



# Marie Lake Camping Society



Bylaws  
Revised 29 Feb 2020

1. DEFINITIONS.

a. ACTIVE CAMP SEASON:

Begins Friday May Long Weekend and ends Monday September Long Weekend.

b. CAMPING SITE:

a. Primary: a specified area which is leased by a camping member for the use of his/her camping unit for the season; and is provided with a picnic table and fire pit; and

b. Daily sites: areas set aside for camping on a temporary basis. Persons using this site are not camping member.

c. No camping or non-camping members shall use their campsite as a permanent residence even though their campsite could be used year round.

c. CAMPING UNIT:

Consists of the member, his/her dependants, and the camping residence - i.e. - trailer, and or tent/trailer for dependant or occasional guests. One secure non-permanent storage facility, (dimensions shall not exceed 8 x 10 x 8) which meets the approval of the committee may also be included.

d. COMMITTEE:

A group of camping members who have volunteered to assist in the operation and maintenance of the campsite.

e. CONCESSIONAIRE:

The person or persons contracted to operate and maintain the concession.

f. EXECUTIVE COMMITTEE:

Consists of President, Vice President, Secretary and Treasurer.

g. GEOGRAPHICAL AREA:

That area which lies within a 35 mile radius of Cold Lake.

h. MARIE LAKE CAMPING SOCIETY:

The lessees of the Marie Lake Campsite.

i. MARIE LAKE CAMPSITE:

That tract of land known a Recreational Lease No. 706.



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### j. MEMBERSHIP:

The following persons are eligible for regular membership:

- a. Members of the Canadian Forces currently serving at 4 Wing Cold Lake;
- b. Members of the RCMP residing in the geographical area of Cold Lake;
- c. Full time Civilian DND employees residing in the geographical area of Cold Lake; and
- d. Any person who is currently receiving a retirement annuity as a direct result of 20 years or more served in the service of the Military, RCMP, or for similar service as a DND employee, and residing in the geographical area of Cold Lake, shall be considered as eligible for Society Membership. Persons who have served less than 20 years may submit an application for membership. Eligibility will be determined by the MLCS Committee.

### 2. FUNCTIONS.

The Marie Lake Camping Society is to:

- a. Maintain and improve the Marie Lake Campsite to allow authorized campers to camp or picnic during the summer season;
- b. Ensure that all campers are aware of the rules and regulations and to enforce said rules;
- c. Provide assistance to campers as required;
- d. Provide such services as are deemed necessary;
- e. Hold at least three (3) committee meeting and one (1) general meeting annually and forward one copy of the minutes, complete with financial statement, to the Alberta Government; and
- f. Adhere to provisions laid down in the Society's Act.

### 3. COMPOSITION OF THE MARIE LAKE CAMPING SOCIETY.

The society shall be composed of the following:

- a. All campers leasing sites on an annual basis; and
- b. The Camping Society Committee consisting of a maximum of eighteen (18) members which include:
  - i. The Executive Committee which is elected from the committee by the committee; and
  - ii. Committee Members who shall be members of good standing of the Camping Society and sponsored by two existing Committee Members of good standing.



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### 4. TERMS OF OFFICE.

- a. All Executive positions will be reviewed by the Committee at the fall meeting and all Offices will be filled or renewed at this time.
- b. Executive positions with financial signing authority may only be filled by a Committee Member who has served on the Committee for two consecutive years immediately preceding the appointment to the Executive position. The Secretary position may be filled by any current Committee Member, with no time restriction, as this position does not have financial signing authority.
- c. Vacant Committee Member positions may be filled at any Committee meeting. The Committee may also request the removal of a Committee Member at these meetings if it is deemed their actions/conduct is in violation of the constitution or is not beneficial to the Society as a whole.

### 5. DUTIES OF COMMITTEE MEMBERS.

- a. **PRESIDENT** -The President shall be the chief executive member and shall preside at all Meetings of the Society. He/she shall have general and active management of the affairs of the Society and shall see that all orders and resolutions of the Society are carried into effect. He/she shall be one of three executives with financial signing authority and may approve expenditures not to exceed \$300.00 (Three Hundred Dollars) on his/her own accord. He/she has the full authority to carry into effect any non-financial decision he/she feels the Committee would normally come to at a meeting without calling a meeting for that purpose, but must report any such decisions to the Committee at the next meeting. The Committee may ratify or reject any such decision at any Committee Meeting. He/she shall perform other such duties associated with the position of President.
- b. **VICE PRESIDENT** – The Vice President shall, in the absence or disability of the President, perform the duties and exercise the powers of the President. He/she shall inspect campsites periodically throughout the season to ensure they are being maintained as stated in the Lease agreement. He/she shall also perform other duties as shall from time to time be imposed upon him/her by the Society. He/she shall represent the President at sub-Committee Meetings. The Vice President shall be one of the three executive with financial signing authority and may approve expenditures not to exceed \$300.00 (Three Hundred Dollars) on his/her accord.
- c. **SECRETARY** – The secretary shall prepare and record all meeting agendas, minutes of meetings and all correspondence as deemed necessary by the committee. In conjunction with the treasurer, forward a copy of the financial statement and minutes of the annual meeting to the Alberta Government.
- d. **TREASURER** – The Treasurer shall keep full and accurate accounts of all financial receipts and disbursements of the Society in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Society in such accounts as designated by the committee. He/she shall disburse the funds of the Society as directed by the Committee and as noted in the Committee Meeting minutes, taking proper vouchers thereof. The treasurer shall render to the Committee, at the regular meetings, or whenever required of him/her, an account of all his/her transactions as treasurer and a statement of the financial status of the Society. He/she shall have financial signing authority.



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NOTE 1: All expenditures over \$300.00 (Three Hundred Dollars) require Committee approval at a regular meeting or meeting called for that purpose. This approval shall be noted in writing in minutes of that meeting and prior to funds being released and shall have two signing authority signatures.

NOTE 2: An annual audit will be completed by an independent charter account.

e. COMMITTEE MEMBERS -

a. Committee Members shall make every effort to attend ALL Committee meetings. Members who miss two consecutive meetings without being excused by a member of the Executive will have their Committee membership reviewed by the Executive Committee. If justification cannot be found for that member remaining in the Committee, membership shall be terminated;

b. It is the responsibility of EACH COMMITTEE MEMBER to ensure that all RULES and REGULATIONS are adhered to by campers and persons using the facilities at Marie Lake. All Committee Members shall exercise diplomacy at all times when dealing with problem situations and shall inform the Executive Committee of actions taken;

c. Members shall assist in work parties as required; and

d. All Committee Members have voting power.

6. CONCESSIONAIRE.

Shall perform all duties as agreed to in the Concessionaire Contract.

7. LEASING OF CAMPSITES.

a. Leasing of seasonal sites shall be the responsibility of the Executive only.

b. Two pre-season registrations shall be held as follows:

i. for previous year members leasing sites; and

ii. For new camping members.

c. For previous year members leasing sites fees will be required by the 1<sup>st</sup> of Jun. On the 1<sup>st</sup> of Jun, if the campsite has not been paid for (except in exceptional circumstances, i.e., TD, course, etc.) the campsite will be declared as an open campsite and be given to a new camper.

d. For new camping members, payment is due upon registration.

e. A NSF Fee of \$25.00 will be levied against NSF cheques.

f. The concessionaire will not lease any permanent sites during the season under the direction of the executive as per their contract;



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- g. The concessionaire may lease daily site as per their contract;
- h. Site will be leased in one name only;
- i. The MLCS Executive will start a new waiting list of current Society Members at the end of each Active Camping Season. This list will be composed of persons who have indicated they wish to exchange their current campsite.
  - a. Three weeks prior to the Victoria Day long weekend, the Executive will advise all persons on the list of any campsites that are expected to be open during the Annual Spring Clean Up (two weeks prior to the Victoria Day long weekend). Any person wishing to make an exchange at the time of notification:
    - aa. Must physically be present, and move from their old campsite to their new campsite during the Annual Spring Clean Up.
    - ab. Must have their old campsite cleaned and ready for occupancy (absolutely nothing left behind except one fire pit and one picnic table) no later than one week prior to the Victoria Day long weekend.
    - ac. If more than one current Society Member desires the same campsite, priority will be as per the current By Laws regarding open campsites during the Active Camping Season.
- j. A member in their second successive continuous year of membership may, during the active camping season elect to trade their present site for another non-allocated site. Available sites will be posted at the concession for a minimum of (7) seven days prior to being opened to new members. Only the President, Vice President, or in their absence, a delegated Executive Committee Member, may authorize the exchange.

NOTE: Preference will be recognized by:

- a. first to committee members having served actively for the past two consecutive and completed calendar years. The start date is when a Member was voted onto the Committee will be used for example (29 May 2008 to 29 May 2010);
- b. then to all other committee members and regular members based on seniority determined by number or consecutive years of membership; and
- c. where applicants have the same seniority, preference will then be awarded on a first come bases.
- d. a list of names will be maintained by the Executive and applications to change sites can be registered at any time to the Executive. Once the authority to move has been granted, a moving fee must be deposited prior to the move. The moving fee is the amount paid, for their original cleanup deposit shown on the member's current registration form which could be (\$50, \$100. or \$300). The member has (7) seven days to



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complete the move to the new site AND clean their old vacated site. The applicable cleanup deposit is totally refundable once the vacated site has been inspected by the executive committee. The member's original cleanup deposit for the old site will be transferred to the member's new site.

k. The MLCS Executive will use the established 2006 Waiting List to fill open Society Memberships. This Waiting List will be used as a start point for the Executive to maintain and use for future considerations of MLCS Membership.

a. The waiting list will not exceed twenty-five (25) persons for regular membership.

b. The persons on the Waiting List will be notified by the Executive in the month of March and will be given notice to contact the Executive to maintain their status on the Waiting List.

c. The persons on the Waiting List will be advised by the Executive what campsites will be open two (2) weeks prior to the Victoria Day long weekend. (For example, 10 open sites the first 10 on the Waiting List will be advised.

NOTE: Current By Laws are not affected. By Law 7.i. Campsite Exchanges Prior to the Active Camping Season, starts three (3) weeks prior to the Victoria Day long weekend and ends one (1) week later and this is where the established Waiting List will be used. This is a one time occurrence prior to the Active Camping Season then current By Laws will be in affect.

d. The persons notified have one (1) week, 1200 hours Saturday to confirm their choice from the open campsite list. (For example, number one (1) on the list has first choice; number (2) has the second choice and so forth.)

e. A yearly Lottery Draw will be used to fill vacancies on the Waiting List (For example 5 vacancies, 5 names will be drawn). The Draw will take place at the Marie Lake Concession (1) week prior to the Victoria Day long weekend. Prospective Waiting List persons must register in person by 1200 hrs. The Draw will commence once all persons have registered.

l. If a member's site is closed down for reasons beyond their control, they will be given first priority to choose an alternate available site.

m. When a member of the Marie Lake Camping Society (MLCS) dies:

a. The spouse or common-law partner of that Member may retain the campsite as a member of the MLCS, until they choose to dispose of it or until they remarry. For the duration of the time they remain a member of the MLCS, they shall enjoy all rights and privileges enjoyed by any other Society Member. They shall also be bound by any condition, to which any other Society Member is bound, the exception being meeting the career eligibility requirements of MLCS membership. Should they decide to end their membership in the MLCS, they would then have to meet all eligibility requirements for any subsequent membership.



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- b. If there is no spouse or common-law partner, the campsite is to be vacated and listed as an open campsite. This will be at the earliest opportunity, with due care and consideration given to any family member, and allowing sufficient time for respect, as determined by the Executive. The estate may claim any financial reimbursement expected by a Society Member vacating a campsite, i.e., return of the clean up deposit when the standard requirements are met.
- c. If persons to whom this Bylaw applies can be contacted, the MLCS Executive shall ensure they are made aware of MLCS Bylaws and Rules and Regulations.
- o. **Obligatory Collaboration.** New Society Members must participate in a minimum of two MLCS Work Parties over the course of their first year in order to maintain their Society Membership into the following season.
- a. For persons who become Society Members during the first month of the Active Camping Season, their first year is defined as "from the annual Spring Clean-Up, until the annual Fall Clean-Up that same year".
- b. For persons who become Society Members after more than one month into the Active `Camping Season, their first year is defined as "from the start of their Membership, until the annual Fall Clean-Up the following year. They will retain their campsite during that period on a probationary status. Should they complete their two Work Party obligations in the first Active Camping Season, they have fulfilled their obligation and retain their campsite as a regular Society Member.
- c. New Society Members will have all rights and privileges of a regular Society Member, except their membership is probationary. If they do not meet their obligation, they may acquire a campsite the following year through the applicable campsite waiting list.
- p. Marie Lake Camping Society reserves the right to revoke a campers membership for failing to comply with current Marie Lake Camping Society By Laws and current Marie Lake Camping Society Rules and Regulations. Any such revocation must be made on the authority of the Committee. The President, or Vice President in the absence of the President, may immediately revoke a membership if they feel the situation warrants. An immediate revocation must be confirmed by the Committee at the next meeting. The former member will vacate their campsite upon notification the membership has been revoked; however Marie Lake Camping Society will not lease that campsite to another individual until the Committee has upheld the decision. A person who is subject to immediate revocation will forfeit the normal pro-rating of unused membership time, but will be eligible for a return of their clean-up fee if their campsite is cleaned to Society standards. A person who is subject to immediate revocation will be permanently evicted and not be considered eligible for membership in the future.

BH Jazwinski  
President MLCS  
Home (780) 207-7684  
E-mail Home bobjaz@telus.net  
<http://www.marielakecampingsociety.com>