

# CANADIAN INDIGENOUS NURSES ASSOCIATION

[C.I.N.A.]

Bylaws Revised 2019 AGM



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## BYLAW NO. 1

A bylaw relating generally to the transaction of the business and affairs of

### CANADIAN INDIGENOUS NURSES ASSOCIATION

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#### PREAMBLE

These Bylaws, *inter alia*, define the role, responsibilities, and membership of the Corporation pursuant to its Articles of Incorporation and the *Canada Not-for-profit Act*. These Bylaws also provide for the appointment of directors, officers, and authorize other acts and functions to promote the responsible and efficient governance and operation of the Corporation.

#### SECTION ONE: INTERPRETATION

##### 1.1 Definitions.

In the Bylaws, unless the context otherwise requires:

“**Act**” means the *Canada Not-for-profit Corporations Act*, or any statute that may be substituted therefore, and the regulations to the Act, as from time to time amended.

“**Articles**” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation.

“**Board**” means the board of directors of the Corporation.

“**Bylaws**” means this bylaw and all other bylaws of the Corporation as amended and which are, from time to time, in force and effect.

“**Corporation**” means Indigenous Nurses Association of Canada which was incorporated by Letters Patent dated December 9, 1976 and amended by way of Supplementary Patent dated October 31, 1983, September 17, 1986, September 18, 1982, and January 19, 2011 and continued to the Act by Articles of Continuance dated July 11, 2014.

“**Graduate Nurse**” or “**GN**” means an individual that has completed all academic studies but has not completed the requirements to register as a Registered Nurse.

“**Licensed Practical Nurse**” or “**LPN**” means an individual that is recognized by a regulatory body of nurses in a Canadian province or territory as a licenced practical nurse.

“**Meeting of Members**” includes an annual meeting of Members and a Special Meeting of Members.

“**Member**” means an individual or organization that meets the requirements for membership set out in this Bylaw, has applied for and has been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board;

“**Nurse Practitioner**” or “**NP**” means an individual who is recognized by a regulatory body of nurses in a Canadian province or territory as a nurse practitioner.



“**Ordinary Resolution**” means a resolution passed by a majority of the votes cast on that resolution.

“**Registered Nurse**” or “**RN**” means an individual who is recognized by a regulatory body of nurses in a Canadian province or territory as a registered nurse.

“**Registered Practical Nurse**” or “**RPN**” means an individual that is recognized by a regulatory body of nurses in a Canadian province or territory as a registered practical nurse.

“**Registered Psychiatric Nurses**” or “**RPN-psych**” means an individual that is recognized by a regulatory body of nurses in a Canadian province or territory as a registered psychiatric nurse.

“**Regulatory Body**” means, in respect of a Member, the regulatory body of which such Member is, or has been, a member or licensee, which governs or governed their practice as a LPN, NP, RN, RPN, or RPN-psych.

“**Special Meeting of Members**” includes a meeting of any class or classes of Members and a special meeting of all Members entitled to vote at an annual meeting of Members.

“**Special Resolution**” means a resolution passed by a majority of not less than (2/3) of the votes cast on that resolution.

“**Student**” means a student who is currently registered in a nursing program at a generally recognized and accredited educational institution.

Except as provided above, words and expressions defined in the Act have the same meanings when used in this Bylaw. Words importing the singular number include the plural and vice versa. Words importing a person include an individual, partnership, association, body corporate, trustee, executor, administrator and legal representative.

## 1.2 Guiding Principles.

**Members First:** Focus on delivering value that meets the needs, wants and diversity of Indigenous Members.

**Generosity of Spirit:** Helping Indigenous nurses through selfless contribution.

**Agility and Vision:** Understanding that the Corporation’s vision is only as strong as its Members ability to evolve and act within the context of a changing world.

**Affiliation:** Promote relationships with Indigenous peoples and entities that further the Corporation’s purpose.

**Respect:** Respect towards each other and each Member’s respective Indigenous cultures, traditions, customs and way of life.

**Support:** Striving for equitable access to jobs, training and education opportunities for Indigenous nurses.



## SECTION TWO: AFFAIRS OF THE CORPORATION

**2.1 Registered Office.** The registered office of the Corporation shall be in the province of Ontario in Canada from time to time specified in the Articles, and at such location within such province initially as is specified in the notice thereof filed with the Articles and thereafter as the Board may from time to time determine.

**2.2 Corporate Seal.** The Corporation may, but need not, adopt a corporate seal and if one is adopted it shall be in a form approved from time to time by the Board.

**2.3 Financial Year.** Until changed by the Board, the financial year of the Corporation shall end on the last day of **March** in each year.

**2.4 Execution of Instruments.** Deeds, transfers, assignments, contracts, lease(s), obligations, certificates and other instruments shall be signed on behalf of the Corporation by two (2) officers of the Corporation. Any signing officer may affix the corporate seal, if any, to any instrument requiring the seal.

**2.5 Banking Arrangements.** The banking business of the Corporation, including the borrowing of money and the giving of security therefore, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the Board may from time to time prescribe.

**2.6 Annual Financial Statements.** The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) of the Act to the Members, publish a notice to its Members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any Member may, on request, obtain a copy free of charge at the registered office or by prepaid mail or email.

**2.7 Voting Rights in Other Bodies Corporate.** The signing officers of the Corporation under Section 2.4 may execute and deliver proxies and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Corporation. Such instruments shall be in favour of such persons as may be determined by the officers executing or arranging for them. In addition, the Board may from time to time direct the manner in which and the persons by whom any particular voting rights or class of voting rights may or shall be exercised.

## SECTION THREE: DIRECTORS

**3.1 Number of Directors.** Until changed in accordance with the Act, the Board shall consist of not fewer than three (3) and not more than the maximum number of directors provided in the Articles. The Board may make policies from time to time regarding directors elected to represent certain geographic regions. If the Members adopt an amendment to the Articles to increase the number or maximum number of directors, the Members may, at the Meeting of Members at which they adopt the amendment, elect the additional number of directors authorized by the amendment. If an election of directors is not held at the proper time, the incumbent directors shall continue in office until their successors are elected. In the case of a soliciting corporation, the number of directors may not be fewer than three (3), at least two (2) of whom are not officers or employees of the Corporation or its affiliates.

**3.2 Qualification.** Only Members entitled to vote are eligible to become directors. No person shall be qualified for election as a director if such person is less than eighteen (18) years of age, is incapable and



has been so declared by a court in Canada or elsewhere, is not an individual, or has the status of a bankrupt. A minimum of fifty percent (50%) of the directors must be Registered Nurses. No director may serve more than two (2) consecutive terms on the Board.

**3.3 Composition, Election and Term.** The Board shall be comprised of the fixed number of directors within the minimum and maximum set out in the Articles, as determined from time to time by the Members by Ordinary Resolution or, if the Ordinary Resolution empowers the directors to determine the number, by resolution of the Board. The directors shall be elected at the annual Meeting of Members by Ordinary Resolution of the Members as follows:

**3.3.1** in every year the Members shall elect the number of directors required to replace to those directors whose terms of office have expired and each such director shall be elected for a term of three (3) years; and

**3.3.2** in the event all directors' terms of office should expire at the same time, the newly elected directors shall be elected for staggered terms.

**3.4 Consent.** No person shall hold office as a director unless such person, if present at the Meeting of Members when the election took place, did not refuse to hold office as a director or, if absent at such Meeting of Members, consented to hold office in writing before the election or within ten (10) days after the election, or acted as a director after the election.

**3.5 Removal of Directors.** Subject to the Act, the Members may by Ordinary Resolution passed at a Special Meeting of Members remove any director from office and the vacancy created by such removal may be filled at the same Meeting of Members, failing which it may be filled by the Board.

**3.6 Vacation of Office.** The office of director shall be automatically vacated:

**3.6.1** if a director resigns by delivering a written resignation to the secretary of the Corporation;

**3.6.2** if the director is found by a court to be of unsound mind;

**3.6.3** if the director becomes bankrupt or suspends payment or compounds with such director's creditors;

**3.6.4** if at a Meeting of Members an Ordinary Resolution is passed by the Members present at the meeting that the director be removed from office;

**3.6.5** on death of the director; or

**3.6.6** if a director fails to attend a minimum of three consecutive Board meetings or fails to attend all meetings within a calendar year, whichever is the minimum.

**3.7 Vacancies.** Subject to the Act, a quorum of the Board may fill a vacancy in the Board, except a vacancy resulting from an increase in the number or the minimum or maximum number of directors or from a failure of the Members to elect the number or minimum number of directors required by the Articles. In the absence of a quorum of the Board, or if the vacancy has arisen from a failure of the Members to elect the minimum number of directors provided for in the Articles, the Board then in office shall without delay call a Special Meeting of Members to fill the vacancy. If the Board fails to call such meeting or if there are no directors then in office, any Member may call the meeting.

**3.8 Appointment of Additional Directors.** If the Articles so provide, the directors may, within the maximum number permitted by the Articles, appoint one or more additional directors, who shall hold office for a term expiring not later than the close of the next annual Meeting of Members, but the total number of



directors so appointed may not exceed one third of the number of directors elected at the previous annual Meeting of Members.

**3.9 Action by the Board.** The Board shall manage, or supervise the management of, the activities and affairs of the Corporation. The powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of the Board. If there is a vacancy in the Board, the remaining directors may exercise all the powers of the Board so long as a quorum remains in office.

**3.10 Meeting by Means of Electronic Communication.** Subject to the Act, if all the directors of the Corporation consent generally or in respect of a particular meeting, a director may participate in a meeting of the Board or of a committee of the Board by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting, and a director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the Board and of committees of the Board.

**3.11 Place of Meetings.** Meetings of the Board may be held at any place in or outside Canada.

**3.12 Calling of Meetings.** Meetings of the Board shall be held from time to time at such time and at such place as the Board, the Chair of the Board, the President or any (2) directors may determine.

**3.13 Notice of Meeting.** Notice of the time and place of each meeting of the Board shall be given in the manner provided in Section 9.1 to each director (a) not less than seven (7) days before the time when the meeting is to be held if the notice is mailed, or (b) not less than (48) hours before the time when the meeting is to be held if the notice is given personally, is delivered or is communicated by telephone, facsimile or other electronic means. A notice of a meeting of directors need not specify the purpose of or the business to be transacted at the meeting except where the Act requires such purpose or business to be specified, including, as required by the Act, any proposal to:

**3.13.1** submit to the Members any question or matter requiring approval of the Members;

**3.13.2** fill a vacancy among the directors or in the office of public accountant, or appoint additional directors;

**3.13.3** issue debt obligations;

**3.13.4** approve any annual financial statements;

**3.13.5** adopt, amend or repeal Bylaws; or

**3.13.6** establish contributions to be made or dues to be paid by Members.

**3.14 First Meeting of New Board.** Provided a quorum of directors is present, each newly elected Board may without notice hold its first meeting immediately following the Meeting of Members at which such Board is elected.

**3.15 Adjourned Meeting.** Notice of an adjourned meeting of the Board is not required if the time and place of the adjourned meeting are announced at the original meeting.

**3.16 Regular Meetings.** The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour to be named. A copy of any resolution of the Board fixing the place and time of such regular meetings shall be sent to each director immediately after being passed, but





no other notice shall be required for any such regular meeting except where the Act requires the purpose of or the business to be transacted at such meeting to be specified.

**3.17 Chair.** The chair of any meeting of the Board shall be the first mentioned of such of the following officers as have been appointed and who is a director and is present at the meeting: Chair of the Board or President. If no such officer is present, the directors present shall choose one of such directors to be chair.

**3.18 Quorum.** The quorum for the transaction of business at any meeting of the Board shall consist of a majority of the directors then in office.

**3.19 Votes to Govern.** At all meetings of the Board every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes the chair of the meeting shall be entitled to a second or casting vote.

**3.20 Conflict of Interest.** A director of the Corporation shall disclose to the Corporation, in the manner and to the extent provided by the Act, any interest that such director has in a material contract or transaction, whether made or proposed, with the Corporation, if such director:

**3.20.1** is a party to the contract or transaction;

**3.20.2** is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or

**3.20.3** has a material interest in a party to the contract or transaction. Such director shall not vote on any resolution to approve the same except as provided by the Act.

**3.21 Remuneration and Expenses.** Directors shall serve without remuneration and no director shall directly or indirectly receive any profit from such position, provided that a director may be reimbursed for reasonable expenses incurred in the performance of the director's duties as such. A director shall not be prohibited from receiving compensation for services provided to the Corporation in another capacity.

## SECTION FOUR: COMMITTEES

**4.1 Committees of the Board.** The Board may appoint from its directors one (1) or more committees of the Board, however designated, and delegate to any such committee any of the powers of the Board except those which pertain to items which, under the Act, a committee of the Board has no authority to exercise.

**4.2 Transaction of Business.** The powers of a committee of the Board may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all members of such committee who would have been entitled to vote on that resolution at a meeting of such committee. Meetings of such committee may be held at any place in or outside Canada.

**4.3 Advisory Bodies.** The Board may from time to time appoint such advisory bodies as it may deem advisable.

**4.4 Quorum and Procedure.** Unless otherwise determined by the Board, each committee and advisory body shall have power to fix its quorum at not less than a majority of its members, to elect its chair and to regulate its procedure. Any committee member may be removed by resolution of the Board.



## SECTION FIVE: OFFICERS

**5.1 Appointment.** The Board may from time to time appoint one (1) or more vice-presidents (to which title may be added words indicating seniority or function), a secretary, a treasurer and such other officers as the Board may determine, including one (1) or more assistants to any of the officers so appointed. One person may hold more than one office. The Board may specify the duties of and, in accordance with this Bylaw and subject to the Act, delegate to such officers' powers to manage the activities and affairs of the Corporation, except those which pertain to items which, under the Act, an officer has no authority to exercise. Subject to Section 5.2, an officer may but need not be a director.

**5.2 Chair of the Board.** The Board may from time to time also appoint a Chair of the Board who shall be a director. If appointed, the Board may assign to the Chair any of the powers and duties that are by any provisions of this Bylaw assigned to the President. The Chair shall have such other powers and duties as the Board may specify.

**5.3 President.** The President shall be subject to the authority of the Board, shall have general supervision of the activities of the Corporation and such other powers and duties as the Board may specify.

**5.4 Vice-President.** The Vice-President shall have all the powers and shall perform the duties of the President in the absence or inability or refusal to act of the President and shall perform such other duties as the Board may specify.

**5.5 Secretary.** The Secretary shall attend and be the secretary of all meetings of the Board and may be requested or appointed to attend meetings of the Members and committees of the Board and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The Secretary shall give or cause to be given, as and when instructed, all notices to Members, directors, officers, public accountants and members of committees of the Board. The Secretary shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, records and instruments belonging to the Corporation, except when some other officer or agent has been appointed for that purpose and shall have such other powers and duties as may be specified by the Board.

**5.6 Treasurer.** The Treasurer shall keep proper accounting records in compliance with the Act and shall be responsible of the reconciliation deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation. The Treasurer shall render to the Board whenever required an account of all transactions as treasurer and of the financial position of the Corporation and shall have such other powers and duties as may be specified by the Board.

**5.7 Powers and Duties of Officers.** The powers and duties of all officers shall be such as the terms of their engagement call for or as the Board or (except for those whose powers and duties are to be specified only by the Board) the President may specify. The Board and (except as aforesaid) the President may, from time to time and subject to the provisions of the Act, vary, add to or limit the powers and duties of any officer. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board or the President otherwise directs.

**5.8 Term of Office.** The Board, in its discretion, may remove any officer of the Corporation. Each officer appointed by the Board shall hold office until a successor is appointed, the officer resigns, or the Board removes the officer, whichever occurs first.



**5.9 Agents and Attorneys.** The Corporation, by or under the authority of the Board, shall have power from time to time to appoint agents or attorneys for the Corporation in or outside Canada with such powers (including the power to sub-delegate) of management, administration or otherwise as may be thought fit.

**5.10 Conflict of Interest.** An officer of the Corporation shall disclose to the Corporation, in the manner and to the extent provided by the Act, any interest that such officer has in a material contract or transaction, whether made or proposed, with the Corporation, if such officer:

**5.10.1** is a party to the contract or transaction;

**5.10.2** is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or

**5.10.3** has a material interest in a party to the contract or transaction. Such officer shall not vote on any resolution to approve the same except as provided by the Act.

**5.11 Remuneration.** The officers shall be paid such reasonable remuneration for their services as the Board may from time to time determine, provided the officers are not also directors.

## **SECTION SIX: PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

**6.1 Indemnification.** Every director or officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any corporation controlled by it, and their heirs, executors and administrators, and estate and effects, respectively, shall, so long as they have acted honestly and in good faith, from time to time and at all times be indemnified and saved harmless out of the funds of the Corporation from and against:

**6.1.1** all costs, charges and expenses which such director, officer or other person sustains or incurs as a result of going about their duties or in or about any action, suit or proceeding which is brought, commenced or prosecuted against such director, officer or other person, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such director, officer or other person, in or about the execution of the duties of such director's, officer's or other person's office or in respect of any such liability;

**6.1.2** all other costs, charges and expenses which a director, officer or other person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by such director's, officer's or other person's own wilful neglect or default.

**6.2 Advance of Funds.** In the event an individual requests the advance of funds in order to defend an action, claim, suit or proceeding referenced in Section 6.1, the Board may approve such advance.

**6.3 Limitation.** The Corporation shall not indemnify an individual under Section 6.1 unless:

**6.3.1** the individual acted honestly and in good faith with a view to the best interests of the Corporation, or, as the case may be, to the best interests of the other entity for which the individual acted as director or officer or in a similar capacity at the Corporation's request; and

**6.3.2** in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.



**6.4 Additional Circumstances.** The Corporation shall also indemnify an individual referred to in Section 6.1 in such other circumstances as the Act or law permits or requires. Nothing in this Bylaw shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this Bylaw.

**6.5 Insurance.** Subject to the Act, the Corporation may purchase and maintain insurance for the benefit of an individual referred to in Section 6.1 as the Board may from time to time determine.

## SECTION SEVEN: MEMBERS AND AFFILIATES

**7.1 Members.** Membership in the Corporation shall be available only to individuals and entities interested in furthering the Corporation's purposes, who have applied for and been accepted into membership in the Corporation by resolution of the Board or in such other manner as may be determined by the Board. The Corporation is authorized to establish six (6) classes of Members, as follows:

**7.1.1 Regular Member.** A RN, LPN, RPN, NP and RPN-psych who is in good standing with his or her Regulatory Body and is of Indigenous ancestry is entitled to be admitted as a Regular Member. Regular Members shall be entitled to receive notice of, attend and vote at all meetings of the Members of the Corporation.

**7.1.2 Supporting Member.** A GN of Indigenous ancestry is entitled to be admitted as a Supporting Member. Supporting Members are entitled to receive notice of and attend at all meeting of the Members but are not entitled to vote.

**7.1.3 Honorary Member.** An individual of Indigenous ancestry who has retired from the profession of nursing, made an outstanding contribution to the Corporation and has demonstrated leadership qualities during his or her nursing career may be admitted as an Honorary Member. Honorary Members shall be entitled to receive notice of, attend and vote at all meetings of the Members of the Corporation.

**7.1.4 Affiliate Member.** An individual who has demonstrated an interest in the activities of the Corporation and in furthering the objects of the Corporation, or an organization whose objects and activities are similar to or consistent with those of the Corporation, may be admitted as an Affiliate Member. Affiliate Members are entitled to receive notice of and attend at all meeting of the Members but are not entitled to vote.

**7.1.5 Retired Member.** An individual of Indigenous ancestry who was formerly eligible for membership in the Corporation and is now a former member or licensee of his or her Regulatory Body, provided that he or she left their Regulatory Body in good standing. Retired Members are entitled to receive notice of and attend at all meeting of the Members but are not entitled to vote.

**7.1.6 Student Member.** A Student who is of Indigenous ancestry is entitled to be admitted as a Student Member. Student Members are entitled to receive notice of and attend at all meeting of the Members but are not entitled to vote.

**7.2 Representative of Non-Individual Affiliate Member.** Any individual authorized to this effect by a non-individual Affiliate Member may represent the Affiliate Member at Meetings of Members and may exercise on behalf of the Affiliate Member all the powers of the Affiliate Member in the Corporation.

**7.3 Transfer.** Membership in the Corporation is non-transferable.



**7.4 Contributions and Dues.** The contributions and dues (if any) payable by Members shall from time to time be fixed by resolution of the Board. A notice of contributions or dues payable at any time shall be sent to each Member by the Secretary promptly before the due date.

**7.5 Termination.** Membership is terminated when a Member dies or resigns, ceases to fulfil the conditions of membership in such Member's class, is expelled or is otherwise terminated as a Member in accordance with the Bylaws, when the term of membership expires or when the Corporation is liquidated and dissolved. The rights of a Member, including any rights in the property of the Corporation, cease to exist on termination of membership.

**7.6 Resignation.** A Member may resign at any time by notice in writing, addressed to the Corporation at its registered office, which shall be effective upon any date or time specified in such notice, provided such date or time is on or after receipt of such notice. A Member shall remain liable for payment of any fee payable by the Member prior to resignation.

**7.7 Termination for Non-Payment.** If membership contributions or dues are levied by the Board, the membership of any Member's status of any individual or organization that is in arrears may be terminated by or under the authority of the Board if such contributions or dues are not paid within the time designated by the Board. If such arrears are not paid by such designated time, the Board may pass a resolution removing the defaulting Member from the register of Members of the Corporation, and such person shall immediately cease to be a Member of the Corporation. Any Member so removed may re-apply for membership status.

**7.8 Discipline.** The Board shall have authority to suspend or expel any Member from the Corporation for any one or more of the following grounds:

- 7.8.1** violating any provision of the Bylaws or written policies of the Corporation;
- 7.8.2** carrying out any conduct which the Board determines in its sole discretion to be detrimental to the Corporation; or
- 7.8.3** for any other reason that the Board in its sole discretion considers to be reasonable, having regard to the purpose of the Corporation.

The circumstances and the manner in which the power of the Board to suspend or expel a Member may be exercised are as follows. In the event that the Board determines that a Member should be expelled or suspended from membership in the Corporation, the President, or such other officer as may be designated by the Board, shall provide twenty (20) days' notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the President or such other designated officer in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the President or such other designated officer, the President or such other designated officer may proceed to notify the Member that the Member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this Section, the Board shall consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

## **SECTION EIGHT: MEETINGS OF MEMBERS**

**8.1 Annual Meetings.** Subject to the Act, the Board shall call an annual Meeting of Members:

- 8.1.1** not later than eighteen (18) months after the Corporation comes into existence; and



**8.1.2** subsequently, not later than fifteen (15) months after holding the last preceding annual Meeting of Members but no later than six (6) months after the end of the Corporation's preceding financial year. The annual Meeting of Members shall be held for the purpose of considering the financial statements and reports required by the Act to be placed before the annual Meeting of Members, electing directors, appointing a public accountant and for the transaction of such other business as may properly be brought before the Meeting of Members.

**8.2 Special Meetings.** The Board shall have power to call a Special Meeting of Members at any time.

**8.3 Place of Meetings.** Meetings of Members shall be held at the registered office of the Corporation or elsewhere in Canada if the Board shall so determine. A Meeting of Members may be held at a place outside Canada if the place is specified in the Articles or all the Members entitled to vote at the Meeting of Members agree that the Meeting of Members is to be held at such place. A Member who attends a Meeting of Members held outside Canada is deemed to have agreed to it being held outside Canada except when the Member attends the Meeting of Members for the express purpose of objecting to the transaction of any business on the grounds that the Meeting of Members is not lawfully held.

**8.4 Participation in Meeting by Electronic Means.** Any person entitled to attend a Meeting of Members may participate in the Meeting of Members, in accordance with the Act, by means of a telephonic, electronic or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the Meeting of Members, enables the votes to be gathered in a manner that permits their subsequent verification, and permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each Member votes. A person participating in a Meeting of Members by such means is deemed for the purposes of the Act to be present at the Meeting of Members.

**8.5 Meeting Held by Electronic Means.** If the directors or the Members of a Corporation call a Meeting of Members pursuant to the Act, those directors or Members, as the case may be, may determine that the Meeting of Members shall be held, in accordance with the Act, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the Meeting of Members.

**8.6 Notice of Meetings.** Notice in writing of the time and place of each Meeting of Members shall be given in the manner provided in Section 9.1:

**8.6.1** by mail, courier or personal delivery to each Member entitled to vote at the Meeting, during a period of 21 to 60 days before the day on which the Meeting is to be held; or

**8.6.2** by telephonic, electronic or other communication facility to each Member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

Pursuant to subsection 197(1) (Fundamental Changes) of the Act, a Special Resolution of the Members is required to make any amendment to the Bylaws to change the manner of giving notice to Members entitled to vote at a meeting of Members.

**8.7 Special Business.** Notice of a Meeting of Members called for any purpose other than consideration of the financial statements and public accountant's report and Board's report, election of directors and reappointment of the incumbent public accountant shall state the general nature of the business to be transacted at it in sufficient detail to permit the Members to form a reasoned judgement therein and shall state the text of any special resolution to be submitted to the Meeting of Members. Notice of a Meeting of



Members adjourned for less than (31) days is not required if the time and place of the adjourned Meeting of Members is announced at the original Meeting of Members.

**8.8 Meetings without Notice.** A Meeting of Members may be held without notice at any time and place permitted by the Act:

**8.8.1** if all the Members entitled to vote thereat are present in person or duly represented or if those not present or represented waive notice of or otherwise consent to such Meeting of Members being held; and

**8.8.2** if the public accountant and the directors are present and waive notice of or otherwise consent to such Meeting of Members being held. At such a Meeting of Members any business may be transacted which the Corporation may transact at a Meeting of Members. If the Meeting of Members is held at a place outside Canada, Members not present or duly represented, but who have waived notice of or otherwise consented to such Meeting of Members, shall also be deemed to have consented to the Meeting of Members being held at such place.

**8.9 Chair, Secretary and Scrutineers.** The chair of any Meeting of Members shall be the first mentioned of such of the following officers as have been appointed and who is present at the Meeting of Members: Chair of the Board, President, or a Vice-President who is a Member or represents a Member. If no such officer is present within fifteen (15) minutes from the time fixed for holding the Meeting of Members, the persons present and entitled to vote shall choose one of their numbers to be chair. If the Secretary of the Corporation is absent, the Chair shall appoint some person, who need not be a Member, to act as secretary of the Meeting of Members. If desired, one or more scrutineers, who need not be Members, may be appointed by a resolution or by the chair with the consent of the Meeting of Members.

**8.10 Persons Entitled to be Present.** The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at such Meeting of Members, the directors, the public accountant of the Corporation and others who, although not entitled to vote, are entitled or required under any provision of the Act or the Articles or Bylaws to be present at the Meeting of Members. Any other person may be admitted only on the invitation of the chair of the Meeting of Members or with consent of the Meeting of Members.

**8.11 Quorum.** The quorum for the transaction of business at any Meeting of Members shall be not less than ten (10) Members, excluding the Board of Directors, entitled to vote at Meeting of Members or a duly appointed proxyholder or representative for a Member so entitled. If a quorum is present at the opening of any Meeting of Members, the Members present may proceed with the business of the Meeting of Members notwithstanding that a quorum is not present throughout the Meeting of Members. If a quorum is not present at the opening of any Meeting of Members, the Members present may adjourn the Meeting of Members to a fixed time and place but may not transact any other business.

**8.12 Right to Vote.** Subject to the Act and the Articles, at any Meeting of Members every person shall be entitled to vote who is at the time of the Meeting of Members entered in the books of the Corporation as a Regular Member or Honorary Member.

**8.13 Proxies.** At any Meeting of Members, Members not in attendance may vote by appointing in writing a proxyholder, and one or more alternate proxyholders, who are not required to be Members, to attend and act at the Meeting of Members in the manner and to the extent authorized by the proxy and with the authority conferred by it subject to the following requirements:



- 8.13.1** a proxy is valid only at the Meeting of Members in respect of which it is given or at a continuation of such Meeting of Members after an adjournment;
- 8.13.2** a Member may revoke a proxy by depositing an instrument or act in writing executed or, in Quebec, signed by the Member or by their agent or mandatary:
- 8.13.2.1** at the registered office of the Corporation no later than the last business day preceding the day of the Meeting of Members at which the proxy is to be used, or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members; or
  - 8.13.2.2** with the chair of the Meeting of Members on the day of the Meeting of Members or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members; and
- 8.13.3** a proxyholder or an alternate proxyholder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the Meeting of Members, to demand a ballot at the Meeting of Members and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the Meeting of Members by way of a show of hands.

**8.14 Votes to Govern.** Unless the Act, the Articles or any Bylaw otherwise provide, at any Meeting of Members every question shall be determined by the majority of the votes duly cast on the question.

**8.15 Show of Hands.** Any question at a Meeting of Members shall be decided by a show of hands unless a ballot on such question is required or demanded as provided in Section 8.16. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot on such question is so required or demanded, a declaration by the chair of the Meeting of Members that the vote upon the question has been carried, carried by a particular majority or not carried and an entry to that effect in the minutes of the Meeting of Members shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of such question, and the result of the vote so taken shall be the decision of the Members upon such question.

**8.16 Ballots.** On any question proposed for consideration at a Meeting of Members, and whether or not a show of hands has been taken on such question, the chair may require, or any Member who is present and are entitled to vote may demand, a ballot on such question. A ballot so required or demanded shall be taken in such manner as the chair shall direct. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot. Upon a ballot each Member present in person or represented by proxy and entitled to vote shall have one vote and the result of the ballot shall be the decision of the Members upon such question.

**8.17 Casting Vote.** In case of an equality of votes at any Meeting of Members either upon a show of hands or upon a ballot, the chair of the Meeting of Members shall be entitled to an additional or casting vote.

**8.18 Adjournment.** The chair at a Meeting of Members may, with the consent of the Meeting of Members and subject to such conditions as the Meeting of Members may decide, adjourn the Meeting of Members from time to time and from place to place.

**8.19 Action in Writing by Members.** A resolution in writing signed by all the Members entitled to vote on that resolution at a Meeting of Members is as valid as if it had been passed at a Meeting of Members,





unless a written statement with respect to the subject matter of the resolution is submitted by a director or the public accountant in accordance with the Act.

## SECTION NINE: NOTICES

**9.1 Method of Giving Notices.** Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the Bylaws or otherwise to a Member, director, officer or member of a committee of the Board or to the public accountant shall be sufficiently given:

- 9.1.1** if delivered personally to the person to whom it is to be given (the “**Intended Recipient**”);
- 9.1.2** if delivered to the Intended Recipient’s recorded address, or in the case of notice to a director, to the latest address of such director as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors) of the Act;
- 9.1.3** if mailed to the Intended Recipient’s recorded address by prepaid mail; or
- 9.1.4** if sent to the Intended Recipient by email, facsimile or other electronic means to the Intended Recipient’s recorded address for that purpose, provided that any notice given in the form of an electronic document shall be in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address in accordance with Section 9.1.1, 9.1.2 or 9.1.3. A notice so mailed shall be deemed to have been given when deposited in a post office or public letter box. A notice so sent by means of email, facsimile or other electronic means shall be deemed to have been given when transmitted, dispatched or delivered for dispatch. The Secretary may change or cause to be changed the recorded address of any Member, director, officer, public accountant or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable.

**9.2 Computation of Time.** In computing the date when notice must be given under any provision requiring a specified number of days’ notice of any meeting or other event, the day of giving the notice shall be excluded and the day of the meeting or other event shall be included.

**9.3 Undelivered Notices.** If any notice given to a Member pursuant to Section 9.1 is returned on two consecutive occasions because the Member cannot be found, the Corporation shall not be required to give any further notices to such Member until informed in writing by the Member of a new address.

**9.4 Omissions and Errors.** The accidental omission to give any notice to any Member, director, officer, public accountant or member of a committee of the Board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance of the notice shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on such notice.

**9.5 Waiver of Notice.** Any Member, director, officer, public accountant or member of a committee of the Board, or any other person entitled to receive notice of a Meeting of Members or any other notice from the Corporation, may at any time waive any notice, or waive or abridge the time for any notice, required to be given to such person under the Act, the Articles, the Bylaws or otherwise. Any such waiver or abridgement, whether given before or after the Meeting of Members or other event of which notice is required to be given, shall cure any default in the giving or in the time of such notice. Any such waiver or abridgement shall be in writing except a waiver of notice of a Meeting of Members or of the Board or a committee of the Board which may be given in any manner.



**SECTION TEN: GENERAL**

**10.1 Effective Date.** This Bylaw shall come into force when made by the Board in accordance with the Act.

**10.2 Repeal.** All previous Bylaws are repealed as of the coming into force of this Bylaw. Such repeal shall not affect the previous operation of any Bylaw so repealed, or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any articles (as defined in the Act) or predecessor charter documents of the Corporation obtained pursuant to, any such Bylaw prior to its repeal. All officers and persons acting under any Bylaw so repealed shall continue to act as if appointed under the provisions of this Bylaw and all resolutions of the Members or the Board or a committee of the Board with continuing effect passed under any repealed Bylaw shall continue to be good and valid except to the extent inconsistent with this Bylaw and until amended or repealed.

This Bylaw No. 1 was made by the directors of the Corporation on the \_\_\_\_\_ day of \_\_\_\_\_, 2019 and was confirmed without variation by the Members of the Corporation on the 21<sup>st</sup> day of September, 2019.

\_\_\_\_\_  
President \_\_\_\_\_

\_\_\_\_\_  
Secretary \_\_\_\_\_

