



Lake Barron Citizens Association (LBCA)

Bylaws

Date July 11th 2025

1. GENERAL INFORMATION

1.1 Name

The Association is named Association des riverains du lac Barron (ARLB) in French and Lake Barron Citizens Association (LBCA) in English. It is hereinafter referred to as “the Association”.

The Association is incorporated under the name: “ASSOCIATION DES RIVERAINS DU LAC BARRON” in French and “LAKE BARRON CITIZENS ASSOCIATION” in English (hereinafter referred to as the Association), registered with the Québec Enterprise Register (NEQ 1143565415).

1.2 Address

The head office of the Association is located in the Lake Barron community, in the township of Gore, Québec, at a place determined by the Board of Directors.

1.3 Location of the Lake

Lake Barron is located in the township of Gore (Québec), at coordinates 45°46'56" N - 74°14'04" W.

1.4 Mission and Objectives

1.4.1 Mission

To promote responsible environmental practices for the protection of Lake Barron and its surrounding environment for the benefit of current and future generations.

1.4.2 Objectives

Without limiting the foregoing, the objectives of the Association are to represent and defend the interests of its members in dealings with government authorities (federal, provincial, municipal), MRCs and other competent environmental organizations, and to promote :

- The maintenance and improvement of lake water quality including its watershed.
 - The practice of safe and respectful recreational activities on the lake.
 - Respect for the principles of environmental resource conservation.
 - Raising public awareness of the importance and fragility of the ecosystem and the preservation of this heritage.
 - Community spirit.
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1.5 Definitions

1.5.1 Fiscal Year

A one-year period from January 1 to December 31.

1.5.2 Property

A piece of land with or without a building.

1.5.3 Owner

Any person who owns a property with notarized access to Lake Barron

1.5.4 Member

An owner who has paid the annual membership fee for the current fiscal year.

1.5.5 Annual General Meeting (AGM)

Yearly meeting about the financial year ending on December 31 preceding the date of the AGM.

2. MEMBERSHIP

2.1 Eligibility Criteria

- Membership is open to any owner of a property having notarized access to the lake.
- Entities such as corporations or other bodies representing business interests may not be members.
- Members are required to provide the Association with their name, mailing address, email, and telephone number.

2.2 Membership Fee

- Membership becomes effective upon payment of the annual membership fee, which must be paid no later than before the start of the AGM for the financial year ending December 31 prior to the date of the AGM.
- The amount of the annual membership fee is determined by the Board of Directors and presented to the Annual General Meeting as a resolution.

2.3 Donation

- Any person may make donations to the Association.
- A donation is not a membership fee.

2.4 Transfer of Membership

Membership is transferable upon the sale of a property, for the remainder of the current year only.

2.5 Resignation

A member may resign by written notice addressed to any member of the Board of Directors. No refund of membership fees will be made.

2.6 Expulsion

A member may be expelled if their actions go against the objectives of the Association, following a mediation process and by majority decision of the Board of Directors through a resolution.

3. BOARD OF DIRECTORS AND OFFICERS

3.1 Composition

The Board of Directors is composed of 7 members, including an executive committee of at least three officers: President, Vice-President, and Secretary-Treasurer. All must be members in good standing.

3.2 Term

Members are elected for a term of two years. Terms are staggered to ensure continuity on the Board of Directors.

3.3 Resignation and Dismissal

- Any director may resign with 30 days' notice to the Board of Directors.
 - A director may be dismissed by a majority vote of the Board of Directors.
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3.4 General Responsibilities

Directors must act reasonably, in the interest of the Association, avoid conflicts of interest, and comply with the bylaws.

3.5 Specific Roles

Elected members of the Board of Directors of the Association choose among themselves the President, Vice-President, Secretary-Treasurer.

3.5.1 President

Convenes the Board of Directors, represents the Association, prepares meeting agendas, appoints committees, and communicates with members.

3.5.2 Vice-President

Assists the President with their duties and replaces them in case of absence or inability to perform their tasks.

3.5.3 Secretary

Manages archives, meeting notices, minutes, and correspondence. The role of Secretary may be combined with that of the Treasurer.

3.5.4 Treasurer

Manages finances, prepares financial reports, and handles tax procedures. The role of the Treasurer may be combined with that of the Secretary.

3.5.5 Directors

Participate in meetings and committees and represent members.

3.5.6 Vacancy

The Board of Directors may fill a vacant position by majority vote and resolution. The appointed person may remain a member of the Board until the next AGM.

4. ELECTION OF BOARD MEMBERS

4.1 Election Chair

The election chair is appointed by the members present at the AGM, along with one (1) scrutineer and, if needed, a second scrutineer.

4.2 Candidacy

Nominations must be made by a proposal from a member in good standing and seconded by another member in good standing. Each nominated candidate must then give consent.

4.3 Election Procedure

The election chair reads out the nominations received. If the number of candidates is equal to or less than the number of available positions, the chair requests a motion, has it seconded, and declares the candidates elected.

If the number of nominations exceeds the number of available positions, the chair will ask the assembly whether a secret ballot or a show of hands will be used.

5. BOARD MEETINGS

5.1 Number of Meetings

The directors meet as often as necessary at the request of the President or, failing that, the Vice-President. However, the Board of Directors must meet at least three (3) times per year.

5.2 Quorum

A minimum of three (3) directors must attend the board meetings.

A director leaving after the meeting has started does not affect quorum.

5.3 Voting

Voting within the Board is by show of hands unless a secret ballot is requested by a director. Decisions are made by majority vote, with each director having only one vote. In the event of a tie, the President shall cast the deciding vote.

5.4 Notice of Meeting

Notice of meetings of the Association's directors must be given by the President or Secretary, indicating the date, time, location, and purpose of the meeting.

5.5 Purposes

- To implement decisions of the General Assembly
- To handle the day-to-day business of the Association
- To convene the Annual or Special General Assembly
- To decide on any matter submitted to the Board that falls within its jurisdiction

6. GENERAL AND SPECIAL MEETINGS

6.1 Composition

All members in good standing constitute the Annual General Meeting and Special Meetings.

6.2 Annual General Meeting (AGM)

- Must be held at the latest 6 months after the end of fiscal year.

6.2.1 Notice

- The notice of meeting must be sent (email, website, and social media) to members at least seven (7) days before the scheduled date of any AGM or Special Meeting.
- The agenda and minutes of the previous AGM must be sent to members seven days before the scheduled date.
- Failure to receive a notice does not invalidate the meeting.

6.2.2 Purpose

The purposes of the AGM are to:

- Elect the directors who will form the Board of Directors
 - Set the annual membership fee by resolution
 - Approve the budget by resolution
 - Present the financial statements and approve them by resolution
 - Approve or amend the Association's bylaws by resolution
 - Establish the general policies, major objectives, and main action plans of the Association
 - Decide on any other matter, permitted by law or these bylaws, that may be referred by the Board or a member of the meeting
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6.3 Special Meeting

- May be convened by the Board of Directors or by 10 active members in good standing.
 - The request must specify the purpose of the meeting.
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6.4 Quorum

Set at 10% of active members in good standing. If this is met at the beginning of the meeting, the meeting may continue even if the quorum is no longer present later.

6.5 Right to Speak

With reference to the financial year just ended, only members present and in good standing for that year may speak at the AGM and Special Meetings.

A non-member may request the right to speak by writing to the Board at least five (5) days before the AGM, stating the reason. The reason must be related to one of the items on the AGM or special meeting agenda. The Board will confirm whether the non-member is allowed to speak.

6.6 Voting

6.6.1 Eligibility

Only members present and in good standing may vote.

6.6.2 Voting Rights

One (1) voting right is granted per property to persons recognized as owners of that property.

6.6.3 Multiple Properties

Members owning more than one property may also exercise a maximum of two (2) votes for all their properties.

6.6.4 Ballot

Voting is by open ballot or, if so desired by at least a majority of the members present, by secret ballot. In the case of a secret ballot, the Chairman will appoint one (1) scrutineer and, if necessary, a second scrutineer, as well as an election chair.

Questions submitted are decided by a majority of votes cast. Should the results of the vote prove to be null or equal, the election chair shall, at that time, make the final decision.

7. FINANCES

7.1 Remuneration

None, except for reimbursement of expenses approved by the Board of Directors.

7.2 Financial Year

From January 1 to December 31 of the same year.

7.3 Approval of Expenses

Unplanned expenses exceeding \$100 in the budget must be approved by resolution of the Board of Directors.

7.4 Signatures

Two (2) signatures are required for the banking account : treasurer and the president. A 3rd signatory who is a Board member should also be registered at the Bank.

7.5 Audit

The financial and fiscal annual report will be given by resolution of the Board of Directors to a CPA audit firm.

8. AMENDMENTS TO THE BYLAWS

8.1 Proposal

A proposal to amend the bylaws may be initiated by the Board of Directors or by 10 members in good standing who send their request in writing to the Board.

8.2 Approval / Resolution

By a vote of two-thirds (2/3) of the members in good standing present at the AGM or at a special meeting convened for that purpose.

8.3 Registration

The adoption date and the specific article of each amendment must be recorded in an appendix to the bylaws.

9. OTHER PROVISIONS

9.1 Committees

The Board of Directors of the Association may, if necessary, assign specific mandates to subcommittees. These committees may include Board members and/or general members.

These committees must comply with the mandates assigned by the Board and must obtain Board approval for any action plan, initiative, or expenditure involving official responsibility or representation of the Association.

10. Dissolution of the LBCA

The dissolution of the Association must be approved and adopted by two-thirds (2/3) of the members voting at a special meeting called for this purpose. At this meeting, members will be asked to define the terms of dissolution and liquidation of the Association's assets.