

**BLACK STURGEON LAKE PROPERTY OWNERS ASSOCIATION
CONSTITUTION / BY-LAWS 06/25/2016**

PREAMBLE

The Black Sturgeon Lake Property Owners Association (BSLPOA) has been founded for all property owners living on Black Sturgeon Lake who are interested in an organization to work for their common good: the maintenance and enhancement of the quality of life on the lake for both seasonal and permanent residents through careful attention to such matters as water quality, shoreline development, and boating and swimming safety. The Association acknowledges our responsibility to the original Black Sturgeon Estates Property Owners to recognize The Glen and property generously donated by the Reid family. The BSLPOA has no powers or authority to perform or provide services or functions that are the responsibility of the government(s) and their various agencies.

ARTICLE 1 – NAME

The name of the organization shall be the Black Sturgeon Lake Property Owners Association

ARTICLE 2 – PURPOSE

The purpose of the Association shall be:

- (a) To promote and foster a sense of community, friendship and mutual respect amongst the property owners of Black Sturgeon Lake;
- (b) To provide a focal point for addressing issues that may arise concerning the property owners of Black Sturgeon Lake;
- (c) To provide a forum for the exchange of information, concerns and communication between the members of Black Sturgeon Lake Property Owners Association;
- (d) To promote maintaining the pristine nature of the water quality and surrounding shorelines of Black Sturgeon Lake;
- (e) To communicate with the media and general public concerning issues of interest to the members;

ARTICLE 3 – MEMBERSHIP

SECTION 1 – Membership

- (a) Each property is limited to one Membership.
- (b) Each membership carries with it the right to one vote at any meeting of the members.

Adopted June 25, 2016

- (c) Membership may be represented by any of the following people:
 - a. Registered property owner in the jurisdiction; and/or
 - b. Designate of the registered property owner. The designate(s) shall be identified in writing.

These persons shall be referred to as "Voting Members".

SECTION 2 – Membership Fees and Continuing Membership:

- (a) The annual fee for membership shall be set by the executive by resolution.
- (b) The membership year runs from the last day of the month which the Annual Meeting is held until the last day of the month which the Annual Meeting is held the following year.
- (c) Membership renewal fees should be paid at the Annual Meeting or by cheque to the Association address.
- (d) A member deemed in default shall automatically lose his/her membership until such time as dues have been paid in full.

SECTION 3 – Area Representatives:

- (a) The executive of BSLPOA may appoint Area Representatives who receive and submit information from the areas of their cottages.
- (b) They are encouraged to attend meetings, but regular attendance is not required, and they are not counted as part of the quorum requirement.
- (c) Voting privileges may be granted by the executive in special situations or special meetings.
- (d) Area representatives may be appointed at any time.

ARTICLE 4 – BSLPOA Structure

SECTION 1 - The Executive Officers of BSLPOA shall consist of the following officers:

- (a) President;
- (b) Vice-President(s);
- (c) Secretary;
- (d) Treasurer;
- (e) Past-President

SECTION 2 – Management of property, carrying on of business, appointment of committees:

- (a) The property and business of BSLPOA shall be managed by the Executive.
- (b) The elected executive is empowered to appoint one or more committees and committee chairpersons to carry out various tasks as may arise from time to time.
- (c) All committees shall be responsible and subject to the direction and control of the Executive. Committees may be delegated such powers as the Executive shall determine.

ARTICLE 5 – ELECTION OF OFFICERS and TERMS of OFFICE:

SECTION 1 – Nomination requirements:

- (a) Persons who stand for election as officers of BSLPOA shall be members in good standing.

SECTION 2 – Nominating Committee:

- (a) A nominating committee consisting of the Past President as Chairman and two (2) members shall be convened on or before the 15th day of March in each year to nominate individuals (members) of BSLPOA, to fill positions of officers to be elected at the forthcoming Annual General meeting.

SECTION 3 - Nominations for the positions of Officers shall be:

- (a) Any persons that the current nominating committee may wish to nominate or any nomination from the floor.

SECTION 4 – Election of Officers and Terms of Office

- (a) All Officers shall be nominated and elected at the Annual General Meeting.
- (b) The term of office is two years. All elections of Officers shall be made by simple majority of the quorum.
- (c) Any vacancies may be filled by nomination and election at the Annual General meeting, for a term to be determined by the executive at the time of the election.
- (d) Any officer position unfilled at an Annual General Meeting may be filled by appointment for any term as determined by the Executive. Any appointments must be confirmed by election at the next annual general meeting.

ARTICLE 6 – QUORUMS

- (a) A simple majority shall constitute a quorum for executive meetings.
- (b) Ten (10) voting members shall constitute a quorum for the Annual General meeting and for any Special General meetings.

ARTICLE 7 – RULES OF ORDER

This Association shall be governed by Roberts Rules of Order in all matters not provided for by the constitution, by-laws or rules of the Association.

ARTICLE 8 – ENACTMENT

This constitution and bylaws shall become effective immediately following their adoption.

ARTICLE 9 – AMENDMENTS

- (a) No amendment(s) shall be made to this Constitution and bylaw unless said proposed amendment(s) has/have been submitted in writing to the Executive by March 15th.
- (b) The adoption of any amendment(s) shall require the approval of at least two-thirds of the voting members present and voting at an Annual General meeting.

ARTICLE 10 – MEETINGS

SECTION 1 - Annual Meetings:

The Annual meeting of BSLPOA shall be held between June 1st to August 30th each year. Notice of this meeting, together with any proposed constitutional changes, must be made to all members thirty (30) days prior to such meeting.

SECTION 2 - Special General Meetings:

- (a) Special general meetings of BSLPOA may be called by the President; or three (3) members of the Executive; or ten (10) members of BSLPOA. The request must be in writing to the Executive.
- (b) Notice of any special general meeting, stating the purpose of such meeting, must be mailed to all members of BSLPOA fifteen (15) days prior to such meeting.

SECTION 3 – Executive Meetings:

- (a) BSLPOA Executive will hold such meetings of the executive as they may require during their term in office.
- (b) The executive members must be notified prior to any such meeting.

SECTION 4 – Notice and conduct of meetings:

- (a) The date, time and place of all meetings must be included in all notices of meetings.
- (b) The executive will be responsible for coordinating all meetings.
- (c) The agenda with any supporting documentation is to be circulated with any notice of meetings.

ARTICLE 11 – OFFICERS’ DUTIES

SECTION 1 - Duties of the President:

- (a) Preside at all meetings;
- (b) Serve as a member (ex officio) of all committees;
- (c) In the event of a tie vote, shall cast the deciding vote;
- (d) Shall be a signing officer for BSLPOA

SECTION 2 - Duties of the Past President:

- (a) Shall assist the executive in rendering decisions;
- (b) Shall chair the nominating committee.

SECTION 3 - Duties of the Vice-President:

- (a) Will assume any of the duties of the President in the absence of the President;
- (b) Perform other duties as directed by the President;
- (c) Shall be a signing officer for BSLPOA

SECTION 4 - Duties of the Secretary:

- (a) Record and preserve minutes of all meetings;
- (b) Conduct, under guidance of the President, official correspondence;
- (c) Issue notice of all meetings;
- (d) Keep up to date record of all member organizations;
- (f) Shall be a signing officer for BSLPOA

SECTION 5 - Duties of the Treasurer:

- (a) Will administer all funds of BSLPOA
- (b) Will prepare and present an up to date financial report of BSLPOA at all Annual General and Special General Meetings. The financial report shall be on paper and distributed to all member organizations prior to the start of these meetings;
- (c) Will arrange for reviewed financial statement and report prior to the Annual meeting;
- (d) Shall be a signing officer for BSLPOA

Note: Cheques must be signed by two (2) of the four (4) signing officers.

SECTION 6 - Duties of Area Representatives:

- (a) to bring area concerns to BSLPOA for possible solutions;
- (b) meeting attendance encouraged but not a requirement;
- (c) perform such duties as directed by the executive;
- (d) promote the efforts of BSLPOA in their own areas.