



# Pike Lake Community Association

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[www.pikelake.ca](http://www.pikelake.ca)

## **Pike Lake Community Association Constitution June 2026**

### **Definitions**

1.1 In this Constitution and all other policies and procedures of the Association:

- a) "Association" means the Pike Lake Community Association.
- b) "Association Website" means the website maintained by the Association.
- c) "Board" means the Board of Directors of the Association.
- d) "Code of Conduct" means the Code of Conduct as set out in the Policy Manual.
- e) "Committee" means any Committee established by the Board from time to time.
- f) "Director" means a member of the Board of Directors.
- g) "Members" means Members who are Owners or Associate Members.
- h) "Membership Form" means the then current form available from the Pike Lake Community Association.
- i) "Membership Meeting" means the Annual General Meeting and any Special Meetings.
- j) "Membership Year" means the year as defined by the Policy Manual.
- k) "Policy Manual" means the policy and procedure manual of the Association located on the Association website.
- l) "Pike Lake" means Pike Lake located from the inlet at Cedar Bridge Creek to the Grant's Creek dam in Tay Valley Township, Lanark County and Rideau Lakes Township in the United Counties of Leeds and Grenville, Ontario.
- m) "PLCA" means Pike Lake Community Association.
- n) "Property" means a property with frontage or deeded access to the water from Cedar Bridge Creek to the Grant's Creek dam.

### **Mission Statement**

2.1 The Pike Lake Community Association is a not-for-profit, volunteer-based association. The Association exists to protect and improve the water quality and natural environment of Pike Lake and its surrounding ecosystem.

### **Objectives**

3.1 The objectives of the PLCA are to:

- a) encourage good water quality in Pike Lake and a healthy surrounding natural environment.
- b) foster environmentally responsible use of Pike Lake.
- c) promote safe and respectful recreational activities within the lake community.
- d) promote a sense of community on Pike Lake.

e) ensure communication between the Board and Members regarding Board activities and regarding any issues or developments which arise pertinent to the objectives of the Association.

## Meeting Records

4.1 The minutes of Member Meetings shall be posted on the Association website in the Members Only Section.

4.2 Agendas and approved motions of Director Meetings shall be made available to members on request.

## Membership

5.1 There are two categories of membership:

a) Owner

- i. An Owner must be 18 years of age or older.
- ii. An Owner must be a registered owner of a Property or the spouse, child or blood relative of a registered Owner of a Property.
- iii. An Owner may designate another person who is 18 years of age or older, to have all the rights and privileges of the Owner instead of the Owner, by designating that person on the Owner's annual Membership Form. Such designation may be indefinite or for a specific period of time.
- iv. An Owner has the right to attend and vote on all matters at all Membership Meetings but a maximum of two Owners for any given Property may vote.
- v. An Owner has the right to sit on a Committee or hold a Board position.

b) Associate

- i. An Associate is a person who has an interest in Pike Lake, is 18 years of age or older and has been designated by an Owner as an Associate on the Associate's annual Membership Form.
- ii. An Associate has the right to attend all Membership Meetings, and shall have one vote but shall not be permitted to vote for the following:
  1. Elections of Directors and Officers; or
  2. Matters which result in direct costs to the Association; or
  3. Constitutional or Policy Manual amendments; or
  4. Dissolution of the Association
- iii. A maximum of two Associates for any given Property may vote.
- iv. An Associate has the right to sit on a Committee but cannot hold a Board position.

5.2 No Owner, designate of an Owner or Associate may exercise any of the benefits of membership in the Association including being considered part of a quorum or being entitled to vote unless their membership fee is paid in full prior to the start of the meeting.

5.3 Members shall adhere to the Code of Conduct failing which the Board may take action as set out in the Policy Manual.

## Membership Dues

5.4 Any change in the amount of the annual membership dues shall be presented by the Board for approval by Members who are Owners at an Annual General Meeting. The approved amount shall take effect the following Membership Year. Membership can be purchased at any point throughout the Membership year.

## Membership Meetings

### 5.5 Membership Meetings

- a) Annual General Meeting
  - i. An Annual General Meeting (“AGM”) shall be held annually in June or July, the date to be at the discretion of the Board.
  - ii. The Annual General Meeting shall be held in person, but at the discretion of the Board may be held by audio or video conference.
  - iii. At least 4 weeks’ written notice to all Members shall be given of the date, time and place of the AGM,
  - iv. Business to be conducted must include the following:
    1. Approval of previous year’s Annual General Meeting minutes;
    2. Approval of minutes of any Special Meetings held since the last Annual General Meeting;
    3. Election of Directors as required;
    4. Approval of Financial Reports for the prior fiscal year;
    5. Approval of Budget for current fiscal year.
- b) Special Meetings
  - i. The President may call a Special Meeting of the Association as necessary to conduct the business of the Association.
  - ii. The President, on receiving a written request, signed by at least ten percent (10%) of current Members who are Owners, shall call a Special Meeting of Members, to take place within 45 days of receipt of the written request.
  - iii. A Special Meeting shall be held in person, but at the discretion of the Board may be held by audio or video conference.
  - iv. At least 4 weeks’ written notice to all Members shall be given of the issue(s) to be discussed and the date, time and place of a Special Meeting.

### 5.6 Membership Meeting Motions

- a) Motions to be heard at a Membership Meeting on matters not part of the required agenda as outlined in the Policy Manual may only be submitted by Members who are Owners.
- b) All such motions must be submitted to the Secretary in writing at least 45 calendar days prior to the Meeting. All Motions submitted in advance shall be voted on by a show of hands unless a Member requests a secret ballot. The process for a secret ballot including counting and scrutiny is outlined in the Policy Manual.
- c) At least 1 month’s written notice of all motions submitted for consideration shall be communicated to all Members.

5.7 A quorum for a Meeting of Members shall be fifteen (15) Members who are Owners for the current Membership Year.

5.8 All matters requiring a vote will be carried by a vote of 51% of eligible voters who are present.

## **Board of Directors**

6.1 The Board shall consist of up to ten (10) Members who are Owners, eighteen (18) years of age or older and holding a current membership with the Association.

6.2 The Board will meet, in person or by audio or video conference, at least three (3) times each Membership year, as called by the President. The President will call a Board meeting if thirty percent (30%) of Board Members request a meeting.

6.3 Committee meeting dates and locations will be determined by the Chair of those Committees.

6.4 The Directors shall fill the following positions: President, Immediate Past-President, Vice President, Secretary, Treasurer, Membership Director, Lake Steward, Communications Director, Events Director and one Director at Large.

6.5 Elections for all Director positions (except immediate Past-President) shall be held every second year at the Annual General Meeting. The list of Directors and their positions shall be published on the Association website within 30 days of their election.

6.6 The Executive Committee shall consist of the President, Vice-President, Secretary and Treasurer.

6.7 The term for each Director shall be two (2) years.

6.8 Should a Board position not be filled through the election process or become vacant mid-term, it may be filled through an appointment by the Board of Directors and the Director so appointed shall serve to complete the term of the vacancy.

6.9 A Director may be removed by a majority vote of the Board under either of the following circumstances:

a) The Director has clearly violated the Code of Conduct.

b) The Director has missed three consecutive Board meetings

In all other cases the removal of a Director requires a motion, carried by a majority of Members who are Owners, at a Special Meeting or Annual General Meeting.

6.10 A quorum of the Executive Committee consists of at least three (3) members.  
Board Quorum

6.11 A quorum of the Board consists of at least fifty one percent (51%) of the Board members.

6.12 Directors serve without remuneration except for reimbursement of expenses in accordance with the Policy Manual. No Director shall directly or indirectly receive any profit from their position.

## **Nomination Process**

7.1 The Board of Directors shall appoint a Chair of the Nominations Committee from the Membership a minimum of four (4) months prior to the Annual General Meeting. The Chair will select a committee.

7.2 A call for nominations will be announced on the Association website and by email Distribution to all Members a minimum of two (2) months prior to the Annual General Meeting.

7.3 Each candidate must be nominated by two (2) Members of the Association who are Owners.

7.4 All advance nomination forms must be submitted to the nominations committee by the candidate by email to the Association email address. Advance nominations close ten (10) days prior to the Annual General Meeting.

7.5 The Nominations Chair will submit the names of the nominees to the Members on the Association website a minimum of seven (7) days prior to the Annual General Meeting. Candidates will be given the opportunity to introduce themselves and present their reasons for running for a position on the Board in a document to be posted on the Association's website.

### **Election Process**

8.1 The Nominations Committee Chair shall act as Chair of the Annual General Meeting while the election of Directors takes place.

8.2 The Nominations Committee Chair shall ask for nominations of qualified candidates from the floor. A candidate must be nominated by two (2) Members of the Association who are Owners.

8.3 If only one Member is nominated for a position on the Executive or only five (5) or fewer Directors at large are nominated, those persons will be acclaimed. If an election is required, it will be held as set out in the Policy Manual.

### **Liability & Director Insurance**

9.1 The Association shall maintain insurance coverage to protect the Association, and its Directors and volunteers.

### **Financial Matters**

10.1 The fiscal year for the Association will be January 1st to December 31st.

10.2 Any two Executive Committee members shall have signing authority for all contracts and for all expenditures on behalf of the Association.

10.3 Association expenditures shall comply with the budget as approved at the Annual General Meeting except as outlined in the Policy Manual.

10.4 Financial records of the Association shall be made available to any Member who is an Owner on a written request to the President.

### **Constitution Amendments**

11.1 Proposed amendments to the Constitution must be supported by a majority of the Board of Directors or ten percent (10%) of current Association Members who are Owners.

11.2 The text of any proposed amendment must be received by the Communications Director at the Association email address 45 days in advance of the Annual General Meeting or Special Meeting.

11.3 The text of any proposed amendment to the Constitution shall be submitted in writing by the Board to members as specified in the Policy Manual at least thirty (30) days prior to the next Annual General Meeting or Special Meeting.

11.4 Any repeal or amendment to the Constitution must be approved by at least two-thirds of Members who are Owners in attendance at an Annual General Meeting or Special Meeting.

11.5 All changes approved will go into effect the day following the Annual General Meeting or Special Meeting unless otherwise stated.

11.6 After each Meeting of Members at which members approve amendments to the Constitution, the Constitution Committee shall ensure that a consolidated version of the Constitution is prepared. It shall incorporate all of the amendments approved at the Meeting of Members, and correct any numerical, typographical and grammatical changes as may be necessary.

## **Policy Amendments**

12.1 Proposed amendments to the Policy Manual must be supported by a majority of the Board of Directors or ten percent (10%) of current Association Members who are Owners.

12.2 The text of any amendment proposed must be received by the Communications Director at the Association email address 45 days in advance of the Annual General Meeting or Special Meeting.

12.3 The text of any proposed amendment to the Policy Manual shall be submitted in writing by the Board to Association Members as specified in the Policy Manual at least thirty (30) days prior to the next Annual General Meeting or Special Meeting.

12.4 Any proposed amendments to the Policy Manual must be approved by a fifty one percent (51%) vote of Members who are Owners in attendance at the Annual General Meeting or Special Meeting.

12.5 All approved amendments to the Policy Manual will go into effect the day following the Annual General Meeting or Special Meeting unless otherwise stated.

12.6 In unusual and unprecedented circumstances, the Policy Manual may be amended by the Board, with any such changes to take effect only until the next Annual General Meeting.

## **Access to Constitution**

13.1 The current Constitution and Policy Manual shall be accessible, under their own headings on the PLCA website.

## **Dissolution and Distribution of Assets**

14.1 At any time, and for any reason, the Board can recommend that the Association be dissolved.

14.2 All Members must be notified at least thirty (30) days in advance of a Special Meeting called specifically to decide on the dissolution of the Association.

14.3 A two-thirds majority vote of all Members who are Owners in attendance is required for dissolution.

14.4 If there is a vote to dissolve, the Treasurer must then realize any assets and settle all indebtedness of the Association.

14.5 If after payment of all indebtedness there are remaining funds, they shall be paid to a non-profit organization(s) with similar objectives to the Association, as directed by the members at the dissolution meeting. No part of earnings of the Association shall benefit Members or Directors of the Association.

**Ratification:** This Constitution, as amended, was approved by two-thirds (2/3) of the Members of the Association present at a meeting of the Members duly called and held

\_\_\_\_\_ effective \_\_\_\_\_ .

Dated at \_\_\_\_\_, Ontario this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Authorized Signing Officer

\_\_\_\_\_  
Print Name