

# CONSTITUTION

## Clear Lake Cabin Association

### Riding Mountain National Park

Adopted July 1974, amended July 1978, amended September 3, 1989, amended June 29, 2004, amended August 31, 2009.

#### **ARTICLE I – Name**

The name of this organization is the Clear Lake Cabin Owners' Association (CLCA).

#### **ARTICLE II – Purpose**

Directed by what is considered to be the best interests of its membership, the CLCA represents and advocates for the leaseholders in the "Old Campground" (cabin area) of Riding Mountain National Park (Manitoba, Canada).

The CLCA participates in conjunction with the Clear Lake Cottage Owners' Association (CLCOA) and the Wasagaming Chamber of Commerce on the Wasagaming Tenants' Association (WTA) to provide input to Parks Canada (Wasagaming, Manitoba) and share updates from Parks Canada with members of the CLCA.

#### **ARTICLE III – Membership**

- a. The leaseholder(s) of a Cabin Lot may designate one individual to serve as a Member of the CLCA and to act as the agent and representative of the leaseholder(s) for all matters pertaining to the CLCA, including but not limited to, voting and serving as a Director or Committee member of the CLCA.
- b. The individual designated in Article III (a) may register for and purchase an annual membership in the CLCA.
- c. An annual membership entitles that individual to be a member in the CLCA and therefore:
  - i) participate in the Annual General Meeting of the CLCA and vote on all matters arising therein;

- ii) be nominated to, or nominate other members, to serve on the Board of Directors of the CLCA;
  - iii) serve as a member of the Executive of the CLCA and such other Committees of the CLCA as may be formed from time to time;
  - iv) receive notices and correspondence on all matters pertaining to the CLCA
- d. The amount of the annual membership fee and the collection thereof, shall be determined by the CLCA Board of Directors. The CLCA will supply a receipt to the member upon payment of the annual membership fee.
  - e. Annual Memberships are non-transferable.
  - f. Failure to pay the annual membership fee will void membership including voting rights at any CLCA meeting.

## **ARTICLE IV – CLCA Management**

### **1. Board of Directors (Board)**

- a. The general control and management of activities of the CLCA will be vested in the Board of Directors.
- b. The Board shall consist of the Executive Officers, the immediate Past-President and eight other elected members who will be Directors-at-Large.
- c. The Board shall meet at the discretion of the President, with a minimum of two meetings per year.
- d. Each Board member is elected for a two-year term, with half of the Board elected each year.
- e. Given any vacancy on the Board during a term of office, an interim replacement will be appointed by the Board of Directors to serve until the next general meeting at which time the position will be filled by election.
- f. Any Board Member who is absent for three consecutive meetings, or who does not fulfill the stated expectations of the respective position, may be removed from the Board, at the sole discretion of the Executive.

### **2. Executive Officers**

- a. The Executive Officers of the CLCA will be: President, Vice-President, Treasurer and Secretary.
- b. All Executive Officers will begin their official duties as soon as elected and shall serve a term of one year or until their successors are elected.
- c. No person shall remain in the same Executive Officer position for more than four years.

## **ARTICLE V – Roles and Responsibilities of the CLCA Board Members**

### **1. President**

- a. Will preside at all meetings of the membership, and of the Board, unless the President designates otherwise.
- b. Be an ex-officio member of all standing and special committees.
- c. Act as a liaison between the CLCA and Parks Canada as well as other organizations when necessary.
- d. Submit a report to the Annual Meeting of the CLCA.
- e. Appoint Chairs of standing committees from within the Board.
- f. Endeavour to keep all members informed of CLCA activities.
- g. The President shall represent, and be the sole spokesperson of, the CLCA unless the President delegates this authority to an alternate Board member.

### **2. Vice-President**

- a. Assume the duties of the President in the absence or resignation of the President.

### **3. Treasurer**

- a. Maintain records of the financial affairs of the CLCA and keep adequate and accurate records.
- b. With the President and Vice President, act as joint trustee of all CLCA funds. The President, Vice President and Treasurer to have signing authority; a minimum of two signatures required for transactions.
- c. Prepare and report interim and year-end financial statements, that shall be reconciled with current bank statements.
- d. Report to the CLCA membership, as directed by the Board of Directors.

### **4. The Secretary will:**

- a. Keep minutes of all regular CLCA meetings.
- b. Be responsible for general correspondence involving the CLCA.
- c. Maintain a record of attendance at each meeting.
- d. Be responsible for organizing and storing the current and historical records of the CLCA.
- e. Provide notice of CLCA meetings to CLCA members at least two weeks before the scheduled meeting.

## **5. Committees**

Standing (or Ad hoc) Committees will be Chaired by a member of the Board of Directors and consist of other members as deemed necessary. All Committee Chairs shall be appointed by, and report directly to, the CLCA Board of Directors. Committee responsibilities may be combined at the discretion of the Executive.

### **1. Nominating Committee will:**

- a. Be chaired by the immediate Past-President, the latest Past-President available, or alternate as designated by the President.
- b. All nominees and elected officials of the Board of Directors shall be current members of the CLCA.
- c. Present a slate of prospective Board Members to the membership at the Annual General Meeting.

### **2. Membership Committee will:**

- a. Endeavor to contact all current and prospective leaseholders in the Clear Lake cabin area as required to acquire and maintain members.
- b. Collect membership fees.
- c. Maintain a current record of members' contact information; members are responsible to submit same.

### **3. Communication Committee will:**

- a. Collaborate with the President and the CLCA Webmaster to forward current information regarding the activities of the Board to all members. The CLCA Webmaster will maintain the operations of the website.
- b. Post the Constitution, proposed amendments and meeting notices on the CLCA website.
- c. Compile articles, photos and announcements.

### **4. Building and Grounds Committee will:**

- a. Function to provide suggestions and concerns that pertain to aspects of safety, maintenance, services, reforestation and water-front within the cabin area to the Board of Directors.

### **5. Social Committee will:**

- a. Plan and host at least one informal occasion per year to offer members opportunities to liaise together.

## **6. Ad Hoc Committees:**

Committees may be appointed for specific tasks by the Board of Directors. The continuing need for each of these special committees will be reviewed annually.

## **ARTICLE VI – Association Meetings**

1. The Annual General Meeting of the CLCA will be held no later than the September long weekend of each calendar year.
2. A general meeting of the CLCA will be held prior to the second week of July of each calendar year and in any instance a special general meeting is deemed necessary.
3. A special general meeting may be called by the President at any time providing adequate notice is given to the membership.
4. In the event the CLCA is not able to conduct a meeting in the ordinary course, the Officers may make any alternate arrangements necessary to continue the functions of the CLCA.

## **ARTICLE VII – Nominations and Elections**

1. The Election of Officers and Board Members will be held at the Annual General Meeting of the CLCA.
2. Nominations, in accordance with Article V, for the positions of Board Members and Executive Officers may be submitted by the Nominating Committee or may be made by the membership during the meeting. When two or more members are nominated for any Executive Officer position, voting will be required. In the event of a tie, the Chair of the Nominating Committee, or designate per the President, shall cast the deciding vote.

## **ARTICLE VIII – Voting Procedures**

1. In accordance with Article III (a), only one individual may be designated by the leaseholder(s) of a Cabin Lot to be a member of the CLCA.
2. Only a member of the CLCA is entitled to vote at any meeting of the CLCA.
3. Prior to the commencement of any general meeting of the CLCA, one voting card will be provided to each member of the CLCA.
4. If a member is unable to attend a meeting, that member may delegate another leaseholder of the member's Cabin Lot or CLCA member as their proxy for purposes of voting.
5. A proxy may be appointed by the member:

- a. signing a “proxy card” as provided by the CLCA Board of Directors or;
  - b. providing a written appointment of proxy letter at the time of meeting registration.
6. Prior to the commencement of the meeting a representative(s) of the CLCA shall:
- Register all members by recording their represented Cabin Lot and full name. Upon registration a “voting card” will be provided to the member;
  - Receive all proxy cards or appointment of proxy letters. Upon receipt a “voting card” will be provided to the member delegated on either.
  - Keep a record of all members registered and all proxies received, and shall determine whether the members in attendance or represented by proxy, is sufficient to constitute quorum and to obtain an accurate count of those eligible to vote.
7. The President, or designate, as meeting Chairperson shall only vote in the event of a tie.
8. The form of “voting card” will be determined at the sole discretion of the CLCA Board of Directors.
9. Voting cards shall be returned to a representative of the CLCA Board of Directors before a member, or alternate, leaves the meeting.

#### **ARTICLE IX – Quorum and Parliamentary Authority**

1. For a CLCA general meeting a minimum of 30 members shall constitute a quorum.
2. For a Board of Directors meeting a majority of the elected directors shall constitute a quorum.
3. The most recent version of Robert’s Rules of Order will be the parliamentary authority.

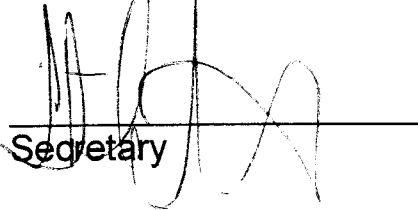
#### **ARTICLE X – Additions and Amendments to the Constitution**

This Constitution may be amended by a vote of two-thirds of the members present at any General Meeting, provided that notice has been given in writing to the members at least thirty days prior to the meeting.

Adopted as amended September 3, 1989, amended June 29, 2004,  
amended August 31, 2009

A handwritten signature in cursive script, appearing to read "John D. Hall", written over a horizontal line.

President

A handwritten signature in cursive script, appearing to read "M. J. A.", written over a horizontal line.

Secretary

June 30, 2021