

Yoho Lake Association Constitution 2012

Updated Aug. 28, 2016

Preamble

1.1 The Yoho Lake Association concerns itself with the protection of the natural environment and with matters which contribute to the health, security, comfort and pleasure of the residents of the Yoho Lake watershed.

Name

2.1 The Association shall be called the "Yoho Lake Association."

Jurisdiction

3.1 The Yoho Lake Association shall represent the area as defined as beginning at the rural address 3555 on the Hanwell Road and ending at the Hunter Road and all roads surrounding Yoho Lake.

Members

4.1 An ACTIVE MEMBER of the association is the registered owner of one or more properties lying, in part or whole within the Yoho Lake jurisdiction who has paid the membership dues for the current year. In the case of a property with two or more registered owners, payment of one membership fee shall qualify one individual as the active members and the remaining individuals as associate members.

4.2 An ASSOCIATE MEMBER of the association is a permanent or seasonal resident within the Yoho Lake Jurisdiction who does not own property within the jurisdiction on which he or she resides and which has paid the associate membership fee for the current year.

4.3 An HONORARY MEMBER of the association is a person whose nomination by the Executive Committee is approved by a majority of the voting members at a general meeting of the association.

Voting

5.1 An ACTIVE MEMBER who is the registered owner of one or more Yoho Lake Jurisdiction properties or if ownership is joined, shall have only two votes on any motion.

5.2 An active member may appoint a Proxy. The Proxy must be an Active Member and shall be identified in writing, signed by the registered property owner. A Proxy can only represent one registered property owner in this capacity. This Proxy appointment notice shall be presented to an executive member of the Yoho Lake Association prior to the commencement of an Annual Meeting or other general meetings and is valid for that meeting only.

5.3 In the case where the registered owners of one or more Yoho Jurisdiction properties are ACTIVE MEMBERS "A" and "B", and the registered owners of one or more other Yoho Jurisdiction

properties are "A", "C" and "D", then "C" and "D" combined, shall be entitled to only two votes on any motion, upon payment of an ACTIVE membership fee.

5.4 An ASSOCIATE MEMBER may not vote at annual or general meetings of the association.

5.5 An HONORARY MEMBER may not vote at annual or general meetings of tile association.

Annual General Meeting (AGM)

6.1 The AGM of the Association shall be held within the first three weeks of August in each year, on a date to be fixed by the Executive of the Association.

6.2 The AGM will be held for the purpose of receiving reports, electing the executive and council members for the ensuing term, with the exception of the Yoho Scout Reserve representative, and transacting other business.

6.3 The Yoho Scout Reserve representative's name will be put forward by the Riverton Area District Council of Scouts Canada.

6.4 All Executive members nominated and elected at the AGM of the Association will be for a term of two years, unless a different term is agreed at the AGM. The term of office for an individual in a particular position shall not exceed two consecutive two year terms for any one executive position. The individual may be re-nominated for that position after two years have elapsed.

6.5 The election of the Executive shall be for staggered terms, with the President and Vice President and one member at large in one year and the secretary, treasurer and one member at large in the alternate year.

6.6 Reasonable notice shall be given to the members at least two weeks prior to the AGM.

6.7 Twenty voting members, excluding the executive, shall constitute a quorum for the holding of the AGM or any other general meeting.

6.8 During the period for the nomination and election of executive and council, the AGM shall be presided over by a member elected for that purpose at the meeting.

6.9 Voting, as described in section 5.0, shall take place on each motion put to the meeting and the fate of motions shall be determined by a simple majority resulting from the display of voting cards.

6.10 In electing the Executive and Council, where more than one nominee is presented, the election shall be by secret ballot.

Executive and Council

7.1 Between AGMs, the management and control of the affairs, funds and property of the Association shall be vested in a council comprised of the executive and chairs of standing committees, subject to

the Constitution and decisions taken by majority vote at the AGM, or at other general meetings called by the executive or by not less than ten active members.

7.2 The Executive shall consist of a President, Vice-President, Secretary, Treasurer, two Directors-At-Large and a Yoho Scout Reserve representative.

7.3 The Council shall be comprised of the Executive and the chairs of standing committees.

7.4 Zone reps will be invited to council meetings as required.

Committees

8.1 Standing committees shall be named and their terms of reference described in the Bylaws of the Association: Water Committee, Adopt-a-Highway Committee, Communications Committee and Membership Committee.

8.2 The Executive may establish one or more ad hoc committees. The purpose and function of each ad hoc committee shall be established in terms of reference issued by the Executive.

8.3 Ad hoc committees shall be chaired by members appointed by the President, in consultation with the Executive.

8.4 Standing and ad hoc committees shall report to the Executive as requested, and to the membership at the AGM.

8.5 There will be 6 zone reps. representing residents along defined sections of roads within the watershed. They will be appointed by the council and made known to all members through bulletins and newsletters.

Funds

9.1 The funds of the Association shall be in the keeping of the Treasurer who shall deposit them in a chartered bank or trust company. The Treasurer shall make payments from the Association account by cheque, with the exception of petty cash payments for which the Treasurer will account by voucher.

9.2 Cheques issued by the Association shall be signed by the President and the Treasurer. If the President is not available, another member of the Executive may sign on the President's behalf.

Membership

10.1 Application for Membership, accompanied by the current year's dues, shall be made to the Membership Committee or any member of the executive.

10.2 Only Active Members may vote, and, only members in good standing may participate in Association events.

10.3 The amount set for annual dues shall be determined by a simple majority vote at the AGM.

10.4 Dues are payable on or before the date of the AGM for the current year, any members deemed in default shall automatically lose their membership. Membership may be reinstated on application with full payment of dues.

Fiscal Year

11.1 The fiscal year shall commence July 1, and end June 30.

Audit

12.1 There shall be an annual audit of the financial position of the Association, either by a Chartered Accountant or by signed statement from two members of the Association other than members of the Executive.

Amendments

13.1 Amendments to the Constitution may be made at the AGM. Members shall be given notice of motion at least two weeks before the meeting and amendments must be passed by a two-thirds majority of eligible voting members present.

Bylaws

14.1 Bylaws may be established, amended or withdrawn by motion passed by a simple majority at the AGM of the association.

Executive Terms of Reference

President:

The duties of the President will be to chair each meeting of the Association and to interpret and administer the decisions of the Association. He/She shall, in consultation with the Executive and Council, have the authority to call meetings of the Association at any time, when deemed necessary, in the interests of the Association. The president shall be responsible for the operation and the management of the Association in accordance with the Constitution and Bylaws, in consultation with the Executive and Council.

Vice-President:

The Vice-President shall assist the President in carrying out the wishes of the Association when requested to do so by the President. He/She shall act in a position of the President when the President isn't able to act, in consultation with the Executive and Council.

Secretary:

The Secretary will keep the minutes of the AGM, other general meetings of the Association and Executive and Council meetings, as well as receiving and dispatching correspondence of the Association.

Treasurer:

The Treasurer will receive, deposit and dispatch all funds of the Association, subject to the authority of the Executive. He/She shall present a full financial report of the Association at each AGM or whenever requested to do so by the President.

Director-at-Large:

The Director-at-Large shall chair the Zone Representatives Committee. The committee shall:

- Identify the residents of each zone and provide the information needed to prepare and update the Yoho Lake database and directory.
- Liaise with residents and report any association related matters or concerns to the executive of the Yoho Lake Association.

Yoho Scout Reserve Representative:

The Yoho Scout Reserve Representative shall provide liaison with the Riverton Area District Council of Scouts Canada and represent the interests which the scouting community and local residents share in keeping the community safe and the Yoho Lake environment protected.

Standing Committees Terms of Reference**Water Committee:**

Assist in developing initiatives to monitor water quality and land use practices within the Yoho Lake watershed and surrounding areas to help with:

- Protecting the physical, chemical and biological integrity of the lake
- Protecting the health of all residents (including wildlife) of the Yoho Lake community
- Promoting sound land-use practices within the Yoho Lake community
- Providing evidence-based data to residents of the Yoho Lake community

Adopt-a-Highway Committee:

To enhance the beauty and safety of highways in the Yoho Lake jurisdiction and surrounding area by removing litter.

Communications Committee:

To create and implement a simple and effective communications strategy that will:

- Improve networking among residents of the Yoho Lake watershed and surrounding area
- Facilitate interaction of the Yoho Lake Association with other lake and environmental organizations
- Highlight potential topics for, and optimal timing of, discussions between the Association executive and other organizations (governmental and non-governmental)

Membership Committee:

- To promote membership in the Yoho Lake Association
- To encourage residents to participate in activities of the Association and become proactive in promoting the natural well-being of the Yoho Lake watershed and surrounding area