**THE ASSOCIATION OF COTTAGERS AND RESIDENTS OF LAC CAYAMANT**

**OBJECTIVES:**

THE OBJECTIVES OF THE ASSOCIATION ARE TO IMPROVE ALL THE ENVIRONMENTAL ASPECTS OF THE MUNICIPALITY OF CAYAMANT AND IN PARTICULAR THOSE DIRECTLY AFFECTING RESIDENTS AND COTTAGERS WHO HAVE A PROPERTY IN THE IMMEDIATE VICINITY OF LAC CAYAMANT.

**REGULATIONS**

**ITEM NO. 1 – DÉFINITIONS**

a) **THE ASSOCIATION** means the association of residents and cottagers of Lac

Cayamant

b) **THE DIRECTION** means members of the duly elected association who will see to the

good administration of the association.

c) **THE EXECUTIVE**: This committee will be composed of the president, vice president,

secretary and treasurer or secretary treasurer.

d) **MEMBER** designates a person that was accepted as a member such as describes in

item 2 of the present regulations.

e) The positions of **SECRETARY** and of **TREASURER** can be combined. The person will

then be designated as **SECRETARY TREASURER**.

f) **SPECIAL GENERAL ASSEMBLY** is a meeting that was summoned for a specific

reason such as described in the summon.

g) **FINANCIAL EXERCISE**: Period of twelve (12) months ending June 30 of each year.

**ARTICLE NO. 2 – MEMBERS**

1. Category of members:

There will be only one category of members, i.e. regular members

2. Eligibility:

Eligible to become a member are all persons that are owners in the municipality of Lac

Cayamant or members of the immediate family of the owner.

3. Adhesion and acceptance:

All adhesion requests must be provided to a member of the direction of the association.

Each new member will receive a card of THE ASSOCIATION if they satisfy the

enumerated pre-requisite at the item 2.

4. Contribution:

a) The cost of the annual contribution will be established by the members of the

executive, with or without previous notice, and will be payable July first of each year.

b) The direction can, from time to time, establish a special contribution, if necessary.

5. Reimbursement of expenditures:

The treasurer will be authorized to reimburse the expenditures incurred by the members

(direction or no) in the framework of its functions, when the expenses will have been

duly authorized at the time of an assembly of the direction. Only the expenditures for

which ones are provided supporting evidence will be reimbursed.

**ARTICLE NO. 3 – THE DIRECTION**

1. The Directors:

a) THE ADMINISTRATION of the association will be done by the members of the

DIRECTION of the association.

b) If a post becomes vacant, within the Direction, the members in post will have, as early

as the second meeting after a post became vacant, to name a member of the association to

fill this post until the next annual general meeting.

2. Election of the direction:

a) At the time of the annual general assembly, the members will have to hold an election

in order to elect a member to fill the vacant posts. The members of the direction are

elected for a term of two years.

b) All people that meet the pre-requisite and that is member of the association can be

nominated to direction post.

c) If for a reason or another there was no election at a prescribed date, the members in

posts will be able to continue to prevail themselves of the authority conferred to them

until their successors are duly elected.

3. The procedures to elect the directors are:

a) The members participating in the annual general assembly will elect an election

president and two scrutineers. All members that are not already directors and that are not

and will not be nominated to a post of director can be named to the President post of

election or scrutineer.

b) The nominations will be made and the vote for every post will take place at the time of

the annual general assembly

c) Every nomination made at the annual general assembly will be done by a proposer and

a seconder. If the proposed person is not present, an intention letter describing the

nomination will be accepted. The election president must have the letter on hand.

d) If there are more nominated persons than there are posts to fill, the members of the

direction will be elected by secret vote.

e) Each voting member will have to return his vote bulletin to a scrutineer.

f) The scrutineers have:

i) To declare invalid and not to take into account the bulletins that they consider

somehow irregular or if there appears to be more names than there is posts to fill.

ii) To establish the results of the vote and inform the election president.

g) The election president will provide the results to the members present.

h) The candidates will be ranked according to the number of votes they have received.

Those that will have received the biggest number of votes will occupy the vacant posts

for the specified period to the item 2 (a).

i) If there is a tie in the received votes in order to fulfill the last post, the election

president will have to proceed to another ballot turn so that only one member is elected to

the post in question.

4. THE EXECUTIVE:

a) Within the 15 following days their election, the elected members will have to meet and

elect the executive committee.

5. THE DUTIES:

a) The president will chair the annual general assembly, the special meetings, the

meetings of the direction and the meetings of the executive. He will also have to

summon the members of the direction when there is a need or when a request is made.

b) In the absence of the president, the vice president will chair the meetings.

c) In the absence of the president and vice president at the time of a meeting of the

members that was duly summoned, the secretary will call the members to order and will

proceed to the election of an assembly president that will act as president for this

meeting.

d) The secretary will take the minutes of all the meetings. He will keep the files and the

correspondence of the association, report of special case to the required person and will

assume the responsibilities linked to his post. At the end of his term it will have to

provide the said reports, files, manuscripts and all other property of the association to his

successor. The secretary will also act as secretary at time of meetings of the

administration and executive and will record the attendance to the meetings and will send

the notice, if need be.

The resolutions will have to be numbered by chronological order during the year (former.

2001-1; 2001-2, etc., and 2002-1, 2002-2, etc. and so on).

e) The treasurer will be responsible for collecting all the sums the association has the

right to receive. He will deposit the said money in the name of the association in a

chartered bank, a trust fund or a credit union, according to the directives of the executive

and he will do the disbursements of these accounts according to the desire of the latter.

f) The treasurer will present an interim financial report at every meeting. At time of the

annual regular meeting, he will have to submit a complete financial report for the

financial exercise that has just finished. The treasurer will keep all the books and the

accounts and will provide them to the members of the executive and to the accountant on

demand. The said report should have been certified by an accountant authorized to do

such a certification.

g) The members of the executive have the power to delegate all these responsibilities

unless the law forbid them to do so.

6. RESIGNATION OR DECLINE OF THE DIRECTORS:

a) A member of the direction can resign of his post by putting in writing their resignation

to the direction of the association. Such a resignation will take effect at the next meeting

of the direction.

b) A director will be automatically relieved of its functions when:

- He stops being member of the association

- He does not attend three (3) consecutive meetings of the members of the direction

without having given a judged acceptable reason by the direction.

- He is declared mentally unfit.

c) When a director resigns or stops occupying his post, the direction will have to declare

the post vacant the following meeting and proceed to the election of a new director

according to indentation 2 of the item 3.

d) At the time of the annual general assembly or at all general special summoned

meeting, the association can dismiss a director of its functions provided that there be a

resolution duly accepted by at least seventy-five percent (75%) members attending the

meeting.

**ARTICLE NO. 4 – THE COMMITTEES**

**GENERAL:**

1. The direction has the power to form committees, if need be.

2. The direction can endow a person of power and responsibilities that they judge

appropriate unless it contravenes with a law or an existing regulation.

3. The President and the vice President will be office members of the committees.

4. If a committee undertakes steps that were not reserved for them by virtue of

indentation 2 above, the association will not be held responsible unless the direction gives

his agreement.

5. The president of a committee will be named by the members of the committee.

6. All the committee meetings will be summoned by the president of the committee.

7. The committee will have quorum if at least 50% plus 1 of the members, excluding

those quoted to indentation 3, are present at the meeting.

8. The decisions of the committee will have to receive the consent of at least 50% of the

present members and in case of a tie; the president will have right to an additional vote or

a preponderant vote.

9. All committee presidents will obtain the minutes for every meeting that he presides

and will provide them to the secretary of the association that will keep them such as

foreseen to the item 3, indentation 5(d).

**ARTICLE NO. 5 – THE ASSEMBLY**

1. The annual general assembly and special meetings:

a) The annual general assembly will take place on the territory of the municipality of Lac

Cayamant, Quebec and at an hour determined by the members of the direction.

b) The president of the executive:

- can summon a special general meeting when he judges necessary.

- will have to summon a special general meeting if a request to this effect is done by at

least twenty percent (20%) of the members. This meeting will have to be take place sixty

(60) days following the demand.

2. Summon

a) A notice indicating the place, the date and the hour of the annual general meeting or

the general special meeting will be sent by post to every member, to the last known

address, at least fifteen (15) days before the foreseen date of the meeting.

b) The fact that a member does not receive his notice for some reason or another will not

constitute a reason to cancel or invalidate the meeting.

c) When it is a special general meeting, the notice will have to indicate the specific

subject to be discussed and no other subject will be discussed at this meeting.

d) The presence of fifteen (15) members to a general or special meeting will constitute a

quorum. If there is no quorum an hour after the foreseen hour of the meeting a new

meeting will have to be summoned.

3. Agenda

What follows must constitute the agenda and the procedure of every regular meeting.

Other items can be added, if need be.

ÿ Reading and adoption of the minutes of the last meeting

ÿ Election of the executive

ÿ Reading of the correspondence

ÿ Reports of the committees

ÿ Modification to the regulations, if need be

ÿ Other

4. Voting rights

a) All present members, including members of the direction, will have voting rights on all

the subjects discussed at the time of a meeting.

b) Unless already included in the present regulations, the resolutions submitted at regular

meetings of the members will be decided by a majority of votes by the present members

and in case of a tie, the president will have right to exercise a second vote which will be

decisive.

5. Meetings of the members of the direction

a) The president will summon a meeting:

ÿ if he judges necessary

ÿ when three directors request it in writing. This meeting will have to take place in the

two weeks following the reception of the said letter.

b) To have quorum at this meeting, more than 50% of members will have to be present.

c) A copy of the minutes of every meeting will be provided to every director before the

next meeting.

d) The resolutions submitted at the meetings of the directors will be decided by a

majority of votes by the present members and in case of a tie, the president will have

right to exercise a second vote that will be decisive.

**ARTICLE NO. 6 – POWER TO CHANGE THE REGULATIONS**

1. The power reserved to the association will be put in place by the members of the

direction according to the present constitution.

2. The modifications to the regulations and directives of the constitution can be carried

out:

a) By the members of the direction, all the changes will be valid until the next annual

regular meeting but will be without effect if the members judge so.

b) By the members at the time of the annual regular meeting.

- End -