

Constitution of L'Association du Lac Sam

Last amended May 2025

1. Name:

The name of the association shall be "***L'Association du Lac Sam***"

2. Objectives:

The objectives of the association shall be the development and protection of Lac Sam, Lac Épinette, and the surrounding environment and the promotion of a community spirit.

3. Boundaries:

A membership is available to any person leasing or owning land fronting on Lac Sam or Lac Épinette in the municipality of Denholm and Lac Saint-Marie in the province of Quebec.

4. Annual General Meeting:

The annual general meeting and election of officers shall be held in April or May and members in good standing shall be elected to the following offices:

President

Vice-President

Secretary

Treasurer

Roads Director

Grievance Officers

Auditor

5. Executive:

The President, Vice-President, Secretary, Treasurer and Roads Director shall constitute the executive committee and are the only members with voting privileges in an Executive committee meeting.

Executive members, as well as the grievance officer and the auditor will be elected for a two year term at the AGM.

To ensure continuity on the Executive Committee, election of its members and officers will alternate as follows:

Even Year - President, Roads Director and Auditor

Odd Year - Vice President, Treasurer, Secretary and Grievance Officer.

6. Vacant Offices:

A vacant position in the Executive occurring between annual general meetings may be filled for the balance of the term by appointment by a majority vote of the remaining members of the executive.

7. Membership:

Membership shall be obtained by payment of the annual membership fee and special levies duly authorized from time to time in the annual general meeting.

8. Voting:

One membership shall be taken for each lot and shall entitle the owner of that lot to one vote on each question brought before a meeting of the Association. A member present at a general meeting may vote for an absent member if he / she holds a written proxy from the absent member.

9. Fiscal year:

The fiscal year of the Association shall be from May to April.

10. Working Groups:

The Executive shall have the power to appoint working groups as the need arises and report such action to the next general meeting. The executive shall dismiss such working groups as soon as their purpose has been fulfilled.

11. Meetings:

General Meetings shall be called by the Secretary who shall notify all members in good standing at least three days in advance of the date of the meeting:

- a. when requested to do so by the President, or
- b.. when requested to do so by a letter signed by five or more members in good standing.

12. Quorum:

A quorum for a general meeting should be 17 members of the membership. A quorum for a meeting of the Executive shall be three, of whom one shall be either the President or Vice-President.

13. Levies:

Levies may be made from time to time by majority vote of the membership in a general meeting in order to raise money for a special purpose. Levies will only be made with advanced notice given in the agenda in calling the meeting of the proposal to discuss the levy and this will normally be done at the Annual General Meeting.

14. Extraordinary Expenditures:

Any extraordinary expenditures over and above the approved budget must be authorized by the Executive. And if expenditures are greater than \$1,000.00, the Treasurer shall report such authorization within ten days via email to the membership of the Association.

15. By-Laws:

A by-law may be moved at any annual general meeting and passed by a majority of voting members present. No motion involving the increase in membership fees may be made unless notice of proposal to discuss the fees has been made in the agenda issued in calling the meeting.

16. Amendments:

An amendment of the Constitution may be made by distributing the proposed amendment to all members at least one week prior to the general meeting and by obtaining an affirmative vote of at least two-thirds of the members in good standing present at that meeting.

17. Policy And Procedures

The Policy and Procedures Manual may be updated as needed by the Executive. The membership will be notified of all amendments.

BY-LAWS

By-Law 1

Duties of Officers:

The duties of the officers shall be:

- **President:** to preside over all General Meetings and Executive meetings and to cast the deciding vote in case of a tie, to call meetings of the Executive and to notify the Grievance Officers of such meetings, to appoint a nominating committee to nominate candidates for election at the Annual General Meeting.

- **Vice-President:** to assist the President and act on the President's behalf in the President's absence in his / her stead.
- **Secretary:** to record the minutes of all general meetings and executive meetings, to attend to correspondence, to file the documents of the association, to call general meetings and to send minutes of general meetings to all members in good standing.
- **Treasurer:** to receive payment of dues and levies, to keep the accounts of the Association, to present an audited financial statement to the Annual General Meeting, to give a brief summary of financial condition at each general meeting.
- **Roads Director:** to oversee the administration of the planning, maintenance and repair of designated roads servicing Lac Sam cottage owners and give a summary of the road work at each general meeting.
- **Grievance Officer:** to receive complaints from any member and to take action as immediately as necessary or report such grievances to the Executive at the next general or executive meeting.
- **Auditor:** Auditor: to examine the Treasurer's records and to audit his or her annual statement prior to the annual general meeting and to ensure compliance with financial policies and procedures.

By-Law 2

Membership Fee:

The fee for membership shall be eighty (\$80) per property upon which there is a temporary or permanent dwelling, per year or may change by vote at a general meeting.