



**Bylaws of the
Point Clark Beach Association
Version 2021**

These Bylaws supersede any previous set of Bylaws
of the Point Clark Beach Association.

These Bylaws were presented in accordance with the rules as outlined
in the previous version of the Bylaws (v.2018, update v.2020),
and approved at the Annual General Meeting of the Point Clark Beach
Association that was held August 7, 2021.



1. NAME OF ORGANIZATION

The name of this incorporated organization shall be known as the "Point Clark Beach Association" or the "PCBA".

The PCBA shall operate as a not-for-profit Corporation.

2. PURPOSE

The PCBA shall serve as a common voice for property owners and act as a liaison with other beach associations, community groups, and governmental units. It shall also promote the quality and enjoyment of life in the Point Clark area. It shall act as a source of information.

3. ONTARIO CORPORATION NUMBER

54075

4. HEAD OFFICE

The head office shall be situated in the Township of Huron-Kinloss (formerly the Township of Huron), in the County of Bruce and Province of Ontario.

4.1 MAILING ADDRESS

RR#1 Kincardine, Ontario N2Z 2X3

The Board of Directors may change the head office mailing address or location of its head office if required with 50% of the Board's vote.

4.2 WEBSITE

The PCBA's website is <https://www.pcba.ca>

4.3 FISCAL YEAR

The fiscal year shall be from June 1 to May 31 of the following calendar year.



5. MEMBERSHIP

Membership in the PCBA shall be open to any property owner who resides in the Point Clark area, which is located within the Township of Huron-Kinloss, between Amberley Road and the Pine River (Concession 4) with the eastern boundary of the Algonquian Bluff (see map in Appendix "A").

There are two types of memberships – Class "A" and Class "B".

5.1 CLASS "A" MEMBERS

This class consists of a Paid Regular Membership and represents 1 vote per property.

5.2 CLASS "B" MEMBERS

This class consists of a Free Membership and is extended to members designated by the Board and represents 1 vote per property.

5.3 RIGHT TO VOTE

Only Class "A" and Class "B" members shall be allowed to vote at the Annual General Meeting (section 9.2) OR any general membership Special Meeting (section 9.3).

All members and guests of a member property are welcome to attend meetings (Informational, Annual, or Special), but only 1 vote per member property may be cast.

6. DUES

Dues shall be set by the Board of Directors and approved by the general membership at the Annual Meeting of the Corporation.

Dues shall be paid by July 15, annually, and may be adjusted with a late fee after that date.



7. BOARD OF DIRECTORS

The Board is to consist of not more than 12 elected members which includes named Executive Officers, the Past President, and remaining Directors.

The named Executive Officers of the Corporation consist of the **President, Vice-President, Secretary** and **Treasurer**.

The **Past President** shall serve as a voting member of the Board of Directors of the Corporation should they desire. The Past President is not elected by the members but is the last serving elected President.

8. ELECTION & DUTIES OF DIRECTORS & EXECUTIVE OFFICERS

Directors and Executive Officers shall be elected to hold office for two year terms and shall be elected from within the membership of the PCBA at the Annual General Meeting in odd-numbered years.

To be an eligible candidate for election as an Executive Officer of the PCBA, a member must have been a Director of the PCBA during the previous term.

2/3 of the combined votes of Class "A" and Class "B" Members present at the AGM are required for the election for Directors or Executive Officers.

A Nominating Committee shall be appointed by the Board to select eligible candidates for election. The nominations shall be presented to the membership before the election. Additional nominations of eligible candidates shall be accepted at the AGM.

8.1 DUTIES OF DIRECTORS

The Board of Directors shall administer, control, and manage the affairs of the PCBA. A subcommittee of the Board may be created for a specific activity or special project of the PCBA. A Director will be assigned by the Board to Chair the subcommittee.

Directors shall be present for all meetings of the PCBA, with exception of a subcommittee on which the Director is not a member.



8.2 DUTIES OF EXECUTIVE OFFICERS

The President shall Chair all meetings of the PCBA, except subcommittee meetings as outlined in 8.1.

The President shall sign or countersign all contracts and other instruments of business for the PCBA, as authorized by motion by the Board of Directors.

The Vice-President shall assume the duties of the President in the absence of the President.

The Secretary shall keep a correct record of the proceedings of all meetings, attend to all correspondence, report the minutes along with any correspondence, and file and keep safe all documents of the PCBA. A list of all members and their addresses shall be kept on file.

The Treasurer shall keep an accurate account of all receipts and disbursements of the Corporation. The Treasurer shall sign all cheques and designated Directors shall countersign all cheques for the PCBA.

The Treasurer will prepare and present a full financial report at the Annual General Meeting of the PCBA. This annual report shall be reviewed by a named reviewer and approved by the general membership and/or the Board of Directors.

The Board of Directors will appoint and confirm all signing-officers for the PCBA for each electoral term. The Board may also revoke a signing officer's authority by a majority vote at any time.

8.3 BOARD VACANCIES

A majority vote at a Board of Directors meeting may appoint a Director or an Executive Officer in the event of a vacancy, death, incapability or resignation. Such appointments are to be ratified by the membership at the next Annual General Meeting.

8.4 REVISING OF ROLES

A vote of 2/3 at a Board of Directors meeting may revise the roles and titles of Executive Officers.



9. MEETINGS

All meetings will follow Robert's Rules of Order, with issues open to fair and equal debate so as to encourage full participation (<https://robertsrules.com/>).

An Agenda will be prepared, circulated and approved for each meeting.

All meetings of the PCBA are subject to the rules of public health as established by the Province of Ontario, the Grey Bruce Health Unit and the Township of Huron Kinloss.

If an in-person meeting is not possible, appropriate Internet based meeting software platforms are to be agreed upon by the Board of Directors and used for the meeting.

9.1 BOARD OF DIRECTORS MEETING

Board of Directors meetings shall be called by the President.

While it is recommended that this meeting be held monthly, a minimum of quarterly meetings is required for the PCBA.

Quorum for any meeting of the Board of Directors is 50% + 1.

9.2 ANNUAL GENERAL MEETING (AGM)

The AGM of the Corporation shall be held between August 1 and August 31 each year, with the exact date determined by the Board of Directors.

The purpose of the AGM shall be to present reports of the past year's activities including financial, policies or procedures, and the election of Executive Officers and Directors.

Bylaw amendments may also come forward for approval at the AGM.

A quorum at the AGM of the PCBA shall consist of 10% + 1 of the membership, representing 10% + 1 of the Member properties.

2/3 of the combined votes of Class "A" and Class "B" Members present at the AGM are required for approval of motions.



Notice of the AGM of the PCBA must be sent either by email or postal correspondence, with only those who do not have access to email receiving by postal correspondence.

9.3 SPECIAL MEETINGS

Special Meetings are intended so the Board of Directors or the general membership can deal with an identified issue or issues of importance to the governance of the PCBA.

A minimum notice of one week is required for any Special Meeting of the Board of Directors. A Special Meeting for the general membership is to follow the notification rules in section 9.2 for AGMs.

The President may call a Special Meeting of the Board of Directors or general membership.

Further, any Executive Officer or Director may call a Special Meeting of the Board of Directors provided 2/3 of the Board of Directors agrees in writing to the meeting.

A Special Meeting of the general membership will follow quorum rules as outlined for Annual General Meetings in section 9.2.

A Special Meeting of the Board of Directors will follow quorum rules as outlined for Board of Directors Meetings in section 9.1.

9.4 INFORMATION MEETINGS

Information Meetings for the general membership are optional but desirable for the PCBA. No quorum required as no votes will be taken at these meetings.

Should business arise at an Information Meeting, the business is to be tabled to the Annual General Meeting or to a Special Meeting of the PCBA.

Information meetings include updates on the Township of Huron Kinloss and other items of importance to the members of the PCBA and Point Clark in general.



10. AMENDMENTS TO BYLAWS

The Bylaws of the PCBA may be amended by the Board of Directors or by the general membership with the final approval by a vote by the general membership at the AGM of the PCBA.

Such amendments must conform to the Constitution of the PCBA.

Notice of proposed amendments shall be posted in a public place.

Further, proposed amendments must be sent to the entire membership at least one month in advance of the meeting where the amendments are being considered.

The proposed amendments must be sent either by email or postal correspondence, with only those who do not have access to email receiving by postal correspondence.

The officers and Directors of the Corporation will sign-off on all bylaw amendments passed by the Board and membership at a meeting. This will be posted on the website and kept in hard copy with the Secretary of the PCBA.



BYLAWS OF THE
POINT CLARK BEACH ASSOCIATION
(V.2021)

APPENDIX "A"





APPROVALS

The Bylaws of the Point Clark Beach Association were approved to be passed to the membership by the Board of Directors on July 5, 2021.

ROBERT FOSTER, PRESIDENT

SUE FOSTER, SECRETARY

JOHN HARPER, VICE-PRESIDENT

DOUG MOOGK, TREASURER



The Bylaws of the Point Clark Beach Association were passed by the general membership at the Annual General Meeting of August 7, 2021.

ROBERT FOSTER, PRESIDENT

SUE FOSTER, SECRETARY

JOHN HARPER, VICE-PRESIDENT

DOUG MOOGK, TREASURER
