

14 Wing Greenwood

5545-20 (LPCC)

LAKE PLEASANT CAMPER'S CLUB - CONSTITUTION

ORGANIZATION

1. The 14 Wing Greenwood Lake Pleasant Camper's Club shall be known as the Club. The Club is established under the authority of the Wing Commander, 14 Wing, Greenwood, NS. It shall be operated in accordance with regulations and orders governing the operation of Specialty Interest Activities in the Canadian Forces, and the instructions contained in this Constitution and By-laws, which amplify it.

OBJECTIVES

2. The objectives of the Club shall be:
- a. to make use of the camping, swimming and recreational facilities as established at the Lake Pleasant Campers Club;
 - b. to provide camping and related activities and enjoyment to the maximum number of people at a reasonable cost; and
 - c. to promote the safeguarding of natural resources and responsibility in the care and use of the Lake Pleasant Campers Club property.

GENERAL

3. Definitions. In this Constitution in accordance with higher orders the following definitions apply:
- a. Families; in respect of an officer or non-commissioned member and former member are:
 - (1) the member's or former member's spouse or common-law partner who is normally resident with the member at the member's place of duty or who, if living separately, is doing so for military reasons;
 - (2) a relative by blood, marriage or common law partnership or adoption legally or in fact who is normally resident with the

member and for whom the member may claim a personal exemption under the Income Tax Act;

- (3) a child who is normally resident with the member and for whom the member would have been eligible to claim a personal exemption under the Income Tax Act if the child were a relative by blood, marriage or common-law partnership or adoption legally or in fact and for whom the member has accepted full financial responsibility and has commenced adoption proceedings;
- (4) a child or legal ward of the spouse or common-law partner of the member, or the spouse or common-law partner and the member, or an individual adopted legally or in fact by the spouse or common-law partner or the member, or by the spouse or common-law partner and the member, who cannot be claimed as a personal exemption by the member under the Income Tax Act but who is single and in full-time attendance at school or university, if it would be equitable and consistent with the purpose of this section that such a person be a dependant; or
- (5) a family member who is permanently residing with the member, but who is precluded from qualifying as a dependant under the Income Tax Act because the family member receives a pension; and

- b. former members; are individuals who have completed Basic Military Training and have been released from the CF with an honorable discharge.

MEMBERSHIP CLASSES

- 4. Regular Members. The following persons are eligible for regular membership:
 - a. members of the Regular Force and their families;
 - b. members of the Reserve Force and their families;
 - c. former members and their families; and
 - d. foreign military personnel on duty with the CF and their families.

5. Ordinary Members. The following persons are eligible for ordinary membership:
- a. DND Public Service employees/full time contractors (for the period of their contract) and their families;
 - b. former DND Public Service employees receiving a pension for DND service, and their families;
 - c. staff of NPF, CF and their full time contractors (for the period of their contract) and their families;
 - d. former staff of NPF, CF receiving a pension for NPF service and their families;
 - e. serving members of the RCMP and their families;
 - f. members of the Canadian Corps of Commissionaires, or other security force when employed at a CF location and their families;
 - g. staff of the MFRC and their families; and
 - h. widows or widowers of Regular Members.
6. Associate Members. Subject to the approval of the Wing Commander, any person not specified in paragraphs 3 or 4 may be invited to become an associate member. Associate member applicants shall be initially sponsored by a Regular Member who has sufficient knowledge of the applicant to ensure desirability. Associate membership shall be for a one-year period, with no guarantee of renewal for further one-year terms and may be renewed upon the approval of the Executive Committee.

MEMBERSHIP RESTRICTIONS

7. The members of the Club must at all times reflect the priority that must be maintained to ensure that military personnel and their families are able to participate fully in the operation and activities of the Club, hence:
- a. the proportion of associate members shall not exceed 20% of the total membership;
 - b. the combined total of ordinary and associate members shall not exceed 50% of the total membership; and

- c. 50% of Regular members should be posted at 14 Wing Greenwood, a 14 Wing supported unit or live within the 14 Wing geographic area. This also applies to any 14 Wing personnel on TD or attached posted.

MEMBERSHIP FEES

8. A certificate of membership, appropriate to the class of membership conferred, shall be issued to each member in such form as may be approved from time to time by the Executive Committee.
9. As per the Specialty Interest Activities Policy, membership fees required by members shall be determined by the Campground Manager, recommended by the PSP Manager, and approved by the Wing Commander.
10. All cheques, drafts or money orders for payment of money and all notes and acceptances of bills of exchange shall be signed by such officer(s) or person(s), whether or not officers of the Club, and in such a manner as the Executive Committee may from time to time designate.

MEMBERSHIP CANCELLATION

11. A member may cancel their membership, or have it suspended or revoked pursuant to paras 14 and 15, at any time.
12. Membership shall lapse and cease to exist when the proper dues are not received within two weeks of membership closing dates; upon this occurrence, entrance fees to the Club will have to be paid in addition to the yearly dues.

MEMBERSHIP DISCIPLINE

13. The dispute resolution and expulsion mechanism established in paras 14 and 15 are for administrative purposes only. Any issues concerning legal matters shall be referred to the 14 Wing Military Police and any issues involving harassment must be brought to the attention of the 14 Wing PSP Mgr as an initial level of review.
14. Dispute Resolution. Disputes between members and/or non-members are to be resolved privately whenever possible. When satisfactory resolution is not possible, all complaints are to be presented to the Manager.
15. Upon receipt of a complaint involving members and/or non-members, either verbal or in writing, the Manager shall inform all parties to the complaint and act as mediator in the resolution of the complaint.

16. If a dispute is not successfully resolved to the satisfaction of one or more parties pursuant to paras 14 and 15 above, a written complaint shall be presented to the Executive Committee for resolution, including disciplinary action, at the discretion of the Executive Committee. The written complaint shall be copied to all parties, the Campground Manager and the PSP Manager. If the complaint involves an associate member, the member's sponsor shall also be informed of the dispute and receive a copy of the written complaint.

17. The Executive Committee will provide all parties to the complaint an opportunity to respond to the complaint, either in writing or, at the discretion of the Executive Committee, in person, at a meeting called for that purpose. The Executive Committee is authorized to recommend to the Campground Manager and PSP Manager the action deemed necessary to resolve the dispute, including but not limited to temporary suspension or restriction of membership and/or camping privileges or dismissing the complaint. The decision of the Executive Committee is final once approved.

18. Expulsion. If a regular or ordinary member of the Club is deemed unworthy of membership, he/she may be recommended by the Executive for expulsion. The President of the Club will request the expulsion of the member to the PSP Manager and Wing Administration Officer. The W Admin O will consider the recommendation, and if supported will forward the pending decision to the member, along with a copy of the LPCC constitution. The member then will have 30 days to provide his/her input to the W Admin O. Temporary suspension may be applied during this process. The W Admin O will then staff the entire package to the WComd for final decision.

19. If an associate member of the Club is deemed unworthy of membership, he/she may be recommended by the Executive for expulsion. The Executive will send the recommendation to the member and their sponsor, along with a copy of the LPCC constitution. The member then will have 30 days to provide his/her input to the Executive. At a duly constituted Executive Committee meeting, all correspondence will be considered and final action decided. Such action will be communicated in writing to the associate member, copied to the member's sponsor and the Manager.

EXECUTIVE COMMITTEE

20. The Executive Committee will be elected by the membership. If there are no volunteers from the membership, a committee shall be appointed by the Wing Commander. The affairs of the Club shall be managed by an Executive Committee consisting of a President, Vice-President, Secretary, Treasurer and such other Executive members as the Committee may determine from time to time.

21. The President, Vice-President and Treasurer must be serving CF members from 14 Wing. Remaining Committee positions may be recruited from the membership. The 14 Wing Administration Officer must approve exceptions to these requirements.
22. It is desirable that the President and Vice-President positions be for a period of two years (off-set by one season) so that the Vice president can become President after the president has served a two year term. All other offices will be filled by nominations and elections at a general meeting of Club members.
23. The Executive Committee may exercise all such powers of the Club as are not required to be exercised by the members in a general meeting.

MEETINGS

24. A spring and fall meeting of the members shall be held at a place designated by the Executive Committee.
25. Special meetings of the members may be convened, at any time, by order of the President or Vice-President.
26. The Executive shall advise the PSP Manager of General Membership Meetings in order that a PSP Staff representative may attend.
27. Notice of any meeting shall be served not less than ten days before the day of the meeting.
28. A quorum for any meeting of members shall be at least one-quarter of the number of voting members in good standing on the books of the Club.
29. In the absence of the President and Vice-President, the members present entitled to vote shall choose another Executive Committee member as Chairperson.
30. The Chairperson shall ensure that parliamentary procedures are followed while conducting meetings. The order of business for all Club meetings shall be as follows:
 - a. record attendance of members;
 - b. introduce attendees if applicable;
 - c. review and approve minutes of previous meeting;
 - d. financial report;

- e. business arising out of previous minutes;
- f. reports from members;
- g. correspondence;
- h. new business;
- i. discussion period (time permitting to be decided by chairperson); and
- j. date of next meeting and adjournment.

31. Every question submitted to any meeting of members shall be decided in the first vote, by a show of hands.

32. In the case of an equality of votes, the Chairperson shall have the deciding vote.

MEETING OF THE EXECUTIVE COMMITTEE

33. Meeting of the Executive Committee may be held at a place where the Committee Members may from time to time determine.

34. A meeting of the Executive Committee may be convened by the President or any two Committee members at any time, and the Secretary there upon shall give proper notice of the meeting.

35. A meeting of the Executive Committee may be held at any time without formal notice if all the Committee members are present or those absent have signified their consent in writing to the meeting held in their absence.

36. A majority of committee members shall form a quorum for the transaction of business.

37. Matters arising at any meeting of the Executive Committee shall be decided by a majority of votes. In the case of any equality of votes, the Chairperson shall have the deciding vote.

ADDITIONAL PROVISIONS AS TO THE EXECUTIVE COMMITTEE

38. No remuneration shall be paid to any committee member other than the actual expenses incurred by him/her in attending to the affairs of the Club and such expenses shall be paid only upon the approval of the Executive Committee.

ROLE OF THE EXECUTIVE COMMITTEE

39. The Executive Committee will advise the Lake Pleasant Campground Manager regarding:

- a. the organization of the LPCC program to include:
 - (1) entertainment schedule;
 - (2) special events; and
 - (3) volunteer activities/work parties;
- b. changes to the LPCC Constitution and By-Laws;
- c. facility improvements; and
- d. concerns of the membership.

40. The President shall be the Chief Executive of the Club. The President shall, if present, preside at all meetings of the members and Executive; shall sign all instruments, which require the signature of the President, and shall perform all duties incident to the office.

41. In the absence of the President, the Vice-President shall be vested with all the powers and shall perform all the duties of the President, and shall also have such other powers and duties as may, from time to time, be assigned by the Executive Committee.

42. The Secretary shall issue, or cause to be issued, notices for all meetings of the Executive Committee and members when directed or as authorized by the Constitution to do so, and shall perform such other duties as the terms of his/her engagement call for or as the Executive Committee may, from time to time, properly require of him/her.

43. The Secretary, or some other member specially charged with the duty, shall keep or cause to be kept a book(s) wherein shall be recorded:

- a. all the by-laws of the Club;
- b. the names, alphabetically arranged, of all persons who are members;

- c. the addresses and callings of every member as far as can be ascertained;
and
- d. the class of membership held by each member.

44. The Treasurer shall have the care and custody of all the funds and securities of the Club and shall keep proper books of accounting thereof. He/She shall deposit the funds in the Club's account with Wing Fund. He/She shall sign or countersign such instruments as require his/her signature and shall perform all duties incident to this office or that are properly required by him/her by the Executive Committee.

45. The Executive will work directly with the Campground Manager who is delegated authority to manage and direct the business and affairs of the Club.

46. If the office of the President, Vice President, Secretary or Treasurer, one or more, shall be or become vacant by reason of death, resignation, disqualification or otherwise, the remaining committee members by resolution duly passed at any meeting duly called and held may elect or appoint any member(s) to fill such vacancy or vacancies.

FISCAL YEAR

47. The fiscal year of the Club shall be the same as the Non-public Fund fiscal year.

CONSTITUTIONAL AMENDMENTS

48. Articles of this constitution and its by-laws may be recommended for amendment or repealed by the Executive Committee to the PSP Manager with the approval of any annual or special meeting of the members.

LAKE PLEASANT CAMPER'S CLUB

BY-LAWS

GENERAL

1. The list of By-laws is not exhaustive; where special circumstances exist or when interpretation of these by-laws is in question, the ruling of the Manager, under advice of the Executive and 14 Wing PSP Manager shall apply. Ruling will be brought forward at the next general meeting for further action and final approval.

MEMBERSHIP

2. Members are entitled to:
- a. use of their designated site for two registered adults plus family members as defined in this constitution;
 - b. entertainment for a small nominal fee;
 - c. preferred rates, preferential booking and advanced reservation; and
 - d. a vote at general meetings.

GUESTS (MEMBERS OR NON-MEMBERS)

3. Guests are persons who are not defined as family and are staying with or are being signed in by a member overnight. They shall be registered with the Campground Manager as soon as possible by the member and be entitled to:
- a. the use of their member's camping facilities in the presence of that member;
 - b. use their own facility (1) on a member's campsite in the presence of that member for the going rate per night'; and

REVIEW OF GUEST PRIVILEGES

4. The Executive Committee, in cooperation with the Campground Manager, reserves the right, to review or restrict a member's guest privileges if concerns are raised about a guest(s). The club member will be apprised of the details of the concern and advised that a "guest privilege review" will be taking place. Decisions from the

review will be signed by the Club President and presented in writing to the member. Refusal by the member to abide by the decision of the Executive Committee could lead to a loss of club membership via the procedures listed at paras 14 and 15 above. Once a guest has been denied guest privileges at the club, he or she cannot attend the club in future years unless a written request from a club member asking for guest privilege reinstatement is received and voted on by the Executive. The name of the banned guest along with the reason why they lost their privileges will be held in the Campground Manager's office.

RATES

5. Campsite rates (members or non-members) shall be set yearly by the Campground Manager in consultation with Executive Committee.
6. Membership rates shall be set yearly by the Campground Manager, in consultation with the Executive Committee, recommended by the PSP Manager, and approved by the Wing Commander.

FINANCIAL AUTHORITY

7. A yearly budget shall be prepared by the Executive Committee and presented to the Wing Fund (through the PSP Manager) for approval.
8. A petty cash fund, not exceeding \$500 and a change float not to exceed \$600 for the camp office shall be made available to the Campground Manager during the in-season period.
9. Financial signing authority is governed by NPP Certification requirements. This training is required for the Treasurer, the Campground Manager and designated staff.

PAYMENTS

10. Season campers wishing to retain their sites must register and purchase a Recreation Card with the Club Treasurer by 15 April each year. Sites not reserved by the 1 May deadline will be allotted by lottery, as per the waiting list, or on a first come, first served basis. Refund for valid reasons will be permitted, i.e. posting, death, or illness. Such refunds must be requested by memo stating reasons. The Executive will handle special circumstances individually.
11. Season campers (1 Apr - 31 Mar) are required to pay the full amount of the cost of their sites or have payment arrangements completed with the Treasurer by 15 April.

12. Non-season campers shall be designated as those not taking a site for the season, must be booked through the Camp Manager, and required to pay the full amount of stay at the time of booking.

13. All correspondence should be directed to the Campground Manager by e-mail or to PO Box 1434, Greenwood, NS, BOP 1N0.

CAMPSITES

14. Transfer of tables/platforms/fireplace grills or any established fixture from one campsite to another is prohibited.

15. Buildings

- a. Buildings and fixtures added to sites by members are designated personal property and will remain so upon departure. It shall be the camper's responsibility to remove all buildings, structures, and personal effects upon vacating any site. Any incurring cost, to the campground, to remove any personal property or effects will be charged to the outgoing member for reimbursement. LPCC holds no ownership or liability of any personal items left on site;
- b. buildings commonly referred to as "Kitchen Shacks" may be of solid construction. They shall not be on a cement foundation nor be used as sleeping quarters. Plans regarding sizes, etc, are available at the Campground Manager's Office. On a 12 x 12 kitchen shack, you are permitted to extend the roof line by 4 feet from the face of the hut with a 12 inch overhang for the soffit/fascia board, for an open porch that cannot be screened in or have windows. Any new shacks being built will be allowed to use a 12-6 pitch on the roof. All huts must be red or green with white trim in color. There will be color samples available for the members. See Manager's Office;
- c. buildings commonly referred to as "Gazebos" may be built on your site if you do not have a "Kitchen Shack". You are not permitted to have both. Plans are available at the Campground Manager's Office regarding size, etc;
- d. storage bins, made or prefab, are not to exceed 4' x 6' x 4' and must have the approval of the Campground Manager. Only one storage bin per site and plans regarding size, etc are available at the Campground Manager's Office; and

- e. such buildings as detailed in para 14 should be built so as to enhance the camp and should be kept in good repair. In order to ensure the safety of personnel and grounds these buildings, when wired with electricity, must meet minimum standards as detailed in building codes (plans available).
- 16. Garbage shall be taken home at the end of your stay and disposed of properly. Recycle bins are provided for pop cans, juice cartons, etc.
- 17. Willful damage of any sort will be charged accordingly to the parties involved.
- 18. One recreational vehicle plus two sleeping tents are allowed per campsite; however, if a second tent is erected on site, one tent must remain for family use only.
- 19. Members will be limited to one site.
- 20. One family is allowed per campsite (see para three for guest info).
- 21. Members are to maintain their site in a tidy and presentable matter. Periodic inspections shall be carried out by the Campground Manager and any infractions must be adhered as per recommendations sited during the inspection.

COURTESIES

- 22. Campers are to show common courtesy toward their fellow campers by causing as little disturbance as possible during quiet hours (2300-0700).
- 23. Campers 18 years of age and under are not allowed within the confines of the Camp Lodge, Beach Area, Playground, or Dock Area after 2200 hrs unless they are participating in an organized function as approved by the Committee.
- 24. Campers 18 years of age and under are restricted to their campsites by 2300 hrs unless approved by their responsible adult, who is within the confines of LPCC.
- 25. Please use the roadways as crossing through members' lots without their approval is discouraged.
- 26. Fishing "off the dock" is only permitted in the designated area, unless part of an organized official function as set by the Executive.

SECURITY

27. Maximum speed limit through the confines of the campsite is 15 km.
28. Bicycles. All bicycle users must wear a helmet and bicycles must be off the campground roads at dusk.
29. Fireworks. Fireworks are only permitted on the campground during Labor Day Weekend under the direct supervision of the Manager and the Camp Fire Warden. No personal fireworks.
30. Campers are responsible for the security of their own campsite and belongings thereof.
31. Campers are responsible for the welfare of their family and guests at all times. All guests must be signed in at all Adult Functions held at the Lodge.
32. Campers are liable for damages incurred by their guests, family or themselves.
33. Campers will notify the Campground Manager whenever their family 18 years of age and under are left on their own and will provide information as to whom the responsible adult is.

PETS

34. Pets will be on a leash in the confines of the Campground at all times. Owners are responsible for cleaning up droppings of their pets.
35. Pets are not allowed in any Club Building.
36. Pets are not allowed within the confines of the beach area unless on a leash (includes swimming area).

ALCOHOLIC BEVERAGES

37. Alcoholic beverages will not be consumed in the Lodge unless part of any organized function approved by the Committee.
38. Campers consuming alcoholic beverages in public areas such as the horseshoe pit and the lodge patio shall use cups/glasses or bottle sleeves.

SWIMMING

39. Campers are responsible for the safety of their family and guests at the

swimming area as there are no lifeguards available.

40. No swimming authorized in the boating area.
41. No swimming after dark authorized unless part of an organized function as approved by the Committee.
42. No rough-housing permitted on the dock or within the confines of any water area.

BOATING

43. Row boats, rubber dinghies, and canoes are not allowed within the boundaries of the swimming area.
44. All recreation powered watercraft operators must have a valid Canadian Pleasure Craft Operator Card. Operators are governed under the Criminal Code of Canada.
45. All recreation powered watercraft pulling water skiers or towing tubes/knee boards shall have a spotter.
46. Power boats must not operate after dark without running lights. All other watercraft shall carry a visible light.
47. No power boats are allowed south of the boat launch area.
48. Boats shall operate at reduced speed in the area of the docks. Spraying of the dock is prohibited. There is a No Wake Zone from the point to the dock area.
49. The primary function of the boat docks are for the mooring of season campers' power boats. Other members may use it on a space available basis.
50. Dock Space. Those having a dock space shall maintain their space. A waiting list shall be established and be managed by the Boating Safety Officer. The Boat and Safety Officer shall wherever possible, accommodate those waiting.

CAMPFIRES

51. Campfires are only permitted in fire pits/fireplaces provided and shall not be left unattended. Fire pits/fireplaces must be located a minimum of ten (10) feet from any solid construction.

52. Non-combustibles, such as cans and bottles, shall not be placed in fire pits/fireplaces.

TREES

53. Cutting and carving of standing trees, whether dead or not, are strictly prohibited unless authorized by the Campground Manager.

COMMITTEE

54. Tour of duty for a committee member shall be for two years. The tour may be extended by one year if voted on by the committee.

LOCAL RESIDENTS

55. Local residents are authorized to use the canteen, picnic area and swimming area at no cost.

56. Attendance at functions by local residents is by invitation of a Club member only and normal fees shall apply.

57. Local residents are not authorized camping privileges, as they do not fall within the parameters of A-PS-110/AG-002, therefore, they are not allowed within the confines of the camping area unless invited as a guest by a member of the Club.