



**Autonomous Committee for Housing Accessibility
Côte-de-Gaspé**

GENERAL REGULATIONS

Adopted by the general assembly on May 11, 2024

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Our values

What guides the actions of the Autonomous Committee for Housing Accessibility Côte-de-Gaspé are the shared and affirmed values of all members. Whether in our public activities, in our political statements, in our posture towards partners, or in our internal practices, these values serve as our cardinal points, guiding us towards which we always strive. To never lose sight of them, we must often remind ourselves of them, which is why we found it relevant to include them here, in this document which is so important, our general regulations. Obviously, our values greatly influenced our choices when it came time to compose these regulations, and we hope that will also be the case during future revisions.

The values that propel us to action

We strive for greater **social justice**.

For us, housing is not a commodity but a right, a matter of **human dignity**.

The ability to access housing should not depend on our physical, intellectual, or financial capabilities, our gender, our origin, our status, our family situation, etc.

It is through a **fair sharing** of resources in our communities that we can achieve real housing accessibility.

It is through **solidarity** among and with poorly housed individuals of all backgrounds that we seek to bring about changes in our society. Our solidarity also extends to other anti-oppressive, anti-colonial, and environmental struggles.

We seek **coherence** between each aspect of our work and our values.

The values that define us in the community

We value **engagement** in our community: It is this commitment that has brought us together as activists.

We have a **strong presence on the ground**, giving us local and **grassroots support**.

In the face of the problems we encounter and observe, we do not merely scratch the surface. We prioritize an analysis of social issues that takes into account the various intersections of power dynamics and forms of oppression in order to understand the **root causes and power dynamics** at play.

We are **autonomous** in relation to elected officials, political parties, lobbyists, the public network, and other external interests. It is the members who decide how we want to use our energy and resources.

The values that structure us

We organize ourselves **horizontally** (and not hierarchically) to avoid power dynamics among us.

We strive to have **democratic, cooperative, and mutual aid-based** practices.

We demonstrate transparency, both within our group and towards the community.

We aim to fight with a spirit of friendliness, kindness, and respect.

The **well-being** of those involved in our group, as well as those who come to us for support, remains at the heart of our concerns.

I

GENERAL PROVISIONS

Article 1: NAME

"Autonomous Committee for Housing Accessibility Côte-de-Gaspé"

In the regulations that follow, the term "organization" refers to: Autonomous Committee for Housing Accessibility Côte-de-Gaspé.

Article 2: TERRITORY AND REGISTERED OFFICE

The organization conducts its activities within the territory of the MRC Côte-de-Gaspé or at any other location designated by the board of directors, if necessary.

The registered office of the organization is located at the place provided for in the organization's articles of incorporation and at the address determined by the board of directors or at any other address designated in accordance with the Law.

Article 3: ORGANIZATION SEAL

The organization's seal, whose form is determined by the board of directors, may only be used with the consent of the president or the secretary. It is authenticated by the signature of the president or the secretary.

Article 4: PURPOSE

To defend and promote the interests and rights of poorly housed individuals, particularly within the MRC Côte-de-Gaspé. To raise awareness among the population about issues surrounding accessibility to adequate and quality housing.

II MEMBERS

Article 5: MEMBERSHIP CATEGORIES

The organization has two categories of members: individual members and collective members.

Article 6: INDIVIDUAL MEMBERS

Any individual interested in the purposes and activities of the organization may become a member by complying with the following conditions:

- Be 18 years of age or older.
- Have residency in the Gaspésie territory.
- Commit to actively participating in the organization's activities, such as general assemblies.
- Adhere to the values of the organization.
- Not be in conflict of interest with the organization's mission (see Article 28).
- Not represent an entity other than themselves.
- Members cannot be elected officials at the municipal, provincial, or federal levels, or any other parliamentary profession.
- Commit to respecting the organization's mission and respecting tenants' rights.
- Meet any other condition that the board of directors may decree by regulation and approved at a general meeting.
- Be accepted by the board of directors.

These individuals are automatically considered lifetime members, as long as the membership conditions are still respected. Members will be contacted periodically to reiterate their interest in remaining members.

Individual members have the right to participate in all organization activities, receive notices of convocation to members' meetings, attend these meetings, and vote therein.

Article 7: COLLECTIVE MEMBERS

Organizations, associations, and groups interested in the organization's mission can become collective members. Organizations must submit an application to the board of directors, who, by resolution, will recommend or not the admission of this collective member to the general assembly.

Collective members must comply with the following requirements:

- Commit to actively participating in the organization's activities, such as general assemblies.
- Adhere to the feminist values and inclusivity of the organization.
- Not be in conflict of interest with the organization's mission.
- Commit to respecting the organization's mission and respecting tenants' rights.
- Be accepted by the board of directors and the general assembly.
- Collective members cannot be affiliated with municipal councils or governments.
- Collective members cannot be affiliated with a landlord advocacy organization.

Article 8: MEMBERSHIP FEE AND ANNUAL DUES

The organization does not collect membership fees or annual dues in order to encourage the participation of all interested individuals and organizations.

Article 9: WITHDRAWAL

Any individual or collective member may withdraw at any time by notifying the organization of their withdrawal or resignation, preferably in writing. This withdrawal or resignation takes effect on the date of receipt of such notice or on the date specified in said notice.

Article 10: REMOVAL, SUSPENSION, EXPULSION

The board of directors may, by resolution, suspend or expel for a determined period or permanently remove any individual or collective member who no longer meets the criteria for membership (e.g., an individual becomes elected) or who refuses or fails to comply with the provisions of these regulations, acts against the interests of the organization, or whose conduct is deemed harmful to the organization. Conduct considered harmful includes:

- Violating laws relating to legal entities.
- Being in conflict of interest with the organization's values. Conflict of interest may relate to the mission, values, objectives, action plan, or a situation that would oppose a member or collective member to someone who has requested assistance from the organization.
- Any individual or collective member may file a complaint with the board of directors regarding such a conflict of interest.

The board of directors is authorized to adopt and follow a procedure in this matter, provided that the member or collective member concerned is informed of the exact nature of the act or

omission they are accused of, has the opportunity to be heard on the matter, and that the decision concerning them is made impartially.

This article does not apply in the case of procedures for the exclusion of a member of the board of directors. This case is addressed in article 27.

III

Members assembly

Article 11: ANNUAL ASSEMBLY

Annual general assembly

The members of the organization shall gather once a year to hold an annual general meeting.

Mandates of the annual general assembly

The members of the organization shall:

- Elect the members of the board of directors.
- Appoint the person for financial auditing.
- Receive the annual activity report, the annual financial report.
- Receive the budget forecasts and the action plan for the coming year.
- Approve amendments to the letters patent (if applicable).
- Decide on any consultation by the board of directors regarding actions to be taken in pursuit of the mission.
- Ratify proposed amendments to the general regulations.
- Approve the dissolution of the organization.

However, it is encouraged that members of the organization also participate in discussions for the development of the organization's annual orientations and action plan, its committees, as well as in the organization of activities.

Article 12: SPECIAL OR EXTRAORDINARY GENERAL ASSEMBLY

Special general assembly

The board of directors of the organization may convene a special general assembly of the members if:

- A. There are major changes occurring during the year that may affect the organization's orientations, or;
- B. If the members realize that the mandate given by the general assembly is not being respected by the board of directors or by the staff, or;
- C. For any other valid reason.

The board of directors must also convene a special general assembly following the receipt of a request signed by 10% of the members in good standing. If the special general assembly is not held within 21 days following the filing of the request with the organization, two (2) signatory members of the request may convene this special general assembly from the membership lists of the housing committee, which the latter must provide to them. Only the points mentioned in the notice of convocation can be discussed at the special general assembly.

Article 13: NOTICE OF AN ASSEMBLY

For any general assembly (special or annual), individual and collective members must be notified in writing at least 10 working days in advance and receive the agenda.

Article 14: AGENDA

The agenda of the annual general assembly must contain at least the following items:

- Registration of the names of each person present and verification of the quorum.
- Opening of the assembly.
- Appointment of a chairperson and a secretary of the meeting.
- Reading and adoption of the agenda.
- Reading and adoption of the minutes of the last annual general meeting.
- Presentation of the activity report.
- Presentation of the financial report.
- Approval of the budget.
- Ratification of regulations (new or modified) adopted by the board of directors since the last annual general assembly (if applicable).
- Presentation of orientations and priorities for the coming year.
- Appointment of the accounting firm for the coming year (if applicable).
- Election or re-election of members of the board of directors.
- Adjournment of the meeting.

Article 15: QUORUM

The quorum is set at 15% of the individual members. However, after two (2) consecutive general assembly canceled due to lack of quorum, the quorum for the next general assembly

consists of the individuals present. The annual orientations, budget forecasts, and annual action plan can be adopted at a general assembly only when the quorum is reached.

Article 16: ADJOURNMENT

If at least two individual members are present, a general assembly may be adjourned at any time by a majority vote for this purpose, and this meeting may be held as adjourned without the need to reconvene it. Upon the resumption of the adjourned assembly, any business that could have been transacted at the meeting during which the adjournment was voted on may be validly transacted.

Article 17: MEETING PROCEDURES

Before any general assembly, the person appointed to chair the assembly shall ensure the presentation and enforcement of meeting procedures – such as proposing, supporting, amending, etc. – that will be in effect during that meeting. The use of the Morin Code or a variant promoting democratic and transparent decision-making is strongly recommended. However, meeting facilitation should encourage the participation of as many people as possible while remaining flexible enough in the procedure to follow, unless particular circumstances require stricter intervention.

At any time, a decision by the facilitator can be overturned by a simple majority vote of the assembly.

Article 18: VOTING

- A. Only individual and collective members present have the right to vote at meetings;
- B. If multiple individuals represent a collective member, that collective member still only has one vote during a vote;
- C. Only individuals entitled to vote may present or second a motion;
- D. Voting is done by a show of hands, unless otherwise decided by the general assembly (simple majority). In the case of approval by the assembly for a secret ballot, the facilitator appoints one or two scrutineers who distribute and collect the ballots, compile the results, and report them back to the facilitator.

- E. Proxy voting is permitted under exceptional circumstances but is not encouraged. It should not become a replacement practice for in-person voting.
- F. Decisions are made by a simple majority (abstentions are not counted in the total votes but are recorded in the minutes). In the case of a strike vote or any other decision aiming to change the organization's basic orientation, decisions are made by an absolute majority (to adopt a motion, the absolute majority implies that there are more votes "for" than abstentions and votes "against").
- G. In the event of a tie vote, the facilitator may request a plenary to further the discussions or defer the decision.
- H. Non-member observers are welcome at regular and special general assembly, do not have the right to vote, propose motions, or second them. They may request the right to speak at the assembly.. The assembly has the ultimate authority regarding this request for speaking rights from an observer. The assembly may put this request for speaking rights to a vote, thus refusing or adopting it.

IV.

BOARD OF DIRECTORS

Article 19: ROLE OF THE BOARD OF DIRECTORS

The board of directors (Board) exercises, within the limits of the law, the charter, and the regulations, the powers delegated to it by the annual or extraordinary general assembly. Its powers include:

- Ensuring and implementing the orientations voted upon at the general assembly.
- Ensuring the proper functioning and sound management of the organization.
- Adopting the minutes of the board of directors' meetings.
- Admitting, suspending, or excluding members, if necessary.
- Ensuring the quality of associative and democratic life.
- Ensuring the implementation of decisions and wishes of the general assembly.
- Approving periodic financial statements as well as periodic and annual budget forecasts.
- Authorizing the hiring and dismissal of staff.
- Adopting a code of ethics, a policy on working conditions, or any other relevant document to structure and consolidate the practices of the organization.

Board members do not receive any salary for their mandate. The Board may, by resolution, decide to reimburse expenses incurred in the exercise of administrative functions.

Article 20: COMPOSITION

The board of directors is composed of 5 individual members in good standing.

It is important to recognize that a person sitting on the board holds a certain level of power. Therefore, if a member is themselves a landlord of one or more properties in the region and wishes to serve on the board, they must put the organization in contact with their tenants so that the organization can inform them of the measures taken by the organization in the event of a conflict of interest related to a request for assistance (see Conflict of Interest section). This is to ensure that tenants feel free to seek support from the organization if needed.

Article 21: ÉLECTION

The members of the Board of Directors are elected at the General Assembly or at a Special Assembly.

Election Procedure:

The assembly appoints or elects a chairperson and an election secretary, as well as one or more scrutineers.

In cases where there are not more candidates than vacant positions, members may vote for an empty seat or for a candidate.

Article 22: DURATION OF MANDATES

Board members serve terms of two years. However, if more than half of the seats need to be filled at the same time, one-year terms may be offered to prevent the recurrence of such a situation in subsequent years. A board member may serve a maximum of six consecutive years. If more than half of the board members finish their terms at the same time, it is possible to extend the term of one or several members by one year to facilitate knowledge transfer to new board members.

A board member takes office at the close of the assembly during which they were appointed or elected.

Article 23: BOARD OF DIRECTORS MEETINGS

23.1 Frequency: The board of directors meets as often as necessary to ensure the proper functioning and sound management of the organization, but at least three times per year.

23.2 Decision Making: The facilitation of these meetings is ensured by the members present, alternately. Free, informed, and explicit consensus is the preferred mode of decision-making in the decision-making bodies of the organization. Exceptionally, decisions may be made by majority vote. In this case, each person's vote carries equal weight, and proxy voting is not allowed.

Board members may meet alone or invite members of the work team. In this case, invited individuals have the right to speak during discussions but may not vote in the event of a vote.

A written resolution, signed by all board members, is valid and has the same effect as if it had been adopted at a duly convened and held board meeting. Such a resolution must be inserted into the organization's minutes register, following its date, in the same manner as a regular minute.

23.3 Remote Participation: If all board members agree, they may participate in a board meeting using means that allow everyone to communicate in real-time, including by phone, video conference, or chat. They are then deemed to have attended the meeting.

23.4 Transcript of meeting: All individual and collective members of the organization may request access to the board's transcript meeting.

23.5 Adjournment: Whether quorum is met or not, a board meeting may be adjourned at any time by decision of the board, and this meeting may be held as adjourned without the need to reconvene it.

Article 24 : QUORUM

The board of directors shall validly convene if duly called and if it comprises a simple majority of the board members, who have been summoned in writing or by any other effective means, with a desirable notice period of approximately 48 hours.

Article 25 : RESIGN

Any board member wishing to resign must send a letter to the board of directors specifying the reasons for their resignation or verbally resign during a board meeting, also explaining their reasons.

Article 26 : REMOVAL OR DISMISSAL

If a board member no longer meets the objective criteria qualifying them as a member of the organization, the board of directors must proceed, by resolution, to remove them from their duties.

The dismissal of a board member for other reasons, as well as their election, is at the discretion of the members; it can be done at any time during a special meeting of the members for the reasons cited below. The notice convening the meeting must mention that such a person is liable to dismissal and specify the main fault attributed to them. The individual concerned must be heard at this meeting, either in person or through a statement read by the chair of the meeting.

The reasons that may lead to the dismissal of a board member include:

- Refusing or failing to comply with the provisions of these regulations
- Acting against the interests of the organization

- Causing harm to the organization through their conduct or words
- Violating laws related to legal entities
- Failing to fulfill their administrative obligations
- Being in a major conflict of interest with the mission and values of the organization.

Article 27: POSITION LEFT VACANT

A vacancy on the Board of Directors occurs as a result of the cessation of functions of a board member due to:

- their death or a serious and incapacitating illness;
- their written resignation;
- their removal or dismissal.

If, following the election at the annual general assembly, there is an unfilled position or if a vacancy occurs, the remaining members of the Board may appoint by resolution a board member chosen from among the members. This replacement is valid until the next annual general assembly.

In the event of a vacancy, the Board members may validly continue to perform their functions as long as a quorum remains. If the number of vacancies no longer allows the quorum to be reached, a Board member, or failing that, a member may exceptionally convene a special assembly to proceed with elections.

Article 28 : CONFLICTS OF INTEREST

No board member may confuse the assets of the organization with their own, nor use for their own benefit or for the benefit of a third party any assets of the organization or information obtained by virtue of their functions.

Every member of the Board of Directors must avoid placing themselves in a conflict of interest between their personal interest and their obligations to the organization. They must report any conflict of interest concerning them. They must refrain from asking any questions regarding this situation, avoid influencing a decision related to it, and withdraw from the meeting for the duration of the deliberations and the vote on the subject.

Article 29 : CONFIDENTIALITY

Every member of the Board of Directors undertakes to maintain the confidentiality of any information they have become aware of in the exercise of their functions, even after they have left their administrative duties.

Article 30 : ROLES OF BOARD MEMBERS

At its first meeting following the annual general assembly, the board of directors must assign the following roles: presidency, vice-presidency, secretariat, and treasurer. This assignment is valid for one year and may be renewed.

Presidency: The person in this position is responsible for delegating coordination and representation tasks to members and board members. They also have to sign documents that engage the organization's responsibility. They will pay particular attention to ensuring that the conduct of meetings respects democratic procedures and the organization's values.

Vice-Presidency: The person in this position takes charge of the presidency's tasks when the latter is absent or unable to act. This person also acts as a guardian of the organization's mission and vision: they will therefore pay particular attention to ensuring that proposed actions do not stray from them.

Secretariat: The person in this position drafts or ensures that minutes of general meetings and board meetings are drafted. They also ensure the archiving of the organization's official documents.

Treasurer: The person in this position is responsible for the organization's funds and administers its finances. They ensure that the board members are provided with financial information enabling them to make informed decisions for the organization.

VI

Financial Statements

Article 31 : FINANCIAL YEAR

The financial year shall commence on September 1st and end on August 31st of the following year.

Article 32 : AUDIT

The financial statements may be audited annually by a person or firm appointed for this purpose at the annual general assembly. If necessary, the remuneration of such person(s) shall be fixed by the members, or by the board of directors if such power is delegated to them by the members. No director of the organization or any person associated with them may be appointed to conduct the audit. It should be noted that such an exercise remains optional for the organization.

The accounting books of the organization shall be kept up-to-date throughout the financial year and subjected to an audit as soon as possible at the end of each financial year. These books may be reviewed on-site by the organization's audit committee at the end of each quarter, by appointment with the administrative coordination.

Article 33 : BANKING TRANSACTIONS

All checks, promissory notes, drafts, letters of credit, bills of lading, endorsements, and other banking documents, contracts, deeds, and documents requiring the signature of the organization shall be signed by the president or vice-president jointly with the person holding the secretaryship or treasurer position, with two signatures being required. However, the board of directors may designate, by resolution, any other board member to perform this function.

Any signing director who no longer holds this function shall no longer have signing authority. Consequently, after each board of directors election, the list of signatories must be updated. Any check payable to the organization shall be deposited to the credit of the organization with the bank(s), credit unions, or trust companies designated by resolution at the organization's secretariat or treasurer's office.

VII

OTHER DISPOSITIONS

Article 34 : REGISTRY DECLARATIONS

Declarations to be filed with the Registrar of Companies in Quebec under the Act respecting the legal publicity of sole proprietorships, partnerships, and legal persons shall be signed by the president, any director of the organization, or any other person authorized for this purpose by resolution of the board of directors. Any director who has ceased to hold this position due to retirement, resignation, dismissal, or otherwise is authorized to sign on behalf of the organization and to file an amendment declaration stating that they have ceased their functions, as of 15 days after the date on which such cessation occurred, unless they receive proof that the organization has filed such a declaration.

Article 35 : AMENDMENTS TO GENERAL REGULATIONS

- A. Any proposal to amend this regulation, within the limits of the law, is the exclusive competence of the general assembly;
- B. The wording of the proposed amendments must accompany the notice of convocation to the meeting where these amendments will be presented;
- C. To be accepted, any amendment must receive the support of the present individual and collective members (simple majority), except for the "Constitution," Financial Provisions, and "Other Provisions" sections, where any amendment must receive the support of two-thirds (2/3) of the present individual and collective members to be accepted.

Article 36 : DISSOLUTION AND LIQUIDATION

Subject to the requirements of the law, any discussion or resolution leading to the merger or liquidation of the organization falls within the purview of the assembly. In the event of the dissolution of the organization or the distribution of its assets, they shall be transferred to one or more organizations engaged in similar activities or sharing common values.

The amount to which the organization is limited in acquiring and owning immovable property is one million dollars (\$1,000,000.00).

Article 37 : PROCEDURAL RULES

Subject to the articles of incorporation and the regulations of the organization, the board of directors may adopt any regulations to govern the procedure of any board meeting. In the

absence of procedural rules on a given point, a code of procedure should be determined by the board of directors and applied to any meeting of the organization's bodies.

Unless the context requires otherwise, inclusive language shall be used in all regulations of the organization.

Adopted this _____ day of _____, 20.

Ratified this _____ day of _____, 20.

Person presiding _____

Person serving as secretary _____