

# **The Magaguadavic Lakes Association (MLA)**

## **Corporation By-laws**

### **Official Name**

The official name of the corporation shall be the Magaguadavic Lakes Association Corporation. The common abbreviation will be MLA.

### **Objective**

The association's objective is to provide stewardship for the ongoing well-being of the ecosystem comprised of Magaguadavic Lake and Little Magaguadavic Lake including the connecting waterway (the thoroughfare) and their watershed. The association views itself primarily as an advocacy and educational organization.

This particularly includes ensuring the water levels are maintained in accordance with the 1978 St. George Pulp and Paper Company/NB Department of the Environment Permit for Water Course Alteration .

### **Mission**

To ensure a healthy Magaguadavic Lakes ecosystem for the benefit of all users.

### **Membership**

There will be 2 categories of membership - Regular member and Associate member

A regular member will be a property owner or lease holder on the Magaguadavic Lakes or in the area reasonably considered to be in the Magaguadavic area. The membership will include a spouse or partner and any age of majority children.

An associate member does not own or lease property on or near the Magaguadavic lakes but wishes to further the association's efforts to achieve its mission.

### **Dues**

Dues will be \$20 per regular membership and \$15 per associate membership.

The dues will cover the calendar year January to December. (i.e. annually)

Dues will be accepted and recorded, through the zone representatives, by the Treasurer. (A list of the zone representatives will be attached to the bylaws)

## **Voting**

There will be one vote per paid up regular membership.  
Associate members will not have a vote.

Voting at a general membership meeting will be by a show of hands unless a ballot vote is requested by a regular paid up member. The Secretary will be prepared for a ballot vote with pens, ballots and a ballot box.

In the event of a tie vote, the President shall cast the deciding vote.

## **Meetings**

There will be two annual general meetings per calendar year to be held on or about the first week of June and the last week of August. Notification of the general membership meetings shall be sent out by email at least three weeks prior to the meeting.

The Executive and the Board of Directors will meet as often as deemed necessary by the Executive to deal with the business of the association.

## **Quorum**

For a general membership meeting a majority of the members of the Board of Directors **plus** a minimum of 10 voting members (paid up regular members) are required to conduct business.

For a Board meeting fifty percent or more of the members of the Board of Directors are required to conduct business.

For an Executive meeting a minimum of 3 of the 4 members are required to conduct business.

## **Governance (Executive and Board of Directors)**

**The Executive will be the President, Vice-President, Secretary and Treasurer.  
All positions on the Executive have a role in providing leadership to the association.**

**The Board of Directors will be the Executive and all current Committee Chairs.  
Additional members may be asked to join the Board from time to time while working on a special project. Their term on the Board will end when the project is completed.  
All positions are voluntary and there will be no remuneration for services.**

### **Duties of the President**

The President, in a primary leadership role, shall promote and carry out any membership approved actions that will work towards achieving the association's objective and mission.

The President shall chair all executive, board and general membership meetings.

The President will be the primary representative of the association when dealing with various levels of government or business corporations to further the priorities and interests of the association.

### **Duties of the Vice-President**

The Vice-President shall assume the duties of the President in the event the President is unable to perform their duties.

### **Duties of the Secretary**

The Secretary shall coordinate with the Executive in the preparation of executive, board and general membership meeting agendas. They shall record, transcribe and distribute executive and board meeting minutes to the meeting attendees within approximately two weeks following the meeting.

General membership meeting minutes will also be prepared within the two week time line for preliminary approval by the executive and final approval will be at the subsequent general membership meeting.

The Secretary will provide copies of approved minutes from executive and board meetings to the webmaster for inclusion on the MLA website as a means to keep the membership informed about the activities and decisions made by the Executive and Board of Directors. General membership minutes will be posted on the website after being given preliminary approval by the executive however final approval must be at a general membership meeting.

The Secretary, in coordination with the Membership Committee Chair, will maintain an up to date list of paid up regular members to be used during a vote at a General meeting. They will also be prepared with the necessary materials if a ballot vote is called for. (pens, ballots, ballot box)

### **Duties of the Treasurer**

The Treasurer shall oversee the financial business of the association. All monies received shall be deposited in an approved financial institution. Dues receipts may be issued by either the Treasurer or the Membership Committee Chair.

All expenditures must be included in a general membership approved Budget or approved by way of motion by a majority of the Board and reported on to the general membership in the Treasurer's Report at a general membership meeting. No bill or expense will be paid without an invoice or a receipt.

All financial transactions will require either two signatures (treasurer plus one other executive) or two emails indicating specific approval from both the treasurer plus one other executive. Signing officers set up at the bank must include the Treasurer plus any other member of the Executive. Approval emails are to be printed and retained by the treasurer for the standard time of 7 years to comply with CRA requirements for document retention.

Banking practices will be conducted in the most efficient and cost effective way possible by taking advantage of processes such as e-transfers, auto deposit, etc.

The Treasurer will ensure appropriate insurance is in place. See Liability below.

**Audit** - The Treasurer shall ensure that the Executive appoint a member in good standing with the skills needed to conduct an informal annual audit of the financial business of the MLA. This person shall not be a member of the Board of Directors or their immediate family. The audit will be conducted between the June and August general membership meetings and reported on by the treasurer to the membership at the August meeting.

### **Terms of Office**

Each member of the Executive (President, Vice-President, Secretary and Treasurer) shall be elected to serve for a three year term. Each member may serve a maximum of three consecutive three year terms in one position. In the event no one comes forward to serve in an Executive position, these terms may be extended with the approval of the General Membership. Each Subcommittee Chairperson may serve for as long as the Executive and the Subcommittee Chair agree.

### **Procedural Rules**

The generally accepted rules of order shall be used while conducting meetings. Motions must be seconded before discussion and a vote takes place.

A motion must be made when dealing with decisions relating to elections and finances and when approving the agenda and minutes of a General Membership meeting. Minutes must be moved and seconded for approval by members who were in attendance at the meeting.

At Executive and Board meetings the agenda and minutes may be approved by consensus.

As a guiding principle, the association's Executive and Board of Directors will communicate among themselves and with the membership in an honest, open and transparent manner.

### **Liability**

The Magaguadavic Lakes Association Treasurer will ensure that annual liability insurance coverage for the Executive, Board of Directors and Committee members is in place. This will include ensuring the names of the current incumbents are properly registered with the insurance company.

### **MLA Subcommittees**

The general membership shall determine what subcommittees are needed to further the objective and mission of the MLA. A current list of subcommittees and chairpersons will be attached to the bylaws.

If the priorities of the MLA change, the Executive may suggest subcommittee structure changes to be voted on at a general membership meeting to accommodate the new priorities.

Each subcommittee Chair will be a member of the Board of Directors.

Each subcommittee will develop a brief Terms of Reference for approval by the general membership.

Subcommittees will conduct their own meetings to deal with issues within their Terms of Reference and forward the minutes of those meetings within two weeks of the meeting date to the MLA Secretary for inclusion on the MLA website.

### **Miscellaneous**

#### **Requests for Donations or Support**

When the MLA receives a request for a financial donation or support for a particular cause, each request will be considered by the Executive on a case by case basis. Consideration will only be given to requests that are included in an approved Budget or aligned with the objective and/or the mission of the Magaguadavic Lakes Association.

**Adopted at a General Membership meeting held on July 18, 2020**

**Signed**

**President**

*John Waite*

**Vice-President**

*Dave Purdue*

**Secretary**

*Mariet van Groenewoud*

**Treasurer**

*Elaine Hood*