

**CRYSTAL BEACH - LAKEVIEW COMMUNITY ASSOCIATION
CONSTITUTION AND BYLAW**

(Amended December, 2014, Amended November, 2018)

ARTICLE 1 – NAME

This Association shall be known as the Crystal Beach Lakeview Community Association, hereinafter referred to as the “CBLCA” or the “Association”.

ARTICLE 2 – OBJECTIVES

- (a) The objectives of the Association are to promote and protect the interests and quality of life of the residents of the Crystal Beach Lakeview community, in accordance with this constitution:
- (i) to act as a community spokesperson and advocate in promoting and protecting the interests of the community;
 - (ii) to monitor current or proposed legislation and government policies and practices that affect or may affect the community;
 - (iii) to inform community residents of any matters that may have an impact on the interests and quality of life of the community;
 - (iv) to organize activities that foster a sense of community;
 - (v) to promote opportunities for citizen engagement with City of Ottawa (and other relevant organizations such as the National Capital Commission) initiatives and planning processes;
 - (vi) to encourage the participation of residents, local businesses, and organizations, in community activities; and
 - (vii) to establish mechanisms to ensure inclusiveness and to encourage the participation of residents in the affairs of their community.
- (b) The association will annually confirm its support for important community groups such as Cubs, Scouts and Guides as long as they continue to serve our community and it aligns with CBLCA’s objectives defined in (a).

ARTICLE 3 - MEMBERSHIP

- (a) The Crystal Beach Lakeview community is the area bounded by Moodie Drive to the west, Carling Avenue to the north, the Queensway to the south and Holly Acres to the east, including the communities of Creekside and Stonehedge.
- (b) A member must be at least 16 years of age, be a resident of a property located in the area defined in (a) above and must be paid up for the calendar year.

- (c) It shall be the duty of the Treasurer or a delegate approved by the Executive, to assume the duty of maintaining a list of names and contact information of all members and to ensure that all members have access to the Articles of the Constitution and the By-law of the CBLCA.

ARTICLE 4 - STATUS

- (a) The Association shall be a voluntary, non-profit, and non-partisan organization. Any funds raised by the Association shall be for the sole purpose of defraying expenses incurred in the pursuit of the objectives of the organization.

ARTICLE 5 - ADMINISTRATION

- (a) The business of the CBLCA shall be administered by an Executive Committee comprised of President, Vice-President, Secretary, Treasurer, Past President, Chairpersons of Standing Committees and Zone Representatives. Regardless of position(s) held, a member of the Executive has one vote.
- (b) The members of the Executive Committee shall be members in good standing in accordance of Article 3 and they shall be elected with a simple majority of votes.
- (c) For continuity, the President of the outgoing Executive shall become the Past President of the newly elected Executive without election.
- (d) In the event that the President is re-elected, the Past President will remain as Past President for another term.
- (e) In the event that the President resigns during the term of office, the Vice-President shall become the President of the executive without election.
- (f) Elections shall be held at the Annual General Meeting (AGM) and a term of office is until the next AGM.
- (g) If an Executive position becomes vacant during the term of office, the Executive may appoint a willing CBLCA member to serve until the next AGM.
- (h) Election of Executive Committee members:
 - (i) When possible, names of candidates for all elective positions shall be posted on the Association website and in its newsletter, in advance of the AGM;
 - (ii) Nominations can be made from the floor at the AGM (with prior consent of the nominee) for an elective office and are acceptable without prior notice and require a Nominator and Seconder.

- (iii) If a nominee is absent, a letter from the nominee accepting the nomination must be presented at the AGM.
- (i) All members of the outgoing Executive will have responsibility to seek out candidates willing to stand for office and to see that nominations are put forward, such efforts are to be coordinated and led by the President and Vice-President.
- (j) A legal advisor may be appointed by the Executive to advise or represent the Association on legal matters. If fees are incurred in this appointment, the approval of $\frac{2}{3}$ of the Executive must be obtained, the membership notified in the next regular newsletter and the results presented at the next AGM.
- (k) The President, or in their absence, the Vice-President, shall act as spokesperson or delegate a representative for the Association when required. All statements, oral or written, made public by the spokesperson must have the prior approval of any one of the President, Vice-President or Chair of the Communications Committee.
 - (i) If prior approval cannot be obtained by the Executive member making a public statement, a summary of the public statement will be provided to the Executive within 48 hours of the statement being made.
- (l) The Chairs of all Standing Committees shall be elected at the AGM by the membership for a term not to exceed the subsequent AGM. The Standing Committees shall be:
 - (i) Parks and Recreation;
 - (ii) Communications; and
 - (iii) Transit, Transportation and Infrastructure.
- (m) Each Standing Committee shall create/review Terms of Reference at the beginning of each year and provide updates at meetings of the Executive.
- (n) Ad hoc committees may be formed by the Executive and shall create Terms of Reference upon formation and provide updates at meetings of the Executive.

ARTICLE 6 - FINANCIAL

- (a) Unless ordered by the Executive, the fiscal year of the CBLCA shall be between January 1st and December 31st of each year. A budget shall be agreed to by the Executive at the beginning of the year and must align with the Objectives in Article (2).
- (b) The annual dues per household shall be decided annually by the Executive.
- (c) Funds raised by the Association shall be used for operating expenses and the provision of facilities for sponsored activities (ie. cubs and scouts) and must align with the Objectives

in Article (2).

- (d) The signing authority for all cheques will be any two of the President, Vice-President, and Treasurer.
- (e) Expenditures of the CBLCA shall be authorized by the Executive except for minor administrative expenditures (up to \$100) related to an approved event (for example, AGM expenses). In exceptional circumstances, an expenditure may be authorized by the signing officers who shall immediately report the expenditure to the Executive.
- (f) Approved expenditures of members of the Executive may be reimbursed out of CBLCA, upon production of a receipt.
- (g) A financial statement shall be prepared by the Treasurer quarterly for Executive Committee review and year to date financial statements presented at the AGM.

ARTICLE 7 - MEETINGS

- (a) The AGM and Special General Meetings shall constitute the senior policy-making authority of the CBLCA. The Association shall meet at a minimum twice a year at places designated by the President (the AGM being one such meeting).
- (b) The AGM will be held in the fall of each year. This meeting shall be called at a minimum for the purpose of electing Executive Committee members of the Association and receiving the financial reports. Notice of an upcoming AGM shall be posted on the Association website and in its newsletter at least 30 days in advance of that meeting.
- (c) Special General Meetings shall be held on an ad hoc basis, as determined by the Executive Committee. Notice of an upcoming Special Meeting shall be posted on the Association website and in its newsletter at least 3 days in advance of that meeting.
- (d) Additional meetings of the Association may be called by the President or at the request of the Executive Committee or at the request of 10 members of the Association in good standing in accordance with Article 3. The President, or a delegate, shall chair all such meetings.
- (e) A quorum for the purpose of any meeting of the General Membership including the AGM, shall consist of 20 members of the Association who are in good standing in accordance with Article 3.
- (f) The Executive Committee shall meet at a minimum quarterly or as requested by the President:
 - (i) A quorum for an Executive Committee meeting shall be at a minimum, a majority of the members of the Executive;

- (ii) All votes of the Executive Committee require a simple majority (with the above mentioned quorum) of those in attendance to pass.¹

ARTICLE 8 - DUTIES OF THE EXECUTIVE

- (a) The President shall preside at all General, Special and Executive meetings at which they are present. They shall exercise general supervision of correspondence and of the affairs and activities of the Association and may serve as a member ex-officio of all committees. The President shall vote only in the case of a tie vote. The President shall delegate responsibilities for various activities as they see fit.
- (b) The Vice-President shall assume the duties of the President in their absence. The Vice-President shall automatically assume the Presidency and duties of the President in the event of the resignation of the President.
- (c) The Treasurer shall be responsible for the collection of funds, assisted by others as they may designate. They shall receive and safely keep all funds of the Association and its related activities and deposit same in the Association's name. They shall maintain a current accounting of the commitments, receipts and disbursements of the Association and shall present a year to date financial report at the Annual General Meeting. The Treasurer shall also ensure that the books of the Association are closed within 30 days of a new year and are made available to an auditor if one is appointed by the Executive.
- (d) The Secretary shall keep the minutes of all meetings of the Association. The minutes shall be an official record of all business. The Secretary shall be responsible for the maintenance of the official files of all correspondence, minutes, notices, etc., which must be maintained to form the official record of the activities of the Association.
- (e) Zone Representatives shall supervise all petitions and communications within their Zones, assisted by the appropriate chair of committees. Each Zone Representative shall be prepared, if necessary, to be a member, or chair, as required of a standing or ad hoc committee.
- (f) Standing Committee Chairs shall keep abreast of issues, progress and events in the community related to their area of responsibility and shall hold regular meetings with their Standing Committee membership. The Standing Committee Chair, or a delegate, shall provide reports on the Standing Committee's efforts, orally or in writing, to the Executive Committee at regular Executive meetings.

ARTICLE 9 - DISPOSITION OF ASSOCIATION WITH LACK OF COMMUNITY SUPPORT

- (a) If a President and Treasurer are not elected at an AGM, the outgoing President and

¹ Note exception in Article 5(j) of this constitution.

Treasurer will continue in office and with the Executive, will make every effort to identify a new President and Treasurer within a reasonable amount of time, but not longer than 90 days. A special meeting shall be called after their efforts, that meeting will either elect a President and Treasurer or commence dissolution proceedings.

- (b) The CBLCA may be dissolved at the will of the membership or due to lack of interest. A final meeting of the CBLCA will be held to effectuate the dissolution. Notification of intent to dissolve the CBLCA must be posted on the CBLCA website, by email distribution, and notice to the City Councillor at least 30 days in advance of a meeting to dissolve the CBLCA.
- (c) In the event of dissolution of the CBLCA, all liquid assets which remain after payment of liabilities shall be distributed to a registered charitable organization as dictated by CBLCA members. The treatment of any other items will be determined during the final meeting.

ARTICLE 10 - CONSTITUTIONAL AMENDMENTS

- (a) A proposed amendment to the Constitution may be submitted in writing at any time to the Executive, signed by any three members of the Executive or General membership
- (b) The proposed amendment shall be voted on at the next General Meeting. .
- (c) Minimum notice to the CBLCA membership of the proposed amendment shall be at least 72 hours in advance of a vote on the amendment.
- (d) A simple majority of the votes is required to approve the proposed amendments, provided there is a quorum, which shall come into force immediately.

ARTICLE 11 - CODE OF ETHICS

- (a) Each Executive Committee member of the Association shall abide by the terms outlined in the Code of Ethics in Addendum A.

Addendum A

CBLCA Code of Ethics

Each member of the Association's Executive shall:

- Strive at all times to serve the best interests of the association as a whole regardless of their personal interests;
- Use sound judgment to make the best possible decisions for the association, taking into consideration all available information, circumstances and resources;
- Act within the boundaries of their authority as defined by law and the Constitution and Bylaw of the association;
- Provide opportunities for residents to comment on decisions facing the community;
- Perform their duties without bias for or against any individual or groups of owners or non-owner residents;
- Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association;
- Conduct open, fair and well-publicized elections;
- When representing the Association, always speak with one voice, supporting all duly-adopted Executive Committee decisions even if the member was in the minority regarding actions that may not have obtained unanimous consent.