

WEDNESDAY, AUGUST 14, 2013

Rules of the Association

RULES

July 14, 2013

This Association, which is formed by volunteers, is a bilingual, sociocultural, and non-profit organization.

RULE 1

GENERAL INFORMATION

1.1 Registered name

The official name of the association is: Association Grand Lac Rond (Lac Roddick), as stipulated in the Letters Patent of May 19, 2005 of the Registraire des entreprises du Québec.

1.2 Objectives

The purpose of the Association is to protect the interests and well-being of its members, to encourage shoreline residents to adopt ways and means to ensure the protection of the environment and the water quality of the lake, and to establish and maintain contacts with various municipal and government authorities.

the means to achieve these goals are:

- (1) to educate residents about their rights, obligations and responsibilities;
- (2) to be the spokesperson of the majority of the members with the authorities;
- (3) to promote healthy customs or lifestyles which are respectful of the natural environment;
- (4) to promote hunting and fishing regulations, as well as boating safety rules;
- (5) to encourage fishing by stocking fish;
- (6) to organize annual subscription campaigns in order to raise funds to cover operating expenses.

1.3 Jurisdiction

The Association is formed of the property owners and their immediate family who reside either on a permanent or seasonal basis on Grand Lac Rond and who have paid their membership fees as stipulated in Rule 2.2.

1.4 Fiscal year

The fiscal year ends on June 30 of each year.

RULE 2

MEMBER, MEMBERSHIP FEES

2.1 Member

A member is a person who meets the requirements of Rule 1.3 and who has paid their membership fee as stipulated in Rule 2.2.

2.2 Membership fees

To ensure the proper functioning of the Association, the annual membership fee is set by the Board of Directors at least 60 days before the beginning of the next financial year. Once paid, the fee is not reimbursable.

RULE 3

THE ANNUAL GENERAL ASSEMBLY

3.1 Annual General Assembly

- a) An Annual General Assembly is held within 60 days following the beginning of the fiscal year to elect a new Board of Directors and to discuss achievements, projects and activities of the Association.
- b) A notice convening the Annual General Assembly shall be communicated by the President, stating the date, time and place of the meeting at least twenty-one (21) days prior to the meeting.
- c) An Agenda is prepared by the President and distributed with the notice convening the meeting.
- d) To prevent the meeting from lasting too long, the Agenda should specify the time allocated for each item. At the discretion of the President, the time may be extended and the number of interveners established.
- e) If a member wishes to add an item to the Agenda for discussion and / or a vote, the member should notify the President of such an item at least fourteen (14) days prior to the date of the Assembly. Otherwise, the item will be discussed under 'Varia' for a maximum of ten minutes, but without being subject to a vote.
- f) The quorum consists of twenty (20) members in good standing.

3.2 Powers and functions of the Annual General Assembly

The Assembly shall

- 1) elect the members of the Board of Directors according to the procedure defined in Rules 4.4 to 4.6;

-) suggest some projects to the Board, if it sees fit;
-) suggest changes to the Rules of the Association;
-) approve by resolution the annual report of the Treasurer;
-) discuss matters raised by members before or during the annual meeting.

3.3 Decisions of the General Assembly

All resolutions or proposals submitted to the General Assembly are open to discussion. After the discussion, the President calls for a vote.

Only members in good standing are entitled to vote (one vote per membership). Proxy votes are not valid.

The President declares a resolution or proposal either adopted or rejected by the results of a show-of-hands vote by members.

Immediately after the President declares the adoption or rejection of a resolution or a proposal by a show-of-hand vote, ten (10) members may request a secret ballot of all the members present. A secret ballot is conducted by the President who can deliver a casting vote in the case of an equality of votes under Rule 4.8.

RULE 4

MANAGEMENT OF THE ASSOCIATION

4.1 Board of Directors

The management of the Association is administered by the Board of Directors formed by up to seven (7) members who may vote. The quorum is a majority of the members.

4.2 Meetings of the Board of Directors

The Board shall meet at least two (2) times per year. The meetings may take place on the internet or by conference call.

4.3 Powers and functions of the Board of Directors

The Board of Directors

- (1) fulfills the mandates entrusted to it by the General Assembly and submits a report;
- (2) ensures the proper administration of the Association and carries out on its behalf all the powers granted by these Rules;
- (3) prepares and submits a summary of revenues and expenditures for the last financial year;
- (4) forms committees, defines their mandates, approves their composition and assigns responsibilities after consultation with stakeholders;
- (5) accepts membership applications and receives resignations;
- (6) proposes, if appropriate, rules to govern the administration of the affairs of the Association;

- (7) proposes the adoption, amendment or repeal of these Rules;
- (8) approves by resolution the expenses of members of the Board of Directors or its committees.

Election of the members of the Board of Directors and the length of mandates

4.4 Election

The members of the Board of Directors are elected at the Annual General Assembly.

If the outgoing President does not seek re-election, he or she may act as Presiding Officer for the Elections.

If the outgoing President seeks re-election, he or she asks the Assembly to choose a Presiding Officer for the Elections.

The Presiding Officer for the Elections shall request and note the nominations for the seven (7) positions on the Board of Directors. He or she then verifies whether the candidates proposed agree to present themselves. If there are more than seven (7) candidates, the Presiding Officer for the Elections proceeds to hold a secret vote.

4.5 Length of mandates

The members of the Board of Directors are elected for a mandate of one (1) year, effective at the end of the General Assembly.

4.6 Re-election

The members of the Board of Directors may be re-elected at the expiration of their mandates.

4.7 Vacancy/Resignation

The positions left vacant on the Board of Directors, or one of its committees, may be filled by the Board until the expiry of its mandate.

After three (3) consecutive absences without reason from convened meetings of the Board, a member of the Board is removed from office.

4.8 Functions of the members of the Board of Directors

Following the Annual General Assembly, the duly elected Board of Directors chooses a President and a Treasurer from among its members.

President

The President is:

- responsible for the oversight of the administration;
- chairs the General Assemblies and Board of Director meetings;
- signs any document that is the responsibility of the Association;
- exercises a casting vote in case of an equality of votes at General

Assemblies or meetings of the Board of Directors;
prepares the agenda and convenes the members at meetings of the Board;
decides procedural matters at the General Assembly;
ensures that decisions taken at meetings of the Board and the Annual General Assembly are implemented;
sends the notice of the Annual General Assembly to all members at least twenty-one (21) days before the date of the Assembly;
prepares and sends correspondence;
signs cheques issued in the name of the Association with the Treasurer.

Past President

The Past President is an honorary member of the Board of Directors for one year, without the right of vote.

Following the Annual General Assembly, the duly elected Board of Directors chooses a Secretary who is not necessarily a member of the Board of Directors.

Secretary

The Secretary:

- (1) prepares the minutes of meetings of the Board of Directors and the Annual General Assembly;
- (2) prepares documents for the Annual General Assembly;
- (3) receives and archives all official documents of the Association;
- (4) has custody of the minutes and all the records of the Association;
- (5) assists the President in his or her functions.

Treasurer

The Treasurer:

- (1) maintains a list of the names of all members in good standing of the Association;
- (2) assumes the care and custody of the funds of the Association and books of account;
- (3) deposits the funds of the Association in a financial institution as determined by the Board of Directors;
- (4) provides an annual report to the Board of Directors and to the Annual General Assembly;
- (5) signs the cheques issued in the name of the Association with the President;
- (6) submits an annual report to the Financial Auditor for approval at the end of the fiscal year.

Directors

The other members of the Board of Directors (called Directors) participate in the different activities and committees of the Association and assist the President in his or her functions.

4.9 Functions of the Financial Auditor

The Financial Auditor is appointed by resolution of the Annual General Assembly for a term of one year, which is renewable.

The Financial Auditor should verify the financial statement of the Treasurer and submit a report to the General Assembly.

RULE 5

COMMITTEES

5.1 Purpose

Committees may be formed by the Board of Directors in order to facilitate the administration of the affairs of the Association.

5.2 Authority

Committees report to the Board of Directors.

5.3 Expenditures

A committee may not make expenditures on behalf of the Association without the prior written approval of the Board of Directors.

5.4 Reimbursement of expenses

Members of the Board of Directors and various committees are entitled to have their expenses reimbursed on presentation of supporting documents (for expenses which have been officially approved in advance).

RULE 6

AMENDMENTS TO THE RULES

6.1 Amendments to the Rules

These Rules may be amended as follows:

- (1) A member who wishes to propose amendments to the Rules must first submit the proposal to the Board at least thirty (30) days before the Annual General Assembly;
- (2) After reviewing the proposals, the Board submits its recommendations to the General Assembly;
- (3) A two-thirds (2/3) vote at the General Assembly shall be required for approval of amendments to the Rules;
- (4) The amended Rules come into force upon adoption by the General Assembly.

RULE 7

DISSOLUTION OF THE ASSOCIATION

7.1 Dissolution

The Association may be dissolved by a resolution to that effect adopted by two-thirds (2/3) of members present at a special meeting called for that purpose and chaired by the outgoing President.

Once the debts of the Association have been paid, the members present decide on the manner that any remaining balance is to be disposed of.

Adopted on: July 14, 2013