

SOCIETIES ACT

  
CAROL PREST

BYLAWS  
OF THE  
BRITISH COLUMBIA SCHOOL SUPERINTENDENTS' ASSOCIATION

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**BYLAWS  
OF THE  
BRITISH COLUMBIA SCHOOL SUPERINTENDENTS' ASSOCIATION**

**1. INTERPRETATION**

**1.1 Definitions**

In these Bylaws and the Constitution of the Association, unless the context otherwise requires:

- (a) **“Act”** means the *Societies Act*, S.B.C. 2015, c. 18, the regulations prescribed thereunder, all as amended from time to time, and includes any successor legislation thereto;
- (b) **“Address of the Association”** means the registered office address of the Association on record from time to time with the Registrar;
- (c) **“Association”** means the British Columbia School Superintendents' Association, a society under the Act with incorporation number S-30690, and includes this society by any name it may adopt in the future;
- (d) **“Board”** means the Directors acting as authorized by the Act, the Constitution and these Bylaws in managing or supervising the management of the affairs of the Association and exercising the powers of the Association;
- (e) **“Board Resolution”** means:
  - (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by the Directors entitled to vote on such matter:
    - (A) in person at a duly constituted meeting of the Board,
    - (B) by Electronic Means in accordance with these Bylaws, or
    - (C) by combined total of the votes cast in person and by Electronic Means; or
  - (2) a resolution that has been circulated in writing to all Directors and consented to in writing by two-thirds (2/3) of the Directors who would have been entitled to vote on the resolution at a meeting of the Board, and a Board Resolution approved by any of these methods is effective as though passed at a meeting of the Board;
- (f) **“Bylaws”** means the bylaws of the Association as filed with the Registrar;
- (g) **“Chapter”** means a geographic division of the Association and its Members, having such rights and obligations as are set out in Part 15 of these Bylaws;
- (h) **“Chapter Director”** means a Person appointed as Director by the Active Members of a specific Chapter, in accordance with Bylaw 7.5;
- (i) **“Constitution”** means the constitution of the Association as filed with the Registrar;

- (j) **“Directors”** means those Persons who are, or who subsequently become, directors of the Association in accordance with these Bylaws and have not ceased to be directors;
- (k) **“Electronic Means”** means any system or combination of systems, including but not limited to mail, telephonic, electronic, radio, computer or web-based technology or communication facility, that:
  - (1) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
  - (2) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters;
- (l) **“Executive Director”** means the Senior Manager appointed pursuant to Bylaw 13.1 with the duties described in Bylaw 13.2;
- (m) **“General Meeting”** means a meeting of the Members, and includes an annual general meeting and any special or extraordinary general meetings of the Association;
- (n) **“Income Tax Act”** means the *Income Tax Act*, R.S.C. 1985 (5<sup>th</sup> Supp.), c.1 as amended from time to time;
- (o) **“Members”** means those Persons who are, or who subsequently become, members of the Association in accordance with these Bylaws and, in either case, have not ceased to be members;
- (p) **“Membership Year”** means the period of approximately one (1) year that relates to the term of Members, which period may be set by the Board from time to time, and until otherwise set shall be from July 1 of each year until June 30 of the following year;
- (q) **“Ordinary Resolution”** means:
  - (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote:
    - (A) in person at a duly constituted General Meeting, or
    - (B) by Electronic Means in accordance with these Bylaws, or
    - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
  - (2) a resolution that has been circulated in writing to the Members and consented to in writing by at least two-thirds (2/3) of the voting Members, and an Ordinary Resolution approved by any one or more of these methods is effective as though passed at a General Meeting;
- (r) **“Organization”** means an association, corporation, partnership or society;

- (s) **“Past-President”** means the Person, if any, who is currently serving past-president of the Association in accordance with Bylaw 7.7;
- (t) **“Person”** means a natural person;
- (u) **“President”** means the Person elected to the office of president of the Association in accordance with these Bylaws;
- (v) **“Registered Address”** of a Member or Director means the work address of that Person as recorded in the register of Members or the register of Directors, as the case may be;
- (w) **“Registrar”** means the Registrar of Companies of the Province of British Columbia;
- (x) **“Secretary”** means a Person elected to the office of secretary of the Association in accordance with these Bylaws;
- (y) **“Senior Manager”** means a Person appointed by the Board under Bylaw 13.1, if any, to exercise the Board’s delegated authority to manage the activities or internal affairs of the Association as a whole or in respect of a principal unit of the Association;
- (z) **“Special Resolution”** means:
  - (1) a resolution, of which the notice required by the Act and these Bylaws has been provided, passed by at least two-thirds (2/3) of the votes cast in respect of the resolution by those Members entitled to vote:
    - (A) in person at a duly constituted General Meeting,
    - (B) by Electronic Means in accordance with these Bylaws, or
    - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
  - (2) a resolution that has been circulated in writing to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a General Meeting,
 and a Special Resolution approved by any one or more of these methods is effective as though passed at a General Meeting;
- (aa) **“Treasurer”** means a Person elected to the office of treasurer of the Association in accordance with these Bylaws; and
- (bb) **“Vice-President”** means a Person elected to the office of vice-president of the Association in accordance with these Bylaws.

## 1.2 Societies Act Definitions

Except as otherwise provided, the definitions in the Act on the date these Bylaws become effective apply to these Bylaws and the Constitution.



### 1.3 **Plural and Singular Forms**

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

## 2. **MEMBERSHIP**

### 2.1 **Composition of Membership**

Membership in the Association is restricted to:

- (a) those Persons who transition as Members in accordance with Bylaw 2.5(a); and
- (b) those Persons who are subsequently admitted as Members in accordance with these Bylaws.

### 2.2 **Classes of Membership**

The Association will have one (1) classes of voting membership, called Active Members, and one (1) class of non-voting membership, called Associate Members.

### 2.3 **Eligibility for Active Membership**

A Person is eligible to be accepted as an Active Member if he or she is:

- (a) nineteen (19) years of age or older;
- (b) employed in public education in the Province of British Columbia in one of the following capacities, or an equivalent position as determined by the Board in its discretion:
  - (i) Superintendent of Schools,
  - (ii) Deputy Superintendent of Schools,
  - (iii) Assistant Superintendent of Schools,
  - (iv) Associate Superintendent of Schools,
  - (v) Director of Instruction,
  - (vi) District Principal or Vice-Principal; and
- (c) interested in supporting the purposes and the activities of the Association.

### 2.4 **Eligibility for Associate Membership**

A Person is eligible to be accepted as an Associate Member if he or she:

- (a) is nineteen (19) years of age or older;
- (b) was previously an Active Member of the Association;
- (c) is no longer eligible as an Active Member; and

- (d) continues to be interested in supporting the purposes and the activities of the Association.

## 2.5 Transition of Membership

On the date these Bylaws come into force:

- (a) each Person who is a member of the Association in good standing and who is eligible for membership under these Bylaws will continue as a Member in the appropriate class as determined by the Board until the conclusion of the current Membership Year, unless he or she otherwise ceases to be a Member in accordance with these Bylaws; and
- (b) each Person who is a member of the Association not in good standing or who is ineligible for membership under these Bylaws will be deemed to have resigned from membership effective that date.

## 2.6 Application for Membership

An eligible Person may apply to the Association to become a Member by:

- (a) submitting a completed application, in such form and manner as may be established by the Association, at the Address of the Association;
- (b) paying all applicable membership fees and dues; and
- (c) submitting such information or documentation as the membership coordinator may require to confirm eligibility for membership.

## 2.7 Membership Coordinator

The Board may delegate the review and acceptance of new applications and re-applications for membership to a Person or committee, which Person or committee will be referred to for the purposes of these Bylaws as the membership coordinator.

If no membership coordinator is designated by the Board, then the duties for that position set out in these Bylaws remain with the Board.

## 2.8 Reviewing and Acceptance of Application

The membership coordinator, if any, will review all applications for membership in the Association and may, if necessary to determine eligibility for membership, request the Person to provide further information or documentation in support of the application.

The membership coordinator may, by entering the Person's information into the register of members, accept that Person as a Member in the appropriate class as determined in accordance with these Bylaws.

The membership coordinator, will regularly report to the Board regarding applications for membership received and approved.

## 2.9 Referral of Application to Board

The membership coordinator, may at any time refer an application for membership to the Board for further consideration and, if so referred, the Board may, by Board Resolution, accept, postpone or refuse such application for membership.

The Board may refuse or postpone an application for membership for any reason which, in the Board's view, is necessary or prudent to protect the reputation and integrity of the Association.

## 2.10 Membership not Transferable

Membership is not transferable by a Member.

## 2.11 Re-designation of Membership

The membership coordinator, if any, may, on application by a Member, or on its own accord, re-designate a Person from one class of membership to another class to reflect any change in circumstances or eligibility.

## 2.12 Chapter Membership

Each Member shall be assigned to one (1) Chapter, determined as follows:

- (a) the Chapter within which the Member's Registered Address is located; or
- (b) in the event that a Member's Registered Address is not located within the geographical boundaries of any Chapter, the Chapter closest to the Member's Registered Address, as determined by the membership coordinator.

## 2.13 Term of Membership

Once accepted as a Member, a Person continues as a Member until close of business on the 90<sup>th</sup> day following the conclusion of the current Membership Year, unless he or she ceases prior to the conclusion of the current Membership Year to be a Member in accordance with these Bylaws.

## 2.14 Renewal and Re-application of Membership

A Member who continues to be eligible may renew his or her membership prior to its expiry in such manner as may be determined by the Board from time to time.

A Person whose membership has expired or otherwise ceased other than by expulsion and who remains eligible may re-apply for membership after its expiry in accordance with Bylaw 2.6.

A Person expelled from membership may, unless prohibited by the terms of the expulsion resolution, re-apply for membership in accordance with the terms of the expulsion resolution, provided that if the expulsion resolution does not restrict re-application, the Person may re-apply for membership after one (1) year from the date of expulsion.

## 2.15 Cessation of Membership

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of:
  - (1) the date of delivering his or her resignation in writing to the member coordinator or to the Address of the Association; and
  - (2) the effective date of the resignation stated thereon;
- (b) on close of business on the date which is 90 days following the final day of the current Membership Year, unless renewed in accordance with Bylaw 2.14;
- (c) upon his or her expulsion; or
- (d) upon his or her death.

## 3. MEMBERSHIP RIGHTS AND OBLIGATIONS

### 3.1 Rights of Membership

In addition to any rights conferred by the Act, a Member [in good standing] has the following rights and privileges of membership, by class:

#### Active Member

- (a) to receive notice of, and to attend, all General Meetings;
- (b) to make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- (c) to exercise a vote on matters for determination at General Meetings or otherwise by the Members;
- (d) may nominate qualified Persons to stand for election as Directors, in accordance with these Bylaws;
- (e) may be nominated, if qualified, to stand for election as a Director, in accordance with these Bylaws;
- (f) may serve on committees of the Association, as invited; and;
- (g) may participate in the programs and initiatives of the Association, in accordance with such criteria as may be determined by the Board from time to time.

#### Associate Member

- (h) to receive notice of, and to attend, all General Meetings;
- (i) to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- (j) may serve on committees of the Association, as invited; and;

- (k) may participate in the programs and initiatives of the Association, in accordance with such criteria as may be determined by the Board from time to time.

### 3.2 **Member not in Good Standing**

A Member who is not in good standing has the right to receive notice of, and to attend, all General Meetings, and may, in the Board's sole discretion, participate in programs or initiatives of the Association (subject to eligibility) but is suspended from all of the other rights and privileges described in Bylaw 3.1 for so long as he or she remains not in good standing.

### 3.3 **Dues**

The Board will, by Board Resolution, determine the dues or fees payable by Members from time to time and in the absence of such determination by the Board, dues are deemed to be nil.

The Board may determine that:

- (a) different dues or fees will apply to different classes of membership; and
- (b) dues may be pro-rated, reduced or waived in cases of hardship or other appropriate circumstances.

Once determined, dues and fees are deemed to continue each year until altered by Board Resolution.

Members are responsible for payment of dues and fees as set by the Board, when due and owing.

### 3.4 **Standing of Members**

All Members are deemed to be in good standing except a Member who has failed to pay such annual membership dues as are determined by the Board, if any, when due and owing and such Member is not in good standing so long as such amount remains unpaid.

### 3.5 **Compliance with Constitution, Bylaws and Policies**

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the regulations and the policies of the Association in effect from time to time;
- (b) abide by such codes of conduct and ethics adopted by the Association; and
- (c) further and not hinder the purposes, aims and objectives of the Association.

### 3.6 **Expulsion of Member**

Following an appropriate investigation or review of a Member's conduct or actions, the Board may, by Board Resolution, expel a Member for conduct which, in the reasonable opinion of the Board:

- (a) is improper or unbecoming for a Member;

- (b) is contrary to Bylaw 3.5; or
- (c) is likely to endanger the reputation or hinder the interests of the Association.

The Board must provide notice of a proposed expulsion to the Member in question, accompanied by a brief statement of the reasons for the disciplinary action.

A Member who is the subject of the proposed expulsion will be provided a reasonable opportunity to respond to the proposed discipline at or before the Board Resolution for expulsion is considered by the Board.

### **3.7 No Distribution of Income to Members**

No part of the income of the Association will be payable to, or otherwise available for the personal benefit of, any Member unless otherwise in accordance with the *Income Tax Act*.

The activities and purposes of the Association shall be carried on without purpose of gain for its members and any income, profits or other accretions to the Association shall be used in promoting the purposes of the association, provided that the Association may compensate a member for full and valuable consideration in the form of services given or property transferred by the member to the Association and may reimburse a member for reasonable expenses incurred by the member in the performance of his or her duties on behalf of the Association.

## **4. MEETINGS OF MEMBERS**

### **4.1 Time and Place of General Meetings**

The General Meetings of the Association will be held at such times and places, in accordance with the Act, as the Board decides.

### **4.2 Annual General Meetings**

An annual general meeting will be held at least once in every calendar year and in accordance with the Act.

### **4.3 Extraordinary General Meeting**

Every General Meeting other than an annual general meeting is an extraordinary general meeting.

### **4.4 Calling of Extraordinary General Meeting**

The Association will convene an extraordinary general meeting by providing notice in accordance with the Act and these Bylaws in any of the following circumstances:

- (a) at the call of the President;
- (b) when resolved by Board Resolution; or
- (c) when such a meeting is requisitioned by the Members in accordance with the Act.

#### 4.5 Notice of General Meeting

During any period when the Association has at least the number of Members required by the Act, the Association will provide notice of every General Meeting to each Member by:

- (a) e-mail, sent to each Member who has provided the Association with an e-mail address, not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting; and
- (b) posting notice of the General Meeting on the Association's website for Members, for at least twenty-one (21) days immediately prior to the date of the General Meeting.

If at any point the Association has less Members than the number required by the Act, the Association will, in accordance with Bylaw 19.1, send notice of every General Meeting to:

- (c) each Member shown on the register of Members on the date the notice is sent; and
- (d) the auditor of the Association, if any is appointed,

not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting.

No other Person is entitled to be given notice of a General Meeting, but the Association may send notice to other Persons, in the Board's discretion.

#### 4.6 Contents of Notice

Notice of a General Meeting will specify the place, the day and the time of the meeting and will include the text of every Special Resolution to be proposed or considered at that meeting.

If the Board has decided to hold a General Meeting with participation by Electronic Means, the notice of that meeting must inform Members how they may participate by Electronic Means.

#### 4.7 Omission of Notice

The accidental omission to give notice of a General Meeting to a Member, or the non-receipt of notice by a Member, does not invalidate proceedings at that meeting.

### 5. PROCEEDINGS AT GENERAL MEETINGS

#### 5.1 Business Required at Annual General Meeting

The following business is required to be conducted at each annual general meeting of the Association:

- (a) the adoption of an agenda;
- (b) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;

- (c) consideration of the financial statements and the report of the auditor thereon, if any;
- (d) the election or appointment of Directors, as necessary;
- (e) consideration of any Members' proposals submitted in accordance with the Act; and
- (f) such other business, if any, required by the Act or at law to be considered at an annual general meeting.

The annual general meeting may include other business as determined by the Board in its discretion.

## 5.2 Attendance at General Meetings

Each Member, Director and the Association's auditor, if any, is entitled to attend every General Meeting. In addition, the Board may also invite any other Person or Persons to attend a General Meeting as observers and guests. All observers and guests may only address the General Meeting assembly at the invitation of the Person presiding as chairperson, or by Ordinary Resolution.

## 5.3 Electronic Participation in General Meetings

The Board may decide, in its discretion, to hold any General Meeting in whole or in part by Electronic Means.

When a General Meeting is to be conducted using Electronic Means, the Board must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any.

Persons participating by Electronic Means are deemed to be present at the General Meeting.

## 5.4 Quorum

A quorum for the conduct of business at a General Meeting is a number of Active Members in good standing equal to the greater of:

- (a) ten percent (10%) of the total number of Active Members in good standing on the date of the meeting; or
- (b) three (3) Members in good standing on the date of the meeting.

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when a quorum is not present. If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.



### **5.5 Lack of Quorum**

If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated, but in any other case it will stand adjourned to the next day, at the same time and place, and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the Members present will constitute a quorum and the meeting may proceed.

### **5.6 Chairperson at General Meetings**

The President (or, in the absence or inability of the President, the Vice-President) will, subject to a Board Resolution appointing another Person, preside as chairperson at all General Meetings.

If at any General Meeting the President, Vice-President or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting, the Directors present may select one of their number to preside as chairperson at that meeting.

### **5.7 Alternate Chairperson**

If a Person presiding as chairperson of a General Meeting wishes to step down as chairperson for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chairperson.

### **5.8 Chairperson to Determine Procedure**

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a General Meeting, the Person presiding as chairperson will have the authority to interpret and apply such rules of order as the meeting has adopted, if any, and determine matters in accordance with those rules, as well as the Act and these Bylaws.

### **5.9 Adjournment**

A General Meeting may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

### **5.10 Notice of Adjournment**

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than fourteen (14) days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

### **5.11 Minutes of General Meetings**

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all General Meetings.

## **6. VOTING BY MEMBERS**

### **6.1 Ordinary Resolution Sufficient**

Unless the Act, these Bylaws or adopted rules of order provide otherwise, every issue for determination by a vote of the Members will be decided by an Ordinary Resolution.

### **6.2 Entitlement to Vote**

Each Active Member in good standing is entitled to one (1) vote on matters for determination by the Members. No other Person, including an Associate Member, is entitled to vote on a matter for determination by the Members, whether at a General Meeting or otherwise.

### **6.3 Voting Other than at General Meeting**

The Board may, in its sole discretion, conduct a vote of the Active Members other than at a General Meeting, whether by mail-in ballot or Electronic Means, provided in each case that the Association provides each Active Member in good standing with notice of:

- (a) the text of the resolutions to be voted on;
- (b) the open and closing dates for casting a vote; and
- (c) instructions on how an Active Member may cast a vote.

### **6.4 Voting Methods**

Voting by Active Members may occur by any one or more of the following methods, in the discretion of the Board:

- (a) by show of hands or voting cards;
- (b) by written ballot; or
- (c) by vote conducted by Electronic Means.

Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of Active Members equal to not less than ten percent (10%) of the votes present may request a secret ballot, and where so requested the vote in question will then be conducted by written ballot or other means whereby the tallied votes can be presented anonymously in such a way that it is impossible for the assembly to discern how a given Member voted.

### **6.5 Voting by Chair**

If the Person presiding as chairperson of a General Meeting is a Member, then he or she may, in his or her sole discretion, cast a vote on any motion or resolution under consideration at the same time as voting occurs by all Members. A Person presiding as chairperson who is not a Member has no vote.

The Person presiding as chairperson of a General Meeting does not have a second or a casting vote in the event of a tie and a motion or resolution that is tied is defeated.

## 6.6 Voting by Proxy

Voting by proxy is not permitted.

## 7. DIRECTORS

### 7.1 Management of Property and Affairs

The Board will have the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Association.

### 7.2 Qualifications of Directors

Pursuant to the Act, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than nineteen (19) years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act; or

In addition to the foregoing, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she is not an Active Member in good standing.

### 7.3 Composition of Board

The Board will be composed of a minimum of nine (9) and a maximum of fifteen (15) Directors, as follows:

- (a) the President and Vice-President, as elected by the Active Members generally in accordance with Part 8;
  - (b) the Past-President, if any, in accordance with Bylaw 7.7;
  - (c) at least six (6) Chapter Directors, comprised of one (1) Chapter Director appointed by and from each specific Chapter in accordance with Bylaw 7.5;
  - (d) at least one (1) and not more than two (2) Directors elected by the Active Members generally in accordance with Part 8;
  - (e) up to four (4) Directors appointed by the Board in accordance with Bylaw 7.6;
- and

### 7.4 Invalidation of Acts

No act or proceeding of the Board is invalid by reason only of there being fewer than the required number of Directors in office.

### **7.5 Appointment of Chapter Directors**

Subject to these Bylaws and in accordance with its own established processes, each Chapter may select an Active Member from within the Chapter who is qualified in accordance with Bylaw 7.2 to appoint as a Chapter Director. Selection will normally occur prior to the Association's annual general meeting in any year in which an appointment from that Chapter is required. Following the selection, the Chapter will provide notice of the selection to the Board and the appointment will be effective on the date the notice is received by the Board or such later date as may be specified in the notice.

### **7.6 Appointment of Directors by Board**

The Board may, from time to time by Board Resolution, appoint as a Director a Person who :

- (a) is qualified in accordance with Bylaw 7.2; and
- (b) has, in the Board's determination, expertise, skills or knowledge that is beneficial to the Board or to the Association,

provided that there cannot be more than four (4) Directors appointed pursuant to this Bylaw serving on the Board at any one time.

### **7.7 Past-President**

A Person who:

- (a) completed a full term as President immediately prior to the current Person serving as President; and
- (b) remains an Active Member in good standing,

may, if he or she consents, continue as Past-President, and the term of such Person as a Director is automatically extended for one (1) year following the expiry of his or her most recently completed term of office.

### **7.8 Term of Directors**

The term of office of Directors will normally be two (2) years. However, the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting.

### **7.9 Consecutive Terms and Term Limits**

A Person may serve, if he or she remains qualified, as a Director in any position or combination of positions (excepting Past-President) for up to eight (8) consecutive years, by any combination of terms.

A Person who has served as a Director for eight (8) consecutive years may not be re-elected or re-appointed for at least one (1) year following the expiry of his or her latest term, provided that the Past-President may serve an additional year, in accordance with Bylaw 7.7.

### **7.10 Transition of Directors' Terms**

Each Person who is a Director on the date these Bylaws come into force will continue as a Director for the remaining term to which he or she was elected, unless he or she otherwise ceases to be a Director in accordance with these Bylaws.

Any previous terms served by Directors prior to these Bylaws coming into force will be counted towards the term limits set out below.

### **7.11 Extension of Term to Maintain Minimum Number of Directors**

Every Director serving a term of office will retire from office at the close of the annual general meeting in the year in which his or her term expires, provided that if insufficient successors are elected and the result is that the number of Directors would fall below eight (8), the Person or Persons previously elected as Directors may, if they consent, continue to hold office, and the term of such Director or Directors is deemed to be extended, until such time as successor Directors are elected.

### **7.12 Appointment to fill Vacancy**

If a Director who was elected by the Active Members (other than a Chapter Director) ceases to hold office before the expiry of his or her term, the Board, by Board Resolution, may, in its discretion, appoint another Active Member qualified in accordance with Bylaw 7.2 to fill the resulting vacancy. The position occupied by a replacement Director appointed will become available for election at the next annual general meeting and each such appointed replacement Director will continue in office until the conclusion of the next annual general meeting unless he or she otherwise ceases to be a Director in accordance with these Bylaws. The appointed replacement Director may run for the vacant position.

If a Chapter Director ceases to hold office before the expiry of his or her term, the relevant Chapter may appoint another Active Member qualified in accordance with Bylaw 7.2 as a replacement Chapter Director to fill the resulting vacancy for the remainder of the unexpired term.

The period during which a Person serves as an appointed replacement Director (including a Chapter Director) does not count toward the term limits set out above.

### 7.13 Removal of Director

Any Director may be removed before the expiration of his or her term of office by either of the following methods:

- (a) by Special Resolution; or
- (b) by Board Resolution.

If by Special Resolution, the Members may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term of office.

If by Board Resolution, the Director proposed for removal has a conflict of interest and may not vote on the Board Resolution, but is entitled to not less than seven (7) days' advance notice in writing of the proposed Board Resolution and to address the Board prior to the vote on the resolution.

### 7.14 Ceasing to be a Director

A Person will immediately cease to be a Director:

- (a) upon the date which is the later of:
  - (1) the date of delivering his or her resignation in writing to the President or to the Address of the Association; and
  - (2) the effective date of the resignation stated therein;
- (b) upon the expiry of his or her term;
- (c) upon the date such Person is no longer qualified pursuant to Bylaw 7.2;
- (d) upon his or her removal; or
- (e) upon his or her death.

## 8. OFFICERS

### 8.1 Officers

The officers of the Association are the President, Vice-President, Secretary and Treasurer, together with such other officers, if any, as the Board, in its discretion, may create. All officers must be Directors.

The Board may, by Board Resolution, create and remove such other officers of the Association as it deems necessary and determine the duties and responsibilities of all officers.

### 8.2 Election and Term of President and Vice-President

The President and Vice-President will be elected by the membership in accordance with Part 9 of these Bylaws. A Person must have served at least one (1) full year as a Director in order to be eligible to be nominated, elected or appointed to serve as President.

The term of office for the President and for the Vice-President will each be one (1) year, commencing on the date the Director is elected in accordance with Part 9 and continuing until the conclusion of the next following annual general meeting, unless subsequently re-elected. A Person may be elected to consecutive terms as President or as Vice-President, provided that a Person cannot serve more than three (3) consecutive years as President, and not more than three (3) consecutive years as Vice-President, respectively.

### **8.3 Appointment and Term of Secretary and Treasurer**

At the first meeting of the Board following an annual general meeting, the Board will elect or appoint the Secretary and the Treasurer.

The term of office for the Secretary and for the Treasurer will each be one (1) year, commencing on the date the Director is elected or appointed as an officer and continuing until the conclusion of the first meeting of the Board held after the next following annual general meeting. A Director may be appointed as Secretary or Treasurer for consecutive terms, without limits.

### **8.4 Removal of Officers**

A Person may be removed as an officer by Board Resolution.

### **8.5 Replacement**

Should any other officer for any reason be unable to complete his or her term, the Board will remove such officer from his or her office and will appoint a replacement from among the current Directors without delay.

### **8.6 Duties of President**

The President will supervise the other officers in the execution of their duties and will preside at all meetings of the Association and of the Board.

### **8.7 Duties of Vice-President**

The Vice-President will assist the President in the performance of his or her duties and will, in the absence of the President, perform those duties. The Vice-President will also perform such additional duties as may be assigned by the Board.

### **8.8 Duties of Secretary**

The Secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Association and the Board;
- (b) the keeping of minutes of all meetings of the Association and the Board;
- (c) the custody of all records and documents of the Association, except those required to be kept by the Treasurer;
- (d) the maintenance of the register of Members; and

- (e) the conduct of the correspondence of the Association.

#### **8.9 Duties of Treasurer**

The Treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the Act and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members and others, when required.

#### **8.10 Absence of Secretary at Meeting**

If the Secretary is absent from any General Meeting or meeting of the Board, the Directors present will appoint another Person to act as secretary at that meeting.

#### **8.11 Combination of Offices of Secretary and Treasurer**

The offices of Secretary and Treasurer may be held by one Person who will be known as the Secretary-Treasurer.

### **9. NOMINATION AND ELECTION OF DIRECTORS**

#### **9.1 Nomination of Directors**

Nominations for election as President, Vice-President or as a Director generally must be made in accordance with these Bylaws, and such policies and procedures as are established by the Board from time to time.

All nominations for President, Vice-President and Director elected by the Active Members generally are subject to the following rules:

- (a) Nominations may be made by Active Members in good standing, or by such nominations committee as may be established. Associate Members are not entitled to make nominations;
- (b) a qualified Active Member in good standing may nominate him or herself;
- (c) a nominee must be an Active Member in good standing to be nominated and must remain an Active Member in good standing in order throughout the period to stand for election;
- (d) a nomination must be made in writing, in a form established by the Association, and signed by:
  - (i) the nominating Active Member,
  - (ii) the nominee, and
  - (iii) in the case of a self-nomination, by one (1) other Active Member in good standing;



- (e) an Active Member may not nominate more than one (1) eligible nominee for each of the positions of President and Vice-President, and may not nominate more nominees than the total number of Director positions available for election; and
- (f) nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by the Board. Nominations will not be permitted from the floor at a General Meeting.

## 9.2 Elections Generally

The President, the Vice-President, and up to two additional Directors will be elected by acclamation or by vote of the Active Members and such election will normally take place at, or prior to, the annual general meeting and Directors so elected will take office commencing at the close of such meeting. A Chapter Director will be elected or appointed in accordance with Bylaw 7.5.

All Directors must be elected or appointed in accordance with the applicable provisions of these Bylaws and such policies and procedures as are established by the Board from time to time.

## 9.3 Election by Acclamation

In elections where the number of eligible nominees for a given position at the close of the nomination period is equal to or less than the number of positions of that kind that will become vacant at the close of the next annual general meeting, then the eligible nominee(s) are deemed to be elected by acclamation and no vote will be required.

## 9.4 Election by Secret Ballot

In elections where there are more eligible nominees for a given position at the close of the nomination period than vacant positions coming available, election for that position will be by secret ballot and the following rules apply:

- (a) the secret ballot may be conducted by written ballot or Electronic Means, either at or prior to the annual general meeting, all at the discretion of the Board;
- (b) ballots will be sent or otherwise made accessible to all Active Members in good standing participating in the election, and only to those Persons;
- (c) each ballot will include the name of each eligible nominee and the number of vacancies to be filled;
- (d) no Member will vote for more Directors than the number of vacant positions. Any ballot will be deemed to be void if it records votes for more nominees than there are vacant positions;
- (e) ballots will be counted following the close of the election period by scrutineers appointed by the Board;
- (f) nominees will be deemed to be elected in order of those nominees receiving the most votes;

- (g) in the event of a tie between two (2) or more eligible nominees for the final vacant position, the scrutineers will place one (1) ballot marked for each tied nominee into a suitable container and the President will draw one (1) ballot from the container at random, and the selected nominee will be elected to the final vacant position; and
- (h) the results of an election by secret ballot will be announced to all Members following the counting of the ballots.

#### **9.5 Nomination and Election Policies**

The Board may establish, by Board Resolution from time to time, such additional policies and procedures related to the nomination and election of Directors as it determines necessary or prudent for the Association, provided that no such policy and procedure is valid to the extent that it is contrary to the Act or these Bylaws.

### **10. POWERS AND RESPONSIBILITIES OF THE BOARD**

#### **10.1 Powers of Directors**

The Board may exercise all such powers and do all such acts and things as the Association may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Association; and
- (b) these Bylaws and the Constitution.

Without limiting the generality of the foregoing, the Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Association. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Association in furtherance of the purposes of the Association.

#### **10.2 Duties of Directors**

Pursuant to the Act, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Association;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with the Act and the regulations thereunder; and
- (d) subject to Bylaws 10.2(a) to 10.2(c), act in accordance with these Bylaws.

Without limiting Bylaws 10.2(a) to 10.2(d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Association.

### **10.3 Policies and Procedures**

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Association as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

### **10.4 External Appointments**

The Board may nominate or appoint a Person or Persons to serve as liaisons, advisors, committee members or similar positions to another organization, and may delegate the nomination or appointment of such Persons to the Executive Director or another designate, all as the Board determines in its discretion.

### **10.5 Remuneration of Directors and Officers and Reimbursement of Expenses**

A Director shall not receive any remuneration for acting as a Director. However, a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Association, provided that all claims for reimbursement are in accordance with established policies.

### **10.6 Investment of Property and Standard of Care**

If the Board is required to invest funds on behalf of the Association, the Board may invest the property of the Association in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Association. The Board may establish further policies related to the investment of the Association's funds and property, provided that such policies are not contrary to the Act or these Bylaws.

### **10.7 Investment Advice**

The Directors may obtain advice with respect to the investment of the property of the Association and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

### **10.8 Delegation of Investment Authority to Agent**

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Association's property that a prudent investor might delegate in accordance with ordinary business practice.

## **11. PROCEEDINGS OF THE BOARD**

### **11.1 Board Meetings**

Meetings of the Board may be held at any time and place determined by the Board.

### 11.2 Regular Meetings

The Board may decide to hold regularly scheduled meetings to take place at dates and times set in advance by the Board. Once the schedule for regular meetings is determined and notice given to all Directors, no further notice of those meetings is required to be provided to a Director unless:

- (a) that Director was not in office at the time notice of regular meetings was provided; or
- (b) the date, time or place of a regular meeting has been altered.

### 11.3 Ad Hoc Meetings

The Board may hold an ad hoc meeting in any of the following circumstances:

- (a) at the call of the President; or
- (b) by request of any two (2) or more Directors.

### 11.4 Notice of Board Meetings

At least two (2) days' notice will be sent to each Director of a board meeting.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting was decided or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary.

For the purposes of the first meeting of the Board held immediately following the election of a Director or Directors conducted at a General Meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

If a meeting of the Board will permit participation by Electronic Means, the notice of that meeting must inform Directors and other participants (if any) that they may participate by Electronic Means.

### 11.5 Attendance at Board Meetings

Every Director is entitled to attend each meeting of the Board.

No other Person is entitled to attend meetings of the Board, but the Board by Board Resolution may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers or guests.

### 11.6 Participation by Electronic Means

The Board may determine, in its discretion, to hold any meeting or meetings of the Board in whole or in part by Electronic Means.

When a meeting of the Board is conducted by Electronic Means, the Association must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.

### 11.7 Quorum

Quorum for meetings of the Board will be a majority of the Directors currently in office.

### 11.8 Director Conflict of Interest

A Director who has a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Association, or a matter for consideration by the Directors:

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;
- (b) will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter;
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent himself or herself from the meeting or portion thereof:
  - (1) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and
  - (2) in any case, during the vote on the contract, transaction or matter; and
- (e) refrain from any action intended to influence the discussion or vote.

The Board may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the Act or these Bylaws.

### 11.9 Chairperson at Board Meetings

The President (or, in the absence or inability of the President, the Vice-President) will, subject to a Board Resolution appointing another Person, preside as chairperson at all meetings of the Board.

If at any meeting of the Board the President, Vice-President or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Directors present may choose one of their number to preside as chairperson at that meeting.

### 11.10 Alternate Chairperson

If the Person presiding as chairperson of a meeting of the Board wishes to step down as chairperson for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chairperson.

### **11.11 Chairperson to Determine Procedure**

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Board, the person presiding as chairperson will have the authority to interpret and apply such rules of order as the meeting has adopted, if any, and determine matters in accordance with those rules, as well as the Act and these Bylaws.

### **11.12 Minutes of Board Meetings**

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all meetings of the Board.

## **12. DECISION MAKING AT BOARD MEETINGS**

### **12.1 Passing Resolutions and Motions**

Any issue at a meeting of the Board which is not required by the Act, these Bylaws or such rules of order as may apply to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

### **12.2 Resolution in Writing**

A Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

### **12.3 Entitlement to Vote**

Subject to Bylaw 11.8, each Director is entitled to one (1) vote on all matters at a meeting of Board. No other Person is entitled to a vote at a meeting of the Board.

### **12.4 Procedure for Voting**

Except where expressly provided for in these Bylaws, voting on matters at a meeting of the Board may occur by any one or more of the following mechanisms, in the discretion of the President:

- (a) by show of hands;
- (b) by written ballot;
- (c) by roll-call vote or poll; or
- (d) by Electronic Means.

On the request of any one (1) or more Directors, a vote will be conducted by written ballot or other means whereby the tallied votes can be presented anonymously, in such a way that it is impossible for the assembly to discern how a given Director voted.

### **13. EXECUTIVE DIRECTOR**

#### **13.1 Appointment of Executive Director**

The Board is responsible:

- (a) to appoint the Executive Director, by Board Resolution from time to time as necessary
- (b) to supervise the Executive Director in the performance of his or her duties.

#### **13.2 Duties of Executive Director**

The Executive Director is the chief of staff for the Association and shall, under the supervision and direction of the Board, be responsible to manage the administration and operations of the Association. The Executive Director shall direct and manage the Association's staff and administrative offices and shall regularly report to and advise the Board on all matters relevant to the affairs of the Association.

The Executive Director will perform such duties as may be assigned by these Bylaws and such policies as the Board may establish.

#### **13.3 Removal of Senior Manager**

The Executive Director may be removed by Board Resolution.

### **14. INDEMNIFICATION**

#### **14.1 Indemnification of Directors and Eligible Parties**

To the extent permitted by the Act, each Director and eligible party (as defined by the Act) will be indemnified by the Association against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that Person by reason of his or her holding or having held authority within the Association:

- (a) is or may be joined as a party to such legal proceeding or investigative action; or
- (b) is or may be liable for or in respect of a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

#### **14.2 Purchase of Insurance**

The Association may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

## **15. CHAPTERS**

### **15.1 Current Chapters Continued**

The following six (6) Chapters are continued:

- (a) Fraser Valley Chapter
- (b) Kootenay-Boundary Chapter
- (c) Metro Chapter
- (d) Northern Chapter
- (e) Thompson-Okanagan Chapter; and
- (f) Vancouver Island Chapter.

### **15.2 Additional Chapters**

Additional Chapters may be established or re-organized out of the existing Chapters, as determined by Board Resolution from time to time, and any additional or re-organized Chapter has the same rights and obligations of all other Chapters.

### **15.3 Chapter Policies**

The Board may establish policies to administer Chapters, subject to these Bylaws.

### **15.4 Chapter Organization**

Subject to these Bylaws and the policies established by the Board, if any, the Members of a Chapter may determine the internal organization of that Chapter, subject to the following:

- (a) the Chapter's organization may not exceed the purposes set out in the Constitution, and must not be inconsistent with the Bylaws, and to the extent of any such inconsistency, such organization or policy is void;
- (b) the Chapter must establish a system of appointment which will enable the Active Members in that Chapter to select, as and when required under these Bylaws, a qualified Person from among their number to be appointed as a Director; and
- (c) the Chapter's organization must provide that any Active Member appointed as a Director by the Members of that Chapter in accordance with these Bylaws shall automatically become and remain part of the executive of that Chapter for so long as the Person serves as a Director.

## **16. COMMITTEES**

### **16.1 Creation and Delegation to Committees**

The Board may create such standing and special committees, working groups or task forces as may from time to time be required. Any such committee will limit its activities to the purpose or



purposes for which it is appointed and will have no powers except those specifically conferred by Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

## 16.2 Standing and Special Committees

Unless specifically designated as a standing committee, a committee is deemed to be a special committee and any special committee so created must be created for a specified time period.

A special committee will automatically be dissolved upon the earlier of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.

## 16.3 Terms of Reference

In the event the Board decides to create a committee, it must establish terms of reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the terms of reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

## 16.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

## 17. EXECUTION OF INSTRUMENTS

### 17.1 Seal

The Association may have a corporate seal but will not use the seal for the purpose of executing documents.

### 17.2 Execution of Instruments

Contracts, documents or instruments in writing requiring execution by the Association may be signed as follows:

- (a) by the President, together with one (1) other Director, or
- (b) in the event that the President is unavailable, by any two (2) Directors,

and all contracts, documents and instruments in writing so signed will be binding upon the Association without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Association to sign contracts, documents

and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

### **17.3 Signing Officers**

The Board will, from time to time by Board Resolution, appoint signing officers who are authorized to sign cheques and all banking documents on behalf of the Association.

## **18. FINANCIAL MATTERS AND REPORTING**

### **18.1 Accounting Records**

The Association will maintain such financial and accounting records and books of account as are required by the Act and applicable laws.

### **18.2 Borrowing Powers**

In order to carry out the purposes of the Association, the Board may, on behalf of and in the name of the Association, raise, borrow or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.

### **18.3 Restrictions on Borrowing Powers**

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

### **18.4 When Audit Required**

The Association is not required by the Act to be audited. However, the Association will conduct an audit of its annual financial statements if:

- (a) the Directors determine to conduct an audit by Board Resolution; or
- (b) the Members require the appointment of an auditor by Ordinary Resolution,

in which case the Association will appoint an auditor qualified in accordance with Part 9 of the Act and these Bylaws.

### **18.5 Appointment of Auditor at Annual General Meeting**

If the Association determines to conduct an audit, an auditor will be appointed at an annual general meeting to hold office until such auditor is reappointed at a subsequent annual general meeting or a successor is appointed in accordance with the procedures set out in the Act or until the Association no longer wishes to appoint an auditor.

### **18.6 Vacancy in Auditor**

Except as provided in Bylaw 18.7, the Board will fill any vacancy occurring in the office of auditor and an auditor so appointed will hold office until the next annual general meeting.

### **18.7 Removal of Auditor**

An auditor may be removed and replaced by Ordinary Resolution in accordance with the procedures set out in the Act.

### **18.8 Notice of Appointment**

An auditor will be promptly informed in writing of such appointment or removal.

### **18.9 Auditor's Report**

The auditor, if any, must prepare a report on the financial statements of the Association in accordance with the requirements of the Act and applicable law.

### **18.10 Participation in General Meetings**

The auditor, if any, is entitled in respect of a General Meeting to:

- (a) receive every notice relating to a meeting to which a Member is entitled;
- (b) attend the meeting; and
- (c) be heard at the meeting on any part of the business of the meeting that deals with the auditor's duties or function.

An auditor who is present at a General Meeting at which the financial statements are considered must answer questions concerning those financial statements, the auditor's report, if any, and any other matter relating to the auditor's duties or function.

## **19. NOTICE GENERALLY**

### **19.1 Method of Giving Notice**

Except as otherwise provided in these Bylaws, a notice may be given to a Member or a Director either personally, by delivery, courier or by mail posted to such Person's Registered Address, or, where a Member or Director has provided a fax number or e-mail address, by fax or e-mail, respectively.

### **19.2 When Notice Deemed to have been Received**

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

Any notice delivered personally, by delivery or courier, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

### 19.3 Days to be Counted in Notice

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

## 20. MISCELLANEOUS

### 20.1 Dissolution

In the event of winding-up or dissolution of the Association, all funds and property remaining after:

- (a) the payment or satisfaction of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of the liquidator,
- (b) the payment to employees of the Association of any arrears of salaries or wages, and
- (c) the payment or satisfaction of all debts and liabilities of the Association,

will be distributed to such one or more "qualified donees" (as that term is defined by the *Income Tax Act*), and in such portions, as is determined by Ordinary Resolution, provided that if determination by Ordinary Resolution is not feasible, such distribution may be determined by Board Resolution.

Any funds or property remaining received for specific purposes will, wherever possible, be distributed to "qualified donees" carrying on work of a similar nature to such specific purposes.

### 20.2 Inspection of Documents and Records

The documents and records of the Association, including the financial and accounting records and the minutes of General Meetings, committee meetings and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.

A Member is entitled, upon providing not less than fourteen (14) days' notice in writing to the Association, to inspect any of the following documents and records of the Association at the Address of the Association during the Association's normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Association;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Members in writing, if any;
- (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
- (f) the register of Directors;
- (g) the register of Members;

- (h) the Association's certificate of incorporation, and any other certificates, confirmations or records furnished to the Association by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Association;
- (j) the written consents of Directors to act as such and the written resignations of Directors; and
- (k) the disclosure of a Director or of a senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Association. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Address of the Association, to inspect any other document or record of the Association and the Board may allow the Member to inspect the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed in the Act.

### **20.3 Right to become Member of other Society**

The Association will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Association's purposes.

## **21. BYLAWS**

### **21.1 Entitlement of Members to copy of Constitution and Bylaws**

On being admitted to membership, each Member is entitled to, and upon request the Association will provide him or her with, access to a copy of the Constitution and these Bylaws.

### **21.2 Special Resolution required to Alter Bylaws**

These Bylaws will not be altered except by Special Resolution.

### **21.3 Effective Date of Alteration**

Any alteration to the Bylaws or Constitution will take effect on the date the alteration application is filed with the Registrar in accordance with the Act.

**THESE BYLAWS AMENDED BY SPECIAL RESOLUTION DATED: November 21, 2019.**