



GENERAL REGULATIONS

Amicale des services frontaliers (ASFQ)
Québec Region

General Regulations

Amicale des services frontaliers (ASFQ)
Quebec Region
April 12, 2021



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I – GENERAL PROVISIONS

SECTION 1 – CORPORATE NAME

In the following regulations, the word «organization» denotes: L'AMICALE des services frontaliers, Quebec region.

SECTION 2 – TERRITORY

The organization normally exercises its activities on the territory serviced by the Canada Border Services Agency for the Quebec Region or all other areas designated by the Board of Directors.

SECTION 3 – INTERPRETATION

In this document, the masculine form is used to denote men and women. It is used without discrimination and used solely for the purposes of brevity.

II – THE MEMBERSHIP

SECTION 4 – MEMBERSHIP CATEGORY

The organization has only one category of membership, which are members of l'Amicale. However, the Board of Directors may appoint, by resolution, honorary and/or founding members.



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SECTION 5 – MEMBERS OF L’AMICALE

- a) All persons having worked or who are presently working at CBSA in the Quebec Region or having worked within one of the three (3) legacy organizations (CCRA, CIC or CFIA) including their respective retirees, can become a member of l’Amicale des services frontaliers, Quebec Region. Furthermore, individuals who have worked or are currently working at the Rigaud training centre may join the Amicale.
- b) They must also be interested in the same goals and activities of the organization, by complying with the following conditions:
 - ❖ Accept to work for free towards the goals of the organization based on availability.
 - ❖ Satisfy any other conditions that may be determined by the Board of Directors by way of the regulations.
- c) It is asked that members provide an email address or Facebook coordinates and/or a telephone number so that communication with them is made quickly and easily.
- d) Members are free to participate in activities or events proposed. They are not obligated to participate to any minimal number of activities.
- e) During meetings, members may be accompanied by a guest of their choice, be it their spouse, friend, or all other persons having worked or was part of, in one way or another, of our organization.

SECTION 6 – HONORARY MEMBERS

- a) The Board of Directors, by resolution, can at all times appoint an honorary member to the organization, all persons having rendered services to the organization by his work or by his donations or who has expressed his support in order to achieve the goals of the organization.
- b) The honorary members can participate in activities of the organization. They do not however have the right to vote at meetings and they cannot be elected to the Board of Directors.



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SECTION 7 – FOUNDING MEMBERS

- a) The Board of Directors, by resolution, can at all times appoint one or more founding members of the organization as a counsellor for this organization. To be eligible for this position, these persons must have contributed greatly to build this organization by their work and devotion and have expressed their support in order to achieve the goals pursued by the organization.
- b) The founding members can participate in activities of the organization but they do not have the right to vote during meetings but they do have the right to counsel the Board of Directors in their decisions.

SECTION 8 – MEMBERSHIP FEE - ANNUAL FEE

- a) This association is non-profit and currently has no membership fees whatsoever for its members. The activities will be fully self-funded by the members who participate in the activities and bear the costs entirely.
- b) However, the Board of Directors could, if it deems appropriate, fix a membership fee and an amount of annual subscription to the members of the Amicale as well as the time, place and manner of payment. Membership fees, however, must be approved by a general assembly of members.

SECTION 9 – MEMBERSHIP CARD

The Board of Directors could, if it judges appropriate, issue membership card to its members.

SECTION 10 – CANCELLATION OF MEMBERSHIP

- a) Any member may withdraw its membership at any time by expressing his desire to resign to an official of the Board of Directors, and this preferably by email or by telephone. However the annual membership fee will not be reimbursed.
- b) This resignation comes into effect at the date of reception or the date instructed in the said resignation.



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SECTION 11 – REMOVAL, SUSPENSION, EXPULSION

- a) The Board of Directors can, by resolution, radiate, suspend or expulse any member for a determined period or radiate indefinitely any member who refuses or omits to conform to the present regulations and acts contrary to the interest of the organization or whose conduct is considered detrimental to the organization. A harmful conduct consists of:
- To criticize inadvertently and repeatedly the organization;
 - To make false and misleading accusations toward the organization;
 - To break the law relating to legal persons or fail to meet his obligation as an official.
- b) The Board of Directors is authorized to adopt and enforce any related procedure that is determined and that they can, at times, decide and that the said member be informed of the exact nature of the act or omission that he is being blamed for and be given the opportunity to be heard on the subject and that the decision be taken with impartiality. The decision of the Board of Directors will be final and without appeal.

III- THE BOARD OF DIRECTORS

SECTION 12 – NUMBER OF OFFICIALS

The activities of l'Amicale are presently managed by a Board of Directors composed of 10 to 12 retired persons and employees of the Canada Border Services Agency. Their number may change if new areas or sectors become affiliated to the Amicale.

SECTION 13 – BOARD OF DIRECTORS

The officials of the organization are comprised of: the president, the vice-president, the secretary, the treasurer, the registrar, the webmaster and all officials responsible for different sectors and geographic areas.

SECTION 14 – TERMS OF OFFICE

The duration of the mandate for the president, the vice-president and the treasurer is two (2) years. The duration for the secretary and the official responsible for an area is one (1) year. All these positions are subject to re-election by the members of l'Amicale at the annual meeting. All outgoing officials can be eligible for a position that is still vacant.



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SECTION 15 – ELIGIBILITY

The Board of Directors may, by resolution, appoint any new official to the Board of Directors on condition there is a vacant position. The members of the Board of Directors are not remunerated. Only expenses incurred for the organization can be reimbursed if they are voted in by the Board of Directors.

SECTION 16 – WITHDRAWAL OF AN OFFICIAL FROM THE BOARD OF DIRECTORS

Ceases to be part of the Board of Directors and its responsibilities and function when an official:

- a) Presents, preferably in writing, his resignation from the Board of Directors to the president or the secretary of l'Amicale during a meeting of the Board of Directors (to be processed during a regular meeting of the Board of Directors).
- b) Passes away, is sick, becomes bankrupt or banned.
- c) Ceases to hold the required qualifications.
- d) Is removed under section 18 of the present regulations.

SECTION 17 – VACANCIES

Any official whose position has been declared vacant can be replaced by resolution of the Board of Directors. When the vacancy occurs in the Board of Director, it is at the discretion of the officials remaining in office to fill the vacant position by appointing a person having the required qualifications. Meanwhile, they can continue to perform their duties as long as quorum is maintained.

SECTION 18 – DISMISSALS

The Board of Directors has the power to dismiss, to strike, to expel or suspend one of its officials if he/she does not respect one of the sections of the present regulations as it relates to the reasons mentioned in sections 11 and 20 of the general regulations or for any other special reason. In addition, any behaviour contrary to the Charter of l'Amicale or the Code of Ethics could lead to dismissal.



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SECTION 19 – COMPENSATION

The officials are not compensated for their services or their personal expenses. They are volunteers. The Board of Directors can adopt a resolution to reimburse the officials for expenses incurred during their functions, if funds were available following activities such as: membership fees, donations, fundraising activities and received from sponsors or other means.

SECTION 20 – CONFLICTS OF INTEREST

No official can confound the Amicale's property with theirs nor use it for their personal benefit or the benefit of a third party of the organization or use information that he obtains within his functions unless he is expressly or specifically authorized to do so by the Board of Directors of the Amicale.

SECTION 21 – RESPONSABILITIES OF THE OFFICIALS

The board of directors must administer all the current businesses of the organization.

- a) It creates an internal structure by designating a president, a vice-president, an area or sector representative, a secretary, a treasurer, a travel representative, a public relations representative, a registrar and other activities officials as the case may be;
- b) It accomplishes all the necessary actions in the realization of goals pursued by the organization in line with the law and general regulations, adopts or modifies new regulations, if necessary, and adopts resolutions which are deemed essential, to meet the goals of the organization;
- c) It determines the conditions of admissibility of the members;
- d) It ensures that the regulations are applied and the resolutions enforced;
- e) It coordinates social activities;
- f) It encourages the participation of members to the elaboration of activities and promotes them;
- g) Solicits its members as to what activities may interest them;
- h) Accepts or refuses the projects proposed by the members;
- i) Encourages economical advantages for its members;
- j) Encourages partnership with other clubs to benefit its members;
- k) At least once a year, during the general assembly of the members, all officials on the board of directors have the duty of being transparent and accountable for their management, financial planning and the activities accomplished.



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SECTION 22 – MEETING OF THE BOARD OF DIRECTORS

- a) **Date:** The members of the board of directors meet as often as necessary, but at least once (1) a year.
- b) **Notification and place:** The secretary sends or gives the meeting notices. The president or vice-president in consultation with the other officials determines the date of the meetings. If the president or vice-president neglects this duty, the majority of the officials may, upon written request to the secretary, decide to hold a meeting of the board of directors and choose the date, time and place as well as the agenda. Given exceptional circumstances, meetings can be held in a virtual mode using available technologies. The date may also be determined at the end of a board of directors' assembly; in that instance, the secretary is only obligated to notify the representative absentees to that meeting. The meetings are being held at any location designated by the president or vice-president or by the board of directors.
- c) **Notification to attend.** The Notification to attend a board of directors meeting may be written or verbal. This notice may also be given by fax, by telephone, or by email or Facebook to the last known address of the member. Unless specified the delay for a notification to a meeting is at least 2 full days before the meeting.

SECTION 23 – QUORUM

A minimum of five members of the board of directors is required to constitute quorum for every meeting of the board of directors.

SECTION 24 – AGENDA

The agenda of the board of directors meeting must contain at minimum the following subjects:

- the acceptance of the reports (activities and financial) and the minutes of the last board of directors meeting and of the last annual general assembly;
- the report of all officials;
- the report of the treasurer.



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SECTION 25 – ROLE OF THE BOARD OF DIRECTORS

A) President or vice-president:

- Jointly coordinates with the officials all the activities of the Amicale for its smooth running;
- Ensures the good human relations within the Amicale;
- Plans the meetings of the board of directors;
- Heads the meetings of the board of directors and any other assembly;
- If a vote is necessary and the outcome is equal he will then have a deciding right to vote;
- Responsible for the administrative tasks of the Amicale;
- Is the fonctionnal liaison between the Amicale and the head of the CBSA;
- Is a representative of the Amicale;
- Ensures the board of directors decisions are carried out properly;
- He generally signs, along with the secretary and/or the treasurer all documents requiring his signature and fulfills all duties which may, from time to time, be assigned to him by the board of directors.

B) Secretary:

- Informs the members of the board of directors and the members of the Amicale by email or others;
- Sends the invitations for the meetings of the board of directors;
- Assists the officials of the various sectors, if necessary;
- Writes meeting reports;
- Receives various communications and ensures their distribution, if necessary;
- Responsible for the official correspondence of the Amicale, in the name of the head of the board of directors;
- Prepares the minutes of the Board meetings;
- Fulfills all the functions which are attributed by the present regulations or by the board of directors;
- Is the guardian of the archives, books of minutes, seal of the organization and of all the other corporate registers;
- Signs the documents for the commitments of the organization with the president;
- Writes required reports by various laws and the correspondence of the organization;
- Fills in for the president/vice-president, when he's not available;
- Completes the provincial declaration each year, to the registrar of businesses.



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C) Webmaster:

- Administrator of the web site of the Amicale;
- Responsible for the web site of the organization, its conception and maintenance;
- Publishes documentations on the Web Site;
- Ensures of the approval by the board of directors, of the content to post;
- Responsible for the calendar of events and activities of the Amicale, for the web site.

D) Facebook administrators:

- Designated to administer the Facebook page of the Amicale;
- Responsible for receiving and analyzing access requests from members;
- Publishes various information on the Facebook page of the Amicale;
- Ensures of the approval by the board of directors of the content to post;
- Responsible to verify that the content publisher by any members corresponds to the values, code of ethic and charter of the Amicale;
- Authorized to erase/remove any comments, posting, picture or link contrary to the values, code of ethic and charter of the Amicale.

E) Area official:

- Coordinates the activities of their sector;
- Responsible for the planning of activities of his/her sector;
- Recruits new members;
- Works in cooperation with all the members of the board of directors;
- Communicates to the board of directors the details and results of the activity he/she will have organized.

F) Travel official:

- Plans trips organized by the Amicale;
- Responsible for the trips for the Amicale.



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G) Register official :

- Looks after the registration of members of each section and draws a list for the board of directors;
- Keeps a computerized and/or paper register of the members;
- Recruits new members.

H) Public Relations Official:

- Informs the members of the board of directors of all events;
- Promotes the association and recruits new members;
- Looks into the journal of the Association, if necessary;
- Designs, writes and distributes the journal to the members;
- Other mandates to be determined.

I) Treasurer:

- Has the responsibility and the custody of the funds of the organization and its accounting books;
- Supervises the financial administration of the Amicale;
- Signs, with the president or the secretary, the bank notes and other business documents and makes the deposits. Any bank notes payable to the organization must be deposited in the account of the organization. He must make available to the board of directors the books and accounts of the organization. The board of directors may designate any other member of its board to carry on this function;
- Replaces the president/vice-president and the secretary, when they are not available.

SECTION 26 – COMMITTEES AND PROFESSIONAL RESOURCES

- a) ***Committees or sub-committees:*** The committees or sub-committees are instruments of the organization which may be formed by the board of directors to realize certain mandates or studies deemed useful and necessary to the good standing of the current businesses of the Amicale. At the time of their creation, the board of directors determines their mandates and modes of operations. The committees or sub-committees are dissolved as soon as their mandates expire.

The board of directors is not obligated to follow up on the recommendations of the committees or sub-committees, but it must allow all members of the board of



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directors to become familiar with the report it has ordered. Any person occupying a function on behalf of the organization must be mandated by the board of directors to fulfill this mandate and must present a report to that effect.

The president/vice-president of the Amicale is automatically a member of all committees and sub-committees.

Activities of each committee are described in an appendix at the end of this document.

- b) **Professionals:** *If deemed necessary, the board of directors may, by way of resolution, call upon professionals (e.g.: notary, lawyer, or any other specialist) to help reach the goals of the organization.*

IV – FINANCIAL PROVISIONS

SECTION 27 – FINANCIAL PROVISIONS

a) FISCAL OR TAX YEAR

The fiscal year of the Amicale begins on April 1st and ends on March 31st of each year or any other date determined by resolution by the board of directors.

b) AUDITOR

The financial statements are verified each year by one or more auditors named for this purpose during the annual assembly of the members. No one from the board of directors or any other associated person may be appointed auditor. Note that such an exercise remains an option for the organization. The accounting books of the organization will be updated as soon as possible at the end of each fiscal year. These books may be examined on site, by appointment with the treasurer, by all the members and officials who will make a request to the organization.

c) BANKING INSTRUMENTS

All cheques, banknotes, drafts, bills of exchange, and other bank documents, bills of lading, endorsements and other business documents, contracts, acts and documents requiring the signature of the organization are signed by two people named to the following positions: the president, the treasurer, or the secretary. Any cheque payable to the organization will have to be deposited to the credit of the organization in the bank or banks, caisses Desjardins that the board of directors will designate by the adoption of a resolution.



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V – MEMBERSHIP MEETING

SECTION 28 – ANNUAL GENERAL MEETING

The annual general meeting is composed of all the members attending.

The resumption of any cancelled or postponed annual general assembly is re-scheduled as soon as possible following a new verbal or written invitation by email.

The annual general meeting must be held before June 30 of the current year.

SECTION 29 – SPECIAL MEETINGS

A special general meeting will be called at the request of at least 20 members. The secretary will be responsible for the notification and will have to indicate the purpose of that meeting. The regulations of a regular general meeting apply except for the agenda.

SECTION 30 – MEETING NOTIFICATION

A meeting notification is sent by email or any other usual mean of communication deemed appropriate, to all members at least 14 days before the meeting.

The notification must include:

- i. The place, date and time of the meeting
- ii. The agenda
- iii. The list and content of the amendments if any
- iv. The annual report of the board of directors

The unintentional omission of sending the notification to a member or the non representation of a member does not invalidate the results adopted and the deliberations of the meeting.

SECTION 31 – AGENDA

The agenda of the Annual General Meeting (AGM) must include at the minimum the following subjects:

- a) The reading of the meeting notice
- b) Report on the quorum
- c) Minutes of the AGA of the previous year



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- d) Report of the members of the board of directors
- e) Confirmation of the decisions taken by the board
- f) Amendments to the general regulations
- g) Elections
- h) Nomination of an auditor
- i) Unresolved business
- j) New business
- k) Assembly closing

The agenda may be modified by a majority vote of the members.

SECTION 32 – QUORUM

The quorum is fixed at a minimum of 20 members. The quorum is necessary at the opening of the assembly and is valid for the whole duration of the assembly. If there is no quorum the assembly is postponed.

SECTION 33 – PRESIDENT AND SECRETARY OF THE MEETING

As a general rule, the president or any other officer of the organization heads the annual meeting and any special meetings. However, it is possible for the attending members to decide amongst them who will preside the meeting.

The secretary of the organization or any other person appointed for that purpose by the board of directors or elected by the attending members may act as the secretary of the meeting.

SECTION 34 – ELECTION

The members of the board of directors are elected by secret ballot during the annual general meeting.

If one or more votes are necessary, the assembly must elect an election president and two scrutineers among those attending and not running for candidacy.

The candidate is elected if he/she obtains a single majority of the casting vote.



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VI – OTHER DISPOSITIONS

SECTION 35 – DECLARATION TO THE REGISTRAR

The declarations to be produced to the Quebec Registrar of Businesses according to the Law on the Legal Publicity of Individual Businesses, societies and legal entities are signed by the secretary or the president.

SECTION 36 – DISSOLUTION AND LIQUIDATION

The dissolution of the organization must be approved and adopted by the two thirds (2/3) of the voting members during a special meeting called for that purpose.

During that meeting, the members will have to determine the modalities of the dissolution and the liquidation of the goods of the organization with respect to the present article, of the 3rd law on the companies and the obligations to be fulfilled to the Registrar of Businesses, this after payment of debts, if any.

In the case of dissolution or liquidation, the goods and funds of the organization will be devolved, following a decision of the members taken during a special meeting, for the Quebec Region.

SECTION 37 – SOCIAL DISPOSITION

Far away from this Amicale the idea of replacing whatever services of the CBSA, nor of the Federal Superannuates National Association (FSNA), nor of the social clubs already in place in the different offices of the CBSA.

Being a member of the Amicale does not restrain anyone from being a member of another social club, association or organization within or outside the CBSA. Certain activities may also be accessible to non-members.

SECTION 38 – RESTRICTIVE CLAUSES

The Amicale is a non-profit organization and is not an organization with judicial, trade union or management views. Any action in that regard cannot receive the support of the board of directors.

All actions, organized activities, opinions, comments, advice and in all situations will be the sole responsibility of the Amicale and will in no way bind the Canada Border Services Agency.



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SECTION 39 – IMPORTANT MEMBERSHIP INFORMATION

The members are free to accept or participate to the events or activities organized by the Amicale for all its members.

Consequently, the *Amicale des services frontaliers* declines all civil responsibility (theft-losses-accidents, etc...) that the members might experience, during various events or activities organized for them.

SECTION 40 – WEB SITE

A web site has been developed and will be the principal medium to promote the Amicale. Furthermore this site will be the posting window for the vast majority of the information concerning the Amicale. The board of directors will be responsible for the posted information and will ensure to post a great variety of themes and subjects for the benefit of all the members. The web site is the exclusive ownership of the *Amicale des services frontaliers* of the Québec Region. The use of this site for whatever purposes and all reproduction total or in part of the site by any mean are formally prohibited without the written authorization of the board of directors of the Amicale. A committee is in place to review and validate the material to be posted. For more details see appendix 40.

SECTION 41 – FACEBOOK (FB)

The Amicale's Facebook page will be accessible to all confirmed members who will then have access to the private group. The use of FB will be reviewed periodically to ensure efficient and optimal use for the benefit of all members. The Board of Directors will be responsible for the information posted and will ensure that a wide variety of themes and topics are selected for the benefit of all members. Members will also be able to post news by respecting the criteria and rules of posting of the Amicale. An ethics committee ensures compliance with the rules. See appendix 41A for the committee's mandate and 41B for the posting criteria and rules.



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SECTION 42 – AREA OF ACTIVITY

The members are within the Quebec Region in the following areas or sectors:

Airports	EX-MCERA	Intelligence
Eastern Townships	Immigration - CIC	Québec
Rigaud Training Centre	Montréal	Youville
Investigations	Marine	

SECTION 43 – ACTIVITIES

Here is a non exhaustive list of the type of activities that this organization could offer to its members, which would allow for opportunities to fraternize and have fun:

Sap house	Bicycle day	Bowling evening
Group dinner	Fishing game	Festive dinner
Curling day	Walk	Shows
Golf day	Friendly encounters	Trips
Ski day	Regional visits	Other activities

SECTION 44 – REGULATIONS AND PROCEDURES

Subject to the constituent act and the regulations of the organization, the board of directors may adopt any regulation to govern the procedure of any assembly of the board of directors. In the absence of rules on a given point, the Morin code of procedure applies to any assembly of the governing bodies of the organization.

Carried this _____th day _____, 20____.

Ratified this _____th day _____, 20____.

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ROLES AND RESPONSABILITIES OF THE MANAGERS

President: Gabriel Turcotte
Vice-president: Gaëtan Labelle
Registrar official: Gabriel Turcotte
Public relations official: Chantal Tougas
Travel official: Gabriel Turcotte
Secretary: Raymond Archambault
Treasurer: Gaëtan Labelle
Webmaster: André Nadeau
Facebook administrators: Dominique Pelletier, André Nadeau
Airports area official: Jacques Turcotte
Ex-ARDAM official: Robert Vanden Abeele
Eastern Townships area official: Serge Gosselin
Rigaud Training Centre official: Dominique Pelletier
Investigations official: Gaëtan Labelle
Immigration official: Dominique Pelletier
Montérégie area official: Gabriel Duteau
Marine area official: Robert Vanden Abeele
Intelligence area official: Serge Lafrance
Quebec area official: André Nadeau
Youville area official: Yves Beaucage

Last update (RRA): April 12, 2021



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APPENDICES

APPENDIX NO: 40

WEBSITE CONTENT COMMITTEE

DATE OF CREATION: September 29, 2020

REFERENCE: Sections Articles 26 and 40 of the General Regulations of the Amicale

MEMBERS: Serge Gosselin, André Nadeau, Raymond Archambault

MANDATE:

- Evaluate the relevance of the subjects to be covered
- Evaluate the texts to display
- Validate the translation
- Other responsibilities defined by the Board of directors

APPENDIX NO: 41A

FACEBOOK ETHICS COMMITTEE

DATE OF CREATION: November 7, 2019

REFERENCE: Sections 26 and 41 of the General Regulations of the Amicale

MEMBERS: Dominique Pelletier, André Nadeau

MANDATE:

- Ensure that the information displayed on the Amicale's Facebook page complies with the rules and criteria
- Receive complaints or comments from members
- Recommend to the Board measures to be taken in situations deemed to be non-compliant
- Disseminate and promote good practices.



GENERAL REGULATIONS

Amicale des services frontaliers (ASFQ)

Québec Region

APPENDIX NO: 41A

FACEBOOK POSTING CRITERIA AND RULES

DATE OF CREATION: November 30, 2019

REFERENCE: Section 41 of the General Regulations of the Amicale

In order to offer quality content to our members on our Facebook page, the Board of Directors invites you to adopt a behavior in line with the mission of the Amicale.

Here is a series of criteria or rules to guide you:

- Access is open to all members of the Amicale who are part of the private group of Amicale. Before posting, remember that this page is not your personal page. Is your post of interest to members or should it end up on your personal page?
- Respect for people and opinions.
- Politeness and careful language.
- Agitators will be excluded from the group.
- No advertisements on this page (nor classified advertisements of type for sale or for rent, to give). There are other groups for that.
- If a posting is deemed to be non-compliant, after a warning if you repeat the same fault (for example: advertising, non-compliant posting, inappropriate comments) you will be excluded. Non-compliant comments that are deemed offensive, rude, shouting (write in CAPITAL LETTERS), inappropriate language, will be erased so don't be surprised. If your comment was deleted for any of these reasons and if you repeat with non compliant postings you will be excluded from the group.