

KENNEBEC LAKE ASSOCIATION CONSTITUTION

As amended and adopted August 2012

Article 1 – Name

The Association shall be known as the Kennebec Lake Association (hereinafter referred to as the Association).

Article 2 – Objectives

The purpose of the Association is:

1. To provide all owners of property situated within the environs of Kennebec Lake and other interested parties with the opportunity to unite in pursuit of common interests and concerns relating to Kennebec Lake, its watershed and its wider environment.
2. To foster an environmental awareness which will encourage and enable all residents, both permanent and seasonal, to safeguard the lake, its watershed and the land they occupy so as to ensure enjoyment of their benefits now and in the future.

Article 3 – Membership

1. Owners of property situated within the environs of Kennebec Lake and other interested parties are eligible for membership of the Association.
2. Payment of dues provides one membership in good standing.
3. A membership in good standing entitles the holder of two (2) votes at all General Meetings of the Association. Persons exercising these voting rights are hereinafter referred to as Members.
4. The annual dues for the forthcoming calendar year shall be determined at the Annual General Meeting.

Article 4 – Executive

1. The Executive shall meet as a Committee and is responsible for leading and conducting the business of the Association in accordance with this Constitution and the wishes of the membership as expressed in motions approved at the General Meetings of the Association.
2. The Executive shall be comprised of a minimum of five (5) Officers to a maximum of twenty (20) Officers.
3. The Executive shall be elected annually from the Membership at the Annual General Meeting and shall serve until the adjournment of the following AGM.

4. At the call of the Past Executive Chair or the Past President, the Executive Committee shall meet within 30 days following the Annual General Meeting and shall appoint members to each of the following positions;
 - Chair
 - Treasurer
 - Secretary
 - Lake Steward
5. The remaining Executive Committee Members shall be appointed as Sub-Committee Chairs or assigned roles as so determined by the Executive Committee.
6. The appointments made by the Executive shall be posted on the Lake Association Website following the inaugural meeting.
7. The Executive Committee shall establish at its inaugural meeting rules of procedure for the conduct of Executive Committee meetings.
8. At least two (2) weeks prior to the Annual General Meeting, the Executive shall appoint a nominating committee comprising three (3) Members to draw up a slate of Executive Officers for the coming year. Further nominations may be made by Members at the Annual General Meeting.
9. The Executive may appoint temporary replacements until the next Annual General Meeting for vacated Executive Offices.
10. The Executive may appoint Committees to assume responsibilities in specified areas of interest. Additional members from within and outside the Association membership may be appointed to participate on these committees. These additional members may attend Executive meetings and enter into discussion, but may not move, second or vote on motions.

Article 5 – Finance

1. Proper financial records detailing all transactions shall be maintained.
2. Association funds shall be deposited in an account held in the Association's name in a chartered bank or trust company, and/or held as cash, in an amount not exceeding ten times the annual membership fee.
 3. All cheques shall require the signature of two (2) unrelated Executive Officers.
4. The fiscal year shall be August 1 to July 31, or such other period as determined by the Executive.
5. A financial report for the preceding fiscal year shall be presented at each Annual General Meeting.

6. Liabilities shall never exceed assets. Funds owed to the Association shall not be treated as assets until received.

Article 6 – General Meetings

1. An Annual General Meeting shall be held each year during the Labour Day weekend or preceding month on a date and at a time and place to be determined by the Executive. Not less than ten (10) days notice shall be given in writing to the membership.
2. A Special General Meeting may be convened upon:
 - i) the request of the Executive with at least ten days notice in writing to the membership of such meeting, or
 - ii) receipt of a written requisition, specifying the matters to be discussed and voted on, submitted by a minimum of twenty (20) memberships in good standing. Such meeting to be convened by the Executive within twenty-one (21) days of the receipt of said requisition.
3. At an Annual General Meeting, any motion pertaining to the business of the Association may be presented and voted on without prior notice.
4. At a Special General Meeting, only motions pertaining to the matters specified in the written notice of meeting may be presented and voted on.
5. The seconder of a motion shall be a Member from a different membership in good standing than that of the mover.
6. Voting requires a quorum of Members from twenty (20) memberships in good standing. A simple majority of the Members present is required to ratify any motion except a motion to amend the Constitution (see Article 8).
7. Records shall be maintained of all General Meetings.

Article 7 – Executive Meetings

1. The Chair of the Executive shall call Executive meetings as required to conduct the business of the Association.
2. Executive meetings shall be chaired by the appointed Chair or his/her designate.
3. All Executive Officers shall have the right to move and second motions and to vote at Executive Committees, except the Chair, while having the right to vote, shall not move or second motions.
4. Voting requires a quorum of a majority of the Executive Officers. A simple majority of the Executive present is required to ratify a motion.

5. Records shall be maintained of all Executive meetings.

Article 8 – Amendments to the Constitution

1. The Constitution may only be amended by motion at an Annual or Special General Meeting subject to the requirements of Article 6, except that approval by two-thirds (2/3) of the Members present is required for its ratification.