

CRYSTAL WATER BEACH PLAT ASSOCIATION

CONSTITUTION

1. The name of the Society is **CRYSTAL WATER BEACH PLAT ASSOCIATION**.
2. The objects of the Society are:
 - a. to organize, promote and maintain communal activities and schemes within the Crystal Water Plat;
 - b. to make and administer regulations concerning the use of the common, the road, the beaches and other of such areas within Crystal Water Plat;
3. The operations of the Society are to be chiefly carried on within the area of the Crystal Water Plat.

BY-LAWS

Membership

1. The members of the Society shall be the subscribers of the Constitution and these By-Laws and those persons admitted to membership in conformity with these By-Laws.
2. Membership in the Society shall be limited to those who are the owners of one or more lots in the Crystal Water Plats and the wives and husbands of the owners of such lots. Notwithstanding this limitation, the members of the Society may, in addition, appoint and admit to membership in the Society such Honourary Members as they shall by simple majority elect at any general meeting of the Society.
3. Every member shall be bound by and submit to the Constitution and the By-Laws of the Society.
4. The annual fee for membership in the Society shall be One (\$1.00) Dollars or such other amount as may be determined by extraordinary resolution at a General Meeting of the Society.
5. The first Annual General Meeting shall be held on _____ and thereafter an Annual General Meeting shall be held once in every calendar year on the _____ and shall be called by the Secretary of the Society /or any other Director acting in his stead at such time and place as the Directors of the Society may determine. In default of the meeting being held, the Annual General Meeting shall be held in the month next following, and may be convened by any two members in the same manner as nearly as possible as that in which meetings are to be convened by the Directors.
6. In addition to the Annual General Meeting, the Secretary of the Society, or any other Director acting in his stead, shall convene two (2) Special General Meetings in each year, to be held upon dates which the Directors deem appropriate in the interests of the members, but not at longer intervals than five (5) months from the last general meeting.
7. Additional Special General Meetings may be convened in a like manner at any time by order of the Directors or upon the request in writing of not less than ten (10) members.

8. At least ten (10) days' notice in writing of all general meetings shall be given by posting a notice of such meeting on the bulletin board as prescribed by the Society for that purpose and in the case of special business the general nature of the business shall be specified in the notice of the general meeting.

9. A quorum at any general meeting shall consist of a majority of the paid-up membership, present in person or otherwise represented as provided by these By-Laws.

10. Every paid-up member of the Society shall have one vote if the owner or husband or wife of the owner of one lot and one additional vote for each additional lot owned by such member or his or her husband or wife. At all general meetings the votes may be given either in person or by proxy.

11. The instrument appointing a proxy shall be in writing under the hand of the appointor or his attorney duly authorized in writing. No person shall act as a proxy unless he is entitled on his own behalf to be present and vote at the meeting at which he acts as proxy.

12. The instrument appointing a proxy and the power of attorney or other authority (if any) under which it is signed, or a notarially certified copy of that power or authority, shall be delivered to the Secretary of the Society before the time for holding the meeting at which the person named in the proxy proposes to vote, and in default the instrument of proxy shall not be treated as valid.

DIRECTORS

13. The affairs of the Society shall be managed by a Board of _____ Directors who shall be elected annually and shall remain in office until their successors have been duly elected. The Board of Directors shall consist of (a) The President; (b) the Vice-President; (c) the Secretary; (d) the Treasurer.

14. No person shall be eligible for election as a Director unless he is a member of the Society in good standing and a retiring Director shall be eligible for re-election.

15. At least one month prior to the Annual General Meeting the Directors shall appoint a Nomination Committee consisting of the retiring President and four other members of the Society, who may be retiring Directors, and such Nomination Committees shall prepare a full slate of nominees for election as Directors and shall advise the Secretary of the Society of same at least twenty-one (21) days before the Annual General Meeting in order that he might include same in the notice of the Annual General Meeting. Further nomination for election as Directors may be made by any two members of the Society who shall obtain in writing the consent of their nominee to act as Director and shall subscribe their own signatures thereto. Such further nomination shall be delivered to the Secretary of the Society before the time for holding the Annual General Meeting, and in default the instrument of nomination shall not be treated as valid.

16. Any casual vacancy occurring in the Board of Directors shall be filled at the general meeting next following the vacancy in the same manner as nearly as possible as that in which Directors are elected at the Annual General Meeting.

17. The Society may by extraordinary resolution remove any Director before the expiration of his period of office.

18. The Directors may meet for the dispatch of business, adjourn or otherwise regulate their meetings as they think fit.

19. Questions arising at any meeting of Directors shall be decided by a majority of votes. In case of an equality of votes, the Chairman shall have a second or casting vote. Any Director who is dissatisfied with any decision of the Board of Directors, may, by notice in writing to the Secretary, requisition a special general meeting of the Society for the purpose of reviewing such decision.

20. The quorum necessary for the transaction of the business of the Directors shall be three (3).

21. The President, the Vice-President, or any three (3) Directors may at any time summon a meeting of the Directors and forty-eight (48) hours notice of such Directors' meetings shall be given to each Director.

22. The Directors may delegate any of their powers to committees consisting of such member or members of the Society as they think fit; any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on them by the Directors.

23. The President, or in his absence, the Vice-President of the Society, shall preside as Chairman at every general meeting of the Society and at every meeting of the Directors. If at any meeting of the Society, or of the Directors, the President or Vice-President is not within fifteen (15) minutes after the time appointed for holding the meeting the members or Directors, as the case may be, present shall choose some one of their number to be Chairman.

BORROWING POWERS

24. For the purpose of carrying out the objects of the Society, the Directors may borrow from its bankers from time to time, but the amount remaining undischarged of moneys so borrowed shall not at any time exceed the sum of One Thousand (\$1000.00) Dollars PROVIDED ALWAYS that the Directors shall not borrow money unless so authorized by extraordinary resolution.

BOOKS OF ACCOUNT

25. The Treasurer of the Society shall keep or cause to be kept true accounts with respect to the following.

- a. All sums of money received and expended by the Society and the matters in respect of which such receipt and expenditure takes place;
- b. All sales and purchases of goods by the Society;
- c. The assets and liabilities of the Society.

26. The books of account of the Society shall be kept at its registered address and shall be open to inspection by the Directors and members during office hours.

AUDIT

27. The accounts of the Society shall be audited once at least in each year and a statement in the form of a balance sheet containing general particulars of the liabilities and assets of the Society and a statement of its income and expenditures, audited and signed by the auditor, shall be presented to the members at each Annual General Meeting of the Society.

28. The first auditors of the Society shall be appointed by the Directors and thereafter the auditors shall be appointed by the members at each Annual General Meeting.

DUTIES OF SECRETARY

29. It shall be the duty of the Secretary of the Society, or in his absence, any member who may be appointed to act as Secretary by the Chairman of any general meeting or meeting of Directors, to prepare and retain custody of minutes of proceedings of the Society and of the Directors.

30. It shall also be the duty of the Secretary of the Society to file or cause to be filed with the Registrar of Companies the following:-

(a) Notice of every change of registered address of the Society within Fourteen (14) days after the change is made; and

(b) A statement in the form of a balance sheet containing general particulars of the Society's liabilities and assets, and a statement of the Society's income and expenditures, audited and signed by the auditor of the Society, or, if there is no auditor, by two (2) Directors, within fourteen (14) days after the Annual General Meeting; and

(c) Every extraordinary resolution in duplicate; and every Notice, return or resolution as aforesaid shall be authenticated by the Secretary before filing with the Registrar of Companies.

31. The Secretary shall keep in one or more books a register of the members of the Society, and shall enter therein the names of the subscribers of the Constitution and By-Laws and the name of every other person who is admitted as a member of the Society, together with the following particulars:-

(a) the full name, address, and occupation of every such subscriber and person; and

(b) the date on which each person is admitted as a member; and

(c) the date on which any person ceases to be a member.

AMENDMENTS

32. The Constitution and By-Laws of the Society shall not be altered or added to except by an extraordinary resolution of the Society, and the majority required to pass an extraordinary resolution shall be three-fourths (3/4ths).

IN WITNESS WHEREOF we, the several persons whose names and addresses are subscribed, are desirous of being formed into a Society and have hereunto set our hands and affixed our seals

this day of , A.D. 1960.

"WITNESS SUBSCRIBER ADDRESS OCCUPATION•

_____ "(seal)• _____

_____ "(seal)• _____

_____ "(seal)• _____