELECTION OF OFFICERS:

7.1. Directors shall be elected at the Annual General Meeting for a two year term of office.

7.2. In the event that the Association is unable to procure additional members willing to stand for office, then a current Director whose term is about to terminate, or a previous Director who has not sat out a two year term, may stand for re-election.

7.3. Vacancies among the Directors before completion of their term of office may be filled through appointment by the remaining Directors.

8. SUBCOMMITTEES AND WORKING GROUPS

8.1. The Directors may appoint subcommittees or working groups to consider any issue relevant to the objectives of the Association, see Articles 2.2 and 2.3 above. Each subcommittee or working group shall include one Director. Subcommittees and working groups shall submit written reports to the Directors outlining their findings together with any recommendations to the Directors and the membership.

8.2. The Directors may call a Special General Meeting, see Article 5.3 above, at which a subcommittee or working group report, findings and recommendations shall be discussed by the membership, and any appropriate vote taken.

9. FUNDS

9.1. The funds of the Association shall be in the keeping of the Secretary-Treasurer who shall deposit these funds in a chartered Canadian bank or Trust Company and shall make payments for the Association by cheque on the said bank account, with the exception of petty cash payments for which the Secretary-Treasurer will account by voucher.

9.2. The signing officers are the President, Vice-President and Secretary-Treasurer, with cheques to be signed by any two (2) of these officers.

10. AMENDMENTS TO THE CONSTITUTION:

This Constitution may be amended, with additions or deletions, at a Special General Meeting or the Annual General Meeting of the Association, provided that information concerning the proposed amendment(s) is provided to the membership a minimum of four (4) weeks prior to the meeting, by the vote of two-thirds (2/3) of all members present and in good standing.

Constitution adopted: September 1, 2007

Constitution amended July 16, 2011

*Note. Concerning the election of Directors, Article 7.1. It is intended that once the Association is established the objective will be to elect half (1/2) of the Directors each year. This will help ensure continuity while encouraging wide participation in the affairs of the Association.*