

**Constitution
of
Lake Kasshabog Residents Association Inc.**

Revised at the 2022 AGM, June 28, 2022

BY-LAW No.1

A by-law to adopt a constitution for the Lake Kasshabog Residents Association Inc. (hereafter “LKRA” or the “Corporation”)

WHEREAS it is deemed advisable to adopt a constitution setting forth the aims and projects for the Corporation, qualifications for membership and other matters relating generally to the transaction of the affairs of the LKRA;

BE IT ENACTED as a by-law of the LKRA as follows:

Article I

Objectives: The goals and objectives of the Corporation shall be:

1. To promote the cultural and social interests and activities of the seasonal and permanent lakefront residents and landowners of Lake Kasshabog, in the Township of Havelock-Belmont-Methuen;
2. To raise awareness, and to promote and advance the goals for environmental sustainability for the benefit of all residents and landowners on Lake Kasshabog and vicinity;
3. To study and report on all government plans affecting the residents or the uses of land on Lake Kasshabog and vicinity, and to make representations to the various levels of government with respect to such matters; and
4. To liaise with and advocate for our members at like/associated organizations.

Article II

Membership:

1. Active membership shall be open to all land and cottage owners on Lake Kasshabog; and
2. Associate membership may be granted to any person, firm or corporation interested in the problems and welfare of the residents of Lake Kasshabog and vicinity, including tenants of property located on Lake Kasshabog. Any application for associate membership shall be sponsored by no less than two active members of the Corporation, who have paid their annual membership dues to the Corporation, and may be approved by a majority vote of the officers of the Corporation.
3. In this Constitution, the terms “active member” and “associate member” mean someone in those categories who has paid their membership fees for the current year or the previous year.

Article III

Directors/Officers of the Corporation

1. The terms directors and officers are used interchangeably. All officers are deemed members of the Executive of the Corporation and may attend and actively participate in all meetings;
2. The number of officers shall be between four and sixteen individuals, whose term of office shall be for a period of two years from the date of the annual general meeting at which they were elected. Exceptions to the two-year term include the positions of Past President and President

Elect which shall be one year. Any officer whose term of office is expiring shall be eligible for re-election at the annual general meeting;

3. Any active member of the Corporation shall be eligible for election; and
4. Any vacancy 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 officers appointing an active member to serve the balance of the term of the departing officer.

Article IV

Indemnities to Directors and Officers

1. Every director/officer of the corporation and his or her heirs, executors, administrators, and estate, shall at all times to the greatest extent possible, be indemnified and saved harmless, by the Corporation's insurance policy, for damages that result from his/her actions taken as a director/officer of the Corporation, unless such damages are the result of a director's/officer's fraud, willful neglect or default or gross negligence; and
2. The LKRA shall maintain liability insurance through the FOCA Association Insurance Program for both General Liability and Directors & Officers Liability.

Article V

Annual Dues and Special Assessment

1. The annual fees for membership shall be such amount as determined, from time to time, by Resolution of the Executive;
2. The Executive may, from time to time, establish an additional fee to be paid for participation in any activity sponsored by the Corporation; and
3. The Executive may, from time to time, pass a by-law providing for a special assessment to raise funds for a special purpose of the Corporation, but such by-law shall not be effective nor shall such assessment become due and payable until such by-law is approved at a special meeting of the Corporation called for the purpose of considering such by-law.

Article VI

Privileges of Membership

1. All active and associate members, together with all members of their immediate family (including sons, daughters, parents and grandparents), shall be entitled to participate in all activities of the Corporation, save and except for the purpose of voting on any Resolution, by-law or election of directors/officers of the Corporation.

Article VII

Meetings

1. Notice of an annual meeting or a special meeting of the Corporation, shall be sent electronically to members whose email addresses are available to the Corporation, at least fifteen days before the scheduled meeting date. Such notices shall also be posted on the Corporation's communications and social media platforms;
2. Notice of an Executive meeting shall be communicated to officers of the Corporation at least seven days before the date of the holding of such meeting. by email, telephone or personally; and
3. Meetings may be held in person, electronically and/or by telephone at the discretion of the Executive.

Article VIII

Directors/Officers of the Corporation

1. The offices of the Corporation shall consist of: a President; up to 3 Vice-Presidents, one of which has accepted the role of incoming President Elect; a Secretary; a Treasurer; a Membership Director; a Communications Director; an Environment Director; a Volunteer Development Director; a Safety Director; up to 4 Executive Members at Large; and such other officers as the Executive may determine by by-law from time to time. The officers shall be elected at an Annual General Meeting of the Corporation; and
2. The immediate Past-President shall also be an officer of the Corporation.

Article IX

Duties of President and Vice-Presidents

1. The President shall, when present, preside at all meetings of the members of the Corporation and Executive. The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation. The President with the Secretary or other officer appointed by the Executive for such purpose shall sign all by-laws and any other legal documents;
2. During the absence or inability of the President, his/her duties and powers may be exercised by any of the Vice Presidents or Executive members as the Executive may from time to time appoint for the purpose, exercises any such duty or power, the absence or inability of the President shall be presumed with reference thereto;
3. The President shall be an ex officio member of any and all committees; and
4. The Vice-Presidents shall be ex officio members of all committees to which he/she are named by the President.

Article X

Duties of Secretary

1. The Secretary shall be ex officio clerk of the Executive;
2. He/she shall attend all meetings of the Executive and record all facts and minutes of all proceedings in the books kept for this purpose. He/she shall give all notices required to be given to members and to the Executive. He/she shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation, which he/she 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/she shall perform such other duties as may from time to time be determined by the Executive; and
3. An Assistant Secretary may be appointed by the Executive, if warranted, to handle all documentation as directed by the Secretary and to safely store such documentation for future reference.

Article XI

Duties of the Treasurer

1. The Treasurer, or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Executive. He/she shall disburse the funds of the Corporation under the direction of the Executive, taking proper vouchers therefor and shall render to the Executive at the regular meetings thereof or whenever required of him/her, an account of all his/her transactions as Treasurer, and of the financial position of the Corporation. He/she shall also perform such other duties as may from time to time be determined by the Executive, including presenting a financial report at the AGM;
2. All cheques issued by the Corporation require the signature of the Treasurer and one Officer with signing authority; and
3. The Treasurer shall make all records available to an auditor/reviewer to be appointed by the remaining members of the Executive, annually, upon resignation or any other time deemed necessary by the remaining members of the Executive.

Article XII

Duties of the Membership Director

1. The Membership Officer shall keep full and accurate lists of the full membership of the Corporation including records of the payment of annual dues by such member for the most recent three (3) year period. He/she shall record all dues paid by the members of the Corporation and will turn any money received over to the Treasurer for deposit in a timely manner; and The Membership Officer shall produce a report on the "paid up" status of the membership as called for at meetings of the Corporation.

Article XIII

Duties of the Communications Director

The Communications Director, in coordination with, and with support from the Executive, shall be responsible for:

1. The development and production of the annual Lake Kashtabog Newsletter;
2. Managing the official LKRA website; and
3. Managing the official LKRA social media page(s).

Article XIV

Duties of the Environment Director

The Environment Director, in coordination with, and with support from the Executive shall be responsible for:

1. Coordinating short term and long-term environmental issues/projects (e.g. loon survey, invasive species) as identified by the Executive and Membership;
2. Liaising and collaborating with other key environmental groups (E.g. FOCA, conservation authorities) as determined by the Executive; and
3. Providing and summarizing information on each of the environmental issues/projects at the Annual General Meeting and as requested from time to time by the Executive.

Article XV

Duties of the Volunteer Development Director

The Volunteer Development Director, in coordination with and with support from the Executive, shall be responsible for:

1. Developing a recruitment and volunteer engagement plan for the LKRA and review volunteer job descriptions to ensure they are current and accurate.
2. Working with the Executive to maintain an up-to-date list of volunteers required and coordinate with the Communications Director to promote opportunities using available platforms.
3. Assisting with evaluating, interviewing, and training volunteers where appropriate and developing a volunteer recognition program.
4. Reporting on the volunteer program for the Annual General Meeting and as requested by the Executive.

Article XVI

Duties of the Safety Director

The Safety Director, in coordination with and with support from the Executive, shall be responsible for:

1. Coordinating short-term and long-term safety issues/projects as identified by the Executive and the membership.
2. Overseeing the safety programs (e.g. markers, fire pumps, AEDs) that are in place.
3. Reporting on the safety program for the Annual General Meeting and as requested from time to time by the Executive.

Article XVII

Duties of the Members at Large

In coordination with and with support from the Executive, Members at Large shall be responsible for:

1. Attending Executive meetings and the Annual General Meeting when possible.
2. Providing input on specific issues when required.
3. Assisting other Executive members with committees, special events and other activities when required.

Article XVIII

Committees

1. The Executive shall establish committees as deemed necessary, and all Committees shall be governed where applicable by the same procedures as set down in this Constitution;
2. The Executive shall endorse the chairperson of any committee and such chairperson shall hold office at the discretion of the Executive;
3. A committee shall be comprised of LKRA members, and/or other participants as appropriate and as chosen by the committee chairperson. Such added participants are eligible to vote at the committee level;
4. The scope of each committee shall be outlined in general by the Executive; and
5. Special committees shall be automatically dissolved upon completion of their specified task(s).

Article XIX

Execution of Documents

1. Deeds, transfers, licenses, contracts and engagements on behalf of the Corporation shall be signed by the President, any Vice-President and by the Secretary; and
2. Contracts in the ordinary course of the Corporation's operations may be entered into on behalf of the Corporation by the President and Secretary, or by any person authorized by the Executive.

Article XX

Books and Records

1. The Executive shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

Article XXI

Amendments to This By-Law

1. No amendment to this by-law shall be valid unless passed by greater than 50% of the members of the Executive present at a meeting to be called for the purpose of considering such by-law, and until ratified at either a general meeting of the Corporation called for the purpose of considering and approving such by-law or by other appropriate voting methods approved by the membership of the Corporation.

Article XXII

Quorum


1. A quorum of the general meeting of the Corporation shall require the attendance of not less than twenty active members of the Corporation, other than officers of the Corporation; and
2. A quorum of the officers of the Corporation shall consist of not less than four officers.

Article XXIII

Voting

1. All votes at meetings of the Executive and at any general meeting of the Corporation, shall be by a show of hands, unless a secret ballot shall be demanded by at least two members present at such meeting. Each cottage/property with active membership shall be entitled to one vote. A vote count in favour of a resolution must exceed 50% of the votes cast in order to pass; and
2. At their discretion, the officers of the Corporation reserve the right to put any resolution passed at an Annual General Meeting, which they judge to be potentially contentious in nature, to an internet or mail vote open to all members. Ratification of such an issue or resolution shall require a greater than 50% affirmative response in the returns received within the stipulated timeline. Such action must be concluded no later than in the calendar year in which the resolution was first passed.

ENACTED AND PASSED at a meeting of the Executive of the Corporation held on the 31st day of
May, 2022

President  _____

Secretary _____ 

APPROVED at the annual general meeting of the Corporation held on the 28th day of June, 2022.

President  _____

Secretary _____ 