



## **PLEASE NOTE**

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## CHAPTER L-17

### LOTTERIES COMMISSION ACT

#### PRINCE EDWARD ISLAND LOTTERIES COMMISSION BYLAWS

Made by the Prince Edward Island Lotteries Commission and approved by the Lieutenant Governor in Council under the *Lotteries Commission Act* R.S.P.E.I. 1988, Cap. L-17

#### GENERAL

1. The Commission has general supervision over the administration, management and control of its property and affairs. (EC794/76) Function of Commission

#### MEETINGS

2. (1) The Commission shall meet not less frequently than once every three months, at the call of the chairman. Frequency

(2) A meeting of the Commission shall be held not later than ten days after a written request for a meeting specifying the reason therefor has been given by one member of the Commission to the other two members. (EC794/76) Request for meeting

3. At all meetings of the Commission the chairman, or in his absence, the vice-chairman, shall preside. (EC794/76) Chair

4. (1) Two members constitute a quorum at a meeting of the Commission. Quorum

(2) At a meeting of the Commission the chairman of the meeting has a vote on all questions and, in the event of an equality of votes, he has a second or casting vote. Voting

(3) A vacancy in the membership of the Commission does not impair the authority of the members remaining to exercise the powers of the Commission. (EC794/76) Vacancy

5. The secretary-treasurer of the Commission or an officer or employee of the Commission designated by the member of the Commission presiding at a meeting shall keep minutes of meetings. (EC794/76) Minutes

### OFFICERS AND STAFF

- Appointment*      **6.** (1) A secretary-treasurer and such officers, agents and employees as in the opinion of the Commission are required for the conduct of its affairs shall be appointed or engaged by the Commission and shall perform such functions and duties as are prescribed by these bylaws or directed by the Commission.
- Idem*                      (2) The member of the Commission not appointed chairman or vice-chairman may be appointed secretary-treasurer by resolution of the Commission. (EC794/76)
- Engagement of public servants*      **7.** (1) In lieu of employing an officer, agent or employee, the Commission may arrange or agree with the Government of the Province or a Department of Government for the assignment of a public servant to perform specified functions or duties on behalf of the Commission on terms and conditions prescribed by the arrangement or agreement.
- Idem*                      (2) A person so assigned to the Commission shall, for all purposes of these bylaws, be deemed to have been appointed or engaged by the Commission. (EC794/76)
- Duties of secretary-treasurer*      **8.** The duties of the secretary-treasurer include
- (a) custody of the seal, correspondence and records of the Commission;
  - (b) attendance at Commission meetings and recording minutes of them;
  - (c) assistance to the chairman and members of the Commission in preparations for meetings;
  - (d) generally, the performing of functions and services customarily provided by the secretary of a corporation;
  - (e) maintenance of accounts and records of financial transactions of the Commission;
  - (f) examination and verification of items of expenditure not authorized by the Commission to be approved by other employees or agents;
  - (g) assisting in preparation of annual and other financial reports by the Commission to the Minister;
  - (h) cooperating with the Auditor General in the audit of the accounts of the Commission;
  - (i) exercising general supervision and control over the financial affairs of the Commission;
  - (j) performing such other functions normally associated with the office of treasurer of a corporation; and
  - (k) performing such other duties relating to his office as are directed by the Commission. (EC794/76)

**9.** Other officers, agents and employees shall perform such functions and duties as are from time to time prescribed or directed by the Commission. (EC794/76) Other officers

**10.** (1) No salary or remuneration shall be paid to any member of the Commission but members shall be eligible for travel expenses incurred while about the business of the Commission. Expenses of members

#### FUNDS OF COMMISSION

**11.** (1) All money received by the Commission shall upon receipt be deposited to the credit of the Commission in a chartered bank or other institution approved by the Provincial Treasurer. Receipts

(2) Money not immediately required to defray operating expenses of the Commission or to be paid into the Consolidated Fund of the province shall be invested in a manner approved by the Provincial Treasurer. (EC794/76; 107/84; 484/86; 639/93) Investments

**12.** (1) Every payment of an amount exceeding one hundred dollars from the funds of the Commission shall be made by cheque, or other instrument approved by the Provincial Treasurer, prepared under the direction and control of the secretary-treasurer. Disbursements

(2) Every such cheque shall be signed by not fewer than two persons who are authorized, in that behalf, by the Commission. (EC794/76; 107/84; 484/86; 639/93) Signatories

#### CONTRACTS

**13.** Contracts of the Commission shall be executed in its behalf by at least two members of the Commission who have been authorized to do so by resolution of the Commission. (EC794/76) Contracts

#### USE OF COMMISSION MARKS

**14.** (1) Where the Commission has created and used a mark, sign, advertisement or other device to further its purposes, the Commission may authorize the use of the mark, sign, advertisement or device by another person if satisfied that such use will not be prejudicial to the affairs of the Commission. Use of marks

(2) Unless authorized under subsection (1), no person shall use a mark, sign, advertisement or device referred to in that subsection. (EC794/76) Idem