

cottage owners, in good standing.

- Membership benefits and rights – to attend the Annual General Meeting and have full voting power with one vote per cottage.
- All voting members are eligible to become Board Members of the GBCOA; (Deleted)
- Any fees assessed by the GBCOA for all cottage owners, must be presented and voted on at an Annual General Meeting.

b) GBCOA Board Members

- All Grand Beach Cottage Owners are eligible to become Board members of the GBCOA.
- Non-Grand Beach cottage owners are not usually eligible to become Board Members of the GBCOA. However, exceptions can be made by the Board of Directors to approve a board member who is not a Grand Beach cottage owner but is a cottage owner in the Eastern Beaches Area. This person can: sit on the board; participate in discussion regarding club recreational program planning; hold any volunteer position on the board except President and Vice-President; attend the Annual General Meeting or any Special General Meetings; and vote on issues specific to the club recreational programs. This person is not eligible to vote on issues specifically related to the Grand Beach Cottage area, i.e. waste disposal.
 - ii. Board Membership shall also be open to additional persons who have shown appropriate interest in the objectives of the Association, as the board members determine.

c) GBCOA Community Club Members

- All Grand Beach Cottage Owners shall be club members.
- People from other areas of the Eastern Beaches Community, including but not limited to Grand Marais, may become seasonal club members of the GBCOA, upon payment of an annual club membership fee.
- Renters and other people may purchase short-term, club memberships in order to benefit from the activities of the GBCOA.
 - i. Anyone may become a GBCOA Community Club Member upon payment of an annual membership fee.
 - ii. Bingo Membership – a single night Bingo Membership is available at Bingo.

d) Board of Directors

- The business and property of the Association shall be managed by a Board of Directors elected annually, except the immediate

Past-President, at the Annual General Meeting (AGM) The Board of Directors shall be comprised of – President, Vice-President, Secretary, Treasurer, Past-President, and not more than thirteen Directors (Max. of 18 people).

- The following people will also be standing invited guests of the Board of Directors, but will not have voting power.
 - Government Liaison from Manitoba Conservation;
 - Club Supervisor(s).

iii. Guests may be invited to attend any Board Meeting. They can attend part of the meeting or the entire meeting, at the discretion of the board. They may speak at the meeting with the permission of the President/Chair.

e) Executive Committee

- i. The Executive Committee will be elected annually after the AGM, by the Board of Directors;
- ii. The Executive Committee shall consist of: President, Vice-President, Past-President, Treasurer, Secretary and one Board Member.

- **Authority**

- The Board of Directors shall have the power to:
 - Administer the funds of the Association in such a manner and for such purposes as it may decide are beneficial to the well being and the advancement of the objectives of the organization.
 - To form and dissolve committees as required to fulfill the objectives of the Association; (See Appendix A for listing of committee examples).
 - To decide to discontinue any activity being conducted under the auspices of the Association and likewise to commence any new activity considered desirable.
 - Suspend or expel from the Association or the facility, any member or guest guilty of disrespectful or unlawful conduct.
 - Remove from office any board member for failure to properly carry out his duties of such offices, or for an infraction of the rules and regulations of the organization;
 - Accept any resignations and to appoint any members of the Association to fill any vacancy occurring during the balance of the term.

- The Executive Committee shall have the power to:

- i. Deal with straight forward issues in order to meet the objectives of the Association, where assembling the entire board is not likely going to change the decision, and delay in decision making would negatively affect the Association. These issues will be reviewed by the Board at the next meeting. Emphasis of review to focus on: appropriateness of the Executive to deal with the issue without assembling the entire Board; further action(s) that may be required; and recommendations for future handling of similar situations.
- ii. Deal with any urgent or emergent issues that may arise during the year's operation. Any action taken by the Executive Committee shall be reviewed by the Board at the next meeting. Emphasis of review to focus on: appropriateness of the Executive to deal with the issue without assembling the entire Board; further action(s) that may be required, and recommendations for future handling of similar situations.

5. Constitution and By-Laws Review

- a) Constitution and By-Laws to be reviewed annually by the Constitution Committee.
- b) Recommendations for amendments or repeals to be presented at an Annual General Meeting or Special General Meeting called for this purpose, for consideration. The amendments or repeals will then be voted on at the next Annual General Meeting.
- c) Notification of proposed Constitution or By-Law amendments or repeals must be provided to all members of the GBCOA 30 days prior to the Annual General Meeting. It will be [posted on GBCOA website, GBCOA Facebook, community bulletin board, GBCOA Newsletter, and in the community club.](#)
- d) Constitution and/or By-Law amendments and repeal approval requires a two-thirds majority of the quorum at the designated Annual General Meeting.

B. By-Laws

- **Officers and Management**

The Officers of the Association shall be [appointed by the Board of Directors and include: President, Vice-President, Past President, Secretary, Treasurer, and Board Member at Large.](#)

- **Elections**

- The Board of Directors shall be elected at the AGM.
 - Any **member of GBCOA** GBCOA Member (as defined in 3-b-i and 3-b-ii) who agrees to the nomination, may run to become a member of the Board of Directors. who is a member in good standing and is in agreement, may run to become a member of the Board of Directors. Agreement to nomination is confirmed by the nominee having signed a nomination form. (See Appendix B for nomination form);
 - A nominating committee appointed by the immediate Past-President, or any member of the Board of Directors should the Past-President not be available or decline as Chair, shall present a list of nominees at the AGM. Nominations will also be taken from the floor, but the nominee must be present at the meeting or have previously signed the nomination form, in order to be considered for election.
 - When there are more nominees than there are board member positions, election of members shall take place by ballot. The candidates receiving the majority of the votes cast will be elected.
 - Only GBCOA Members (as defined in 3-b-i and 3-b-ii) in good standing will be allowed to vote.
 - Retiring members of the Board of Directors shall be eligible for re-election.
- **Financial Audits Reviews**
 - Professional financial audits are recommended for the protection of GBCOA members, as well as protection of the Board members.
 - a. There shall not be more than 5 years between audits, and an audit must be done upon a change in the office of Treasurer external review engagements of the books and records of the Association. This external review shall be performed by a professional accountant. In addition, a review engagement shall be performed when a new Treasurer is appointed or elected, at the discretion of the board.
 - The duties of the auditor shall be to examine the Treasurer's accounts and all the other accounts within the jurisdiction of the Association and certify as to their correctness, a review engagement report.
 - b. Process for appointment and reimbursement of a professional accountant to complete a review of engagement will be:
 - The Board of Directors will appoint one professional accountant with the required qualifications.
 - Recruitment of a professional accountant, who is willing to volunteer his/her services to the association, is acceptable and desirable, provided that this person or their partner has not served

on the Board of Directors during the period of time for which the audit is being done.

- Reimbursement for volunteer Accountant's services – the Board will decide on the value of the honorarium, not to exceed 50% of the actual value of these services.
- In the event that a volunteer is not identified, the Board will research and review three quotes from different accounting firms for consideration, based on cost and services. The board will then vote and appoint one of these firms. This appointment will stand for a period of 3 years unless a volunteer is identified.

- **Duration of Office**

- Members of the Board of Directors and all others shall hold office during the year following the **Annual General Meeting AGM**, or until their successors are appointed.
- The office(s) of President, Vice-President, Secretary and Treasurer cannot be held by any person more than five consecutive years, unless this occurrence is brought to the attention of the membership at the **Annual General Meeting AGM** prior to a possible sixth year of a person holding this position. If approved by a two thirds majority of the quorum, the person may continue in the position for a one year term. This shall be reviewed annually at the Annual General Meeting without limitation.
- Board members shall be elected for a one year term, or portion thereof if elected or appointed after the **Annual General Meeting AGM**.
- Board members may be re-elected annually without limitation.
- Vacancies, which may exist on the board of directors from time to time, may be filled upon **the recommendation of the Executive Committee a resolution of approval from the board of directors, at the next meeting of the Board of Directors.**

- **Meeting Quorums**

- a. Annual or Special General Meeting – Thirty **GBCOA** members (as defined in 3-b-i and 3-b-ii) including a minimum of **23** members of the Executive shall constitute a quorum.
- b. Board of Directors Meeting - Fifty percent plus one of the Directors including executive members shall constitute a quorum.
- c. Executive Committee Meeting - Two members shall constitute a quorum.

- **GBCOA Membership Fees**

- **Grand Beach Cottage Owners shall be assessed a park levy of not more than \$20.00 per cottage, annually. Manitoba Conservation will be responsible for collection and disbursement of these funds, for purposes that benefit the Association and the Community Club.**
GBCOA Community Club Membership fees are to be determined annually

by the Board of Directors.

- Seasonal club membership fees are to be determined annually by the Board of Directors. (Example: 1 day membership = \$2.00 per person; 1 week membership = \$5.00 for an individual and \$10.00 for a family; and seasonal membership fee of \$9.00 for an individual and \$15.00 for a family).
- No refund or transfer of Fees or Dues will be made to any member at any time regardless of whether the member resigns or if membership is cancelled for any reason by the Membership Committee Board of Directors.

- **Fiscal Year End**

- a. The fiscal year of the Association shall be determined by the Board of Directors during the first meeting of the Board after the AGM Dec. 31 of each year.

- **Voting Rules**

- a. Matters voted upon at meetings, except Constitution and By-Law amendments or repeals, and fee assessment to voting members shall be decided by simple majority. In the event of the ballots being evenly divided, the President or designate, shall cast the deciding vote.
- b. Each voting member (as defined in 3-b-i and 3-b-ii) of the GBCOA for the Annual and/or Special General Meeting; or Board Member for a Board of Directors meeting is entitled to one vote per cottage. This voting right can be enacted in person or by proxy.
- c. Each voting member present at the AGM may hold a maximum of 3 proxy votes. To grant proxy the GBCOA Member must be in good standing with the Association and complete a Proxy Designation form (Appendix C). The proxy vote designation is only valid at the meeting in respect of which it is granted or any adjournment thereof.
- d. Each Board member at a Board meeting may hold a maximum of 2 proxy votes. Verbal Written (email or text) proxy designation will be acceptable for Board meetings, as long as providing the person granting proxy notifies one member of the Executive Committee.

- **Meetings**

- a. Annual General Meeting AGM

The date and location of the AGM of the Association shall be determined by the Board of

Directors. There shall not be more than twenty-two months between Annual General Meetings.

The order of business for the AGM shall be determined by the Executive Committee and shall

be in accordance with good meeting practice.

- The rules for the AGM shall follow Rogers Rules (copy to be available for reference at the AGM).
 - The AGM can be presided by the President or a person delegated by the President as the AGM Chair.
- Board of Director Meetings
 - Meetings to be held at least four times per year, at times and locations as directed by the Board.
 - The order of business for the Board of Director Meetings shall be determined by the Executive Committee and shall be in accordance with good meeting practice.
 - The rules for the Board of Director Meetings shall follow Rogers Rules (copy to be available for reference at the meeting).
 - The Board of Directors meetings shall be presided by the President or acting President.
- Special General Meetings
 - The Board of Directors may call a Special General Meeting of the members to consider amendments to the by-laws of the Association or any other matter deemed urgent or timely.
 - The Secretary may call a Special General Meeting or Meetings of the Association on the written request of twenty-five voting members and at such meetings no business other than that specified in the notice calling the meeting shall be transacted. Any costs incurred due to the arrangement of this meeting shall be covered by the group requesting the special meeting.
- Notice of Meetings
 - AGM – shall be advertised on Annual Summer calendar, and a notice put up in a central place in the community at least two weeks prior to the meeting. It will be posted on: GBCOA website, GBCOA Facebook, community bulletin board, GBCOA Newsletter, and in the Community Club.
 - Special General Meeting – a notice shall be posted on , or in special circumstance due to seasonality, mailed to each cottage owner GBCOA website, GBCOA Facebook, community bulletin board, GBCOA Newsletter, and in the Community Club. at least 4 weeks in prior to the meeting. Any costs incurred due to this mailing notification will be covered by the Association if the meeting is initiated by the Board of Directors. If the meeting is initiated by a group other than the Board of Directors, any costs incurred due to mailing shall be covered by the group requesting the special meeting.

- **Duties of Officers**
 - President
 - Prepares the agenda and presides at all **General Meetings AGM's** and Special General Meetings of the Association and of the Board of Directors, or **he/she they** may appoint any member of the Board of Directors as chairperson for a meeting.
 - Shall monitor the Officers and Committees as to their capacity and commitment to perform their assigned duties.
 - Shall be Ex-officio member of all committees conducting the affairs of the Association;
 - Shall **either** serve as the Parks Liaison Officer, **or delegate to another Executive Member.**
 - Shall serve as the Employer for any Employees hired, at the direction of the Board. **This may be delegated to another Board Member.**
 - Shall develop annually a list of committees to be filled for the following year, in consultation with the Board of Directors, in order to meet the objectives of the Association (see Appendix A for Examples of Committees).
 - Shall respond to and manage all complaints, in consultation with the Board of Directors and with respect to the objectives of the Association.
 - Co-ordinate the development and production of the Annual GBCOA Summer Calendar, in consultation with the Board of Directors, **by April 30.**
 - Co-ordinate and approve all fund-raising ventures, in consultation with the Board of Directors.
 - Shall provide support to the Vice President to assume the role of President in the absence of the President.
 - Maintain the files of the president in the Association's office the Grand Beach Community Club.
 - Shall be responsible for **having a key to access the Community Club, as well a key to access the supply room, bar, and office ensuring there is a community club access/key management plan for the Grand Beach Community Club.**
 - Vice-President
 - Shall assist the President in the performance of **his their** duties.
 - Shall exercise all the powers of the President, in the latter's absence.
 - **Shall be responsible for having a key to access the Community**

- Club, as well a key to access the supply room, bar, and office.
 - Shall exercise all the powers of the Past-President, in the latter's absence.
- Past-President
 - Shall provide mentorship support to the President, Vice-President, and the entire Board.
 - Shall chair the Constitution Committee for the annual review of the constitution and by-laws of the Association.
 - Shall chair the Nomination Committee for recruitment of new Board Members.
 - Shall be responsible for having a key to access the Community Club.
 - Shall conduct the election of the Executive Committee at the first board meeting after the AGM.
- Secretary
 - Shall keep an updated and confidential, membership/contact list of the GBCOA Board Members. This list to include name, position, home address and phone, cottage address and phone, email address, and cell phone.
 - Shall create a group email distribution for all Board Members
 - Shall distribute information for the President and ensure all information distributed has been approved by the President.
 - Shall keep minutes of all meetings of the Association (Board Meeting, Executive Meetings, Annual General Meetings AGM's, and Special General Meetings), including an attendance record of all Board Members.
 - Shall maintain the files of the secretary in the Association's office the Grand Beach Community Club for 7 years at the community club.
 - Shall be responsible for having a key to access the Community Club, as well a key to access the supply room, bar, and office.
- Treasurer
 - Receive all fees or other monies payable to the Association and issue receipts therefor.
 - Manage all funds of the Association using the bank specified by the Board of Directors.
 - Co-ordinate bank-required signing officer procedures when necessary.

- Present to the Board of Directors, no later than April 30 of every year an operating budget, and when required a capital budget for the upcoming fiscal year. Once approved, the Treasurer can pay those expenses as the expenses become due. If an item is presented for payment that is not in the approved budget, the Treasurer will present this disbursement for board approval before paying it.
 - Make disbursements when same have been approved and authorized by the **Board of Directors President**.
 - May make disbursements at his/her discretion up to an amount of \$250.00.
 - Present at any Executive meeting, a statement showing the existing financial position of the Association.
 - Present at the **Annual General Meeting AGM a duly audited report the financial statement** showing all receipts and expenditures for the previous year, **in accordance with By-Law 3**.
 - Maintain the files of the Treasurer in the Association's office the Grand Beach Community Club.
 - Maintain the Safe in the Association's office at the Grand Beach Community Club.
 - Initiate a professional financial **audit review** in accordance with the By-Laws of the association (By-Law 3).
 - **Shall be responsible for having a key to access the Community Club, as well a key to access the supply room, bar, and office.**
 - **Co-ordinate Key Management for the Grand Beach Community Club;**
- Board of Directors
 - Attend Board meetings as called by the President (**minimum of 4 meetings per year**). If unable to attend a meeting, will contact a member of the Executive committee.
 - Manage all matters affecting the welfare of the Association and in order to meet the objectives of the Association.
 - Have full control of the funds of the Association.
 - Participate in the development of the Annual GBCOA Summer Calendar.
 - Each board member will take on a role of the executive and/or will be the reporting representative for at least one activity, program or event, as determined by the Board of Directors.
- **Committees**
 - Board of Directors

- At the first Board meeting following the AGM the members will elect from amongst themselves: the President, and Vice-President, Secretary, Treasurer, and one more board member to form the Executive Committee. by ballot conducted by the Immediate Past President. This election is to be conducted by the Past President or alternate.
- In the absence of a Past-President, the board of directors will elect an experienced member of the current or past Board of Directors to fulfill the duties of this position;
- Standing Committees
 - The Board may initiate any committees that it deems necessary to meet the objectives of the Association. (See Appendix A for review of common committees).
 - All Committees shall have at least one Board Member participate. It is preferential that the Board Member be an active member of the committee, as well as the liaison member to the Board. However, situations may arise where the Board Member acts only as the contact/liason member to the board but is not an active committee member. The Executive shall be notified of this occurrence.
 - All money collected and disbursed by any committees shall be processed through the Treasurer of the Association. No accounts bearing, as any part of the name, GBCOA shall be opened by any committee.
 - Each committee will submit a financial report to the treasurer, along with receipts for expenditures, at the completion of the event(s) carried out by that committee, using the approved ‘GBCOA Expense Form’ (Appendix E).
- Signing Authority
 - Cheques drawn upon the Association bank account shall be signed on behalf of the Association by the Treasurer and either the President or Vice-President.
 - Any agreements signed with regard to lease of the Association Community Club is are to be signed by the President and any one of the following: Vice-President, Treasurer or Secretary, unless any liability clause is added, then all members of the Board to sign.

Date _____

President

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Secretary

Examples of Standing Committees and Duties for GBCOA

- Finance Committee
 - Chair: Treasurer;
 - Purpose: To advise and provide guidance in the raising of funds and the expenditure of same; Perform an annual review of the GBCOA insurance policy;
Facilitate the recruitment of a professional auditor;

- House Committee
 - Chair: Board Member:
 - Purpose: Formulate and enforce rules of conduct on the Association's premise;
Be responsible for the maintenance and cleanliness of the Association premises;
Perform an Annual Inventory of all equipment and supplies;
Facilitate the coordination and operation of the canteen;
The Club Supervisor will assist in fulfillment of these duties. (See Job Description);

- Membership Committee
 - Chair: Board Member:

- Purpose: Organizes an Annual Membership Drive.
Provide the Secretary with a Membership Roster.
- Constitution Committee
 - Chair: Past President;
 - Purpose: Deals with all matters concerning changes in the Constitution and By-Laws;
Submits proposed changes to the Board to the general membership at the AGM;
Rules on any matter regarding interpretation of the Constitution and/or By-Laws.
- Social Committee
 - a) Chair: 2 Board members;
 - b) Purpose: Organizes and conduct social functions as decided on by the entire Board of Directors;
Take on responsibility of the liquor license for each event;
Distribute tickets to all Board members to sell
This has traditionally included, but is not bound or

limited to the following:

- July Social – 3rd Sat. in July;
- ii. Bike Rally Social – 2nd or 3rd Sat. in August;
 - Year End Dinner and Dance – Sat. of Sept. long week-end;
- Events and Activity Committees
 - a) Chair: Each event or activity has a Board Member Chair or main contact person;
 - b) Purpose: Fun and Recreation;
 - c) Examples of Events and Activities:
 - i. Flea Market;
 - ii. Family Bingo;
 - Sandcastle Building Contest;
 - Grand Beach Sun Run;
 - Adult Horseshoe Tournament and Beer Gardens;
 - Family Fishing Derby;
 - Cribbage Tournament;
 - Lip Sync;
 - Kids Weiner Roast;
 - Board of Directors Wind-Up;

- Teen Committee
 - a) Chair: Board Member
 - b) Purpose: To Promote Teen involvement in the community;
To provide program/events ideas to the Board of Directors;

- Fundraising Committee
 - Chair: Board Member
 - Purpose:
 - To be responsible for reviewing the fund-raising events of the Association and making recommendations regarding fund-raising requirements;
 - Collects information on new fund-raising initiatives and reports these to the Board of Directors for consideration and decision-making;
 - Coordinates a fund-raising initiative, upon approval by the board;
 - All board members are expected to participate in approved fund-raising initiatives;

Board Member Nomination Form

Part 1: Nomination

I, _____, of
_____,
(Full Name)

(Grand Beach

Address)

being a GBCOA voting member in good standing,

nominate _____, of
_____,
(Full Name)

(Grand Beach

Address)

To run for membership on the GBCOA Board of Directors for the year of:

_____.
(Date)

Date of Nomination _____ Signature
_____.

Part 2: Nomination Acceptance

I, _____, of
_____,
(Full Name)

(Grand Beach

Address)

being a GBCOA voting member in good standing, accept the nomination to
run for membership on the GBCOA Board of Directors for the year of:

_____.
(Date)

Date of Nomination Acceptance _____ Signature

Proxy Designation Form

I, _____, of

_____,

(Full Name)

(Grand Beach Address)

being a GBCOA voting member in good standing, designate:

_____, of

_____,

(Full Name)

(Grand Beach Address)

To carry my proxy vote for the Annual General Meeting/Special General Meeting (circle one)

to take place on:

(Date and Time and Place)

Declared on: _____

(Date)

(Signature of Proxy Designator)
Proxy Acceptor)

(Signature of

Sample Sponsor Letter

Date

Grand Beach Cottage Owner's Association

Grand Beach Cottage Owner's Sponsorship Request for:
Name of Event: _____

To: _____

We are writing to ask for your support for the Grand Beach Cottage Owner's Association

_____ to take place on _____. This event attracts
_____ participants, from

(Include any interesting or attractive information about the event to attract a sponsor.

We are looking for sponsorship support in the form of:

- Items and Gift Certificates for the random draw prize
- Small items for goodie bags
- Cash donations to purchase prizes and supplies
-
-

In return for your sponsorship, we will advertise your company in the following ways:

- Thank-you poster – at the race kit pick-ups, registration table on race day, and at the awards area
- Thank-you, including type of donation, announced to all the participants
- Other ideas – to be negotiated and based on amount of donation.
-
-

The proceeds from this event are used to support the many children’s activities put on by the Grand Beach Cottage Owner’s Association.

Thank-you for your consideration,
Name of Board Member

Grand Beach Event Representative _____

Phone: _____

Email: _____