



# WEYAKWIN COTTAGE OWNERS ASSOCIATION

CONSTITUTION AMENDMENTS 1999, 2008 and September 1, 2013

## NAME

The organization shall be known as the “Weyakwin Cottage Owners Association” (WCOA)

## OBJECTIVES OF THE ASSOCIATION

1. To maintain good governance
2. To represent the WCOA as liaison with other government organizations.
3. To encourage and maintain a continuing interest for operation, activities and development of the general Ramsey Bay Resort area in the interest of peaceful enjoyment of natural amenities.
4. To provide a forum for cottage owners through which their needs and wishes may be expressed and transmitted to governments, other agencies, or individuals
5. To obtain and disseminate to cottage owners information from government and other sources.

## MEMBERSHIP

1. The purpose of membership is to participate in dialogue and activities including provision of feedback to the Executive on matters of common public interest to cottage owners in support of the democratic process of the Association.
2. Membership shall be open to all persons owning or leasing lots at Ramsey Bay, Weyakwin Lake. Membership will be contingent upon conditions, as set out in article I & II of the Bylaws being complied with.

### Responsibilities of Membership:

The responsibilities of membership will be to inform the Executive in writing at either Executive or Annual General Meetings about issues or concerns of interest to the Ramsey Bay recreation site.

Informing the Executive of issues or concerns will occur in a manner that respects the voluntary positions held by fellow cottage owners within the Association.

Voluntary participation by membership in activities in support of maintenance and enhancement of the Ramsey Bay site will be encouraged, solicited, and supported by Executive.

### **OFFICERS AND EXECUTIVE**

1. The Officers of the Association shall consist of 7 members: the President, the Vice-President, the Secretary, the Treasurer, the Immediate Past President and two Officer/Members at Large.
2. The Officers of the Association shall be herein known as the "Executive".
3. Quorum for Executive meetings will be attendance of 4 members.
4. All Executive Members (with the exception of the President) have opportunity to vote on motions made at Executive Meetings.
5. The President will only cast a vote at Executive meetings for the purpose of breaking a tie among Executive Members.

### **BLOCK CAPTAINS**

1. Block Captains, and/or alternate as appointed by the Executive, representing each of the eighteen (18) blocks in the sub-division may be appointed to represent their respective blocks, at the discretion of the Executive.
2. If appointed, a Block Captain and/or alternate will communicate issues and ideas for their respective block to the Executive, particularly in instances of individual membership absences from meetings. Block captains are strongly encouraged to attend all scheduled Association meetings, and, when possible, attend Executive Committee meetings for information exchange.
3. The Term of a Block Captain will be indefinite or until written resignation is provided to the current Executive.
4. The purpose of Block Captains will be to inform the Executive of issues and concerns relevant to their respective area. They will act as liaison between their local community block and the larger community. Block Captains will have a key for the purpose of unlocking the community alarm system. Block Captains will also have a telephone list of pertinent community numbers.

## **BY-LAWS**

### **ARTICLE I – MEMBERSHIP**

1. Any person may become a member of the Association upon application for membership, payment of the prescribed membership fee.
2. Any member may withdraw from the Association at any time by notice to the Association, but upon withdrawal, the Member shall not be entitled to a refund of any portions of the fees that he or she has previously paid.
3. A limit of one voting paid membership per owned or leased lot is permitted.

### **ARTICLE II – MEMBERSHIP FEES**

1. An annual membership fee shall be established by resolution (simple majority) of the Annual General Meeting. A fee, once established, shall remain in effect from year to year until changed by a sequent Annual General Meeting.

### **ARTICLE III – EXECUTIVE**

1. The Executive will hold office for two years to commencing following the Annual General Meeting.
2. A retiring member of Executive shall be eligible for re-election.
3. Election of Executive will take place at the Annual General Meeting.
4. The election of Executive will take place in the accordance with a schedule reflecting every two years for all Executive positions. Rotation of not more than 50% of Executive Members will occur annually
5. The Executive (body) shall appoint such officers as may be required to fill vacancies and shall assign duties to them.
6. The Executive shall provide, at the Annual General Meeting, information to the members, by way of financial statements and Treasurer's Report as to the total amount of, and use of membership fees within the Association.

### **ARTICLE IV – OFFICERS**

1. The President shall preside at all General Meetings of the Association, at all Directors' Meetings and at all Executive Meetings.

2. The President or another Executive Member, as designated by the President shall be Ex-Officio Member on any appointed committees of the Association
3. The Vice-President shall perform the duties of the president in his or her absence or inability to act.

#### **ARTICLE V – FISCAL YEAR**

The fiscal year shall correspond to fiscal year timeframes, April 1 to March 31 inclusive.

#### **ARTICLE VI – COMMITTEES AND DUTIES**

1. The President and/or the Executive may appoint Standing Committees who will each report directly to the Executive, as deemed necessary to address specific ongoing issues or ongoing concerns relating to the general health and wellbeing of the recreation site community.
2. Examples of such Standing Committees may include (but are not limited to) the following specialized areas:
  - a. nominations
  - b. maintenance
  - c. social
  - d. environment
3. The Executive or the specific group of Standing Committee members will appoint a Director who will be responsible for providing an updated written and verbal report on activities from their Standing Committee at the Annual General Meeting, or at Executive Meetings, as requested by the Executive, or as deemed necessary by Standing Committee Members.
4. Details surrounding each appointed Standing Committee will be documented within the Standing Committees Reference Manual located at the Community Hall.
5. The Executive Committee may disband a Standing Committee without notice when activities associated with the committee are no longer required or deemed necessary.
6. The President may assign Executive members to fulfill specific duties as needed.

#### **ARTICLE VII – GENERAL MEETING**

1. An Annual General Meeting of Members shall be held each year on a date set by the Executive, which date shall not be earlier than May 15th, and not later than September 15th, and will include: report by the President and Standing Committees, Presentation of a financial statement; and election of an Executive for the following term of office.

2. Annual General Meeting of Members will be chaired by the President (or designate) and will employ an operational format adopted from Roberts Rules of Order.
3. In accordance with Robert's Rules of Order, respect for the meeting's leadership and speaker(s) during the meeting will be upheld.
4. The Annual General Meeting shall be held at the Recreation Hall Ramsey Bay, Weyakwin Lake.
5. Special Meetings shall be called by the President upon either an approved Motion of the Executive, or a signed petition of 10% of Members in good standing
6. Notice of General Meeting shall be give to the Members by means of posters, advertisements or individual notices, as may be decided by the Association in General Meeting, or by the Executive
7. Simple majority of those personally present shall constitute a quorum at any General Meeting of the Association
8. Voting shall be by ballot or show of hands in the election of Officers except where a ballot is requested by and approved by a majority of those present.
9. Proxy voting on issues and expenditures affecting the entire community may be employed, allowing members unable to attend annual meetings to vote, at the discretion of the Executive.

#### **ARTICLE VIII – CUSTODY AND USE OF SEAL**

The seal of the Association shall be in the custody of the Secretary or such other person as may be designed by the Executive, and all papers or documents required to be sealed on behalf of the Association shall be sealed in the presence of the President and the Secretary or of such other persons as may be designed by resolution of the Executive.

#### **ARTICLE IX – AMENDMENT OF BY-LAWS**

These bylaws may be amended only in the manner provided in the Non-Profit Corporations Act 1995.

#### **ARTICLE X – WINDING UP**

In the event of dissolution of the Association and subject to the provisions of the Non- Profit Corporation Act, its property and assets shall, after payment of all liabilities, be donated to one or more recognized charitable organizations in Canada as may be decided by the Association in a General Meeting.

## **ARTICLE XI – EXECUTIVE SPENDING AUTHORITY**

1. The Executive shall be empowered to spend a maximum sum of \$2500.00 on a single purchase or service contract for the good of the Association without referral to General Membership for authorization.
2. The President and Secretary shall attend the annual convention of the Provincial Association of Resort Communities of Saskatchewan (PARCS) and registration fees and other related reasonable expenses incurred while attending said convention will be paid by the Northern Municipal Services Trust Account. In the event that either the President or Secretary cannot attend, another member of the Executive will attend.
3. Provincial Association of Resort Communities of Saskatchewan (PARCS) annual membership dues will be paid on or before April 1st of current year in order to remain in good standing with voting privileges.
4. All cheques or other negotiable instruments shall be executed in the name of the Weyakwin Cottage Owners Association, representing all cottage owners, and signed by any two of the following executive members: President, Secretary, or Treasurer.