

***Gull Lake Cottagers' Association  
Township of Minden Hills, Ontario Canada***

**About the GLCA**

The Gull Lake Cottagers' Association has been representing the interests of Gull Lake cottagers and residents since 1922. We encourage anyone on our lake sharing common goals, interests, and ideals to join our association as we continue to serve the lake.

The Gull Lake community envisions our lake to be a place where the tranquility, beauty of the landscape, and quality of water are balanced against the lake's recreational use. As such, Gull Lake Cottagers' Association is actively involved in the protection and preservation of the lake's natural environment. The GLCA Board also works closely with and maintains memberships with the Coalition for Equitable Water Flow, Federation of Ontario Cottagers' Associations, and the Coalition of Haliburton Property Owners' Associations. We work together to safeguard the environment to preserve the lake and land for future generations.

The GLCA informs members not only on the lake's health, but ongoing issues of the municipality, government actions, official plans, by-laws and building codes. We also organize a range of activities and events to bring the community together, such as the annual regatta, Rock Bass Derby, and golf tournament.

## GLCA By-laws

Ammended: May 15<sup>th</sup>, 2022

Approved by Board: May 16<sup>th</sup>, 2022

This By-law replaces in its entirety previous By-laws of the GLCA and will come into force upon approval by two thirds of the GLCA Board.

Selection of Directors section amended to include a more detailed selection process when a vacancy on the Board occurs for any reason.

### GLCA MEMBERSHIP

There shall be two classes of membership.

The first class of membership is a "Primary Membership" which shall be one representative of each property owner whose membership is in good standing. To be in good standing, Primary Members will have completed an application for membership and have paid the membership fees for the relevant year. This will be considered a voting membership, with one vote.

The second class of membership is an "Associate Membership" which shall be an adult with a relationship to the Primary Member and is entitled to all the benefits and activities of the GLCA; however, they do not have a vote on GLCA affairs.

### MEMBERSHIP FEES

Both Primary and Associate Memberships entitle you to attend all events, receive newsletters, communications, and benefit from having GLCA volunteers work on your behalf to enhance the enjoyment and health of the lake.

**Primary membership** (only one Primary membership per cottage) \$40, Hard copy of newsletter \$10.

**Associate membership** (each couple is one membership) \$10, Hard copy of newsletter \$10

**Donation** (any amount appreciated)

Annual membership fees will be payable to the Gull Lake Cottagers' Association.

The membership amount will be set by the decision of the majority vote of the Board and presented to the membership with 30 days' notice.

### MEMBERSHIP VOTING

Membership Quorum: A minimum of 25 percent of Primary members must be present (physically or through technology) to have a quorum for a GLCA vote. The total number of Primary members will be determined by the number of paid members of the previous year.

### **OFFICIAL FINANCIAL YEAR**

The Official Year of the GLCA shall be a calendar year beginning and ending January 1<sup>st</sup> to December 31<sup>st</sup> annually.

### **MEMBERSHIP MEETINGS**

An (AGM) Annual General Meeting of the members will take place not later than six months after the GLCA fiscal year, (unless there are extenuating circumstances, such as the COVID situation experienced in 2020), for the purpose of presenting financial statements of the GLCA, electing directors, Lake Health and any other such business that may come before the members. Traditionally the Member meeting is held on the May long weekend.

### **GLCA BOARD MEETINGS**

Board Meetings of the GLCA shall be held at a minimum of 4 times a year for the purpose of looking after the interests of the GLCA, planning and organizing events, communications, Lake Health, and any other interests that might affect the GLCA community.

**BOARD QUORUM:** To ensure that financial and legal decisions are always reviewed and voted on by a good percentage of the directors, a minimum of 5 directors must be present (physically or through technology) at a Board Meeting to have quorum.

### **ORDER OF BUSINESS**

The following Order of Business shall govern all Board Meetings of the GLCA. Membership meetings will be managed separately as an annual update.

- a. Call to Order and recording of those members in attendance
- b. Consideration, revision, and approval of the agenda
- c. Approval of the minutes of the previous meeting
- d. If necessary, introduction of visitors and their presentation
- e. President's Remarks
- f. Directors' Reporting
- g. New Business
- h. Determination of place and time of next meeting
- i. Announcements
- j. Adjournment

### **COMMITTEES**

Special committees may be appointed by the President or established by a majority vote of the Board present at a regular business meeting of the GLCA. The President will be an Ex-Officio member of every committee.

### **AMENDMENTS TO BY-LAWS**

Subject to prevailing laws, these by-laws may be amended from time to time by the Directors, but any such amendment shall have effect only until the next annual meeting of Members and shall cease to have effect unless confirmed at the Annual General Meeting by the affirmative votes of not less than twenty five percent of the voting Membership.

### **SELECTION OF DIRECTORS**

The current Board of Directors is made up of (9) nine Directors. The Board of Directors should have a minimum of five (5). The Directors of the GLCA shall hold office for a term of five (5) years to a maximum of seven (7) and be elected by majority vote of the voting members present at the Annual General Meeting.

Directors will hold their office until their successors are elected. They will be elected by a show of hands when physically present or through technology, when applicable.

If a vacancy occurs in any office for any reason, a quorum of Directors may agree to vote to fill the vacancy among the current Directors, until the next AGM.

If there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the by-law, the Directors in office shall call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member.

A member in good standing of the GLCA must agree to be elected by the Board to fill a vacancy, and the member so elected shall hold office of his/her predecessor. Upon acceptance, this term will renew to a maximum of seven years.

### **RESPONSIBILITIES OF DIRECTORS (for detailed duties see Appendix)**

#### **Directors**

The Directors shall:

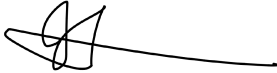
- Attend all Board Meetings whenever possible.
- Be presented and elected during each Annual Meeting, the roles of President, Secretary, Treasurer, Membership, Lake Steward, Communications, Special Events and Merchandise, Regatta Commodore, and a Director at Large from the GLCA membership.
- Act in accordance with their duties as stated in the Business Corporations Act; namely to act Honestly and in Good Faith with a view to the best interests and values of the GLCA, and exercise the Care, Diligence and Skill of a reasonably Prudent person.
- Be indemnified against loss due to legal suits because of their actions on behalf of the GLCA. Such indemnification shall be limited to that amount covered by Directors and Officers Insurance.
- Receive financial reimbursement for out-of-pocket expenses when approved expense account form is submitted and as approved by the Board.
- The directors shall represent the values and interests of the GLCA community.
- Be members in good standing.

Date: May 17, 2022



Signature of the Secretary: Beth A. Allison

Date: May 17, 2022



Signature of the President: Judy Ingram

## **APPENDIX**

### **Director Roles**

#### **President**

The President shall:

- The President shall chair all Board Meetings and business meetings of the GLCA and shall call special meetings at the request of the majority of the Board or when he/she deems it necessary to do so.
- The President may appoint another member of the membership to chair a business meeting if it is reasonable and/or desirable to do so.
- The President shall prepare meeting Agenda's and present one week in advance of a meeting.
- Must write the *President's Message* for the newsletter.
- Co-ordinate the activities of the Board.
- Communicate with the Township Councillor regarding issues of the GLCA.

#### **VP, Currently Vacant**

#### **Secretary**

The Secretary shall:

- Keep an accurate record of the proceedings of each Board, and general/ business meeting of the GLCA, including date, time, and location.
- Maintain records of the organization and make available if required including list of Directors, Minutes of the meeting, Financial Reports or any other official records or correspondence.
- Record the names of guest speakers who attend each meeting,
- Be the final recipient and keeper of all Board correspondence.
- Keep a copy of the Register of Directors.
- Maintain and file a current copy of the GLCA By-laws.
- Present to the Directors the Minutes of the Meeting of all Board Meetings.
- In the absence of the President the Secretary shall chair all Board Meetings.

### **Treasurer**

The Treasurer shall:

- Collect and receive all monies due and owing the GLCA.
- Deposit the funds of the GLCA in a chartered bank or other deposit taking institution approved by the Board of Directors of the GLCA.
- Make payments out of GLCA funds by way of cheques, money orders or eTransfers.
- Keep books of accounts showing all receipts and expenditures as required by the By-laws.
- Produce, publish, and present a budget for the GLCA at the Annual General Meeting.
- Establish and maintain a petty cash fund for necessary annual events upon Board approval.
- Manage the submission of expense reports, get approval for any expenses over \$150.00 and pay approved expenses through cheques or eTransfers.
- Establish and maintain special cash funds (budget) as required by the Board to control expenditures for special projects.
- Invest any surplus funds as instructed by the Board.
- Manage all banking, insurance, and financial relationships.
- Ensure insurance policy is up to date and relevant.
- Manage sponsorships and strategic partnerships.

### **Membership**

The Membership Director shall:

- Work closely with the Treasurer accepting and depositing all registration fees.
- Enter and maintain all information with respect to members into the GLCA database.
- Keep all member information confidential and private, for the use of the GLCA only
- Follow up with members who are not in good standing.
- Keep the Board apprised of membership numbers and any issues that may arise with the membership.

### **Lake Steward**

The Lake Steward Director shall:

- Inform GLCA members of Lake Health/Environmental concerns and corrective action.
- Undertake Annual Lake Sampling and ship for analysis.
- Participate in sampling for Lake Partner Program.
- Undertake the recommended Actions in the 2015 Gull Lake - Lake Plan.
- Undertake projects that assist in protecting lake health, recreation, fish, and wildlife.
- Educate members on the proper use of septic systems, shoreline protection and naturalization.
- Represent GLCA at Annual CHA Lake Stewards meeting.
- Educate the members on best practices and emerging issues.
- Liaise with local government and non-government organizations to outline lake issues and corrective action.
- Provide articles for the GLCA Newsletter on Lake Health, environmental concerns, and emerging issues etc.

### **Communications**

The Communications Director shall:

- Manage website updates and keep website current and relevant
- Monitor and control all communication flow both internal and external.
- Look after the social media sites including Facebook.
- Monitor and respond to all incoming emails in a timely manner
- Send out email Blasts / Announcements as deemed necessary by the Board.
- Correspond with newspapers and media if required.
- Manage the two Newsletters by working closely with the Editor and membership.
- Think of ways to keep GLCA top of mind with the members.
- Support new membership campaigns.

### **Special Events and Merchandise Director**

The Special Events and Merchandise Director shall:

- Procurement and organize the sales of GLCA merchandise for AGM and Regatta
- Organization of the AGM, logistics, location, food, audio visual needs and securing entertainment.
- Organization of golf tournament, location booking, registrations and prizes
- Support communications and marketing of GLCA social initiatives



**Regatta Commodore**

The Regatta Commodore Director shall:

- Plan and execute the annual Gull Lake Cottagers' Association Regatta including.
  - Ordering the BBQ chairs and tables from Rental Company.
  - Ordering the food and drinks to be sold at the Regatta.
  - Recruiting and coordinating volunteers.
  - Planning the games and activities for the under 10-year-olds.
  - Arranging for a PA system to be rented for the day.
  - Record race results and provide to Newsletter, preserving them for posterity.
  - Organize the clean-up of the U of T area used for the Regatta and remove garbage.
  - Ensure that waterfront area is cleaned and items remaining make it to lost and found.
  - Ensure that the First Aid Kit is up to date and available.
  - Have available a First Aid Station and staff appropriately.
  - Keeping receipts to give to the Treasurer.
  - Manage the cash on hand with the Treasurer.
  - Liaise with Special Events and Merchandise Director.

**Director at Large – an have several Directors at Large**

The Director at Large shall:

- This person joins the Board with the intent of finding their ideal role
- Active in Board Meetings and decisions
- Work closely with all directors
- Participate in sub committees