

## BY-LAWS

### Co-operative / La Coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre

### PROPOSED CHANGES TO BY-LAWS AS OF November 7th, 2023

Approved by the Board of Directors for presentation and approval at the November 23, 2023 SGM

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
<b>0. PREAMBLE</b>	Co-operative / La Coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre is a voluntary association offering to its support members and the general public, products and services associated with recreation, culture, theatre, youth, sports, a library and other community events and services	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.	Added: <b>“not-for-profit”</b> to “...voluntary not-for-profit association”  Removed: <b>“support”</b> from “...to its support members...”	
<b>1. DEFINITIONS</b>	In the present agreement, the following expressions refer to: <ul style="list-style-type: none"> <li>- <b>“co-operative”</b> refers to Co-operative / La coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre.</li> <li>- <b>“the act”</b> refers to The Co-operative Act L.R.Q. chapter C-67.2.</li> <li>- <b>“the board”</b> refers to the co-operative board of directors.</li> <li>- <b>“User member”</b> refers to a person using the co-operative's services.</li> </ul>	In the present agreement, the following expressions refer to: <ul style="list-style-type: none"> <li>- <b>“co-operative”</b> refers to Co-operative / La coopérative de solidarité Centre communautaire Wakefield La Pêche Community Centre.</li> <li>- <b>“the act”</b> refers to Quebec’s Co-operative Act L.R.Q. chapter C-67.2.</li> <li>- <b>“the board”</b> refers to the co-operative’s Board of Directors.</li> <li>- <b>“auxiliary member”</b> refers to a person who is capable of using the co-operative's services and programs but has no vote and is</li> </ul>	Added: <b>“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).”</b>  Added: <b>“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</b>	<b>51.1.</b> A minor may be a member of a cooperative whose object concerns him. However, if he is 14 years of age or over, the minor is, in that respect, deemed to be a person of full age.  Intended to prevent "one interest" individuals from signing up on the spot to vote on one item on

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	<ul style="list-style-type: none"> <li>- <b>"employee member"</b> refers to a person who is employed by the co-operative.</li> <li>- <b>"support member"</b> refers to a person or a corporation who has a social and/or an economic interest in the objectives of the co-operative. The Municipality of La Pêche has the economic interest to become a support member.</li> <li>- <b>"simple majority"</b> refers to 50 % plus one of the votes cast by the members present.</li> <li>- <b>"general meetings"</b> refers to the annual general meeting</li> </ul>	<ul style="list-style-type: none"> <li>ineligible for office (i.e. individuals younger than the age of 14 years).</li> <li>- <b>"user member"</b> 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.</li> <li>- <b>"employee member"</b> refers to a person who is employed by the co-operative.</li> <li>- <b>"rules"</b> refers to the by-laws and policies of the cooperative.</li> <li>- <b>"support member"</b> refers to a person or an organization who has a social and/or an economic interest in the objectives of the co-operative.</li> <li>- <b>"simple majority"</b> refers to 50 % plus one of the votes cast by the members present.</li> <li>- <b>"general meetings"</b> refers to the annual general meeting and special general meetings</li> <li>- <b>"membership agreement"</b> refers to a document that is to be reviewed and accepted by all members of the Cooperative.</li> </ul>	<p><b>will be enacted 30 days after signing the Membership unless their application is not approved by the Board of Directors."</b></p> <p>Added: <b>"rules" refers to the by-laws and policies of the cooperative."</b></p> <p>Replaced: <b>"a corporation"</b> with <b>"an organization"</b> under definition of support member.</p> <p>Added: <b>"membership agreement" refers to a document that is to be reviewed and accepted by all members of the Cooperative</b></p>	<p>the agenda.</p> <p>"Rules" are referred to in Article 14.</p> <p>"Corporation" is too specific.</p> <p>Commitment</p>
<b>2. GOALS</b>	The co-operative is structured as a	The co-operative is structured as a	Replaced: <b>"respond to the</b>	The facility already

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	<p>solidarity co-operative having the following goals:</p> <ul style="list-style-type: none"> <li>- respond to the community's need for a new public 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</li> <li>- provide individuals with a central place to teach, play, develop classes, hold events, share knowledge, skills and artistry</li> </ul>	<p>solidarity co-operative having the following goals:</p> <ul style="list-style-type: none"> <li>- 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</li> <li>- Provide individuals with a central place to teach, play, develop classes, hold events, share knowledge, skills and artistry</li> </ul>	<b>community's need for a new public facility" with "Provide for the community's need for a facility..."</b>	exists.
<b>3.0 VALUES</b>	<p>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 he/she has invested in the co-operative, and irrespective of the number of shares he/she may own</p>	<p>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.</p>	Replaced: <b>"he/she"</b> with <b>"an individual"</b> .	Gender inclusivity.
<b>4.0 RIGHTS OF MEMBERS</b>	<p>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.</p>	<p>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).</p>	Added: <b>"as per the Membership Agreement (see ANNEX 1)."</b>	
<b>CAPITAL STOCK OF THE COOPERATIVE</b>				Articles 37 to 49 and 226.4 of the Act
<b>5.0 QUALIFYING SHARES</b>	<b>SOCIAL SHARES</b>	<b>COMMON SHARES</b>	Replaced: <b>"SOCIAL SHARES"</b> with <b>"COMMON SHARES"</b>	
	To become a member of the	To become a member of the		

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	<p>cooperative, two (2) social shares must be purchased. The price of a social share is \$10 (total: \$20) The Board of Directors has the final authority to approve or reject applications for social shares in the co- operative.</p> <p><b>PREFERRED SHARES</b></p> <p>The co-operative may issue any number of preferred shares. To be eligible to purchase preferred shares, individuals, or corporations must be a member of the co- operative. The Board of Directors has the final authority to approve or reject applications for preferred shares in the co-operative</p>	<p>cooperative, two (2) common shares must be purchased. The price of a common share is \$10 (total: \$20).</p>	<p>Repealed: <b>“The Board of Directors has the final authority to approve or reject new member applications of the co-operative.”</b></p> <p>Repealed: Entire section on preferred shares.</p>	
<b>6.0 PAYMENT</b>	<p>Full payment must be received from individuals and corporations applying for membership in the co- operative prior to their admission as members/shareholders</p>	<p>Full payment must be received from individuals and organizations applying for membership in the co- operative prior to their admission as members/shareholders.</p>	<b>NO CHANGE</b>	
<b>7. TRANSFER OF SHARE</b>	<p>Social shares are non-transferable</p>	<p>Common shares are non-transferable.</p>	<p>Replaced: <b>“Social shares”</b> with <b>“Common shares”</b></p>	
<b>8. REIMBURSEMENT OF PREFERRED SHARES</b>	<p>Subject to the restrictions set out in Article 38 of the Act, the board of directors may reimburse a member for sums paid for preferred shares other than that member's qualifying shares</p> <p>Terms for repayment shall be set by the members from time to time at a general meeting of members.</p>		<p>Repealed: <b>Sections 8, 9 and 10</b> referencing <b>“preferred shares”</b></p>	<p>Repealed – no longer offering preferred shares</p>

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<b>9. PREFERRED SHARES</b>	The board is authorized to issue preferred shares		Repealed: <b>Sections 8, 9 and 10</b> referencing “preferred shares”	Repealed – no longer offering preferred shares
<b>10. PARTICIPATING PREFERRED SHARES</b>	The board is authorized to issue participating preferred shares to non-members of the co-operative subject to the general meeting adopting a specific by-law to this effect		Repealed: <b>Sections 8, 9 and 10</b> referencing “preferred shares”	Repealed – no longer offering preferred shares
<b>11. ANNUAL DUES</b>	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 non-reimbursable and can be waived by the Board of Directors	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 non-reimbursable and can be waived by the Board of Directors.	<b>NO CHANGE</b>	
<b>THE MEMBERS</b>				(Articles 51 to 60.2 and 226.1 of the Act)
<b>12. ADMISSABILITY OF MEMBERS</b>	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 social 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, with the exception of founding members; d) sign the membership contract of the co-operative; e) comply with the provisions under Section 51 of the Act.	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;	Under item b), replaced: <b>“social shares”</b> with <b>“common shares”</b> under item b.  Under item c), replaced: <b>“, with the exception of founding members”</b> with <b>“(see 51(5));”</b>  Under item d), added: <b>“or accept online (see Annex 1):”</b>  Added: <b>“f) auxiliary members are excluded from b, c, d and e above.”</b>  Repealed: Notwithstanding	SECTION 51 To be a member of a cooperative, a person or a partnership must (1) be capable of actually being a user of the cooperative’s services; (2) apply for membership, except in the case of a founder; (3) subscribe and pay for the required qualifying shares in accordance with the by-laws; (4) undertake to comply with the by-laws of the cooperative; (5) be admitted by the

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	<p>Notwithstanding the previous paragraph, if the co-operative is in default under any contract or agreement between it and the Municipality of La Pêche and/or any lender of the co-operative, the Municipality of La Pêche can become a support member or a user member of the co-operative by sending a written notice to that effect to the co-operative. Following the reception of the said notice by the co-operative, the Municipality of La Pêche automatically becomes a member.</p>	<p>f) auxiliary members are excluded from b, c, d and e above.</p>	<p>clause.</p>	<p>board of directors, except in the case of a founder.</p> <p>The section is repealed to formally recognize the Municipality of La Pêche as a support member (see also Section 19 – Structure below)</p>
<p><b>13. WITHDRAWAL</b></p>	<p>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.</p>	<p>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.</p>	<p><b>NO CHANGE</b></p>	
<p><b>14. SUSPENSION OR EXCLUSION</b></p>	<p>Through board resolution, the board of directors can suspend or expel a member under the following conditions:</p> <ul style="list-style-type: none"> <li>- an employee member who is no longer employed by the co-operative shall automatically have his/her membership revoked. Such person(s) may elect to reapply under a different category of membership; if a member neglects or refuses to pay fees, including annual memberships, as per the agreed terms; if a member breaks the rules of the co-operative;</li> <li>- if the member is stripped of his/her qualifying shares;</li> </ul>	<p>Through board resolution, the Board of Directors can suspend or expel a member under the following conditions:</p> <ul style="list-style-type: none"> <li>- 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)</li> <li>- if a member neglects or refuses to pay fees as per the member-approved terms and conditions;</li> <li>- if a member breaks the rules of the co-operative;</li> <li>- if the member fails to comply</li> </ul>	<p>Replaced: <b>“Such person(s) may elect to reapply under a different category of membership:”</b> with <b>“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)”</b></p> <p>Replaced: <b>“if a member neglects or refuses to pay fees, including annual memberships, as per agreed terms;”</b> with <b>“if a member neglects or refuses to pay fees as per the member-approved terms and conditions;”</b></p>	<p>Other text added is for increased clarity and removed as no longer applicable.</p>

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	<p>- if the member fails to comply with other rules and/or regulations established by the general membership.</p> <p>Before proceeding with the suspension or expulsion of a member, the board or directors must allow the member the chance to be heard as well as give him/her fair warning as to when his or her case is being reviewed by the board.</p> <p>The decision of the board of directors is final.</p>	<p>with rules and/or regulations established by the general membership.</p> <p>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.</p> <p>The decision of the Board of Directors is final.</p>	<p>Repealed: <b>“if the member is stripped of his/her qualifying shares;”</b></p> <p>Replaced: <b>“him/her”</b> with <b>“the member”</b> and <b>“his or her”</b> with <b>“the member’s”</b>.</p>	<p>It would be refunded anyway.</p> <p>Gender inclusivity.</p>
<b>THE GENERAL MEETING</b>				Articles 63 to 79 of the Act
<b>15. GENERAL MEETINGS OF MEMBERS</b>	<p>All general meetings are held at the location, on the date and at the time determined by the board of directors, subject to Sections 77, 78, and 85 of the Act.</p> <p>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.</p> <p>The board of directors shall decide where general meetings of members shall be held.</p>	<p>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.</p> <p>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.</p>	<p>Added: <b>“76”</b></p> <p>Repealed: <b>“The Board of Directors shall decide where general meetings of members shall be held.”</b></p>	<p>See also Sections 76, 77, 78, and 85 of the Act.</p> <p><b>Redundant</b></p>
<b>16. NOTICE</b>	<p>The co-operative must publish notice to all members at least fifteen (15) days before the date of the meeting.</p> <p>Decisions made at a general meeting of members cannot be rescinded on the grounds that some members did not receive or</p>	<p>The co-operative must give notice in writing to all members at least fifteen (15) consecutive days before the date of the meeting.</p> <p>The notice of the annual general meeting shall include the annual report for the previous year.</p>	<p>Replaced: <b>“publish”</b> with <b>“give notice in writing”</b></p> <p>Added: <b>“consecutive”</b> to <b>“(15) consecutive days”</b></p> <p>Added:</p>	<p>Article 65: Unless otherwise provided by by-law, notice of a meeting must be given in writing to the members at least five days before the date fixed for the meeting. The board</p>

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	<p>read notices of meetings.</p> <p>Notice of a special general meeting of members shall mention, apart from the location, the date and at 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 meeting may be discussed and decided upon at a special general meeting.</p>	<p>Decisions made at a <u>general meeting</u> of members cannot be rescinded on the grounds that some members did not receive or read notices of meetings.</p> <p>Notice of a <u>special general meeting</u> 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.</p> <p>Only agenda items specified on the notice of the meeting may be discussed and decided upon at a <u>special general meeting</u></p>	<p><b>“The notice of the annual general meeting shall include the annual report for the previous year.</b></p> <p><b>11/07/2023- Proposed Change –</b> (JC-President/Treasurer)</p> <p>Remove: <b>“The notice must also be given to the federation of which the cooperative is a member within the same time.”</b></p> <p>Remove: <b>“A representative of the federation may attend and speak at the meeting.”</b></p>	<p>acknowledges Article 65, however, at this time the Cooperative does not have Federation, therefore a notice is not required at this time.</p>
<b>17. QUOROM AND VOTE</b>	<p>The members present at any general meeting shall constitute a quorum.</p> <p>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.</p> <p>No member is entitled to more than one vote, irrespective of the number of shares held.</p>	<p>The members present at any general meeting shall constitute a quorum.</p> <p>To vote at any general meeting, the individual must have been a member for at least thirty (30) days prior to the meeting.</p> <p>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.</p> <p>No member is entitled to more than one vote, irrespective of the number of shares held.</p>	<p>Added: <b>“To vote at any general meeting, the individual must have been a member for at least thirty (30) days prior to the meeting.”</b></p>	<p>Intended to prevent "one interest" individuals from signing up on the spot to vote on one item on the agenda.</p>
<b>BOARD OF DIRECTORS</b>				Articles 80 to 106.1 and 226.1 of the Act
<b>18. ELIGIBILITY FOR BOARD DIRECTORS</b>	For a member to be eligible to be on the board, one must be a co-op member in good standing.	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-	Replaced: <b>“ELIGIBILITY OF MEMBERS”</b> with <b>“ELIGIBILITY FOR BOARD DIRECTORS”</b>	<b>Clarity</b>



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		<p>laws of the co-operative and adheres the terms and conditions of the membership agreement.)</p>	<p>Added: <b>“(i.e., aware of and understands the by-laws of the co-operative and adheres the terms and conditions of the membership agreement.)”</b></p>	
<p><b>19. STRUCTURE</b></p>	<p>The board is made up of a maximum of thirteen (13) directors.</p> <p>The members of the board are divided into two groups from the User member and Support member categories stated in article 1 - definitions</p> <p>Members of each category shall elect their representative(s) to sit on the board of directors. Each group can elect the following numbers of directors:</p> <p>Categories: User member: 7-12 Support member: 1</p> <p>Notwithstanding the previous paragraphs, if the Municipality becomes 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 is a support member:</p> <p>Categories: <b>5</b> of 11 User member: 6-11 Support member: 2</p>	<p>The board is made up of eleven (11) directors.</p> <p>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:</p> <p>Categories: User member: 9 Support member: 2</p> <p>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</p> <p>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.</p> <p>The appointed support members will not hold executive positions.</p>	<p>Replaced: <b>“a maximum of thirteen (13) directors”</b> with <b>“eleven (11) directors”</b></p> <p>Repealed: <b>“The members of the board are divided into two groups from the User member and Support member categories stated in article 1 – definitions</b></p> <p><b>Members of each category shall elect their representative(s) to sit on the board of directors. Each group can elect the following numbers of directors:</b></p> <p><b>Categories:</b> <b>User member: 7-12</b> <b>Support member: 1”</b></p> <p>Replaced: <b>“Notwithstanding the previous paragraphs, if the Municipality becomes a support member of the co-operative, the number of</b></p>	<p>To agree with the new fixed number.</p> <p>The municipality has become a support member of the</p>

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			<p><b>directors elected by each group will be as follows as long as the municipality of La Pêche is a support member:</b></p> <p><b>Categories:</b>  <b>User member: 6-11</b>  <b>Support Member: 2”</b></p> <p>With:</p> <p><b>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:</b></p> <p><b>Categories:</b>  <b>User member: 9</b>  <b>Support member: 2”</b></p> <p>Added:</p> <p><b>“Support members must provide a statement in writing that they are the approved representative for the designated organization(s):</b></p> <p><b>1 representative for the Municipality of La Pêche</b>  <b>1 support member representing Theatre Wakefield, WAY, Library, Wakefield Recreation Association</b></p>	<p>cooperative.</p> <p>To ensure effective representation of each of the founding members.</p>

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			<p>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.</p> <p>The appointed support members will not hold executive positions.”</p>	
<p><b>20. TERM OF OFFICE</b></p>	<p>The term of office of a director is two (2) years.</p>	<p>The term of office of an elected director is two (2) years.</p> <p>The term of office for a support member is one (1) year.</p> <p>The term of an appointed replacement member will be until the next election.</p>	<p>Replaced:</p> <p>“a director” with “an elected director”</p> <p>Added:</p> <p>“The term of office for a support member is one (1) year.</p> <p>The term of an appointed replacement member will be until the next election.”</p>	<p>To ensure that the appointed member has the support of the co-operative’s members.</p>
<p><b>21. DIRECTORS’ ROTATION</b></p>	<p>a) For the first two (2) years of the foundation of the co-operative, the term of office of the directors is as follows:</p> <ul style="list-style-type: none"> <li>- Four (4) positions will be up for election after the first year;</li> <li>- Four (4) positions after the second year;</li> </ul>	<p>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.</p> <p>Directors can be reelected no more than three times with the exception</p>	<p>Replaced entire text of section 21 with:</p> <p>“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</p>	<p>Text repealed is redundant with Section 20.</p> <p>Next text supports continuity although succession planning is absent.</p>

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	<p>b) A random draw will determine the positions that will be up for election after the first and second years.</p> <p>c) The term of office of the directors elected afterward will be two (2) years, with the exception of non-members whose mandate will only be for one year.</p>	<p>of support members.</p>	<p><b>more year.</b></p> <p><b>Directors can be reelected no more than three times with the exception of support members.”</b></p>	
<p><b>22 NOMINATION AND ELECTION OF DIRECTORS</b></p>	<p>Election of directors takes place at the annual general meeting of members.</p> <p>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.</p> <p>b) The President reads the names of the directors whose term has ended.</p> <p>c) Afterward, he/she informs the assembly of the following points:</p> <ol style="list-style-type: none"> <li>1. The directors whose term is ending are eligible for re-election;</li> <li>2. The members can nominate as many candidates as they wish;</li> <li>3. If a nominee is not present at the meeting, the nominator must present written confirmation of <b>the</b> nominee's acceptance of the nomination;</li> </ol>	<p>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 <u>special general meeting</u> will be until the next AGM.</p> <ol style="list-style-type: none"> <li>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.</li> <li>b) The election president reads the names of the directors whose term has ended.</li> <li>c) Afterward, the election president informs the assembly of the following points: <ol style="list-style-type: none"> <li>1. The directors whose terms have ended are eligible for re-election;</li> <li>2. The members can nominate as many candidates as they wish;</li> <li>3. If a nominee is not present at the meeting, the nominator</li> </ol> </li> </ol>	<p>Replaced: <b>“annual general meeting of members”</b></p> <p>With:</p> <p><b>“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 <u>special general meeting</u> will be until the next AGM.”</b></p> <p>Under item b), replaced <b>“president”</b> with <b>“election president”</b>.</p> <p>Under item c), replaced <b>“he/she”</b> with <b>“the president”</b></p> <p>Under point # 1, replace <b>“whose term is ending”</b> with <b>“whose terms have ended”</b>.</p> <p>Under point #4, replaced <b>“President”</b> with <b>“election president”</b>.</p>	<p><b>Changed to specify that that new board members elected at a special general meeting will be a director until the next AGM, so that all board positions will expire at an AGM.</b></p> <p><b>Added the word “election” in front of “president” to clarify that it is not the Board President.</b></p> <p><b>Gender inclusivity</b></p>

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
	<p>4. The President verifies the acceptance and eligibility of each nominee. Any refusal automatically eliminates the candidate;</p> <p>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 positions during the co-operative's fiscal year, in compliance with Section 85 of the Act;</p> <p>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 name of the candidate(s) of his or her choice;</p> <p>7. The deputy returning officer adds up the votes obtained by each candidate and relays the outcome to the election President;</p> <p>8. For each vacancy, the President declares elected the candidate who has received the most votes, without stating the actual number of</p>	<p>must present written confirmation of the nominee's acceptance of the nomination;</p> <p>4. The election president verifies the acceptance and eligibility of each nominee. Any refusal automatically eliminates the candidate;</p> <p>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;</p> <p>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;</p> <p>7. The deputy returning officer adds up the votes obtained by each candidate and relays the outcome to the election president;</p> <p>8. For each vacancy, the election president declares elected the candidate who has received the most votes, without stating the actual number of votes;</p> <p>9. In the case of a tie, the vote is repeated only among the</p>	<p>Under point #8, replaced <b>"President"</b> with <b>"election president"</b>.</p> <p>Under point #13, replaced <b>"President"</b> with <b>"election president"</b>.</p>	

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
	<p>votes;</p> <p>9. In the case of a tie, the vote is repeated only among the candidates with an equal number of votes;</p> <p>6 of 11</p> <p>10. If, after a second vote, the equality remains, the director is chosen by a random draw;</p> <p>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;</p> <p>12. All ballots are disposed of by the deputy returning officer immediately after the vote;</p> <p>13. All decisions made by the 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.</p>	<p>candidates with an equal number of votes;</p> <p>10. If, after a second vote, the equality remains, the director is chosen by a random draw;</p> <p>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;</p> <p>12. All ballots are disposed of by the deputy returning officer immediately after the vote;</p> <p>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.</p>		
<p><b>23. BOARD MEETING</b></p>	<p>1. The board of directors meets as often as the co-operative's interests require, but at least five (5 times) a year.</p> <p>2. The notice is given by writing at least fourteen (14) days before the</p>	<p>1. The board of directors meets as often as the co-operative's interests require, but at least five (5 times) a year.</p> <p>2. The notice and proposed agenda are given to the board members in writing at least seven (7) days before</p>	<p>Under #2., replaced:</p> <p><b>“The notice is given in writing at least (14) days before the meeting.</b></p>	<p>Previously fourteen days in advance. For Boards who meet monthly, this results in unnecessary administrative burden.</p>

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
	<p>date of the meeting.</p> <p>3. In the event of an emergency meeting, the time of notice is, exceptionally, reduced to twenty-four (24) hours.</p> <p>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 either one of the directors is not competent to be on the board.</p> <p>5. Voting by e-mail and fax are accepted.</p> <p>6. Board meetings are called by the president or, by the secretary as per the president's request, or by at least two (2) members. The meeting can be held at the coop's head office or not, it is left to the president or the board's discretion</p>	<p>the date of the meeting.</p> <p>3. In the event of an emergency meeting, the time of notice is, exceptionally, reduced to twenty-four (24) hours.</p> <p>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.</p> <p>5. Voting by electronic means is accepted.</p> <p>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. †</p> <p>Resolutions passed by the Board will be followed unless rescinded.</p>	<p>With:</p> <p><b>"The notice and proposed agenda are given to the board members in writing at least seven (7) days before the date of the meeting."</b></p> <p>Under #4., replaced <b>"either one"</b> with <b>"any"</b>.</p> <p>Under # 5., replaced <b>"e-mail and fax"</b> with <b>"electronic means"</b>.</p> <p>Under #6. Replace: <b>"members"</b> with <b>"directors"</b>.</p> <p>Repealed: <b>"The meeting can be held at the coop's head office or not, it is left to the president or the board's discretion."</b></p> <p>Added: <b>"Resolutions passed by the Board will be followed unless rescinded."</b></p>	<p>Clarity</p>
<p><b>24. BOARD VACANCY</b></p>	<p>In case of vacancy, the directors may appoint a person eligible to become a director for the unexpired portion of the term of office. Should the directors fail to do so before the annual general meeting following the vacancy, the meeting shall fill the vacancy.</p>	<p>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.</p> <p>However, if the directors remaining in office do not make a quorum, a director or two</p>	<p>Replaced: <b>"for the unexpired portion of the term of office"</b> with <b>"for a term until the next general meeting."</b></p> <p>Replaced:</p> <p><b>"Should the directors fail to do so before the annual general meeting following the vacancy, the meeting</b></p>	<p><b>To ensure that the appointed member has the support of the co-operative's members.</b></p>

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
		<p>members of the co-operative, must order the secretary to call a special general meeting to fill the vacancies within thirty (30) days.</p>	<p><b>shall fill the vacancy.”</b></p> <p>With:</p> <p><b>“Should the directors fail to do so, the vacancy will be filled as part of the agenda of the next general meeting.”</b></p> <p>Replaced:</p> <p><b>“may order the secretary to call a special board meeting to fill the vacancies.”</b></p> <p>With:</p> <p><b>“must order the secretary to call a special general meeting to fill the vacancies within thirty (30) days.</b></p>	<p>Clarity</p>
<p><b>25. DISMISSAL OF A DIRECTOR</b></p>	<p>An individual is no longer a member of the board of directors if:</p> <ul style="list-style-type: none"> <li>a) He/she resigns by giving the board of directors a thirty (30) day written notice;</li> <li>b) Dies, or declares personal bankruptcy;</li> <li>c) No longer meets the membership requirements of the co-operative;</li> <li>d) He/she has not come to three (3) meetings <b>in</b> one fiscal year.</li> </ul>	<p>An individual is no longer a member of the Board of Directors if:</p> <ul style="list-style-type: none"> <li>a) The director resigns by giving the Board of Directors a thirty (30) day written notice;</li> <li>b) Dies, or declares personal bankruptcy;</li> <li>c) No longer meets the membership requirements of the co-operative;</li> <li>d) The director is absent from three (3) meetings in one fiscal year without acceptable</li> </ul>	<p>In a), replaced <b>“he/she”</b> with <b>“the director”</b></p> <p><b>In d), replaced:</b></p> <ul style="list-style-type: none"> <li>a) He/she has not come to three (3) meetings in one fiscal year.</li> </ul> <p><b>With:</b></p> <ul style="list-style-type: none"> <li>a) The director is absent from three (3) meetings in one fiscal year without</li> </ul>	<p><b>Gender inclusivity</b></p>



Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
		justification.	acceptable justification.	
<b>26. REMUNERATION AND EXPENSES</b>	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.	Directors serve in a voluntary capacity and are not entitled to any pay for their services. However, they are entitled to reimbursement of justifiable expenses incurred in carrying out their duties, as approved by the Board.	<b>NO CHANGE</b>	
<b>27 QUORUM AND VOTE</b>	The quorum established for the board of directors' meeting is a simple majority. All matters are decided by the majority, the president however has the deciding vote if the board cannot reach a unanimous decision.	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.	Replaced " <b>president</b> " with " <b>meeting chair</b> ".  Replaced " <b>if the board cannot reach a unanimous decision</b> " with " <b>in the case of a tie.</b> "	Article 93 A majority of the number of directors determined by by-law in accordance with section 80 constitutes a quorum of the board of directors.  The decisions of the board of directors are taken by the majority of the votes of the directors present. In case of a tie, the chairman of the meeting has a casting vote.
<b>28. SIGNED RESOLUTION</b>	A written resolution signed by all directors is considered valid with equal legitimacy as those voted on at a board meeting. Signed resolutions and minutes of all board meetings shall be kept in the official minute book of the co-operative.	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.	Replaced: <b>"with equal legitimacy as those voted on at a board meeting. Signed resolutions and minutes of all board meetings shall be kept in the official minute book of the co-operative"</b> With: <b>"as if it had been passed at a meeting of the board. A duplicate of the resolution is kept with the minutes of the</b>	Agrees with Article 96 of the Act.

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
			proceedings of the board. ”	
<b>29. TELEPHONE OR INTERNET CONFERENCE</b>	A director 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.	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.	Replaced “ <b>TELEPHONE CONFERENCE</b> ” with “ <b>TELEPHONE OR INTERNET CONFERENCE</b> ”	
<b>POWERS AND DUTIES OF EXECUTIVE OFFICERS</b>				Articles 112.1 to 117 of the Act
<b>30. DESIGNATION</b>	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.	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.	<b>NO CHANGE</b>	
<b>31. APPOINTMENT OF OFFICERS</b>	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 elected for one year. There is no limit on the number of years an individual may serve as an officer.	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.	Replace “ <b>ELECTION</b> ” with “ <b>APPOINTMENT OF OFFICERS</b> ”  Replace “ <b>elected</b> ” with “ <b>appointed</b> ”	Officers are not elected therefore this title is more accurate.
<b>32. REMUNERATION</b>	The co-operative's officers are not remunerated for their services.	The co-operative's officers are not remunerated for their services.	<b>NO CHANGE</b>	
<b>33. RESIGNATION</b>	An officer may resign at any time by submitting his or her written resignation to the board of directors	An officer may resign at any time by submitting his or her written resignation to the Board of Directors.	<b>NO CHANGE</b>	
<b>34. POWERS AND DUTIES OF</b>	Officers have the power and duties ordinarily inherent to their	Officers have the power and duties ordinarily inherent to their	<b>NO CHANGE</b>	

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
<b>OFFICERS</b>	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.	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.		
<b>35. PRESIDENT</b>	a) presides over general meetings and board meetings; b) ensures compliance with the by-laws; 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.	a) presides over general meetings and board meetings; b) ensures compliance with the by-laws <b>and the Act</b> ; 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.	<b>Added: “and the Act”</b>	<b>Clarity</b>
<b>36. VICE PRESIDENT</b>	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.	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.	<b>NO CHANGE</b>	
<b>37. SECRETARY</b>	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) is automatically appointed secretary of the board and forwards to the various organisations what is required by law; e) performs all tasks related to his or her duties.	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	In d), removed: <b>“is automatically appointed secretary of the board and”</b>  In e), replaced <b>“performs all tasks related to his of her duties”</b> with <b>“ensures compliance with the by-laws and the Act;”</b>  Added: <b>“f) ensures signed resolutions and approved minutes of all board meetings shall be kept in the official minute book of the co-operative.”</b>	<b>Redundant</b>  <b>Clarity</b>

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
		official minute book of the co-operative.		
<b>38. TREASURER</b>	<p>a) has care and custody of the cooperative's funds, accounting books and ledgers, and records;</p> <p>b) keeps a 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;</p> <p>c) deposits the co-operative's funds in a financial institution determined by the board of directors;</p> <p>d) presents the audited financial statements of the co-operative at the annual general meetin</p> <p>e) performs all tasks related to his or her duties.</p> <p>The treasurer has care and custody of the portfolio, the accounting ledgers as well as bookkeeping responsibilities. Furthermore, he or she must allow examination of the accounts by the directors</p>	<p>a) Is accountable for the care and custody of the cooperative's funds, accounting books and ledgers, and records;</p> <p>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;</p> <p>c) deposits or delegates the deposit of the co-operative's funds in a financial institution determined by the Board of Directors;</p> <p>d) presents the audited financial statements of the co-operative at the annual general meeting;</p> <p>g) ensures compliance with the by-laws and the Act.</p> <p>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.</p>	<p>Replaced: <b>“has care and custody of”</b></p> <p>With: <b>“Is accountable for”</b></p> <p>In b), added: <b>“or delegates”</b></p> <p>In c), added: <b>“or delegates the deposit of”</b></p> <p>In g), replaced <b>“performs all tasks related to his or her duties.”</b> with <b>“ensures compliance with the by-laws and the Act.”</b></p> <p>Replaced <b>“as well as”</b> with <b>“and oversight of”</b></p> <p>Replaced <b>“he or she”</b> with <b>“the secretary”</b></p>	<p><b>Clarity</b></p> <p><b>Gender inclusivity</b></p>
<b>39. GENERAL MANAGER</b>	<p>The board of directors may appoint a general manager.</p> <p>Under the direct supervision of the board of directors, the general manager: a) administers, directs and controls the co-operative's business operations;</p> <p>b) establishes an annual operating budget 60 days prior to year end;</p>	<p>The Board of Directors shall appoint a general manager</p> <p>Under the direct supervision of the board of directors, the general manager:</p> <p>a) administers, directs and controls the co-operative's business operations;</p> <p>b) establishes an annual operating budget 60 days prior to the fiscal</p>	<p>Replace <b>“may”</b> with <b>“shall”</b></p> <p>In b), replace <b>“year end”</b> with <b>“the fiscal year end”</b>.</p> <p>Added In d) <b>“has direct responsibility, care and custody of the Cooperatives financial</b></p>	<p>Article 90.1 - appoint a general manager or a manager, unless otherwise provided for in the by-laws.</p> <p>In item b) – make clear that it is the fiscal year (April/March) not the calendar year (Jan-Dec)</p>

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
	<p>c) has direct responsibility for the capital and non-capital property of the cooperative;</p> <p>d) has care and custody of the portfolio, the accounting ledgers as well as bookkeeping responsibilities;</p> <p>e) manages personnel, hiring all employees, assigning work and salary and benefits, conducting 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;</p> <p>f) presents a monthly activity/status report to the board of directors;</p> <p>g) submits the accounts for which he or she is responsible to annual audit and inspections as set out in the Act;</p> <p>h) Within three (3) months of the end of the fiscal year, he or she must ensure that an annual report is prepared compliant with Article 132 of the Act, collaborate with the auditor and submit the annual report to the board of directors for approval;</p> <p>i) conforms to the instructions of the board and supply any and all information that the board may request.</p>	<p>year end;</p> <p>c) has direct responsibility for the capital and non-capital property of the cooperative;</p> <p>d) has direct responsibility, care and custody of the Cooperatives financial matters, the accounting ledgers as well as bookkeeping responsibilities.</p> <p>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;</p> <p>f) presents a monthly activity/status report to the Board of Directors;</p> <p>g) submits the accounts for which he or she is responsible to annual audit and inspections as set out in the Act;</p> <p>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;</p> <p>i) conforms to the instructions of the board and supplies information that the board may request.</p>	<p>matters, the accounting ledgers as well as bookkeeping responsibilities”;</p>	<p>In item d) GM has shared responsibility with Treasurer to ensure the Financials are reflective of budget and expenditures throughout the fiscal year.</p> <p>Item h) i) changed the wording in the text to read better</p>
<p><b>40. REMUNERATION</b></p>	<p>Members of the co-operative's committees are not remunerated for their services.</p>	<p>Members of the co-operative's committees are not remunerated for their services</p>	<p><b>NO CHANGE</b></p>	

Section	Current Bylaws adopted 2018	Updated Bylaw Text	Change	Rationale
		<b>FINANACIAL ARRANGEMENTS</b>		Articles 90, 128 to 134 of the Act
<b>41.0 HEAD OFFICE</b>	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.	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.	<b>NO CHANGE</b>	
<b>42. FISCAL YEAR</b>	The fiscal year starts April 1st of each year and ends March 31st. Each year, members attending the annual general meeting shall appoint auditors.	The fiscal year starts April 1 <sup>st</sup> of each year and ends March 31 <sup>st</sup> .  Each year, members attending the annual general meeting shall appoint financial auditors.	<b>NO CHANGE</b>	
<b>43. AMENDMENT TO THE BY-LAWS</b>	Amendments to the by-laws of the co-operative may be made at general meetings of members, providing members have been notified of the proposed changes at least fifteen (15) days prior to the meeting.	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.	Replaced: <b>“may be made”</b> with <b>“must be approved”</b> .  Added <b>“in writing”</b>	

## **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.

- Support the financial sustainability of the cooperative by making a financial contribution and 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 co-operative, 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: \_\_\_\_\_