

## **SOFTBALL YUKON CONSTITUTION**

The name of the Society shall be:

- a) Softball Yukon

The purposes of Softball Yukon are:

- a) To promote the game of softball and associated sports and pastimes.
- b) To hold and arrange softball and other matches and competitions, and to offer and grant, or contribute towards the provisions and prizes, awards and distinctions on a Territorial level.
- c) To subscribe to, become a member of and co-operate with other associations whether incorporated or not, whose objects are altogether or in part similar to those of this society.
- d) To make, adapt, vary, and publish rules and regulations of the said game or otherwise, and to take all such steps as shall be deemed necessary or advisable for the enforcing of such regulations, by by-laws and conditions.
- e) To promote, support or assist in all or any such athletic contests or sports for which any property of the society may be available or which may be determined or approved by the society.

The principal address for the operations of the Society is:

- a) 4061 4<sup>th</sup> Avenue  
Whitehorse, Yukon  
Y1A 1H1

# SOFTBALL YUKON BY-LAWS

## ARTICLE I GENERAL

- 1.1 Purpose – These By-laws relate to the general conduct of the affairs of Softball Yukon, a Society incorporated under the Yukon *Societies Act*.
- 1.2 Definitions – The following terms have these meanings in these By-laws:
- a) *Act* – the Yukon *Societies Act*, as amended
  - b) *Accountant* – an individual appointed by the Members at the Annual General Meeting of the Members to review the books, accounts and records of the Society for a report to the Members at the next Annual General Meeting. The Accountant will not be an Employee or a Director of the Society
  - c) *Board* – the Board of Directors of the Society
  - d) *Days* – days including weekends and holidays
  - e) *Director* – an individual elected or appointed to serve on the Board pursuant to these By-laws
  - f) *Member* – all categories of membership pursuant to these By-laws
  - g) *Officer* – an individual elected or appointed to serve as an Officer of the Society pursuant to these By-laws
  - h) *Ordinary Resolution* – a resolution passed by a majority of the votes cast on that resolution
  - i) *Registrar* – the registrar of societies per the Act.
  - j) *Society* – Softball Yukon
  - k) *Special Resolution* – a resolution passed by not less than seventy-five percent (75%) of the votes cast on that resolution for which not less than 21 days notice has been given or signed by all the voting members entitled to vote on that resolution
- 1.3 Head Office – The head office of the Society will be located at an address in the Yukon.
- 1.4 Corporate Seal – The Society may have a corporate seal, which may be adopted and may be changed by Ordinary Resolution of the Board.
- 1.5 No Gain for Members – The Society will be carried on without the purpose of gain for its Members and any profits or other accretions to the Society will be used in promoting its objects.

1.6 Ruling on By-laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Society.

1.7 Conduct of Meetings – Unless otherwise specified in the Act or these By-laws, meetings of the Members and meetings of the Board will be conducted according to Robert’s Rules of Order (current edition).

1.8 Interpretation – Word importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate.

1.9 Affiliations – The Society will be a member in good standing with Softball Canada and will follow Softball Canada’s published rules.

## **ARTICLE II MEMBERSHIP**

### **Categories of Membership**

2.1 Categories – The Society has the following categories of Member:

a) Regular Member:

- i. A softball club or league that is registered as a member of the Society and has agreed to abide by the Society’s By-laws, policies, procedures, rules, and regulations.
- ii. A Director of the Society who has agreed to abide by the Society’s By-laws, policies, procedures, rules, and regulations

## **Admission of Members**

2.2 Admission of Members – Any candidate will be admitted as a Member or renewed as a Member if:

- a) The candidate member makes an application for membership in a manner prescribed by the Society;
- b) The candidate member was at any time previously a Member, the candidate member was a Member in good standing at the time of ceasing to be a Member;
- c) The candidate member has paid dues as prescribed by the Board;
- d) The candidate member agrees to uphold and comply with the Society's governing documents;
- e) The candidate member meets any other condition of membership determined by the Board;
- f) The candidate member has met the applicable definition listed in Section 2.1; and
- g) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

## **Membership Status and Dues**

2.3 Duration – Unless otherwise determined by the Board, membership with the Society begins as described below and ends as described below or when the member resigns or is terminated from membership:

- a) Regular Member:
  - i. Membership of clubs or leagues that are Regular Members begins on a date determined by the Board and ends on a date determined by the Board common to all Regular Members that are clubs or leagues
  - ii. Membership of Directors who are Regular Members begins on the date the Director assumes office in accordance with these By-laws and ends when the individual ceases to be a Director

2.4 Dues – Membership dues will be determined annually by the Board.

2.5 Deadline – Members will be notified in writing of the membership dues at any time payable, and if the membership dues are not paid within sixty (60) days of the membership renewal date or notice of default, the Member in default will automatically cease to be a Member of the Society.

## **Transfer, Suspension, and Termination of Membership**

2.6 Transfer – Membership in the Society is non-transferable.

2.7 Suspension – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Society's policies related to discipline, or by Special Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting.

2.8 Effects of Suspension – A suspended Member is not in good standing, may not vote at meetings of the Members, is not permitted to have any sport-related involvement with the Society, and may be subject to a probationary period before being reinstated to good standing.

2.9 Termination – Membership in the Society will terminate immediately upon:

- a) The expiration of the Member's annual membership, unless renewed in accordance with these By-laws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Section 2.1 of these By-laws;
- c) Resignation by the Member by giving written notice to the Society;
- d) Dissolution of the Society;
- e) Not being a member in good standing for twelve consecutive months;
- f) A decision made by a panel in accordance with the Society's applicable discipline policies;
- g) The Member's death or dissolution, as applicable; or
- h) By Special Resolution of the Board or of the Members at a duly called meeting, provided fifteen (15) days notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission opposing the termination.

2.10 May Not Resign – A Member may not resign from the Society when the Member is subject to disciplinary investigation or action by the Society.

2.11 Arrears – A Member will be expelled from the Society for failing to pay membership dues or monies owed to the Society by the deadline dates prescribed by the Board. Any dues, subscriptions, or other monies owed to the Society by suspended or expelled Members will remain due.

2.12 Discipline – A Member may be disciplined in accordance with the Society’s policies and procedures relating to the discipline of Members.

### **Good Standing**

2.13 Definition – A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member;
- b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Society;
- d) Has complied with the By-laws, policies, and rules of the Society;
- e) Is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required membership dues.

2.14 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board or a Disciplinary Panel, will not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing.

## **ARTICLE III MEETINGS of MEMBERS**

3.1 Annual General Meeting – The Society will hold meetings of Members at such date, time and place as determined by the Board within the Yukon Territory. The Annual General Meeting will be held within fifteen (15) months of the last Annual General Meeting and within four (4) months of the Society’s fiscal year end. Any Member, upon request, will be provided, not less than ten (10) days before the Annual General Meeting and not more than sixty (60) days, with a copy of the approved financial statements and accountant’s review report (if applicable).

3.2 Special General Meeting – A Special General Meeting of the Members may be called at any time by the Board or upon the written requisition of twenty percent (20%) or more of the Members for any purpose connected with the affairs of the Society that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting if the Society makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Directors or Members, as the case may be, may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Notice – Written or electronic notice of the date of the Annual General Meeting of the Members will be given to all Members in good standing, Directors, and the Accountant (if applicable) at least twenty-one (21) days and not more than fifty (50) days prior to the date of the meeting. Notice will contain a proposed agenda, reasonable information to permit Members to make informed decisions, nominations of Directors, and the text of any resolutions or amendments to be decided.

3.5 Waiver of Notice – Any person who is entitled to notice of a meeting of the Members may waive notice, and attendance of the person at the meeting is a waiver of notice of the meeting, unless the person attends the meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting was not lawfully called in accordance with these By-laws.

3.6 Error or Omission in Giving Notice – No error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 Business – All business transacted at a Special General Meeting and all business transacted at an Annual General Meeting (except consideration of the financial statements, presentation of the accountant's report (if any), election of Directors, and re-appointment of the incumbent accountant (if applicable)) is deemed to be special business.

3.8 Scrutineers – At the beginning of each meeting, the Board may appoint one or more scrutineers who will be responsible for ensuring that votes are properly cast and counted.

3.9 Quorum – When the number of Members is 15 or less, 3 voting Members present will constitute a quorum. When the number of Members is 16 or more, at least 20% of the voting Members present will constitute a quorum.

3.10 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within ten (10) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.11 Attendance – The only persons entitled to attend a meeting of the Members are delegates representing Regular Members that are clubs and leagues, the parents or guardians of an Individual Member if the Individual Member is younger than 18 years old, the Directors, the accountants of the Society, and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the voting Members present.

### **Voting at Meetings of Members**

3.12 Voting Privileges – Members will have the following voting rights at all meetings of Members:

a) Regular Members:

- i. Regular Members that are clubs and leagues are entitled to appoint one (1) Delegate who has one vote.
- ii. Regular Members who are Directors have one vote each.

3.13 Delegates – Regular Members that are clubs and leagues will appoint in writing (inclusive of electronic notice) to the Society, seven (7) days prior to the meeting of Members, the name of the Delegate who will represent the Member. Delegates must be at least eighteen years of age, of sound mind, and be acting as the Member's representative. Once appointed, a Delegate may not vote by proxy.

3.14 Determination of Votes – Votes will be determined by a show of hands, orally, or electronic ballot, except in the case of elections which require a secret ballot, unless a secret or recorded ballot is requested by a Member.

3.15 Majority of Votes – Except as otherwise provided in these By-laws, an Ordinary Resolution will decide each issue.



## **ARTICLE IV GOVERNANCE**

### **Composition of the Board**

- 4.1 Directors – The Board will consist of six (6) Directors.
- 4.2 Composition of the Board – The Board will consist of the following:
- a) President
  - b) First Vice President
  - c) Second Vice President
  - d) Third Vice President
  - e) Secretary-Treasurer
  - f) Director-at-Large

### **Eligibility of Directors**

- 4.3 Eligibility – To be eligible for election as a Director, an individual must:
- a) Be eighteen (18) years of age or older;
  - b) Have the power under law to contract;
  - c) Have not been declared incapable by a court in Canada or in another country;  
and
  - d) Not have the status of bankrupt.

### **Election of Directors**

- 4.4 Nominations Committee – The Board may appoint a Nominations Committee. If appointed, the Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.
- 4.5 Nomination – Any nomination of an individual for election as a Director will:
- a) Include the written consent of the nominee by signed or electronic signature;  
and
  - b) Comply with the procedures established by the Nominations Committee (if appointed).
- 4.6 Nominations from the Floor – An individual may be nominated from the floor of the meeting of the Members.
- 4.7 Circulation of Nominations – Valid nominations will be circulated to Members at the Annual General Meeting prior to the elections.

4.8 Election – At each meeting of the Members at which elections are held, elections will be held for any Director position for which the incumbent Director’s term is expiring and/or any Director position that is vacant.

4.9 Election – Directors will be elected at each Annual General Meeting as follows:  
a) The President, Third Vice President and Director-at-Large will be elected at alternate Annual General Meetings to those listed in sub-section b.  
b) The First Vice President, Second Vice President, and Secretary-Treasurer will be elected at alternate Annual General Meetings to those listed in sub-section a.

4.10 Elections – Elections for each position will be decided in accordance with the following:

- a) One Valid Nomination – Winner declared by acclamation.
- b) Two or More Valid Nominations – The nominee(s) receiving the greatest number of votes and an Ordinary Resolution will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted. If there continues to be a tie and more nominees than positions, the nominee receiving the fewest votes will be deleted from the list of nominees until there remains the appropriate number of nominees for the position(s) or until a winner is declared.

4.11 Terms – Directors will serve terms of two (2) years and will hold office until they or their successors have been duly elected in accordance with these By-laws, unless they resign, or are removed from or vacate their office.

### **Resignation and Removal of Directors**

4.12 Resignation – A Director may resign from the Board at any time by presenting his or her notice of resignation to the Board. This resignation will become effective the date on which the notice is received by the Secretary or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of the Society resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.13 Vacate Office – The office of any Director will be vacated automatically if:  
a) The Director becomes no longer eligible to be a Director; or  
b) The Director dies.

4.14 Removal – A Director may be removed by Special Resolution of the Members at a meeting of the Members, provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

#### **Filling a Vacancy on the Board**

4.15 Vacancy – Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for the remainder of the previous Director’s term.

#### **Meetings of the Board**

4.16 Call of Meeting – A meeting of the Board will be held at any time and place as determined by the President, or by written requisition of at least two (2) Directors.

4.17 Chair – The President will be the Chair of all meetings of the Board unless designated by the President. In the absence of the President, or if the meeting of the Board was not called by the President, the First Vice President (or designate) will be the Chair of the meeting.

4.18 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least forty-eight (48) hours prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual General Meeting of the Society.

4.19 Board Meeting With New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.20 Quorum – At any meeting of the Board, quorum will be a majority of Directors holding office.

4.21 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed by Ordinary Resolution.

4.22 No Alternate Directors – No person shall act for an absent Director at a meeting of directors.

4.23 Written Resolutions – A resolution in writing signed by all the Directors is as valid as if it had been passed at a meeting of the Board.

4.24 Closed Meetings – Meetings of the Board will be closed to Members and the public except by invitation of the Board.

4.25 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of other telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

### **Duties of Directors**

4.26 Standard of Care – Every Director will:

- a) Act honestly and in good faith with a view to the best interests of the Society;  
and
- b) Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

### **Powers of the Board**

4.27 Powers of the Society – Except as otherwise provided in the Act or these By-laws, the Board has the powers of the Society and may delegate any of its powers, duties, and functions.

- 4.28 Empowered – The Board is empowered, including but not limited to:
- a) Make policies and procedures or manage the affairs of the Society in accordance with the Act and these By-laws;
  - b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
  - c) Make policies and procedures relating to the management of disputes within the Society and deal with disputes in accordance with such policies and procedures;
  - d) Employ or engage under contract such persons as it deems necessary to carry out the work of the Society;
  - e) Determine registration procedures, recommend membership dues, and determine other registration requirements;
  - f) Enable the Society to receive donations and benefits for the purpose of furthering the objects and purposes of the Society;
  - g) Make expenditures for the purpose of furthering the objects and purposes of the Society;
  - h) Borrow money upon the credit of the Society as it deems necessary in accordance with these By-laws; and
  - i) Perform any other duties from time to time as may be in the best interests of the Society.

## **ARTICLE V OFFICERS**

5.1 Composition – The Officers will be comprised of the Directors.

5.2 Duties – The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual and Special General Meetings of the Society and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Society, and will perform such other duties as may from time to time be established by the Board.
- b) The First Vice President will, in the absence or disability of the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.

- c) The Second Vice President will, in the absence or disability of the First Vice President, perform the duties and exercise the powers of the First Vice President, and will perform such other duties as may from time to time be established by the Board.
- d) The Third Vice President will, in the absence or disability of the Second Vice President, perform the duties and exercise the powers of the Second Vice President, and will perform such other duties as may from time to time be established by the Board.
- e) The Secretary-Treasurer will be responsible for the documentation of all amendments to the Society's By-laws, will ensure that all official documents and records of the Society are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each meeting of the Members and other meetings a report of all activities since the previous meeting of the Members or other meetings, will give due notice to all Members of the meeting of the Members, will keep proper accounting records as required by the Act, will cause to be deposited all monies received by the Society in the Society's bank account, will supervise the management and the disbursement of funds of the Society, when required will provide the Board with an account of financial transactions and the financial position of the Society, will prepare annual budgets, and will perform such other duties as may from time to time be established by the Board.
- f) The Director at Large will perform such other duties as may from time to time be established by the Board.

5.3 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Society, or to another Director.

5.4 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board or of the Members, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the Officer is removed by the Members, his or her position as a Director will automatically and simultaneously be terminated.

5.5 Vacancy – Where the position of an elected Officer becomes vacant for whatever reason, the Board will appoint another Director to fill the vacancy until the end of the term.

5.6 Other Officers – The Board may determine other Officer positions and appoint individuals to fill those positions. Other Officers need not be Directors.

## **ARTICLE VI REGISTRANTS**

6.1 Registrants – The Society has the following category of Registrants, who are not Members, but who must register with the Society and pay fees as determined by the Board:

- a) Registrant – Players, coaches, managers, and umpires who are registered with a Regular Member that is a club or league.

### **Term**

6.2 Year – Unless otherwise determined by the Board, the registration term of Registrants begins on a date the individual registers with the Society and ends on a date determined by the Board common to all Registrants.

### **Fees**

6.3 Fees – Registrant fees will be determined annually by the Board.

6.4 Deadline – Registrants will be notified in writing of the fees payable, and if they are not paid within sixty (60) days of a date specified by the Board, the Registrant in default will automatically cease to be a Registrant with the Society.

### **Discipline**

6.5 Discipline – A Registrant may be suspended or expelled from the Society in accordance with the Society's By-laws, policies, and procedures relating to discipline of Registrants.

6.6 May Not Resign – A Registrant may not resign from the Society if the Registrant is subject to disciplinary investigation or action.

### **Status**

6.7 Expulsion and Resignation – A Registrant ceases to be a Registrant if:

- a) The Registrant fails to maintain any of the qualifications or conditions of being a Registrant described in Section 6.1;
- b) The Registrant resigns from the Society by giving written notice to the Society in which case the resignation becomes effective on the date specified in the resignation. The Registrant will be responsible for all fees payable until the actual withdrawal becomes effective;
- c) The Registrant fails to pay fees owed to the Society by the deadline dates prescribed in Section 6.4;
- d) The Registrant fails to comply with Society's registration policies or applicable policies;
- e) The Registrant's term of registration expires; or
- f) The Society is liquidated.

### **Good Standing**

6.8 Definition – A Registrant with the Society will be in good standing provided that the Registrant :

- a) Has not ceased to be a Registrant;
- b) Has not been suspended, resigned or been expelled, or had other restrictions or sanctions imposed;
- c) Has completed and remitted all documents as required by the Society;
- d) Has complied with the By-laws, policies, procedures, rules and regulations of the Society;
- e) Is not subject to a disciplinary investigation or action by the Society, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- f) Has paid all required fees to the Society.

6.9 Cease to be in Good Standing – Registrants who cease to be in good standing may have privileges suspended and will not be entitled to the benefits and privileges of registration until such time as the Board is satisfied that the Registrant has met the definition of good standing.

### **ARTICLE VII COMMITTEES**

7.1 Appointment of Committees – The Board may appoint such committees as it deems necessary for managing the affairs of the Society and may appoint members of committees or provide for the election of members of committees, may prescribe the duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties, and functions.



- 7.2 Quorum – A quorum for any committee will be the majority of its voting members.
- 7.3 Honoraria – The Board, at its discretion, may provide honoraria for some members of committees.
- 7.4 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee’s term.
- 7.5 President Ex-officio – The President will be an ex-officio and non-voting member of all Committees of the Society.
- 7.6 Removal – The Board may remove any member of any Committee.
- 7.7 Debts – No Committee will have the authority to incur debts in the name of the Society.

## **ARTICLE VIII FINANCE AND MANAGEMENT**

- 8.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Society will be December 31.
- 8.2 Bank – The banking business of the Society will be conducted at such financial institution as the Board may determine.
- 8.3 Annual Financial Statements – The Directors will approve financial statements (evidenced by signature of two or more Directors) of the Society of the last fiscal year of the Society and present the approved financial statements before the Members at every Annual General Meeting. A copy of the Annual Financial Statements will be provided to any Member requesting a copy of the Financial Statements not less than twenty-one (21) days before the Annual General Meeting. The Financial Statements will include:
- a) A balance sheet; and
  - b) A statement of revenue and expenditures that includes:
    - i. Statements of the amounts received from government bodies (itemized for department or agency);
    - ii. Amounts received as donations from the public;
    - iii. Amounts paid as to any Member, Director, or person associated with a Director, and;
    - iv. Amounts paid as remuneration to, or loaned to, any Member, Directors, or person associated with a Director.

- c) Any further information respecting the financial position of the Society if the Annual General Meeting is being held more than four months after the end of the previous fiscal year.

8.4 Financial Statements Reviewed – The Society’s financial statements must be reviewed and signed by an accountant if the Society is a Category A or Category B society, per the Act. If the Society is a Category B society, the Members may, by Special Resolution, waive this requirement. Categories are defined as:

- a) Category A – Societies that, during their fiscal year, had revenues (including grants and donations) of \$150,000 or more or had assets of \$300,000 or more
- b) Category B – Societies that, during their fiscal year, had revenues (including grants and donations) of \$40,000 or more but less than \$150,000 or had assets of \$100,000 or more but less than \$300,000
- c) Category C – Societies that are not Category A or Category B societies

8.5 Filing – The Society will file a copy of its financial statements with the Registrar at the same time as filing its annual report.

8.6 Accountant – At each Annual General Meeting the Members may (or must, when required) appoint an accountant to review the books, accounts and records of the Society in accordance with the Act. The accountant will hold office until the next Annual General Meeting. The accountant will not be an employee, Officer, or Director of the Society.

8.7 Books and Records – The necessary books and records of the Society required by these By-laws or by applicable law will be necessarily and properly kept. The books and records include, but are not limited to:

- a) The Society’s By-laws;
- b) The minutes of meetings of the Members and of any committee of Members;
- c) A register of Directors;
- d) A register of Officers;
- e) A register of Members; and
- f) Account records adequate to enable the Directors to ascertain the financial position of the Society on a quarterly basis.

8.8 Signing Authority – Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Society will be executed by at least one (1) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

8.9 High Value Contracts – All financial instruments and contracts with a value larger than \$5,000 must be signed by two (2) Officers or other individuals as designated by the Board that hold the signing authority of the Society.

8.10 Property – The Society may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

8.11 Borrowing – The Society may borrow funds under such terms and conditions as the Board may determine, as permitted by the Act.

8.12 Borrowing Restriction – The Members may, by Special Resolution, restrict the borrowing powers of the Board but a restriction so imposed expires at the next Annual General Meeting.

### **Remuneration**

8.13 No Remuneration – All Directors, Officers (with the exception of paid employees of the Society who have been appointed as Officers), and members of Committees (except as permitted by these By-laws) will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Society under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these By-laws.

## **Conflict of Interest**

8.14 Conflict of Interest – A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Society will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction, will refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest.

## **ARTICLE IX AMENDMENT OF BY-LAWS**

9.1 Amendment by Directors – These By-laws may be amended, revised, repealed or added to by Special Resolution but any change is not effective until filed with and approved by the Registrar.

9.2 Amendment by Member Proposal – These By-laws may be amended, revised, repealed or added to by member proposal. Proposed amendments by Members must be submitted to the Board for approval at least thirty (30) days before an Annual General Meeting. Amendments by member proposal must be approved by Ordinary Resolution of the Members at any meeting of the Members. Amendments by member proposal that are approved by the Members take effect immediately.

## **ARTICLE X NOTICE**

10.1 Written Notice – In these By-laws, written notice will mean notice which is hand-delivered or provided by mail, fax, email, or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

10.2 Date of Notice – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked.

10.3 Error in Notice – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.

## **ARTICLE XI DISSOLUTION**

11.1 Dissolution – The Society may be dissolved in accordance with the Act.

## **ARTICLE XII INDEMNIFICATION**

12.1 Will Indemnify – The Society will indemnify and hold harmless out of the funds of the Society each Director and any individual who acts at the Society’s request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Society’s request in a similar capacity.

12.2 Will Not Indemnify – The Society will not indemnify a Director or any individual who acts at the Society’s request in a similar capacity for acts of fraud, dishonesty, bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Society will not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Society; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

12.3 Insurance – The Society will, at all times, maintain in force such Directors and Officers liability insurance.

## **ARTICLE XIII ADOPTION OF THESE BY-LAWS**

13.1 Ratification – These By-laws were ratified by Ordinary Resolution of the Members of the Society at a meeting of Members duly called and held on November 3, 2021.

13.2 Repeal of Prior By-laws – In ratifying these By-laws, the Members of the Society repeal all prior By-laws of the Society provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.