

## **Isthmus Bay Property Owners Association Inc. Constitution and Bylaws**

1. The name of the organization is “Isthmus Bay Property Owners Association Inc.
2. The purpose and aims of the organization are:
  - a. preservation of the natural environment of the Isthmus Bay area located in the Municipality of Northern Bruce Peninsula;
  - b. to monitor, lobby, react, and communicate with various governmental authorities that have jurisdictional impact on our area, including such matters as roads, planning, development, pollution, policing and other tax related matters;
  - c. to work with the Northern Bruce Peninsula Property Owners’ Coalition in their mission of promoting quiet enjoyment, protecting persons and property and enhancing the quality of life of the coalition’s constituent member associations.
3. The members and officers of the organization shall be the registered owners of property in the Isthmus Bay area who have paid to the association an annual fee to be determined by the officers of the organization. Membership coverage is from the date of the current year’s annual general meeting (AGM) to the day before next year’s AGM. Only those paying on or before AGM registration are eligible to vote at the current AGM. The Isthmus Bay area is defined as the area bounded by the northern limits of the town of Lion’s Head and the east end of Whippoorwill Road and shall include Isthmus Bay Road, Whippoorwill Road, Carter Lane, Constance Drive, Fox Drive, Hawthorne Drive, the easterly 500 meters of Everatt Sideroad and the southerly 500 meters of Forty Hills Road.
4. An annual general meeting of the organization shall be held in the summer of each year on a date to be fixed by the officers of the organization. The purpose of the meeting will be to present financial statements, receive reports, accept the minutes of the last annual meeting, transact business, elect officers and directors and conduct other business, all of which shall be in accordance with the Corporations Act of Ontario.
5. Officers of the organization, also known as the executive committee, shall consist of the past president, president, vice president, secretary, treasurer and three directors. Officers will normally hold office for two years and may be re-elected to their positions for additional two-year terms.
6. If, for any reason, a member of the executive committee is unable to complete his/her term of office the executive committee may, at their sole discretion, appoint a replacement until a proper election can be held at the next annual general meeting.
7. Nominations of officers shall be made from the floor of the annual general meeting and if a vote is necessary it shall be by secret ballot.
8. The executive committee shall meet from time to time as necessary under the circumstances and three members of the committee, with the participation of the president or the vice president, shall constitute a quorum for the transaction of business.
9. Twenty five (25) percent of the membership shall constitute a quorum for an annual general meeting and also for any interim general meetings duly called.
10. At any general meeting one (1) vote per member property may be cast on any motion put to the meeting and motions shall be determined by a simple majority of votes cast. Such vote will be taken on a show of hands or by secret ballot if so deemed by a majority of member properties present.

11. The funds of the organization shall be in the keeping of the treasurer who shall deposit funds in a chartered Canadian bank or trust company and shall make payments for the organization by cheque on the said bank account with the exception of petty cash payments for which the treasurer will account by voucher. Either the treasurer or the president will sign all cheques.
12. An auditor shall be appointed at each annual general meeting to review and confirm revenues and expenses of the organization.
13. Amendments to the bylaws may be made at the annual general meeting or at any general meeting called for that purpose and must be passed by a two-thirds majority of member properties present at the meeting.
14. All meetings and social events must be properly called and members must be notified prior to the event.
15. A proper record shall be kept by the secretary of the minutes of all motions and business transacted at any executive committee or general meeting.