

**DRAG AND SPRUCE LAKES PROPERTY OWNERS ASSOCIATION
CONSTITUTION**

UPDATED MAY 9, 2018 APPROVED BY MEMBERSHIP JULY 8, 2018

AIMS

1. It's aims are:
 - a) To protect the environment of the Lakes (water, land, air and natural heritage)
 - b) To assist in fostering the interests of the residents of the lakes in so far as they pertain to the lakes
 - c) To foster a feeling of "belonging" to the area by all residents.
 - d) To promote closer ties and interests among the residents of both lakes
 - e) To be a vehicle for promoting common interests and goals.
 - f) To disseminate information to its members

MEMBERSHIP

2. Membership shall be open to all property owners and their immediate families on Drag Lake, Spruce Lake, and Drag River and contiguous waterways. A member shall be one representative of each property whose membership is in good standing. To be in good standing a member will have completed an application for membership and have paid the membership fees for the relevant year.

FEES

3. Each family shall pay an annual fee. Annual membership fees will be set by the decision of the majority vote of the members (51%) present at the Annual General Meeting.

SELECTION OF OFFICERS AND DIRECTORS

4. There shall be an executive composed of;
 - a) Past President
 - b) President
 - c) First Vice-President

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- d) Second Vice-President
- e) Secretary
- f) Treasurer
- g) Lake Steward
- h) Directory Editor
- i) Membership Chair
- j) Webmaster
- k) Advertising Co-ordinator
- l) Officer at Large (2)
- m) Event Co-ordinator
- n) Area Director Co-ordinator

The Directors and Officers of the DSLOPA shall hold office for a term of 3 years and be elected by a majority of the voting members present at the Annual General Meeting to be held in June or July of each year.

Officers and Directors will hold their office until their successors are elected or they resign. They will be elected by a show of hands or if requested by a majority by secret ballot.

If a vacancy occurs in any office for any reason, a member in good standing of the Association shall be elected by the Executive to fill the vacancy, and the member so elected shall hold office for the remainder of the term of his/her predecessor. In the case of a tie vote of the Executive, the decision will be made by simple majority vote of the membership.

Past President

Assist incoming president
Help find and coordinate new volunteers/executive
Advise executive meetings on past events and history

President

The President shall chair all business meetings of the Association and shall call special meetings at the request of the majority of the Executive Committee or when he/she deems it necessary to do so. The President may appoint another member of the membership to chair a business meeting if it is reasonable and/or desirable to do so, or according to the Constitution, by-Laws or Robert's Rules of Order.

Oversee ongoing activities of DSLPOA with other executive members
Organize annual AGM

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Organize 2 executive meetings per year (fall and spring)
Communicate with local politicians and organizations
Attend or arrange for attendance at 2 FOCA (Federation of Ontario Cottagers Association) meetings per year

Vice-Presidents

The Vice-President shall take the place of the President if the President is unable to attend any meeting that the President would normally attend.

Work with President on various projects and tasks as mentioned above and help coordinate

Attend meetings and represent association when needed at events
Get involved in projects as they arise

Secretary

The Secretary shall:

- a) Keep a record in a minute book of the proceedings of each Executive and general/ business meeting of the Association.
- b) Be the final recipient and keeper of all correspondence.
- c) Keep a copy of Letters Patent and any Supplementary Letters Patent and the Constitution
- d) Keep a copy of all By-Laws and Special Resolutions
- e) Notify the Ministry of Government Services of changes in the Directors and Officers within 15 days of the changes. (Download an .Initial Return / Notice of Change form, here:
[http://www.forms.ssb.gov.on.ca/mbslssb/forms/lssbforms.nsf/GetFileAttach/00707200-1 1\\$File/07200E.pdf](http://www.forms.ssb.gov.on.ca/mbslssb/forms/lssbforms.nsf/GetFileAttach/00707200-1 1$File/07200E.pdf)

Treasurer

The Treasurer shall:

- a) Collect and receive all monies due and owing the Association,
- b) Deposit the funds of the Association in a chartered bank or other deposit taking institution approved by the Officers of the Association,

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- c) Make payment out of Association funds by way of cheques or money orders drawn up by himself/herself and countersigned by one additional member of the Executive
- d) Keep books of accounts showing all receipts and expenditures as required by the By-Laws,
- e) Produce , publish and present a budget for the Association at the Annual Meeting,
- f) Establish and maintain a fund for the purpose of purchasing operating supplies such as office supplies, postage etcetera, and shall report such expenditures along with all other expenditures to the membership at each business meeting,
- g) Establish and maintain special cash funds as required by the Executive to control expenditures for special projects,
- h) Invest any surplus funds as instructed by the Executive.

Lake Steward

Oversee environmental issues affecting our waterways
Coordinate with local groups with similar interests (e.g. CEWF, MNR)
Work with other associations on common concerns and issues
Head the Lake Stewards Committee
Supervise lake water testing

Directory Editor

Responsible for producing our spring DSLPOA Newsletter and Directory.
Collects information and stories and coordinates with publisher (currently Parker Pad)
Works with the Advertising coordinator
Organize mailing and distribution

Membership Chair

Maintain membership records under current privacy policies
Update fee payments/ area director lists
Receive and bank cheques
Coordinate payments with treasurer & advertising chair

Webmaster

Maintain the association website and social media
Receive and post incoming news/photos/updates
Solicit and encourage input and news

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Advertising Coordinator

May be member of executive or volunteer
Contact advertisers for directory
Collect ads and coordinate with editor and publisher
Receive or organize payments

Officer at Large (2)

Attend 2 executive meetings and AGM
Give input and advice to meetings and help make decisions to plan future directions and activities
Other duties as determined

Area Director Coordinator

Our waterways are divided into areas with an Area Director representing each.
A coordinator organizes and assists Area Directors.
Represent your area's opinions and communicate them to executive
Attend AGM so you can share information
Encourage membership in association and share the work of the DSLPOA Help membership chair keep records updated

Event Co-Coordinator

Plan and organize each Summer Event
Coordinate volunteers and equipment
Work with Treasurer to arrange for money needed to run event

Official Year Statements

The Official Year of the Association shall be from [January 1 to December 31].

Quorum

[Four members of the Executive plus any thirty members of the membership] must be at the Annual General meeting to constitute a quorum. A minimum of [40] percent of the Board members must be present at a Board meeting to have a quorum.

Committees

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There shall be an Executive Committee composed of the officers of the Association.

Meetings

Regular Spring and Fall Executive meetings will be held at the call of the President.

Notice of special meetings shall be given to all Members [thirty (30) days] in advance [by mail or email].

The Annual meeting will be held [in the month of June or July each year] and elections for the Executive will be held at that time.

A petition of [twenty percent of the members] will require a special meeting to be held.

Between meetings, the general management and control of the affairs, funds and property of the Association shall be vested in the elected executive of the Association, subject to the Constitution, by-Laws and decisions taken by the majority vote of the members present at an Annual General meeting.

Order of Business

Roberts Rules of Order shall govern the proceedings of each regular business meeting.

Voting

Members in good standing shall have the power to vote at meetings of Members.

Except as otherwise provided, at the Annual General Meeting of the Association, the votes of the members shall in the first instance be by a show of hands, but any member of the Association may demand a vote by secret ballot.

[Voting may be carried out using a one vote with single written proxy method, and when approved at a regular business meeting, voting by mail shall be acceptable.]