

BY-LAWS
Co-operative / La Cooperative de solidarite
Centre communautaire Wakefield La Pêche Community Centre

0. PREAMBLE

Co-operative / La Coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre is a voluntary not-for-profit association offering to its members and the general public, products and services associated with recreation, culture, theatre, youth, sports, a library and other community events and services.

1. DEFINITIONS

In the present agreement, the following expressions refer to:

- **“co-operative”** refers to Co-operative / La coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre.
- **“the act”** refers to Quebec’s Co-operative Act L.R.Q. chapter C-67.2.
- **“the board”** refers to the co-operative’s Board of Directors.
- **“auxiliary member”** refers to a person who is capable of using the co-operative’s services and programs but has no vote and is ineligible for office (i.e. individuals younger than the age of 14 years).
- **“user member”** refers to a person using the co-operative’s services. An individual will become a user-member upon requesting membership and signing the Membership Agreement. They will immediately be entitled to use the Cooperatives services. Their right to vote will be enacted 30 days after signing the Membership unless their application is not approved by the Board of Directors.
- **“employee member”** refers to a person who is employed by the co-operative.
- **“rules”** refers to the by-laws and policies of the cooperative.
- **“support member”** refers to a person or an organization who has a social and/or an economic interest in the objectives of the co-operative.
- **“simple majority”** refers to 50 % plus one of the votes cast by the members present.
- **“general meetings”** refers to the annual general meeting and special general meetings.
- **“membership agreement”** refers to a document that is to be reviewed and accepted by all members of the Cooperative.

2. GOALS

The co-operative is structured as a solidarity co-operative having the following goals:

- Provide for the community’s need for a facility and green space where youth,

seniors, families, community groups and others in the region can gather for a wide range of recreation and cultural activities, including seasonal events.

- Provide individuals with a central place to teach, play, develop classes, hold events, share knowledge, skills and artistry.

3. VALUES

By virtue of the values enshrined by the co-operative system, the co-operative operates as a democratic organization. Members' rights are based on equity. Every member shall have one vote, irrespective of the amount of money an individual has invested in the co-operative, and irrespective of the number of shares an individual may own.

4. RIGHTS OF MEMBERS

Members have the right to participate in all activities of the co-operative, receive invitation letters to attend meetings, participate in the affairs of the co-operative and to vote as per the Membership Agreement (see ANNEX 1).

CAPITAL STOCK (Reference: Articles 37 to 49.4 and 226.4 of the Act)

5. QUALIFYING SHARES COMMON SHARES

To become a member of the cooperative, two (2) common shares must be purchased. The price of a common share is \$10 (total: \$20).

6. PAYMENT

Full payment must be received from individuals and organizations applying for membership in the co-operative prior to their admission as members/shareholders.

7. TRANSFER OF SHARES

Common shares are non-transferable.

8. ANNUAL DUES

The board of directors may, by means of a resolution, establish an amount, and fix the terms and conditions, to be charged for annual dues to be paid to the co-operative by its members in order to benefit from its services as well as the moment in time when these dues are payable. Annual dues are not reimbursable and can be waived by the Board of Directors.

THE MEMBERS (Reference: Articles 51 to 60.2 and 226.1 of the Act)

9. ADMISSIBILITY AS A MEMBER

To become a member of a co-operative, a person must:

- a) be an employee of the co-operative, user or support member as stated in section 1 of this by-law;
- b) purchase its common shares in the co-operative, as stated in section 5 of this by-law and provide payment in compliance with section 6;
- c) be admitted as a member by the Board of Directors (see 51(5));
- d) sign a membership agreement of the co-operative or accept online (see Annex 1);
- e) comply with the provisions under Section 51 of the Act;
- f) auxiliary members are excluded from b, c, d and e above.

10. WITHDRAWAL

Members may withdraw from the co-operative at any time by giving written notice to the co-op's secretary with a thirty (30) day notice.

11. SUSPENSION OR EXPULSION

Through board resolution, the Board of Directors can suspend or expel a member under the following conditions:

- an employee member who is no longer employed by the co-operative shall automatically have his/her/their membership revoked. Such person(s) may elect to reapply as a member, which would require payment for the purchase of common shares (section 5.0 and 6.0)
- if a member neglects or refuses to pay fees as per the member-approved terms and conditions;
- if a member breaks the rules of the co-operative;
- if the member fails to comply with rules and/or regulations established by the general membership.

Before proceeding with the suspension or expulsion of a member, the Board of Directors must allow the member the chance to be heard, as well as give the member fair warning as to when the member's case is being reviewed by the board.

The decision of the Board of Directors is final.

GENERAL MEETING (Reference: Articles 63 to 79 of the Act)

12. GENERAL MEETINGS OF MEMBERS

All general meetings are held at the location, on the date and at the time determined by the Board of Directors, subject to sections 76, 77, 78, and 85 of the Act.

The annual general meeting of members shall be held within one hundred and eighty (180) days following the end of the fiscal year of the co-operative.

13. NOTICE

The co-operative must give notice in writing to all members at least fifteen (15) consecutive days before the date of the meeting.

The notice of the annual general meeting shall include the annual report for the previous year.

Decisions made at a general meeting of members cannot be rescinded on the grounds that some members did not receive or read notices of meetings.

Notice of a special general meeting of members shall mention, apart from the location, the date and the time, the purpose of the meeting and the ideas that need to be brought to the members' attention.

Only agenda items specified on the notice of the meeting may be discussed and decided upon at a special general meeting.

14. QUORUM AND VOTE

The members present at any general meeting shall constitute a quorum.

To vote at any general meeting, the individual must have been a member for at least thirty (30) days prior to the meeting.

Votes at general meetings of members shall be by show of hands, unless a majority of members present at the meeting decide otherwise. The president has the deciding vote in the event of a tie.

No member is entitled to more than one vote, irrespective of the number of shares held.

BOARD OF DIRECTORS (Reference: Articles 80 to 106.1 and 226.1 of the Act)

15. ELIGIBILITY OF THE MEMBERS

For a member to be eligible to be on the board, one must be a co-op member in good standing (i.e., aware of and understands the by-laws of the co-operative and adheres the terms and conditions of the membership agreement.)

16. STRUCTURE

The board is made up of eleven (11) directors.

The Municipality is a support member of the co-operative. The number of directors elected by each group will be as follows as long as the Municipality of La Pêche (MLP) is a support member:

Categories:

User member: 9

Support member: 2

Support members must provide a statement in writing that they are the approved representative for the designated organization(s):

- 1 representative for the Municipality of La Pêche
- 1 support member representing Theatre Wakefield, WAY, Library, Wakefield Recreation Association

It is the ongoing obligation of the support members to convey information to and input from the organizations that they represent to the Board of Directors.

The appointed support members will not hold executive positions.

17. TERM OF OFFICE

The term of office of an elected director is two (2) years.

The term of office for a support member is one (1) year.

The term of an appointed replacement member will be until the next election.

18. DIRECTORS' ROTATION

The terms of the office of the directors are staggered so that half the directors rotate every year while the other half stand for one more year.

Directors can be re-elected no more than three times with the exception of support members.

19. NOMINATION AND ELECTION OF DIRECTORS

Election of directors takes place at the annual general meeting unless there is no longer a quorum in which case the vacancies will be filled by an election at a special general meeting of members. The term of directors elected at a special general meeting will be until the next AGM.

- a) The assembly names a deputy returning officer and, if need be, an election president and secretary. By agreeing to act in this capacity, these persons also agree not to stand for election.
- b) The election president reads the names of the directors whose term has ended.
- c) Afterward, the election president informs the assembly of the following points:
 1. The directors whose terms have ended are eligible for re-election;
 2. The members can nominate as many candidates as they wish;
 3. If a nominee is not present at the meeting, the nominator must present written confirmation of the nominee's acceptance of the nomination;
 4. The election president verifies the acceptance and eligibility of each nominee. Any refusal automatically eliminates the candidate;
 5. If there are more candidates than vacancies, an election takes place. If the number of candidates is equal to that of vacancies, the candidates are elected by acclamation. If the number of candidates is lower than that of the number of vacancies, the board may fill the vacant positions during the co-operative's fiscal year, in compliance with Section 85 of the Act;
 6. In the event of an election, the vote is by secret ballot. A ballot paper is given to each member in good standing, who then writes the names of the candidate(s) of his or her choice;
 7. The deputy returning officer adds up the votes obtained by each candidate and relays the outcome to the election president;
 8. For each vacancy, the election president declares elected the candidate who has received the most votes, without stating the actual number of votes;
 9. In the case of a tie, the vote is repeated only among the candidates with an equal number of votes;
 10. If, after a second vote, the equality remains, the director is chosen by a random draw;
 11. A recount of the votes is carried out if at least one third of the members present requests it. The candidates concerned may observe the recount;
 12. All ballots are disposed of by the deputy returning officer immediately after the vote;
 13. All decisions made by the election president with regard to the procedure binds the assembly unless the members present overrule them with a majority of the votes cast by the members present.

20. BOARD MEETING

1. The board of directors meets as often as the co-operative's interests require, but at least five (5 times) a year.
2. The notice and proposed agenda are given to the board members in writing at least seven (7) days before the date of the meeting.
3. In the event of an emergency meeting, the time of notice is, exceptionally, reduced to twenty-four (24) hours.
4. All previous acts and motions carried at board meetings are deemed to be regular and valid even if it is subsequently discovered that the appointment of a director is tarnished by irregularities or that any of the directors is not competent to be on the board.
5. Voting by electronic means is accepted.
6. Board meetings are called by the president or, by the secretary as per the president's request, or by at least two (2) directors.

Resolutions passed by the Board will be followed unless rescinded.

21. BOARD VACANCY

In case of a vacancy, the directors may appoint a person eligible to become a director for a term until the next general meeting. Should the directors fail to do so, the vacancy will be filled as part of the agenda of the next general meeting.

However, if the directors remaining in office do not make a quorum, a director or two members of the co-operative, must order the secretary to call a special general meeting to fill the vacancies within thirty (30) days.

22. DISMISSAL OF A DIRECTOR

An individual is no longer a member of the Board of Directors if:

- a) The director resigns by giving the Board of Directors a thirty (30) day written notice;
- b) Dies, or declares personal bankruptcy;
- c) No longer meets the membership requirements of the co-operative;
- d) The director is absent from three (3) meetings in one fiscal year without acceptable justification.

23. REMUNERATION AND EXPENSES

Directors serve in a voluntary capacity and are not entitled to any pay for their services. However, they are entitled to the reimbursement of justifiable expenses incurred in carrying out their duties, as approved by the board.

24. QUORUM AND VOTE

The quorum established for the Board of Directors' meeting is a simple majority. All matters are decided by the majority, the meeting chair however has the deciding vote in the case of a tie.

25. SIGNED RESOLUTION

A resolution in writing, signed by all the directors, is as valid as if it had been passed at a meeting of the board. A duplicate of the resolution is kept with the minutes of the proceedings of the board.

26. TELEPHONE OR INTERNET CONFERENCE

Directors may participate in board meetings without being physically present using another way to communicate orally, simultaneously, and instantly with the board. In case of interruption, the meeting is still valid if the quorum is maintained.

POWERS AND DUTIES OF THE COOPERATIVE'S OFFICERS (Reference: Articles 112.1 to 117 of the Act)

27. DESIGNATION

The officers of the co-operative are: the president, the vice-president, the secretary, and the treasurer, along with all other officers whose title(s) and functions are determined by the Board of Directors.

28. ELECTION

The Board of Directors must appoint officers of the co-operative during their first board meeting following each annual general meeting of members, and when necessary.

The officers are appointed for one year. There is no limit on the number of years an individual may serve as an officer.

29. REMUNERATION

The co-operative's officers are not remunerated for their services.

30. RESIGNATION

An officer may resign at any time by submitting his or her written resignation to the Board of Directors.

31. POWERS AND DUTIES OF OFFICERS

Officers have the power and duties ordinarily inherent to their charge, with the condition of the Act and regulations, and they also have the powers and duties that the Board of Directors delegate to them.

32. PRESIDENT

- a) presides over general meetings and board meetings;
- b) ensures compliance with the by-laws and the Act;
- c) oversees the execution of decisions made at general meetings and board meetings;
- d) represents, in person or by delegate, the co-operative in its dealings with the outside world;
- e) signs all official documents that requires signature.

33. VICE-PRESIDENT

In the case of the president's absence, or if the president is prevented from acting, the vice-president assumes the powers and obligations of the president.

34. SECRETARY

- a) records the minutes of the general meetings and board meetings;
- b) maintains and keeps the co-operative's register and archives;
- c) forwards the notices for the general meetings and board meetings;
- d) forwards to the various organizations what is required by law;
- e) ensures compliance with the by-laws and the Act;
- f) ensures signed resolutions and approved minutes of all board meetings shall be kept in the official minute book of the co-operative.

35. TREASURER

- a) Is accountable for the care and custody of the cooperative's funds, accounting books and ledgers, and records;
- b) keeps or delegates detailed and accurate account of the assets and liabilities, as well as the revenues and disbursements of the co-operative in one or more ledgers suited to this end;
- c) deposits or delegates the deposit of the co-operative's funds in a financial institution determined by the Board of Directors;
- d) presents the audited financial statements of the co-operative at the annual general meeting;
- e) ensures compliance with the by-laws and the Act.

The treasurer has care and custody of the portfolio, the accounting ledgers and oversight of bookkeeping responsibilities. Furthermore, the secretary must allow examination of the accounts by the Directors.

36. GENERAL MANAGER

The Board of Directors shall appoint a general manager.

Under the direct supervision of the board of directors, the general manager:

- a) administers, directs and controls the co-operative's business operations;
- b) establishes an annual operating budget 60 days prior to the fiscal year end;
- c) has direct responsibility for the capital and non-capital property of the cooperative;
- d) has direct responsibility, care and custody of the Cooperatives financial matters, the accounting ledgers as well as bookkeeping responsibilities.
- e) manages personnel, hires all employees, assigns work and salary and benefits, conducts annual performance reviews, etc., according to criteria established by the board. He or she informs the board of nominations, suspensions, dismissals, and layoffs of employees;
- f) presents a monthly activity/status report to the Board of Directors;
- g) submits the accounts for which he or she is responsible to annual audit and inspections as set out in the Act;
- h) within three (3) months of the end of the fiscal year, ensures that an annual report is prepared compliant with Article 132 of the Act, collaborates with the auditor and submits the annual report to the Board of Directors for approval;
- i) conforms to the instructions of the board and supplies information that the board may request.

37. REMUNERATION

Members of the co-operative's committees are not remunerated for their services.

FINANCIAL ARRANGEMENTS

(Reference: Articles 90, 128 to 134 of the Act)

38. HEAD OFFICE

The co-operative may have more than one office. Aside from its head office, and its main place of business, the co-operative can establish in and out of Québec an office that is determined by the Board of Directors.

39. FISCAL YEAR

The fiscal year starts April 1st of each year and ends March 31st.

Each year, members attending the annual general meeting shall appoint financial auditors.

40. AMENDMENTS TO THE BY-LAWS

Amendments to the by-laws of the co-operative must be approved at general meetings of members, providing members have been notified in writing of the proposed changes at least fifteen (15) days prior to the meeting.

Annex 1

Membership Agreement Centre Wakefield La Peche Cooperative

Our Cooperative is aligned with the values of the International Cooperative Alliance which are: self-help, self-responsibility, democracy, equality, and solidarity. As outlined in the Centre Wakefield La Peche Cooperative By-Laws, to become a member of the cooperative each person must indicate agreement of this membership agreement.

Your rights as a member of the Co-operative / La Coopérative de solidarité
Centre communautaire Wakefield La Pêche Community Centre.

As a member of the cooperative I am entitled to:

- Have one vote at general and other co-op meetings and receive proper notice of meetings.
- Serve on a committee or run for a position on the Board of Directors.
- Participate in the co-operative's operations, activities, planning and governance.
- Attend Board meetings as an observer.
- Contribute ideas and/or support or raise concerns and/or issues I identify with the co-operative and its Board.
- Receive directly (or via access on the Centre's website) information about the co-operative's activities, events, financial status, and other important processes or decisions (e.g., resolutions) and as required in the Quebec Cooperatives Act - 67.2. and the Centre Wakefield La Pêche Cooperative's By-Laws.

Responsibilities as a member of the cooperative

As a member of the co-operative, I have a responsibility to:

- Participate in the governance of the co-operative by attending general meetings, voting on decisions, asking questions, and/or participating on boards and committees.
- Support the mission, vision, and goals of the cooperative.
- Adhere to the policies and procedure of the cooperative set out in the organizational documents and created by the board.
- Support the cooperative's operations by using its services and/or contributing to the delivery of services.
- Learn more about the cooperative's operations and organizational capacity.
- Purchase two (2) common shares in the co-operative. The price of a common share is \$10 (total: \$20)
- Support the financial sustainability of the cooperative by paying membership dues and user fees as required by the Cooperative.

Obligations of the cooperative to members

As a member of the cooperative, I understand that the cooperative is obligated to:

- Provide notice of meetings and information on ways that I can participate in the co-operative's governance.

- Maintain a transparent and efficient system of decision-making that is inclusive of the membership and supportive of the mission and vision of the cooperative.
- Conduct business, through the board or staff, that is in the best interest of the cooperative, its members, and our community.
- Use my financial contributions, dues, user fees, and participation fees effectively and responsibly and have the option to redeem my shares in the event I leave the co-operative.

Declaration

I _____ understand the rights and responsibilities of membership in the Cooperative and agree to them. I agree to buy 2 common shares with a value of \$10 each. I understand that my right to vote will be enacted 30 days from today unless my application for membership is not approved by the Board of Directors. Should this be the case, I will be notified within 30 days.

Signature: _____ Date: _____

Name: _____

Address: _____

Phone: _____ E-mail: _____

Admitted by:

Board member: _____ Date: _____