

The Association Mandate

We, the Tea Lake Property Owners, declare our 1960 non-profit association to be one formed with the goal of presenting a collective voice at all levels of government on matters affecting our common interests and rights.

Be it agreed that this Association is framed to allow the Directors and Officers liability insurance protection so that they might oversee the Road and Regatta subcommittees and maintain proper precautions on the three roads servicing Tea Lake so that all Owners and their families may enjoy safe access to their properties.

Whereas the governance and conduct of the Tea Lake Property Owners Association operates under the authority contained within the attached constitution, it is agreed that matters of the Association will be addressed at an annual general meeting (AGM) to be held on the third Saturday in July in each year. It is further agreed that only property owners in good standing may bring forth discussion issues which will be submitted in writing to the Association Secretary three weeks in advance of the AGM.

TEA LAKE PROPERTY OWNERS' ASSOCIATION INC. CONSTITUTION

ARTICLE 1 -NAME:

The name of this Association shall be *Tea Lake Property Owners' Association Inc.*
(Hereinafter called the Association.)

ARTICLE 2 -PURPOSE AND OBJECTIVES:

The purpose of the Association shall be:

- To unite the members for the purpose of dealing with government clients, organizations and agencies on any problem that affects the general welfare of the membership or a portion of the membership.
- To promote and foster a spirit of sociability and friendship among the membership of the Association.
- To cooperate in the protection of water resources from pollution of any kind.
- To promote safe and responsible operation of all water craft and related activities.
- To aid all agencies in the control of pests and noxious weeds and the preservation of trees, shrubs and wild flowers.
- To assist in the conservation of fish and game and the wise use of these resources.
- To do such other things as may be deemed necessary or advisable to further the interests of the members.

ARTICLE 3 -MEMBERSHIP AND FEES:

- (i) To be eligible for membership an individual must be registered as a sole or joint owner of property on Tea Lake.
- (ii) An annual membership fee of **\$15.00**/per property shall be paid to the Respective Road Committees each year. No individual may be entitled to any privileges of membership or to vote if the membership fee for their property is unpaid.
- (iii) The financial year of the Association shall be from July 1st to June 30th.
- (iv) To be eligible to be a candidate for election to the executive of the Association, a member must be in good standing for a minimum period of two years.

ARTICLE 4 -EXECUTIVE

- (a) The officers of the Association shall be four in number; -President, Vice President, Secretary, Treasurer.
- (b) The term of office shall be two years and elections for the executive will be held by secret ballot at the General Meeting of the Association in alternate years.
- (c) In the event of a vacancy occurring among the officers during their term of office, the remaining members of the executive shall, at their discretion appoint a member to fill the vacancy for the balance of the term from the unsuccessful candidates, if possible.

ARTICLE 5 -MEETINGS:

- (i) A minimum of 25 members must be present to constitute a quorum.
- (ii) An Annual Meeting of the Association will be held the 3rd Saturday in July during each summer at a convenient location to be decided by the executive.
- (iii) The membership will be advised of the meeting by e-mail, on the Association Web Site, and Signage on each road (Frankland/Graham/Lavis) at least two weeks in advance of the meeting date.
- (iv) Special meetings may be convened by the executive at any time of the year to deal with any situation or matter of concern to the membership or for social reasons.
- (v) All meetings will be conducted in accordance with recognized parliamentary procedure and when any point of procedure arises which is not covered by the constitution of the Association, the meeting shall be governed by the procedure as laid down in Roberts Rules of Order as revised from time to time.

ARTICLE 6 -DUTIES OF OFFICERS:

PRESIDENT

- (i) Shall summon, or cause to be summoned, all general and executive meetings.
- (ii) Shall make no motion and only cast a vote to break a tie.
- (iii) Shall be responsible for the operation and management of the Association in accordance with the constitution.
- (iv) Shall be an ex-officio member of each committee.
- (v) Shall be a signing officer with the Treasurer of the Association.

VICE PRESIDENT

- (i) Shall assist the President
- (ii) Shall in the absence of the President or in the case of his inability to act, perform all duties pertaining to the office of the President as may be required
- (iii) In the case of a vacancy in the office of the President, he shall assume and fulfil all the duties of that office until a new President is elected by the Association.
- (iv) Shall be a signing officer with the treasurer of the Association.

SECRETARY

- (i) Shall have Charge of all minute books.
- (ii) Shall be present at and keep records of all executive and general meetings, shall see to notice of any such meetings, and shall have available at any such meeting such material as may be reasonably related to the agenda of business to be transacted.
- (iii) Shall prepare and read minutes of meetings.

TREASURER

- (i) Shall keep records of all moneys received and disbursed pertinent to the business of the Association.
- (ii) Shall deposit Association funds in a bank.
- (iii) Shall be a signing officer of the Association.
- (iv) Shall organize and supervise the area representatives in the collection of the dues of the Association.

When any member of the Executive of the Association sends a letter or communication pertaining to Association matters, a copy must be sent to the secretary to become part of the Association records.

ARTICLE 7 -COMMITTEES:

There shall be standing committees established by the executive as follows:

- (i) **Regatta:** A Chairman, vice-Chairman and as many members as required shall be appointed by the executive to organize and conduct a Regatta. The committee shall be guided by the wishes of the majority of the members in arranging the general form of program and this activity shall be self-supporting financially by the collection of funds or other means.
- (ii) **Road Committee:** Association Dues shall be paid to the appropriate Road Committee each Year. Each Road committee will forward the Dues collected and Insurance payment, to the Association Treasurer, by the end August each year.
- (iii) **Conservation And Pollution:** In the area of conservation and pollution the air or water or on land. This committee shall collect and disseminate to the members pertinent information and shall cooperate with appropriate agencies and authorities in a manner consistent with the objectives of the Association.

There shall be special committees established by the executive as may from time to time be deemed necessary.

The executive shall name the Chairman of any committee and said Chairman shall hold office at the discretion of the executive. The scope of each committee shall be outlined by the executive. Committee members shall be Chosen by the committee Chairman with the approval of the executive.

ARTICLE 8 -ELECTIONS, NOMINATING AND VOTING:

The election of the executive officers shall be held on alternate years at the annual general meeting, and shall be by secret ballot, unless acclaimed, through not less than three (3) scrutinies appointed by the president or person presiding at the meeting. The scrutinies shall prepare, distribute, collect and count the ballots and report their findings to the president or person presiding over the meeting. The scrutinies shall decide the validity of any ballot. Newly elected persons shall assume their respective duties immediately following the announcement of the results of any election.

All matters, save as otherwise provided in the constitution, shall be decided by a simple majority and by a show of hands. A secret ballot in any matter may be requested by a voting member, which request shall be decided by a show of hands. Such secret ballot shall be conducted in a like manner as previously described in paragraph (a).

The executive may make a provision for a referendum vote and for ballots by mail when a matter of importance to the Association must be decided.

Nominations for executive office may be made by any voting member provided they are properly seconded by any voting member and accompanied by a statement from the nominee that he will stand for office, Which statement may either be written *or* oral.

ARTICLE 9 -AMENDMENT:

The constitution of this association may be amended by a two-thirds (2/3) majority vote of the voting members in attendance at any general *or* special meeting of the Association, provided that notice of motion regarding such amendment duly seconded is in writing and forwarded to the secretary at least twenty-one (21) days prior to the said meeting. The secretary shall forward the notice of motion with the regular notice of such meeting to the members.