



**KASHWAKAMAK LAKE ASSOCIATION CONSTITUTION & BYLAWS
APPROVED AT THE ANNUAL GENERAL MEETING
JULY 14, 2021**

PREAMBLE

We, the property owners on Kashwakamak Lake, recognize that our presence has an impact on the lake's ecological systems. We believe that our impact can be positive. By developing ecological friendly access points, we allow for the enjoyment of the wonders of the lake for family, friends and the general public.

We also recognize that all activity and development on the lake has the potential of having a negative impact. By virtue of our presence, we are on-site stewards. It is with this in mind and in an effort to involve all property owners on the lake, that the Kashwakamak Lake Association (KLA) was formed in July 2000, replacing the former Lake Kashwakamak West Property Owners' Association.

Article 1. NAME

Kashwakamak Lake Association, herein referred to as "KLA".

Article 2. Contact

Contact is through any member of the Board.

The names and contact information of the Board members are available on the association web site: <https://kashwakamak.ca/kla-board>.

Article 3. Aims, Objects, and Limitations

- a. The objective of the KLA is to provide an organization through which property owners of Kashwakamak Lake, whether permanent or seasonal, may voice their concerns on issues affecting their health, pleasure, comfort, safety, and security. Moreover, it is the objective of the KLA to provide a forum for the discussion of those concerns and, through its Board of Directors, to take appropriate actions in addressing those concerns. All members are thus encouraged to communicate with the Association and its Board of Directors so that concerns are identified; possible solutions examined; and appropriate actions taken.



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- b. The KLA will actively engage in the promotion of Lake Stewardship in all areas affecting the Lake Kashwakamak environment.
- c. The KLA, through its Board of Directors, shall provide the membership with information which it deems to be relevant and/or useful in helping its members to become better guardians of Kashwakamak Lake. Such information may come from FOCA, from various levels of government, or from a variety of other sources.
- d. The KLA shall promote social activities for its members.
- e. Although all members enjoy the benefits of the KLA, no asset of the Association is to be used to directly benefit any Officer or Member of the KLA.
- f. The KLA shall not participate in any partisan political activity.

Article 4: Membership

- a. Membership in the KLA is open to lake front property owners, either permanent or seasonal, on Kashwakamak Lake. Any person who lives in the vicinity of Lake Kashwakamak and does not own lake frontage, but for whom the welfare of the lake is important, may submit a written application to the Board to become a member of the Kashwakamak Lake Association.
- b. Active membership is limited to one person per registered property on Kashwakamak Lake, herein referred to as Member. An active member carries the right to one vote at any meeting of the members.
- c. Associate membership may be granted to any person who has an interest in the welfare of the lake and has paid the membership fee. An associate membership does not carry the right to vote at any meetings of the Members but is entitled to all other privileges of membership.
- d. Honorary membership may, from time to time, be awarded by the Board of Directors. An honorary membership is a non-voting membership in recognition of services rendered to the Association.
- e. Application for membership shall be made to any member of the Board accompanied by the current year's membership fees.
- f. Only those whose fees are paid are Members and may vote at meetings.



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- g. On the recommendation of the Board annual Dues and due dates are set from time to time at the AGM or special meeting of the members.

Article 5. Board of Directors, herein referred to as the “Board”.

- a. The Board of Directors shall consist of: President, Vice President, Treasurer, Secretary, and other Directors, the number to be determined by the Members. In establishing the number of directors, consideration will be given to the current activities of the KLA and to representation from all areas of the lake. All Board Members must be property owners or an appointed family member.
- b. The Executive of the Board shall consist of President, Vice President, Treasurer, and Secretary, herein referred to as the Executive.
- c. Subject to directives of annual and special meetings of the members and of these Bylaws, the Board shall have authority over the assets and activities of the KLA.
- d. Regular meetings of the Board will be held at times and places established from time to time by the Board.
- e. Special meetings of the board may be called by the President or any two members of the executive with 24 hours' notice by phone or other previously agreed upon method.
- f. Two members of the Executive and two additional Directors will constitute a quorum. Decisions will be made by a simple majority of the Directors present.
- g. All members of the Board of Directors shall be nominated and elected at the AGM. The term of office is two years, with the exception of the immediately preceding President whose term as an executive member shall be extended a further two years. If an elected Director is unable to complete his/her term, the Board may appoint a Director to serve the remainder of the term. Should a member of the Board wish to remain on the Board of Directors in excess of their two-year term they will be subject to the nomination and election process.



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- h. On issues of substance, official communications from the Board will be through the President, the Board member designated as the communication director, or for a specific issue, a Board member designated by the President.

Article 6. Meeting of the Members

a. Annual General Meeting (AGM):

- i. An annual general meeting (hereafter the AGM) of the KLA shall be held within the first three weeks of July each year, or if circumstances dictate, on a date fixed by the executive of the KLA, for the purposes of receiving reports, electing the directors for the ensuing term, and the transaction of other business.
- ii. A minimum of two weeks' notice shall be given to the members concerning the holding of the AGM.
- iii. Twelve voting members shall constitute a quorum for the holding of the AGM.
- iv. The nominations and elections of directors shall be presided over by the immediately preceding President at the AGM.
- v. Each active member will have one vote on each motion put forth to the assembly. Motions shall be decided by a simple majority of votes based on a show of voting cards, as issued to active members and votes received pursuant to article 7c
- vi. In electing the directors, where more than the required number of directors are nominated and stand for election, the election shall be by secret ballot.

b. Special Meetings: In order to conduct the affairs of KLA, "Special Meetings" of the Members may be called from time to time by the Board, subject to the same notification requirements as the AGM.

c. In response to some circumstances, the board may hold some or all of a meeting of the Members in a virtual mode. Instructions on how to participate will be included with the notification of the meeting. At such meetings all provisions of article 6 and 7 will apply.

d. Other Meetings:



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- i. Social, Recreational, Informational, or Charity functions may be organized for the Members and their guests by the Board. No business may be conducted at such meetings.
 - ii. If business is conducted at such a meeting, the meeting will be deemed a Special Meeting and will be subject to the notification and voting procedures of the AGM.
- e. The Board may from, time to time, establish a fee for participation in any activity of the KLA except for the AGM or Special Meeting of the Members.

Article 7: Voting

- a. All active Members have one vote for all purposes of the KLA, except as noted below.
- b. During the conduct of the AGM or Special Meeting the President or the designated Chair will vote only to break a tie.
- c. In order to give Members who are unable to attend the Meeting the ability to vote, the following procedures will apply.
 - i. A site will be established by the Secretary of the KLA, or a designated Member, for the purpose of receiving absentee votes on issues before the members at the AGM or Special Meetings. All votes received by the site will be private to the Secretary until all votes on the matter cast by members attending the meeting have been counted. Information on accessing this site will be included with the notification of the Meeting.
 - ii. A vote by proxy form will be available on the KLA web site with instructions on procedures
- d. Except as noted in Art. 12 below, motions will be decided by simple majority.

Article 8. Funds

- a. The funds of the KLA shall be in the keeping of the Treasurer, who shall deposit these funds in a chartered Canadian bank or trust company and make payments on behalf



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of the KLA by way of cheque drawn upon this account, with the exception of petty cash payments for which the Treasurer will account by voucher.

- b. The signing officers are the President, the Vice-President, the Treasurer, and the Secretary. All cheques must be signed by any two of the signing officers.

Article 9: Standing Committees

The Board may appoint standing committees as required: e.g. lake steward, water levels, water clarity, telephone, pollution, social, lake planning.

Article 10: Annual Financial Review

There shall be an annual review of the financial operations of the KLA performed each year by two members of the KLA, and such review will be released to all members of the KLA no later than the next AGM.

Article 11: Financial Year

The financial year for the KLA shall commence January 1st and end on December 31st.

Article 12: Amendments

Amendments to the constitution of the KLA may be made at the AGM or other properly called general meetings. For such general meetings (as well as the AGM), members will be given a minimum of two weeks advance notice of the meeting and twelve voting members will constitute a quorum. Amendments must be passed by a two-thirds majority of the voting members present and the members voting by absentee ballot.

Article 13: Rules of order

- a. Procedures for the conduct of a meeting may be established by the Members present at the meeting.



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- b. The authority for resolving disputes regarding procedures in meetings shall be the latest available copy of Robert's Rules of Order.

Article 14: Termination of the KLA

- a. If and when the Board deems it necessary to recommend terminating the operations of the KLA, a motion to that effect shall be presented to all paid up members, either at a general meeting or if necessary, by a mailed ballot.
- b. If such a motion is approved by a majority of members, the treasurer is directed to donate any audited surplus funds to a Registered Charity (or Charities) designated by the Board.