



# **THOMSON LAKE COTTAGE OWNERS' ASSOCIATION INC.**

## **CONSTITUTION**

The name of this organization shall be known as the Thomson Lake Cottage Owners' Association Inc. (TLCOA)

### **AIMS AND OBJECTIVES**

1. To support the cabin community in the promotion of the development of the Thomson Lake Regional Park.
2. To develop and maintain a co-operative and harmonious relationship with the Board of Directors of the Thomson Lake Regional Park Authority.
3. To encourage and promote a clean and safe environment within the cottage subdivision.
4. To develop and maintain a friendly and co-operative community.

### **TLCOA MEETINGS**

1. The Annual General Meeting shall be held in the Spring of each year.
2. A special meeting may be held at the written request of 10 percent of the members. The reason for the meeting must be stated in such request.
3. The agenda for all meetings shall be prepared by the TLCOA executive committee.
4. The quorum for each meeting in order to conduct the business of the TLCOA shall consist of at least twenty-five percent of the members of the Association.

5. Motions made by the TLCOA (other than housekeeping motions) shall be presented to the Thomson Lake Regional Park Authority in the form of 'Resolutions to be Considered' by the Authority.

### **MEMBERSHIP**

1. Membership to the TLCOA shall be open to all cottage owners of the Thomson Lake Cottage subdivision. There may be no more than two memberships entitling two votes per lease at General Meetings.
2. The annual membership fee shall be \$5.00 payable in June of each year. Such membership fee shall be for the purpose of supporting the ongoing expenses which the Association may incur in order to act on behalf of the membership, and to keep communications open to the membership.
3. The names, addresses and telephone numbers of the TLCOA Board of Directors shall be available to the members of the TLCOA at all times.

### **TLCOA BOARD OF DIRECTORS ELECTIONS**

1. The TLCOA Board of Directors shall consist of seven members. They shall be elected from the membership, at the Annual General Meeting each year.
2. Office Terms will be for two years. To ensure continuity of the TLCOA Board of Directors, 50 % of the TLCOA Board of Directors shall be elected in alternate years.
3. Nominations may be submitted, by a member in good standing in writing prior to the meeting, stating the name of the nominee and the nominator.
4. Nominations shall also be accepted from the floor at the Annual General Meeting for positions open for elections.
5. The Chairperson, the Vice-Chairperson and the Secretary-Treasurer shall be elected by the Board of Directors.

### **BOARD OF DIRECTORS MEETINGS**

1. The TLCOA Board of Directors shall meet as often as is needed at the call of the Chairperson, to administer the business of the Association in an efficient manner for the benefit of the membership. Every TLCOA Board Director shall have notice of the meeting.
2. Board Meetings must have a minimum of 60% of the TLCOA Board of Directors present to constitute a quorum.
3. The signing authority of the Thomson Lake Cottage Owners' Association Inc. shall comprise any two signatures of the following executive members: the chairperson and secretary-treasurer or the chairperson and vice-chairperson or the vice chairperson and the secretary-treasurer.
4. Standing Committees may be appointed as required. These Committees shall report to the TLCOA Board of Directors.
5. The duties of the executive officers shall be:

The Chairperson shall preside at all meetings. In the case of a tie vote, the chairperson shall cast the deciding vote.

The Vice-Chairperson shall preside at all meetings where the chairperson is absent.

The Secretary-Treasurer shall maintain a record of all General, Special and Annual meetings. He/she shall maintain attendance records of all meetings. The Secretary-Treasurer shall maintain the financial records of the Association describing all income and expenditures. He/she shall prepare a financial statement for distribution at each Annual and General meeting.

### **CHANGES TO THE CONSTITUTION**

1. Changes to the Constitution shall be presented for approval at any meeting of the members of the TLCOA.

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### **DISSOLUTION OF THE ASSOCIATION**

A request to dissolve The Thomson Lake Cottage Owners' Association Inc.

may be made by written request of a minimum of twenty-five percent of the membership and presented to the TLCOA executive at least ten days prior to the annual general meeting. Such request shall be put to a vote of the membership in attendance at the annual meeting. A minimum of 51% of the vote in favor shall be required in order to dissolve the TLCOA. Notice of dissolution shall be provided as required by The Non-Profit Corporations Act, 1995.

Adpoted by resolution  
September 4, 1998

Amended and Adopted  
by resolution May 20, 2005

Amended and Adopted  
by resolution August 26, 2005

Amended and Adopted  
by resolution May 26, 2006

Amended and Adopted  
May 30, 2015

Amended and adopted  
June 9, 2017