

# Constitution of the Belair Properties Owners' Association

*Updated draft pending final passed motion at July 4, 2026 AGM  
New or modified sections or text in yellow*

## **ARTICLE 1: NAME**

The name of the Association shall be the Belair Properties Owners' Association, hereinafter called the Association or BPOA.

## **ARTICLE 2: OBJECTIVES**

2.1 To provide a collective voice in expressing the common concerns and wishes of Association members to municipal and provincial governments.

2.2 To plan, organize, and facilitate social activities or projects that are of mutual interest and enjoyment to children and adults in the community.

2.3 To maintain and enhance any recreational facilities or shared spaces for the community.

## **ARTICLE 3 – LEGAL**

The Constitution and Bylaws of the BPOA shall be binding on all committees of the Association.

## **ARTICLE 4 – GOVERNANCE**

The Association shall be governed by a Board of Directors as determined in the Bylaws.

## **ARTICLE 5 – DISSOLUTION**

5.1 The Board of Directors may, at its discretion, dissolve the Association if the majority of its members determine that it no longer serves its original purpose.

5.2 Any residual funds may be given to a non-profit organization or turned over to the RM of Alexander at the discretion of the remaining Board of Directors.

5.3 As Alberto Aiello Park is a Municipal Park, and though developments in the park are initiatives of the BPOA, all equipment is the property of the RM of Alexander; therefore, upon dissolution of the Association, the future of the park and other community spaces under the RM title shall be the sole responsibility of the RM of Alexander.

## **BYLAWS**

Belair Properties Owners' Association (hereinafter also referred to as "the Association or "BPOA") will be governed by a Board of Directors, who will receive no remuneration for their services and will govern in accordance with the ideals of the Constitution and the following Bylaws:

### **BYLAW 1: MEMBERSHIP**

1.1 Membership of the Association shall consist of all property owners (seasonal and permanent) within the Belair Properties & Area (as defined by the BPOA) development who have paid their annual membership dues. These annual membership dues shall be determined by the executive and voted on by the Board.

1.2 Each property is limited to one membership, which includes up to five residents. These five residents will get all the benefits of membership with the exception to voting, whereby only the listed adults (18+) on the membership can vote.

1.3 Subject to the express terms of the constitution, all property owners of the age of majority may attend the Annual General Meeting and receive communications from the BPOA, but only paid members may stand for election, vote, get reduced rates on programs or at events, and get access to the Financial Report.

### **BYLAW 2: GOVERNANCE**

2.1 RESPONSIBILITIES OF THE BOARD OF DIRECTORS – The Association Board of Directors, hereinafter called the Board of Directors, shall govern the affairs of the Association in accordance with these by-laws, or any other by-laws, rules or regulations, and with any resolutions or directions of the Association, passed or given at any annual general meeting of the Association. The Board of Directors shall have power, subject to the aforesaid, to do all things necessary to accomplish the objectives of the Association.

#### **2.2 FORMATION**

The Board of Directors shall consist of the following members:

- Four (4) Executive Directors: President, a Vice-President, a Treasurer, and a Secretary, who shall be elected/re-elected every second year by the general membership at the annual meeting, to serve for a term of two years or until their successors have been elected.
- A minimum of five (5) to a maximum of twelve (12) elected Members at Large who shall be elected/re-elected every second year by the general membership at the annual general meeting to serve for a term of two (2) years.

In the event that the position of any Executive officer(s) or Member(s) at Large becomes vacant, the Board of Directors may appoint a qualified member to fill the vacancy(ies) for the remaining term of office. Such appointment must have the majority approval of the Board of Directors.

Should there come a time when the President's role cannot be filled or suddenly becomes vacant, then the Vice President will serve in the role in an acting capacity for 6 months or until the role can be filled, whichever comes first. If the role is still not filled after 6 months, the existing Executive and Members at Large shall meet to determine the future of the Association board.

#### Requirements of ALL BOARD MEMBERS:

- Must be in good standing with BPOA Membership Fees
- Must attend ALL meetings (except for reasons of illness or family emergency)
- Volunteering for a minimum of 1 Major Event
- Participating in 1 sub-committee (if applicable)
- Minimum 2-year commitment – unlimited maximum participation

#### **BYLAW 3 – ELECTIONS**

3.1 The Association shall hold an election at the Annual General Meeting, if required, to fill new or renominate Executive Director or Member at Large positions who have completed their two-year term.

3.2 The Board can nominate new Directors and make available the list of nominees, on request, to any member of the Association at the commencement of the Annual General Meeting. The President and Vice-President shall be elected from the existing Association Executive or Members at Large; however, if a suitable candidate is not found, then a nomination process can proceed outside of the Association board.

3.3 Voting Procedure as per Robert's Rules of Order. List from Nominating Committee will be presented to the floor. Request for other candidates to put their name forward will be called three times. If no other candidates come forward, the nomination committee candidates will be proclaimed.

3.4 The voting procedure at the Annual General Meeting shall be by a show of hands of PAID members (18+) present, or if contested, by ballot. 3.4

#### **BYLAW 4: MEETINGS**

4.1 ANNUAL GENERAL MEETING - The Annual General Meeting of the Association shall be held annually at such time and place in each year as the Executive shall determine.

4.2 OTHER MEETINGS – The Board of Executive Directors and Members of Large shall meet between two and three times a year, with additional emergency meetings as is deemed necessary. Additional Executive Director-only or special committee meetings may be held as is needed.

4.3 NOTICE OF THE ANNUAL GENERAL MEETING - At least thirty (30) days notice of the Annual General Meeting shall be posted on the Association website and the Belair Properties Owners' Association community information boards.

4.4 ORDER OF BUSINESS AT ANNUAL GENERAL MEETING - The order of business at the Annual Meeting shall be as follows, but not limited to:

Call to Order

Reading and Adoption of Minutes of Last Annual Meeting

President's Report of the Activities of the Association during the Preceding Year

Treasurer's Report

New Business

Consideration of Resolutions and By-Laws

Ratification of Executive Actions

Other Business which may be brought before the meeting

Election of Board Members

Invited guests

Adjournment

#### 4.5 QUORUM AT MEETINGS

Annual General Meeting- Ten (10) paid members and four (4) Board of Directors members (comprised of the Executive and/or Members at Large) present shall constitute a quorum of the Association.

Board of Directors Meetings - Six (6) Board members present shall constitute a quorum at an ordinary or extraordinary Board of Directors meeting. At a minimum, the President or Vice-President must be in attendance.

4.6 RESOLUTIONS - All resolutions submitted at a General Meeting shall be moved and seconded.

4.7 VOTING AT THE ANNUAL GENERAL MEETINGS - Resolutions and motions arising at the meeting of the Association shall be decided by a majority of votes. In case of any equality of votes, the President shall call a second vote. In the event a second vote results in an equality of votes, the resolution shall be lost.

4.8 VOTING AT BOARD MEETINGS - The President is a non-voting member at all regular and extraordinary Board Meetings, except in the event of a tie vote in which case, he or she can cast the deciding vote.

4.9 Voting privileges are available to paid-up members (18+) of the Association based on the current entries in the membership database maintained by the Membership Chairperson.

##### *4.9.1 Electronic Voting*

Electronic voting will not be permitted for the Annual General Meeting or for Election of Directors to the Board. However, as our members live in several different locations during the year, and travel is a consideration due to long distances and weather situations, electronic voting will be permitted in cases where a decision needs to be made but it is not practical to call a physical or virtual meeting, for instance, in cases where new business arises outside of normal meeting schedules. The Procedure for that is as follows:

1. A Board member will contact the President and state the reason for the necessity of an electronic vote. The member will then forward his/her motion to the Board via email, request a seconder, and put the matter out for discussion.
2. At the end of two days, a motion will be put forward to the Board requesting the Board to vote on the matter. As in regular voting, a simple majority will carry the vote as long as at least 6 (six) Board Members have responded with either the President or Vice President in attendance. (See Bylaw 4.8 – Voting at Board Meetings)
3. The vote will be recorded by the Secretary and included in the Minutes for the next Board meeting.

**BYLAW 5: MANAGEMENT OF ASSOCIATION FUNDS**

5.1 Association funds are tracked and reported by the current or acting Association Treasurer.

5.2 All use of funds of the amount of \$200 or more requires the majority approval of the Board. Use of funds under \$200 require transparency with the Treasurer and the knowledge and agreement of the President and at least 1 director.

5.3 All pre-approved expenses incurred can be reimbursed with proof of purchase. All expenses are tracked and receipts saved electronically for up to 7 years.

**BYLAW 6: AMENDMENTS TO THE ASSOCIATION BYLAWS**

6.1 The Bylaws may be amended at the Association Board Meeting and presented at the Annual General Meeting provided:

- Notice consisting of a copy of the proposed amendment is posted on the Association’s website and the Belair Properties community information boards at least two (2) weeks prior to its consideration at the Annual General Meeting.
- The amendment or any modification thereof is approved by at least two-thirds of the members at a legally constituted Annual General Meeting.

6.2 Any member may propose amendments to the Association Bylaws by submitting notice of any motion at least ninety (90) days prior to the Annual General Meeting to the Executive committee, who shall distribute said amendments as per Bylaw 6.1.

**STATEMENT OF APPROVAL**

The constitution approved at the Annual General Meeting held on August 6, 2016 supersedes all previous constitutions.

\_\_\_\_\_

\_\_\_\_\_

President

Secretary

Date: August 6, 2016