

# **WIZARD LAKE WATERSHED AND LAKE STEWARDSHIP ASSOCIATION ASSOCIATION BYLAWS**

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## **1. NAME**

The name of the association shall be the Wizard Lake Watershed and Lake Stewardship Association.

The official abbreviation for the Wizard Lake Watershed and Lake Stewardship Association shall be WLWLSA.

## **2. MEMBERSHIP**

The membership of the association shall consist of, and be open to, all individuals who live in, or have an interest in, the Wizard Lake watershed and/or whose interests are consistent with the objectives of the association, and are 18 years or older.

In a voting situation, one membership equals one vote. Such votes must be made in person and not by proxy or otherwise.

Any member wishing to withdraw from membership may do so upon a notice in writing or by telephone to the Board. There will be no refund of membership fees.

If any member is in arrears for fees, such member shall be automatically suspended May 31. People may renew their membership at the AGM but must do so before the meeting is 'called to order' to exercise their voting privileges. The Board may expel any member from membership for any cause which the Board may deem reasonable.

## **3. MEMBERSHIP RIGHTS AND RESPONSIBILITIES**

A member has the right to:

- attend and participate in consensus based planning and decision making
- attend and vote at the annual general meeting and all special meetings
- stand for nomination for the Board of Directors
- receive copies of the minutes of meetings and newsletters

A member is responsible to:

- act in accordance with the bylaws and the objectives of the WLWLSA
- function within a collaborative, consensus based approach to decision making
- advocate the mission and objectives of the WLWLSA within their community and sphere of influence
- work with other members to implement WLWLSA projects and activities
- notify the board of any change in contact information

## **4. FEES**

The Board of Directors shall set the membership fee. Membership fees shall be due on June 1 each year, and shall be good until May 31 each year. Membership fees will be waived for members of the Board of Directors.

## **5. BOARD OF DIRECTORS**

The Board of Directors is authorized to conduct business and to make decisions on behalf of the WLWLSA membership by virtue of their election and in accordance with any WLWLSA plans.

The Board of Directors shall meet as required, no less than 3 times per fiscal year. The agenda of the business to be transacted shall accompany each notice of a Board of Directors meeting. Decisions and recommendations will be made by consensus. However, in the event that consensus cannot be reached, decisions will be made by majority vote, provided quorum is present.

The Board of Directors shall consist of no less than 3 and no more than 20 members. Quorum will constitute 3 elected directors.

The nomination and election of directors will take place at the annual general meeting. A person nominated to the Board of Director must consent to the nomination for the election to be valid. A person may also become a director if they were not present at the meeting, but consented in writing to act as director before the appointment or election, or within ten days after the appointment or election, or if they acted as a director pursuant to the appointment or election. Said person will commit to a minimum two-year term of office. Should a vacancy occur, the Board of Directors may fill the vacancy from among the membership until an election is held at the next annual general meeting.

Any member of the Board of Directors may resign from office upon written notice to the Board of Directors.

Any member of the Board of Directors or officer may be removed from office, by a majority vote of the Board of Directors, for any cause which the Board of Directors may deem reasonable, or for missing 3 consecutive meetings without giving notice.

## **6. OFFICERS**

Following each annual general meeting, the Board of Directors shall appoint from among its membership, a Chair, Vice-Chair, Secretary, and Treasurer for the purpose of meeting regulatory requirements. The same person may fill the offices of Secretary and Treasurer.

The term of office for the officers shall be for 2 years.

The Chair shall be an ex-officio member of all project teams. He/she shall, when present, preside at all meetings of the association and of the Board. In the absence of the Chair, the Vice-Chair shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.

It shall be the duty of the Secretary to attend all meetings of the WLWLSA and of the Board and to ensure accurate minutes of the same are kept. The Secretary will collect and receive WLWLSA membership dues to be turned over to the Treasurer for deposit.

The Treasurer shall properly account for the funds of the association and keep such books as may be directed. The Treasurer shall prepare a statement of the financial standing of the WLWLSA on the request of the Board and for every annual general meeting.

Both the Chair and Treasurer shall sign cheques, as required. The board will set signing limits for expenditures.

The Board of Directors may contract such persons, companies or associations as may be required to carry out work for the WLWLSA.

The Board of Directors may appoint project teams to carry out specific work of the association. Each project team shall record the minutes of its meetings and shall distribute those minutes as directed by the Board of Directors.

## **7. AUDITING**

The financial records shall be audited at least once each year by a duly qualified accountant or by two members of the association elected for that purpose at the annual general meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by the Treasurer at the annual general meeting. The fiscal year-end of the WLWLSA shall be May 31. The books and records of the society may be inspected by any member of the society at the annual general meeting or at anytime upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each member of the Board shall at all times have access to such books and records.

## **8. MEETINGS**

The WLWLSA shall hold an annual general meeting generally by September 30 of each year.

The Board of Directors may call a special meeting of the WLWLSA at any time, either in response to a written request from no less than 5 members of the WLWLSA, or as deemed necessary by the Board of Directors.

Fifteen members in good standing shall constitute a quorum at annual general and special meetings.

Members will be notified of meetings in writing via e-mail, fax or letter at least 15 days prior to the date of the annual general meeting, or 5 days prior to a special meeting, at the discretion of the Chair.

## **9. BORROWING POWERS**

For the purpose of carrying out its objectives, the WLWLSA may raise or borrow or secure the payment of money in such manner as it deems appropriate.

## **10. REMUNERATION**

Unless authorized at any Board of Directors meeting and in accordance with the budget, no member of the WLWLSA or member of the Board of Directors, shall receive any remuneration for his/her services and/or expenses.

Expenses incurred by directors may be covered by the WLWLSA, as long as they are not covered by supporting associations. Reimbursement of expenses is subject to the Board of Directors' discretion.

## **11. DISSOLUTION**

Should the WLWLSA dissolve, the property of the WLWLSA shall be converted to cash and added to the funds of the WLWLSA. The funds shall first be distributed in amounts necessary to pay all outstanding debts and liabilities of the WLWLSA. Any remaining funds will be distributed to one or more associations with goals similar to the WLWLSA.

## **12. BYLAWS**

The Bylaws may be rescinded, altered, or added to by a "special resolution."