

**BY-LAWS OF THE NORTH ALPORT BAY RATEPAYERS’
ASSOCIATION**

ARTICLE 1: NAME

This organization shall be called “The North Alport Bay Ratepayers’ Association”, hereinafter referred to as “The Association”.

ARTICLE 11: OBJECTIVES

The objective of The Association is to maintain “the roads” as Beaumont Farm Rd. Pvt. and Bailey Lane Pvt. as commonly known by the members of “The Association”.

ARTICLE 111: MEMBERSHIP

Membership shall be open to owners whose property is serviced by “the roads”.

Membership is active upon receipt, by The Association, of the annual road fees (dues). The annual dues will be determined by The Association Executive and announced and approved at the Annual General Meeting, hereinafter referred to as the AGM.

Dues are payable by July 31 of each year. Members in good standing are those who have paid their dues in full by July 31 of each year.

ARTICLE 1V: ORGANIZATION

Elected Officers of The Association shall be:

President
Secretary
Treasurer
Road Superintendent
Past President

All terms of office will be for two years, renewable to a maximum of 8 years. To ensure continuity, President and Secretary will be elected at one AGM while Roads’ Superintendent and Treasurer will be elected at the AGM the following year.

The role of Past President is filled by succession.

ARTICLE V: ELECTION OF OFFICERS

Section 1: The Executive shall appoint a Nominating Committee to prepare the slate of nominees for the upcoming year. The Chair of this Committee shall be a

member of the current Executive, usually the Past President. The Committee Chair will also appoint to this Committee, two members from the General Membership.

Section 2: The Nominating Committee shall present to the Executive a slate of nominees for the offices of, in one year, President and Secretary, and alternatively, Roads' Superintendent and Treasurer.

The approved slate will be circulated to the General Membership prior to the A.G.M.

Further nominations will be accepted from the floor at the A.G.M.

Section 3: Elections will be held at the AGM Voting will be by ballot **or** a show of hands by those holding current membership. Elected officers will assume their duties upon the adjournment of that AGM. A simple majority of the members present will carry all elections as well as all other motions.

ARTICLE VI: VACANCIES IN OFFICE

The Executive may appoint a successor to fill any unforeseen vacancy in an elected office. The appointee shall complete the term of office of the Executive member replaced.

ARTICLE V11 EXECUTIVE DUTIES

Section 1: **President:**

- (a) Shall serve a two year term of office.
- (b) Shall serve as Chair of the Executive and conduct Executive and General Meetings.
- (c) Shall serve as an ex-officio member of all committees except the Nominating Committee.
- (d) Shall, in consultation with the Executive, appoint any Committee Chairs or Co-Chairs. Co-Chairs serve as equal partners.
- (e) Shall act as a co-signer with the Secretary or Treasurer of all cheques issued in the name of the Association.

Section 3: **Secretary:**

- (a) Shall serve a two year term of office.
- (b) Shall record and post in an appropriate manner all minutes of Association Executive Meetings and the AGM.
- (c) Shall, at the request of the President, prepare agendas for meetings cited in Section 3.
- (d) Shall act as a co-signer with the President or Treasurer of all cheques issued in the name of the Association.

Section 4: **Treasurer:**

- (a) Shall serve a two year term of office.

- (b) Shall keep careful records of all monetary matters associated with Association business.
- (c) Shall assist the Executive with the preparation of an annual budget and assist with the determination of annual fees.
- (d) Shall prepare an Annual Financial Report for review and acceptance at the AGM.
- (e) Shall serve as co-signer with the President or Secretary of all cheques issued in the name of the Association.
- (f) Shall submit financial records for audit when requested to do so by the Executive or by a motion of the General Membership at the AGM.

Section 2: **Roads' Superintendent:**

- (a) Shall serve a two year term of office.
- (b) Shall be responsible for all matters regarding work needed to maintain "the Roads".
- (c) Shall submit all estimates and bills associated with costs incurred in (b) to the Executive Committee.
- (d) Shall advise the Executive Committee in the matter of assessing Association fees for the next year.
- (e) Shall prepare an annual "Roads' ." report for the AGM. Such report must be submitted to the Executive for review prior to the AGM.

Section 5: **Past President:**

- (a) Shall assume the chair when requested by the President or in the absence of the President.
- (b) Usually will serve as chair of the Nominating Committee.

**** All Elected Officers and Committee Chairs shall deliver all appropriate records to their successors upon vacating their positions. ****

ARTICLE V111: COMMITTEES

All Committee Chairs or Co-Chairs are "ad hoc" positions and shall be appointed by the Executive. Chairs/Co-Chairs shall appoint the number of members deemed necessary to fulfill the tasks of their respective Committee and will inform the President of their selections.

ARTICLE 1X: MEETINGS

Section 1: The Association will hold an AGM each calendar year. For accounting purposes the Year End shall be defined as May 31. The President may call additional General meetings when deemed necessary. Executive Meetings will be called at the discretion of the President. The President will call and preside over such meetings.

Section 2: Only members in good standing may attend and vote at the AGM.

ARTICLE X: VOTING

- Section 1: On all voting motions, one vote per property will be allowed where one basic road fee is assessed. In cases where properties are assessed additional fees, two votes may be allowed.
- Section 2: The outcome of a motion will be decided by a majority of the votes cast by the members present.
- Section 3: Voting may take place by email when deemed necessary by the Executive.
- Section 4: Only members in good standing may vote on issues related to Association business.

ARTICLE X1: AMENDMENTS

- Section 1: Association By-Laws may be amended at the AGM provided that a “Notice of Motion to Amend a By-law” is submitted to The Executive in a timely fashion, before the AGM. The exact wording of the proposed change must be provided with the “Notice of Motion” and circulated to the General Membership by The Executive, along with information regarding time and location of the AGM. The Notice of Motion will be read and voted upon at the AGM. A simple majority vote of the approved property voters present shall carry the proposed Amendment.
- Section 2: A Committee appointed by the President shall review the Association by-laws when deemed necessary.

ARTICLE X11: GENERAL RULES

- Section 1: **Robert’s Rules of Order** shall be used as a guide for situations not covered by the Association By-Laws.
- Section 2: Members are expected to express their views respectfully and concisely.
- Section 3: A quorum for all Association Meetings consists of members present. Every attempt must be made to notify members in good standing about the date and timing of upcoming meetings.

Passed this 19th day of June 2016

Signed: _____
Secretary

President