

South Lavant Association

Constitution

As of August 18, 2017

Article 1 - Name

The name of this organization shall be the South Lavant Association, abbreviated as the SLA.

Article 2 - Purpose

This constitution will form the governance document of the South Lavant Association. The SLA works with residents, cottagers and other interested individuals to actively preserve and promote the quality of life and the community character of the area. As part of its mandate, the SLA advances community interests, arranges events to raise funds which may be used to support the Robertson Lake Hall, supports social activities of interest to residents, and works to preserve the quality of Robertson Lake. Detailed objectives are set out below.

Article 3 - Objectives

- a) To sponsor community events of interest to its members, and which support the purpose of the SLA as noted above;
- b) To provide a forum for the identification and discussion of issues of concern to residents and to communicate those concerns to various officials or elected representatives;
- c) To arrange fund-raising events to assist in the pursuit of its purpose, and for the ongoing maintenance of and improvements to the Robertson Lake Hall;
- d) To support the continued good health of Robertson Lake by working with the Mississippi Valley Conservation Authority as needed; and
- e) To ensure the SLA remains non-profit and non-partisan.

Article 4 - Members

Section 1 - Requirements

- a) Each residential household (permanent or seasonal) in the South Lavant, Lavant Station and Poland community may purchase a membership in the SLA.
- b) Each membership provides a maximum of two votes per household conditional on their attendance at any General Meeting.
- c) All voters must be a minimum of 18 years of age.
- d) Each paid-up general membership shall be voting members in good standing.
- e) The Executive shall maintain an active membership list, and shall specify membership fees. Any changes to membership fees shall be approved at a General Meeting.
- f) An Honorary Membership may be conferred upon any person who has made an outstanding contribution to the SLA and has left the area. Honorary members shall not pay annual membership dues.
- g) All membership fees shall be payable before the start of the Annual General Meeting.

Article 5 - Meetings of the Members

Section 1 - Annual General Meeting (AGM)

- a) The AGM of the members shall be held within the month of June or early July each year. The AGM will be held jointly with the Robertson Lake Hall Committee. The agenda shall include:
 - Adoption of the Minutes from the previous year's Annual General Meeting(s)
 - President's Report
 - To include information on meetings and activities of the Executive
 - Treasurer's Report
 - To include details of all funds raising activities
 - Any other business
 - Election of officers
- b) The place, date and time, together with the draft Agenda of the meeting and the Treasurer's Report, will be provided to

- members a minimum of 2 weeks prior to the meeting.
- c) Decisions at the Annual General Meeting shall be made by resolution or motion. All questions will be decided by a majority vote with the exception of changes to the Constitution where a two-thirds majority is required.
 - d) There shall be no proxy voting.
 - e) All voting members attending the AGM shall constitute a quorum.
 - f) Rules of Order for all meetings shall be the rules which are utilized for General Assembly Meetings (Robert's or Bourinot's Rules of Order).

Section 2 - Special Meetings

- a) Special Meetings of the members may be called either by the President, two or more officers, or not less than one-tenth of the members.
- b) Special Meetings shall follow the same rules as the Annual General Meeting, in terms of providing notice of the meeting, quorum, and Rules of Order.

Article 6 - Officers

Section 1 - Officers

- a) There shall be four or five officers which constitute the SLA Executive:
 - i) President
 - ii) One or Two Vice Presidents
 - iii) Treasurer
 - iv) Secretary
- b) The Executive Officers shall manage the affairs of the SLA between General Meetings and shall present a report at the next AGM. (The President's Report)
- c) Executive members shall not be entitled to payment for carrying out their duties. If an Executive Member expends funds to carry out their duties, they may request reimbursement from the Executive.
- d) Executive members shall perform tasks at the request of the President, such as contacting officials or elected

representatives, gathering information from members, analyzing issues and proposing solutions, and attending various meetings as representatives of the SLA.

- e) Should an Executive position become vacant, the remaining Executive may appoint a successor to that office for the remainder of the term.

Section 2 - Election, Term of Office

- a) Officers of the SLA shall be elected at the AGM by the majority vote casting by Voting Members and shall serve until the AGM the following year.
- b) All Officers shall be at least 18 years of age and must be in good standing.
- c) No Officer may hold a paid contract with SLA.

Section 3 - Election Procedures

- a) The election of Officers shall be conducted by an Election Chairperson, to be appointed by the SLA Executive.
- b) Offices may be filled by acclamation if there is only one nominee.
- c) If more than one nomination is received for an office, then an election will be held.
- d) Election shall be by secret ballot. There shall be no voting by proxy. For voting purposes, each couple is considered as two individual members in accordance with Article 3 section 1b) and Article 5 section 1d).
- e) Voting members will write the name of the candidate for whom they wish to vote on the ballot. This procedure shall be repeated for each office to be filled.
- f) The candidate with the majority votes shall be declared the winner. In the event of a tie, the procedure above will be repeated until such time as a winner can be declared.
- g) The new Executive shall assume their full respective duties and responsibilities upon the conclusion of the business of the AGM.
- h) The Election Chairperson shall record the results of the election for the Association records and move a motion for the destruction of ballots.
- i) The past Executives shall provide all relevant materials to the new Executive within one month of the AGM.

Section 4 - President

- a) The President shall be the principal Executive Officer of the Association. The President will ensure that all business and affairs of the SLA are duly acted upon in full consultation with the Executive Officers, and if need be, approved by the general membership. The President shall perform all duties incident to the office of the President.
- b) The President shall present a President's Report to be read at the AGM.
- c) The President shall chair all Executive and General Meetings of the Association.

Section 5 - Vice Presidents

- a) In the absence of the President, a Vice President shall perform the duties of the President.

Section 6 - Treasurer

- a) The Treasurer shall have charge and custody and be responsible for all funds of the Association.
- b) The Treasurer shall present a written financial statement to be distributed to attending members of the AGM.
- c) The Treasurer shall maintain a list of members in good standing of the SLA.

Section 7 - Secretary

- a) The Secretary shall keep minutes of the meetings of the members, see that all notices are duly given in accordance with the provisions of the Constitution, keep a roster of the contact information (ie email address) of each member and in general, shall ensure that all duties incident to the office of Secretary are performed.
- b) The Secretary shall endeavour to keep the roster of member contact information confidential, and shall blind copy notices to members.

Section 8 - Executive Meetings

- a) Meetings of the Executive shall be called by the President or in his/her absence, the Vice Presidents.
- b) Meetings may be held jointly with the Robertson Lake Hall Committee Executive, in which case one set of records will be prepared.
- c) A majority of the Executive may request a meeting which shall be held within two (2) weeks.
- d) A minimum of three Executives will constitute a quorum.
- e) Votes require a majority support to be passed.
- f) Members of the SLA may attend Executive Meetings as observers, upon agreement by the President. Members attending as observers do not have the right to vote. Members wishing to attend should contact an Officer to get information on the next meeting.

Article 7 - Finances and Disbursement of Funds

- a) All funds will be held in a separate bank account in a recognized financial institution.
- b) Whenever possible disbursements shall be made by cheque.
- c) The President, Treasurer and one other Executive Officer will constitute signing authority. All cheques shall require two signatures and shall not be pre-signed.

Article 8 - Committees

- a) The Executive may appoint Committees as deemed necessary to carry out tasks on behalf of the Executive. Said Committees shall report to the Executive.
- b) One member of the Executive is to sit on any appointed Committees.

Article 9- Amendments to Constitution

- a) Proposed amendment (s) to the Constitution must be in writing to the Secretary a reasonable period prior to the Annual or Special General Meeting of the members.

Proposed amendment(s) should outline the rationale for the amendment and must be duly seconded.

- b) Following consideration by the Executive, the proposed amendment(s) should outline the rationale for the amendment and must be duly seconded.
- c) Members should be notified in writing at least five days prior to such General Meeting, of intention to alter, amend or repeal or to adopt new Constitutional amendments. The notice shall contain the text of the proposed alteration or amendment and/ or state the section to be repealed.
- d) The Constitution may be altered, amended or repealed and new Constitutional changes may be adopted by a two-thirds majority of the members present at any General Meeting of the members.

Article 10 - Constitution

The Constitution and any amendments shall take effect upon their adoption.

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Executive Members
South Lavant Association

President

Vice President (1)

Treasurer

Vice President (2)

Secretary

Date