

## **CONSTITUTION OF THE REVELSTOKE FARM & CRAFT MARKET SOCIETY**

1. The name of the society is the **Revelstoke Farm & Craft Market Society**.
2. The purpose of the society is:

To promote and support the work of local and regional farmers and craftspeople by creating an affordable and popular community marketplace where eligible vendors can vend products that they have made, baked, or grown themselves.

## **BYLAWS OF THE REVELSTOKE FARM & CRAFT MARKET SOCIETY**

### **(i) INTERPRETATION**

#### **Definitions**

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

“**Act**” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;

“**Address of the Society**” means the registered office address of the Society on record from time to time with the Registrar;

“**Area**” means the geographic region in which the Society operates, as determined by Board Resolution from time to time;

“**Association**” means the BC Association of Farmers’ Markets, or the legal successor to that society;

“**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 Society and exercising the powers of the Society;

“**Board Resolution**” means:

- (a) 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:

in person at a duly constituted meeting of the Board,

by Electronic Means in accordance with these Bylaws, or

by combined total of the votes cast in person and by Electronic Means; or

- (b) a resolution that has been submitted 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;

“**Bylaws**” means the bylaws of the Society as filed with the Registrar;

“**Constitution**” means the constitution of the Society as filed with the Registrar;

“**Designated Representative**” means a Person appointed by an Organization Member (or an applicant for membership) in accordance with Bylaw Designated Representative;

“**Directors**” means those Persons who are, or who subsequently become, directors of the Society in accordance with these Bylaws and have not ceased to be directors;

“**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:

- (c) 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
- (d) 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;

“**Farmers’ Market**” means a market located in the Area comprised exclusively (100%) of Vendors who grow, make, bake, raise or wild harvest the products they sell, all of which products must be grown or processed in British Columbia, and which prioritize primary producers/farmers and food, all in accordance with applicable policies in effect from time to time;

“**General Meeting**” means a meeting of the Members, and includes an annual general meeting and any special or extraordinary general meetings of the Society;

“**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;

“**Members**” means those Persons that are, or that subsequently become, members of the Society in accordance with these Bylaws and, in either case, have not ceased to be members;

“**Membership Year**” means the period of approximately one (1) year relating to the term of membership in the Society, which period shall be from the conclusion of the Boards’ Membership selection meeting, which must be held in March of each year, and which must be held prior to the current year’s Annual General Meeting and; Membership will end at the conclusion of the Boards’ Membership selection meeting for the following membership year, which must be held in March of the following year and must be held prior to the Annual General meeting of the following Membership year.

“**Membership Fee**” means any fee payable by Members, including annual dues or fees, determined by the Board in accordance with Bylaw Dues;

“**Ordinary Resolution**” means a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote in person at a duly constituted General Meeting.

“**Person**” means a natural person and includes a person doing business as a sole proprietor;

“**President**” means the Person elected to the office of president of the Society in accordance with these Bylaws;

“**Registered Address**” of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;

“**Registrar**” means the Registrar of Companies of the Province of British Columbia;

“**Secretary**” means a Person elected to the office of secretary of the Society in accordance with these Bylaws;

“**Society**” means the “The Revelstoke Farm & Craft Market Society”;

“**Special Resolution**” means 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 in person at a duly constituted General Meeting,

“**Treasurer**” means a Person elected to the office of treasurer of the Society in accordance with these Bylaws;

“**Vendor**” means a Person or Organization located in British Columbia that grows, makes, bakes, raises or wild harvests the products it sells at a Farmers’ Market operated by the Society, all of which products must be grown or processed in British Columbia;

“**Vice-President**” means a Person elected to the office of vice-president of the Society in accordance with these Bylaws.

#### ***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.

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

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

### **(ii) RELATIONSHIP WITH BC ASSOCIATION OF FARMERS' MARKETS**

#### **Membership in Association**

As of the date that these Bylaws came into force, the Society is a member of the BC Association of Farmers’ Markets. The provisions of this part apply to the Society during any period it is a member of the Association.

#### **Society Duties**

The Society will, at all times:

- (a) comply with the constitution and bylaws of the Association;
- (b) abide by, and not contravene, all policies and procedures established by the Association; and
- (c) support, and not hinder, the purposes, aims and programs of the Association
- (d) comply with all reasonable requests from the Association with regard to its operations and governance.

### **Designated Representative**

The Society must, in accordance with the Association's bylaws or policies adopted from time to time, appoint a Person to be the Society's representative with the Association. The Society must provide the name and contact information to the Association in writing.

The designated representative will be the primary contact for the Society with the Association and is the only Person who may exercise the Society's rights of membership in the Association for and on behalf of the Society.

The Society may revoke or alter its designated representative from time to time by notice in writing provided to the Association.

### **Withdrawal from Membership**

The Society may withdraw from membership in the Association by providing a signed, certified copy of a **Membership Resolution** to the Association, and will cease to have any benefits from the Association from the date of withdrawal.

## **(iii) MEMBERSHIP**

### **Membership Classes:**

There are two classes of membership in the Society, consisting of one voting class, called "Voting Members", and one of non-voting class, called Non-Voting Members".

Membership in the Society will be restricted to:

1. those Persons that transition as Members under paragraph 4; each Person that is a member of the Society 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 term of membership, unless sooner ceasing; and
2. those eligible Persons that subsequently apply for and are admitted as Members in accordance with these Bylaws.

### **Transition of Membership**

On the date these Bylaws come into force:

3. each Person that is a member of the Society 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 term of membership, unless sooner ceasing; and
4. each Person that is a member of the Society who is not eligible for either class of membership under these Bylaws will be deemed to have resigned from membership effective that date.

### **Eligibility for Membership**

To be eligible for transition or admission as a Member, one must:

To be eligible for transition or admission as a Member in a particular class, a Person must meet the requirements set out below for that class:

**Voting Member**

- a) be a Vendor;
- b) be 18 years of age or older;
- c) reside in the Area as designated by the Board; and
- d) be interested in advancing the purposes and supporting the activities of the Society.

**Non-Voting Member**

- a) not be eligible for admission as a Voting Member;
- b) be 18 years of age or older;
- c) reside in the Area as designated by the Board; and
- d) be interested in advancing the purposes and supporting the activities of the Society.

In the case of any ambiguity or doubt regarding the eligibility of a Person for membership, such ambiguity or doubt will be resolved by the Board in its discretion and the Board's decision will be final.

**Application for Membership**

An eligible Person may apply to the Society to become a Member as follows:

5. by submitting a completed application, in such form and manner as may be established by the Society, at the Address of the Society or to an authorized representative of the Society;
6. by submitting payment for applicable membership dues and fees; and
7. by submitting such information or documentation as the Society may require to confirm eligibility for membership by the due date as specified yearly on the current application form.

**Acceptance of Application for Membership**

The Board may, by Board Resolution, accept, postpone or refuse an application for membership. A Person becomes a Member on the date of the Board Resolution or such later date as specified therein.

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 Society. The decision of the Board to refuse membership is final and without appeal.

**Transfer and Re-designation of Membership**

Membership is not transferable.

The Board may, on their own determination or on application by a Member, re-designate a Member to another eligible class of membership because of loss of eligibility or other change in circumstances.

**Term of Membership**

Membership shall begin at the conclusion of the Boards' Membership selection meeting, which must be held in March of each year, and which must be held prior to the current year's Annual General Meeting and; Membership will end at the conclusion of the Boards' Membership selection meeting for the following membership year, which must be held in March of the following year and must be held prior to the Annual General meeting of the following Membership year.

### **Renewal and Re-application of Membership**

A Member who remains eligible may re-apply for membership by completing and submitting an updated application in accordance with Bylaw Application for Membership.

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 Application for Membership. A Person expelled from membership may, unless prohibited by the terms of the expulsion resolution, re-apply for membership in accordance with Bylaw Application for Membership, subject to the terms of the expulsion resolution and 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.

All renewals and re-applications for membership are subject to ongoing eligibility and acceptance by the Society in accordance with Bylaw Acceptance of Application for Membership.

### **Cessation of Membership**

A Person will immediately cease to be a Member:

upon the date which is the later of:

the date of delivering his, her or its resignation in writing to the Address of the Society; and

the effective date of the resignation stated thereon;

upon the last day of the Membership Year;

upon his, her or its expulsion;

having been a member not in good standing for 3 consecutive months; or

upon his or her death or, in the case of an Organization, dissolution.

## **(iv) MEMBERSHIP RIGHTS & OBLIGATIONS**

### **Rights of Membership**

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

#### ***Voting Member***

1. to receive notice of, and to attend, all General Meetings;
2. 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;
3. to exercise a vote on matters for determination by the Members;
4. to nominate for the election of Directors;
5. may be nominated, if eligible, to stand for election as a Director;
6. may serve on committees of the Society, as invited;
7. may participate in the Farmers' Market(s) operated by the Society, as well as programs and initiatives of the Society, subject to and in accordance with such criteria as may be determined by the Board from time to time.

**Non-Voting Member**

1. may serve on committees of the Society, as invited.
2. may participate in the Farmers' Market(s) operated by the Society, as well as programs and initiatives of the Society, subject to and in accordance with such criteria as may be determined by the Board from time to time.

**Member not in Good Standing**

A Member who is not in good standing is suspended from all of the rights and privileges described in Bylaw Rights of Membership for so long as he or she remains not in good standing. A member not in good standing for 3 consecutive months will cease to be a member.

**Dues**

The Board will, by Board Resolution, determine the dues or fees payable by Members from time to time. The Board may determine that different dues or fees will apply to different classes of membership. Once determined, dues are deemed to continue each year until altered by Board Resolution.

**Standing of Members**

All Members are deemed to be in good standing except:

1. 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; and
2. a Member who has been suspended by the Society.

**Compliance with Constitution, Bylaws and Policies**

Every Member will, at all times:

- uphold the Constitution and comply with these Bylaws, the regulations and the policies of the Society in effect from time to time;
- abide by such codes of conduct and ethics adopted by the Society; and
- support, and not hinder, the purposes, aims and objects of the Society.

**Expulsion of Member**

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

- is improper or unbecoming for a Member;
- is contrary to Bylaw Compliance with Constitution, Bylaws and Policies; or
- is likely to endanger the reputation or hinder the interests of the Society.

The Board must provide notice of a proposed expulsion, suspension or discipline of a Member 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, suspension or discipline will be provided a reasonable opportunity to respond to the proposed discipline at or before the Board Resolution for expulsion, suspension or discipline is considered by the Board.

**No Distribution of Income to Members**

No part of the income of the Society will be payable to, or otherwise available for the personal benefit of, any Member.

**(v) MEETINGS OF MEMBERS****Time and Place of General Meetings**

The General Meetings of the Society will be held at such time and place, in accordance with the Act, as the Board decides.

**Annual General Meetings**

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

**Extraordinary General Meeting**

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

**Calling of Extraordinary General Meeting**

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

at the call of the President;

when resolved by Board Resolution; or

when such a meeting is requisitioned by the Members in accordance with the Act.

**Notice of General Meeting**

The Society will, in accordance with Bylaw Method of Giving Notice, send notice of every General Meeting to:

each Voting Member shown on the register of Members on the date the notice is sent; and

the auditor of the Society, 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.

The Society will provide notice of every General Meeting to each Member by:

1. e-mail sent to the address provided by each Member who has provided the Society 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
2. posting notice of the General Meeting on the Society's website for Members, for at least twenty-one (21) days immediately prior to the date of the General Meeting.

**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.

**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.



## (vi) PROCEEDINGS AT GENERAL MEETINGS

### **Business Required at Annual General Meeting**

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

- the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
- consideration of the financial statements and the report of the auditor thereon, if any;
- consideration of any Members' proposals submitted in accordance with the Act;
- the election of Directors, as necessary; and
- 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.

### **Attendance at General Meetings**

In addition to Members, Directors and the Society's auditor, if any, 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.

### **Requirement of Quorum**

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.

### **Quorum**

A quorum at a General Meeting is the greater of:

- Ten percent of the total number of Members in good standing on the date of the meeting; or
- five (5) Members in good standing on the date of the meeting.

### **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.

### **Loss of Quorum**

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.

### **Chair**

The President will, subject to a Board Resolution appointing another Person, preside as chairperson at all General Meetings.

If at any General Meeting the 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.

#### **Alternate Chair**

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.

#### **Chair 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.

#### **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.

#### **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.

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

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

### **(vii) VOTING BY MEMBERS**

#### **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.

#### **Entitlement to Vote**

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

#### **Voting Methods**

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

1. by show of hands or voting cards;
2. by written ballot;

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 *Voting 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 *Voting Member* voted.

**Voting by Chair**

If the Person presiding as chairperson of a General Meeting is a *Voting 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 *Voting Members*.

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.

**Voting by Proxy**

Voting by proxy is not permitted.

**(viii) DIRECTOR'S****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 Society.

**Composition of Board**

The Board will be composed of a minimum of *five (5)* and a maximum of *seven (7)* Directors, which number may be set within that range by Board Resolution, each of whom will be elected or appointed in accordance with these Bylaws.

**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.

**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:

is less than eighteen (18) years of age;

has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;

is an undischarged bankrupt; or

has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act.

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 a Member in good standing.

**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 not be counted towards the term limits set out below.

### **Term of Directors**

The term of office of Directors will 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. Director's terms will be alternated from year to year. The president, vice president and secretary will be elected for the same two(2) year term. The following year, the treasurer and director will be elected for a the same two(2) year term.

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.

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

Directors may be elected 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 for at least one (1) year following the expiry of his or her latest term.

### **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 five (5), 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.

### **Appointment to fill Vacancy**

If a Director ceases to hold office before the expiry of his or her term, or if less than the required number of Directors are elected, the Board, by Board Resolution, may appoint a Person qualified in accordance with Bylaw Qualifications of Directors to fill the resulting vacancy.

The position occupied by an appointed replacement Director 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.

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

### **Removal of Director**

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

1. by Special Resolution; or
2. 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.

### **Ceasing to be a Director**

A Person will immediately cease to be a Director:

3. upon the date which is the later of:

- (a) the date of delivering his or her resignation in writing to the Chair or to the Address of the Society; and
- (b) the effective date of the resignation stated therein;
  - upon the expiry of his or her term;
  - upon the date such Person is no longer qualified pursuant to Bylaw Qualifications of Directors;
  - upon his or her removal; or
  - upon his or her death.

## **(ix) NOMINATION AND ELECTION OF DIRECTORS**

### **Nomination of Directors**

Nominations for election as a Director 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 are subject to the following rules:

a nomination must be made in writing, in a form established by the Society;

a nominee must give written permission of being nominated;

nominations must be received by the Board (seven) 7 days prior to the AGM;

a nominee must be a *Voting Member* in good standing to be nominated and must remain in good standing in order to stand for election;

a Member may nominate him or herself, and the nomination must be signed by:

(a) the *Voting Member* nominated;

(b) the nominating *Voting Member*; and

(c) in the case of a self nomination, by one (1) other *Voting Member* in good standing;

a *Voting Member* may not nominate more nominees than the number of positions available for election, and may not nominate more than one (1) nominee for each available position; and;

nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by the Board;

a nominee must be present for elections at the Annual General Meeting; and

nominations will not be permitted from the floor at a General Meeting.

## **Elections Generally**

Directors will be elected by acclamation or by vote of the Members, in accordance with the applicable provisions of these Bylaws and such election policies and procedures as are established by the Board from time to time.

### **Election at Annual General Meeting**

The election of Directors will normally take place at the annual general meeting and Directors so elected will take office commencing at the close of such meeting.

### **Election by Acclamation**

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

### **Election by Secret Ballot**

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

the secret ballot may be conducted by written ballot, at the annual general meeting, at the discretion of the Board;

ballots will be made accessible to all *Voting Members* in good standing, and only to those Members;

each ballot will include the name of each eligible nominee and the number of vacancies to be filled;

no *Voting 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;

ballots will be counted following the close of the election period by scrutineers appointed by the Board;

nominees will be deemed to be elected in order of those nominees receiving the most votes;

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 Chair will draw one (1) ballot from the container at random, and the selected nominee will be elected to the final vacant position; and

the results of an election by secret ballot will be announced to all Members following the counting of the ballots.

## **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 Society, provided that no such policy and procedure is valid to the extent that it is contrary to the Act or these Bylaws. All nominees must be present for the elections.

## (x) POWERS AND RESPONSIBILITIES OF THE BOARD

### **Powers of Directors**

The Board may exercise all such powers and do all such acts and things as the Society 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:

- all laws affecting the Society; and
- these Bylaws and the Constitution.

### **Duties of Directors**

Pursuant to the Act, every Director will:

1. act honestly and in good faith with a view to the best interests of the Society;
2. exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances; and
3. act in accordance with the Act and the regulations thereunder; and
4. subject to Bylaws Duties of Directors act honestly and in good faith with a view to the best interests of the Society; to duties of Directors act in accordance with the Act and in regulations thereunder act in accordance with these Bylaws.

Without limiting Bylaws Duties of Directors act honestly and in good faith with a view to the best interests of the Society; to Duties of Directors subject to Bylaws Duties of Directors act honestly and in good faith with a view to the best interest of the Society; to duties of Directors act in accordance with the Act and in regulations thereunder act in accordance with these bylaws, a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Society.

### **Policies and Procedures**

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society 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, or the constitution, bylaws or policies of the Association.

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

A Director is not entitled to 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 Society, provided that all claims for reimbursement are in accordance with established policies.

## (xi) PROCEEDINGS OF THE BOARD

### **Board Meetings**

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

### **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:

that Director was not in office at the time notice of regular meetings was provided; or

the date, time or place of a regular meeting has been altered.

### **Ad Hoc Meetings**

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

at the call of the President; or

by request of any two (2) or more Directors.

### **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.

### **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.

### **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 Society must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.

### **Quorum**

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

### **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 Society, or a matter for consideration by the Directors:

will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;

will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter;

is not entitled to vote on the contract, transaction or matter;

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 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.

### **Chair of Meetings**

The 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 Chair 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.

### **Alternate Chair**

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.

### **Chair 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, provided that the Chair's ruling may be overruled by majority vote of those Directors present.

### **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.

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

### **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.

### **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.

### **Entitlement to Vote**

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

**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 Chair:

- by show of hands;
- by written ballot;
- by roll-call vote or poll; or
- 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.

**(xiii) OFFICERS****Officers**

The officers of the Society 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 Society as it deems necessary and determine the duties and responsibilities of all officers.

**Term of Officer**

The term of office for each officer will be two (2) years, commencing on the date the Director is elected as an officer in accordance with Bylaw Election of Officers and continuing until the first meeting of the Board held after the next following annual general meeting. A Director may be elected as an officer for consecutive terms.

**Removal of Officers**

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

**Replacement**

Should the Chair or 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 elect a replacement without delay.

**Duties of President**

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

**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.

**Duties of Secretary**

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

- the issuance of notices of meetings of the Society and the Board;
- the keeping of minutes of all meetings of the Society and the Board;

the custody of all records and documents of the Society, except those required to be kept by the Treasurer;

the maintenance of the register of Members; and

the conduct of the correspondence of the Society.

### **Duties of Treasurer**

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

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

the rendering of financial statements to the Directors, Members and others, when required.

### **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.

### **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.

## **(xiv) INDEMNIFICATION**

### **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 Society 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 Society:

is or may be joined as a party to such legal proceeding or investigative action; or

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.

### **Purchase of Insurance**

The Society 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.

## **(xv) COMMITTEES**

### **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.

### **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:

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

### **Terms of Reference**

In the event the Board decides to create a committee, working group or task force, it must establish terms of reference for such body. 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.

### **Meetings**

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed by the same rules set out in these Bylaws governing proceedings of the Board, with such changes as are necessary in the context.

## **(xvi) EXECUTION OF INSTRUMENTS**

### **Seal**

The Society will not have a corporate seal.

### **Execution of Instruments**

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

- by the President, together with one (1) other Director, or
- 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 Society 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 Society to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

### **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 Society.

**(xvii) FINANCIAL MATTERS AND REPORTING****Accounting Records**

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

**Financial Review**

The financial records will be reviewed & verified yearly by a qualified independent bookkeeper.

**Borrowing Powers**

The Directors may not borrow on behalf of the society

**When Audit Required**

The Society is not required to be audited. However, the Society will conduct an audit or review of its annual financial statements if:

the Directors determine to conduct an audit or review engagement by Board Resolution; or

the Members require an audit or review engagement by Ordinary Resolution,

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

**Appointment of Auditor at Annual General Meeting**

If the Society determines to conduct an audit or review engagement, 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 Society no longer wishes to appoint an auditor.

**Vacancy in Auditor**

Except as provided in Bylaw Removal of Auditor, 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.

**Removal of Auditor**

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

**Notice of Appointment**

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

**Auditor's Report**

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

**Participation in General Meetings**

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

receive every notice relating to a meeting to which a Member is entitled;

attend the meeting; and

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.

**(xviii) NOTICE GENERALLY**

**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.

**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 labor 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.

**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.

**(xix) MISCELLANEOUS**

**Inspection of Documents and Records**

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

- the Constitution and these Bylaws, and any amendments thereto;
- the statement of directors and registered office of the Society;
- minutes of any General Meeting, including the text of each resolution passed at the meeting;
- resolutions of the Members in writing, if any;
- annual financial statements relating to a past fiscal year that have been received

by the Members in a General Meeting;  
 the register of Directors;  
 the register of Members;  
 the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;  
 copies of orders made by a court, tribunal or government body in respect of the Society;  
 the written consents of Directors to act as such and the written resignations of Directors; and  
 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 Society. 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 Society, to inspect any other document or record of the Society 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.

## (xx) BYLAWS

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

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

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

These Bylaws will not be altered except by Special Resolution.

### **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 ADOPTED BY SPECIAL RESOLUTION DATED:**

\_\_\_\_\_, 2018.