

**A by-law relating generally to the conduct  
of the affairs of**

CANADIAN CAMPING ASSOCIATION  
(the “**Corporation**”)

APPROVED BY THE BOARD: September 10, 2014

CONFIRMED BY THE MEMBERS:

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CANADIAN CAMPING ASSOCIATION  
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**BE IT ENACTED** as a by-law of the Corporation as follows:

**ARTICLE I**  
**INTERPRETATION**

**1.1 Definitions.** In this by-law and all other by-laws and resolutions of the Corporation, unless the context otherwise requires:

“**Act**” means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23, including the Regulations, and any statute that may be substituted therefor, as amended from time to time;

“**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;

“**By-Law**” means this by-law and “**By-laws**” means this By-law and all other by-laws of the Corporation as amended from time to time;

“**director**” means an individual elected or appointed to the Board;

“**meeting of Members**” includes an annual meeting of Members and a special meeting of Members;

“**Member**” means a member of the Corporation;

“**Officer**” means an officer of the Corporation being (a) the President (b) President Elect, (c) Treasurer, (d) Secretary, (e) Past President, and (f) any other individual who performs functions for the Corporation similar to those normally performed by an individual listed in clause (a) through (f);

“**proposal**” means a proposal submitted by a Member that meets the requirements of Section 163 (Member Proposals) of the Act, as more particularly described in section 4.3 hereof;

“**Regulations**” means the regulations made under the Act, as amended, restated or in effect from time to time;

“**special business**” has the meaning set out in section 4.2 and 4.4;

**“special meeting of Members”** means a special meeting of all Members entitled to vote at an annual meeting of Members and a meeting of any class or classes of Members entitled to vote on the question at issue called to consider special business; and

**“Special Resolution”** means a resolution passed by not less than two-thirds (2/3) of the votes cast on that resolution and if a class vote is required, shall mean a resolution passed by not less than two-thirds (2/3) of the votes cast on that resolution by each class that is entitled to vote.

**1.2 Interpretation.** In the interpretation of this By-Law, unless the context otherwise requires, the following rules shall apply:

- (a) except where specifically defined in this By-Law, words, terms and expressions appearing in this By-Law, including the term “soliciting corporation”, shall have the meaning ascribed to them under the Act;
- (b) words importing the singular number only shall include the plural and vice versa;
- (c) the word “person” shall mean an individual, body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization;
- (d) the headings used in the By-Law are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions of the By-Law or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions; and
- (e) except where specifically stated otherwise, or as otherwise required by the Act, references to actions being taken “in writing” or similar terms shall include electronic communication and references to “address” or similar terms shall include e-mail address. It is the intent of the Corporation to use electronic communication whenever possible.

## **ARTICLE II GENERAL**

**2.1 Registered Office.** The registered office of the Corporation shall be situated at 1811 Aspden Road, Utterson, Ontario, Canada P0B 1M0 or as otherwise determined by the Board.

**2.2 Corporate Seal.** The Corporation may, but need not, have a corporate seal. If adopted, the seal shall be in the form approved from time to time by the Board, and the Secretary of the Corporation (or, in the event there is no Secretary appointed, any officer determined by the Board) shall be the custodian of the corporate seal, which shall ordinarily be maintained at the registered office of the Corporation.

**2.3 Fiscal Year.** The fiscal year of the Corporation shall end on December 31<sup>st</sup> of each year or as otherwise determined by the Board.

**2.4 Execution of Documents.** Deeds, transfers, assignments, contracts, obligations and other documents and instruments (“**Documents**”) in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors or by any combination thereof. The Board may also from time to time direct the manner in which and the person or persons by whom Documents generally and/or a particular Document or type of Document shall be executed. Any person authorized to sign any Document may affix the corporate seal to the Document.

**2.5 Banking.** The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the Board may by resolution from time to time designate, direct or authorize.

**2.6 Invalidity of any Provisions of this By-Law.** The invalidity or unenforceability of any provision of this By-Law shall not affect the validity or enforceability of the remaining provisions of this By-Law.

### **ARTICLE III MEMBERS**

**3.1 Membership Conditions.** Membership in the Corporation shall be available only to individuals or organizations interested in furthering the Corporation’s purposes and 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 or this By-Law.

**3.2 Qualifications and Conditions of Membership.**

Subject to the Articles and these by-laws, there shall be one (1) class of Members with such rights as are set out in the Articles. The conditions required to qualify as a Member are as follows:

- (a) **Federated Members.** Each provincial or territorial camping association recognized by the Board as having objects and aims similar to those of the Corporation shall be eligible for admission as a federated member (each a “Federated Member”).
- (b) **Executive Members.** The executive officers of the Corporation appointed by resolution of the Board shall automatically be Members, but only for so long as such individuals serve as officers of the Corporation.

**3.3 Transferability of Membership.** A membership may only be transferred to the Corporation.

**3.4 Termination of Membership.** The rights of a Member lapse and cease to exist when the membership terminates for any of the following reasons:

- (a) the Member dies, resigns or, in the case of a corporation, is dissolved;

- (b) the Member is expelled or the Member's membership is otherwise terminated in accordance with the Articles or Section 3.6 below;
- (c) the Member ceases to meet the qualifications, criteria or conditions of membership set out in the Articles or the By-laws;
- (d) the Member's term of membership expires (if applicable);
- (e) upon the bankruptcy of a member of the making by a Member of an assignment under the provisions of the *Bankruptcy and Insolvency Act* (Canada) or equivalent legislation; or
- (f) the Corporation is liquidated or dissolved pursuant to the Act.

Subject to the Articles, upon any termination of membership, the rights of the Member, including any rights in the property of the Corporation, automatically cease to exist. No membership due will be returned to a previous Member upon termination of such Member's membership.

**3.5 Resignation.** Any Member may resign as a Member by delivering a written resignation in which case such resignation shall be effective from the date specified in the resignation.

**3.6 Discipline of Members.** The Board shall have the authority to suspend or expel any Member for any one or more of the following reasons:

- (a) violating any provision of the Articles, this By-Law, or any written policies of the Corporation;
- (b) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the Board determines that a Member should be considered for suspension or expulsion from membership in the Corporation, the Board shall provide fourteen (14) days written notice of the suspension or expulsion hearing to the Member, including reasons for the proposed suspension or expulsion. The Member may make written submissions to the Board, in response to the notice received, within such fourteen (14) day period. In the event that no written submissions are received, the Board may proceed to determine the matter and notify the Member that the Member is suspended or expelled from membership in the Corporation, as the case may be. If written submissions are received in accordance with this Section 3.6, the Board will consider such submissions in arriving at its decision and shall notify the Member concerning such decision within fourteen (14) days from the date of receipt of the Member submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal. Despite any other provision in these By-laws, the decision to suspend or expel a Member requires the support of at least three quarters (3/4) of the directors entitled to vote on the matter.



**3.7 Expulsion of Members.** The Members may, by Special Resolution passed at a special meeting of Members, expel a Member for any reason, provided that the Member shall be given the opportunity to be heard at such meeting prior to any decision being made.

**3.8 Membership Dues.** The Board may require Members to make an annual contribution or pay annual dues or fees and may determine the manner in which the contribution is to be made or the dues are to be paid. To ensure transparency and accountability, a fee policy shall be adopted by the Board from time to time and disclosed to the Members.

**3.9 Supporters.** No person (including those persons who receive goods or services from the Corporation or otherwise participate in the Corporation's activities or programs) shall be entitled to any rights of Members under this By-Law or the Act, unless they comply with this Article III.

#### **ARTICLE IV MEETINGS OF MEMBERS**

**4.1 Place of Meetings.** Meetings of the Members may be held at any place within Canada determined by the Board or, if all of the Members entitled to vote at such meeting so agree, outside Canada.

**4.2 Annual Meetings.** The Board shall call an annual meeting no later than fifteen (15) months after the last preceding annual meeting but not later than six (6) months after the end of the Corporation's preceding financial year. The Board shall call an annual meeting of Members for the purpose of:

- (a) considering the financial statements and reports of the Corporation required by the Act to be presented at the meeting;
- (b) electing directors;
- (c) appointing, or re-appointing, a public accountant, if required under Part 12 of the Act; and
- (d) transacting such other business as may properly be brought before the meeting or is required under the Act.

Any business transacted under (d) shall constitute special business.

**4.3 Proposals at Annual Meeting.** Any Member entitled to vote at an annual meeting may submit to the Corporation notice of any matter that the Member proposes to raise at the annual meeting (a "**Proposal**"). Any such Proposal may include nominations for the election of directors if the Proposal is signed by not less than 5% of Members entitled to vote at the meeting at which the Proposal is to be presented. The Corporation shall include all Proposals that comply with the Act in the notice of meeting and if so requested by the Member, shall also include a statement by the Member in support of the Proposal and the name and address of the Member.

**4.4 Special Meetings.** The Board may at any time call a special meeting of Members for the transaction of any business which may properly be brought before the Members, which shall

constitute special business. The Board shall call a special meeting of Members on written requisition of Members carrying not less than five per cent (5%) of the voting rights. If the Board does not call a meeting within twenty-one (21) days of receiving the requisition, any Member who signed the requisition may call the meeting.

**4.5 Notice of Meetings.** Notice of the time and place of a meeting of Members shall be sent to the following:

- (a) to each Member entitled to vote at the meeting (which may be determined in accordance with any record date fixed by the Board or failing which, in accordance with the Act);
- (b) to each director; and
- (c) to the public accountant of the Corporation, if any.

A notice shall be provided at least fourteen (14) days prior to the meeting. A notice shall be provided in accordance with the requirements of Article XII of this By-Law. Notice of a meeting of Members at which special business is to be transacted shall state the nature of that business in sufficient detail to permit the Member to form a reasoned judgment on the business and include the text of any Special Resolution or By-Law to be submitted to the meeting.

**4.6 Waiving Notice.** A person entitled to notice of a meeting of Members may in any manner and at any time waive notice of a meeting of Members, and attendance of any such person at a meeting of Members is a waiver of notice of the meeting, except where such person attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

**4.7 Persons Entitled to be Present.** The only persons entitled to be present at a meeting of Members shall be those entitled to vote at the meeting, the directors and the public accountant of the Corporation. Any other person may be admitted only on the invitation of the President or with the consent of the meeting.

**4.8 President of the Meeting.** In the event that the President is absent, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

**4.9 Quorum.** A quorum for the transaction of business at any meeting of the Members shall be a majority of Members. If a quorum is present at the opening of a meeting of Members, the Members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting. For the purpose of determining quorum, a member may be present in person, or, if permitted, by telephonic and/or other electronic means.

**4.10 Participation at Meetings by Telephone or Electronic Means.** Any person entitled to attend a meeting of Members may participate in the meeting using telephonic, electronic or other communications means that permit all participants to communicate adequately with each other during the meeting, if the Corporation makes available such a communication facility or the person in question has access to such a communication facility. A person participating in the

meeting by any such means shall be deemed to have been present at that meeting. A person participating by telephonic, electronic or other communication facility may vote by any such means if the facility, when necessary, can be adapted so that the votes can 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 a particular member or group of Members voted.

**4.11 Meeting Held Entirely by Electronic Means.** If the Board or Members call a meeting of Members, the Board or Members, as the case may be, may determine that the meeting shall be held entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

**4.12 Adjournment.** The President may, with the consent of the meeting, adjourn the meeting from time to time to a fixed time and place and no notice of such adjournment need be given to the Members provided the adjourned meeting takes place within thirty-one (31) days of the original meeting. 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 original notice calling the same.

**4.13 Absentee Voting.** In addition to voting in person, every Member (except Officer members) entitled to vote at a meeting of Members may vote by any of the following means:

- (a) by appointing in writing a proxyholder and/ or one or more alternate proxyholders who need not be Members (but may not be an officer of the Corporation), as the Member's proxy to attend and act at the meeting in the manner and to the extent and with the authority conferred by the proxy, subject to the following requirements:
  - (i) a proxy is valid only at the meeting in respect of which it is given or at a continuation of that meeting after an adjournment;
  - (ii) a Member may revoke a proxy by depositing an instrument or act in writing executed by the Member:
    - (A) at the registered office of the Corporation no later than the last business day preceding the day of the meeting, or the last business day preceding the day of the continuation of that meeting after an adjournment of that meeting, at which the proxy is to be used, or
    - (B) with the President on the day of the meeting or the day of the continuation of that meeting after an adjournment of that meeting;
  - (iii) 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, to demand a ballot at the meeting and, except where a proxyholder or an alternate proxyholder has conflicting instructions from

proxies issued by more than one Member, to vote at the meeting by way of a show of hands; and

- (iv) the form of proxy shall comply in form and substance with applicable laws.
- (b) by using a mailed-in ballot in the form provided by the Corporation, provided that the Corporation has a system that 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 voted; or
- (c) by means of a telephonic, electronic or other communication facility, if the facility 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 voted.

**4.14 Votes to Govern.** Each Member shall be entitled to the number of votes set out in the Articles.

**4.15 Show of Hands.** Except where a ballot is demanded, voting on any question proposed for consideration at a meeting of Members shall be by show of hands, and a declaration by the chair of the meeting as to whether or not the question or motion has been carried and an entry to that effect in the minutes of the meeting shall, in the absence of evidence to the contrary, be evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion. If a meeting is held by telephonic or electronic means, the chair of the meeting may implement a process approximating a show of hands.

**4.16 Ballots.** For any question proposed for consideration at a meeting of Members, either before or after a vote by show of hands has been taken, the chair of the meeting, or any Member or proxyholder may demand a ballot, in which case the ballot shall be taken in such manner as the chair directs and the decision of the Members on the question shall be determined by the result of such ballot.

**4.17 Resolution in Lieu of Meeting.** Except where a written statement is submitted to the Corporation by a director under subsection 131(1) of the Act or by a public accountant under subsection 187(4) of the Act:

- (a) 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 the Members; and
- (b) a resolution in writing dealing with all matters required by the Act to be dealt with at a meeting of Members, and signed by all the Members entitled to vote at that meeting, satisfies all the requirements of the Act relating to that meeting of Members.

A copy of every resolution referred to above shall be kept with the minutes of meetings of Members.

**4.18 Annual Financial Statements.** The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) 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: (a) 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; and / or (b) posted on the Corporation's website.

## **ARTICLE V DIRECTORS**

**5.1 Powers.** The Board shall manage or supervise the management of the activities and affairs of the Corporation.

**5.2 Size of Board.** Until changed in accordance with the Act, the Board shall consist of that number of directors within the range specified in the Articles, being a minimum of three (3) and a maximum of fifteen (15) directors. The size of the Board shall be fixed by resolution of the Members or, if the resolution empowers the Board to determine the size of the Board, by resolution of the Board. No decrease in the number of directors shall shorten the term of an incumbent director.

**5.3 Director Qualifications.** The following persons are automatically disqualified from being a director of the Corporation:

- (a) anyone who is less than 18 years of age;
- (b) anyone who has been declared incapable by a court in Canada or in another country;
- (c) anyone who is not an individual; and
- (d) a person who has the status of bankrupt.

**5.4 Nomination, Election and Term.** Each Federated Member shall carry out its own democratic, transparent, and accountable process to select a nominee for election to the Board and shall advise the Corporation, in writing, of such Federated Member's nominee no later than nine (9) months following the annual meeting of Members. Federated Members shall vote in favour of each other's nominees, but nothing in this section prevents or restricts a director from being removed from office in accordance with these By-laws. The Members shall elect at each annual meeting at which an election of directors is required, directors to hold office for a term expiring not later than the close of the fourth annual meeting of Members following the election. Not all directors elected at a meeting of Members need to hold office for the same term. A director not elected for an expressly stated term ceases to hold office at the close of the first annual meeting of Members following his/her election, but, if qualified, is eligible for

re-election. If directors are not elected at a meeting of Members, the incumbent directors continue in office until their successors are elected or appointed.

**5.5 Consent.** A director who is elected or appointed must consent to hold office as a director:

- (a) if present at the meeting at which the election or appointment takes place, by not refusing to hold office,
- (b) if not present at the meeting at which the election or appointment takes place, by either:
  - (i) consenting to hold office in writing before the election or appointment takes place or within ten (10) days of such election; or
  - (ii) by acting as a director after such person's election or appointment.

**5.6 Vacation of Office.** A director ceases to hold office when the director dies, resigns, is removed from office by the Members, or becomes disqualified to serve as director.

**5.7 Resignation.** A director may resign from office by giving a written resignation to the Corporation and such resignation becomes effective when received by the Corporation or at the time specified in the resignation, whichever is later.

**5.8 Removal.** The Members may, by resolution passed at a special meeting of Members, remove any director from office before the expiration of the director's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the director so removed, provided the Federated Member who nominated the removed director shall have the right to nominate a replacement director, if applicable, failing which such vacancy may be filled by the Board.

**5.9 Vacancies.** Subject to Section 5.8, a vacancy on the Board may be filled for the remainder of the term by a qualified individual by resolution of the Board. Notwithstanding the above, if there is not a quorum of directors or if a vacancy results from either (a) an increase in the number or change to the minimum or maximum number of directors provided in the Articles or (b) a failure to elect the number or minimum number of directors provided in the Articles, the directors then in office shall call a special meeting of Members to fill the vacancy and, if they fail to call a meeting or if there are no directors then in office, the meeting may be called by any Member.

**5.10 Remuneration and Expenses.** Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such; provided, however, that a director may be reimbursed for reasonable expenses incurred in performing his or her duties. Any officer of the Corporation may receive reimbursement for their reasonable expenses incurred on behalf of the Corporation. In addition, a director or officer may receive reasonable remuneration and expenses for any services to the Corporation that are performed in a capacity other than as a director or officer.

**5.11 Borrowing Powers and Other Powers.** The Board may, without authorization of the Members:

- (a) borrow money on the credit of the Corporation;
- (b) issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;
- (c) give a guarantee on behalf of the Corporation;
- (d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation;
- (e) authorize expenditures on behalf of the Corporation and delegate, by resolution, to an officer or officers of the Corporation, such authority to such maximum amounts as determined by the Board;
- (f) employ and pay salaries to employees on behalf of the Corporation and delegate, by resolution, to an officer or officers of the Corporation such authority; and
- (g) for the purpose of furthering the mission of the Corporation, acquire, accept, solicit, or receive legacies, gifts, grants, settlements, bequests, endowments, and donations of any kind whatsoever on behalf of the Corporation.

## **ARTICLE VI COMMITTEES**

**6.1 Delegation to Executive Committee.** The Board may appoint from their number a managing director or a committee of directors (which may be referred to as an executive committee) and delegate to the managing director or committee any of the powers of the Board except those which may not be delegated by the Board pursuant to subsection 138(2) of the Act. Unless otherwise determined by the Board, such a committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair, and to otherwise regulate its procedures.

**6.2 Other Committees.** The Board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. Any committee member may be removed by resolution of the Board. The Board may fix any remuneration for committee members who are not also directors of the Corporation.

## **ARTICLE VII MEETINGS OF DIRECTORS**

**7.1 Place of Meetings.** Meetings of the Board may be held at the registered office of the Corporation or at any other place within or outside of Canada as the Board may determine.

**7.2 Calling of Meetings.** Meetings of the Board may be called by the President or any two (2) directors at any time.

**7.3 Notice of Meeting.** Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Article XII of this By-Law to every director of the Corporation not less than seven (7) days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting.

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

**7.5 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 of the Board shall be sent to each director immediately after being passed, but no other notice shall be required for any such regular meeting except if Section 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

**7.6 Quorum.** A majority of directors constitutes a quorum at any meeting of the Board. For the purpose of determining quorum, a director may be present in person, or, if authorized under Section 7.8, by teleconference and/or by other electronic means. A quorum must be maintained throughout the meeting.

**7.7 Resolutions in Writing.** A resolution in writing, signed by all the directors entitled to vote on that resolution at a meeting of directors or of a committee of directors, shall be as valid as if it had been passed at a meeting of directors or committee of directors. A copy of every such resolution in writing shall be kept with the minutes of the proceedings of the directors or committee of directors.

**7.8 Participation at Meeting by Telephone or Electronic Means.** A director may, if all directors are in agreement and have provided their consent, participate in a meeting of directors or of a committee of directors using telephonic, electronic or another communication facility that permits all participants to communicate adequately with each other during the meeting. A director participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting.

**7.9 President of the Meeting.** In the event that the President is absent, the directors who are present shall choose one of their number to chair the meeting.

**7.10 Votes to Govern.** At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. Each director shall have one vote. In case of an equality of votes, the President shall not have a second or casting vote. Directors may not appoint proxies to attend meetings in their stead.



## **ARTICLE VIII OFFICERS**

**8.1 Appointment.** The Board may designate the offices of the Corporation, appoint individuals as officers on an annual or more frequent basis, specify their duties and delegate to such officers the power to manage the affairs of the Corporation. A director may be appointed to any office of the Corporation. An officer may, but need not be, a director unless these By-Laws otherwise provide. Two or more offices may be held by the same person.

## **ARTICLE IX DESCRIPTION OF OFFICES**

**9.1 Description of Offices.** Unless otherwise specified by resolution of the Board, the officers of the Corporation shall have the following duties and powers associated with their positions:

- (a) President – There shall be a President of the Corporation appointed by the Board, who shall be a director and who shall have the right to serve as chairperson of all meetings. The President shall hold such office for a term of such duration as the Board may from time to time determine; provided that such term shall not be for a period of longer than thirty (30) months unless no replacement has been appointed by the Board. The President shall have the power and duties from time to time prescribed by the Board.
- (b) Secretary – The Board may appoint a Secretary of the Corporation. The Secretary shall be clerk of the Board and shall attend all meetings of the Members and the Board and is responsible for the recording of all minutes of those proceedings in the books kept for that purpose. The Secretary shall give all notices required to be given to Members and to directors. The Secretary shall be responsible for all books, papers, records correspondence and documents belonging to the Corporation, and shall perform the other duties as may from time to time be prescribed by the Board or as may otherwise be incidental to the office. If no Secretary is appointed by the Board, the President shall perform such duties.
- (c) Treasurer – The Board shall appoint a Treasurer. The Treasurer shall keep full and accurate records of all receipts and disbursements of the Corporation in proper books of account and shall deposit all money or other valuable effects in the name and to the credit of the Corporation in the bank or banks from time to time designated by the Board. The Treasurer shall disburse the funds of the Corporation, take proper vouchers therefore and shall render to the President or the Board, whenever required, an account of all transactions and the financial position of the Corporation. The Treasurer shall co-operate with the auditors of the Corporation during any audit of the accounts of the Corporation.
- (d) Past President – The individual previously serving as President shall be appointed the Past President, to serve at the pleasure of the Board.

The powers and duties of all officers of the Corporation shall be such as the terms of their engagement call for or the Board requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

**9.2 Vacancy in Office.** The Board may remove any officer of the Corporation for any reason. Unless so removed, an officer shall hold office until the earlier of:

- (a) the officer's successor being appointed;
- (b) the officer's resignation;
- (c) such officer ceasing to be a director (if a necessary qualification of appointment);  
or
- (d) such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the Board may, by resolution, appoint a person to fill such vacancy.

**9.3 Remuneration of Officers.** The remuneration of all officers appointed by the Board shall be determined in accordance with Section 5.10.

**9.4 Officers as Members.** The officers of the Corporation shall, individually, be Members from time to time in accordance with Section 3.2(b), but only for so long as such individual is a duly appointed officer of the Corporation.

## **ARTICLE X CONFLICT OF INTEREST**

### **10.1 Conflict of Interest.**

- (a) Any director or officer of the Corporation who:
  - (i) is a party to a material contract or material transaction or proposed material contract or material transaction with the Corporation, or
  - (ii) is a director or officer of or has a material interest in any body corporate or business firm who is a party to a material contract or material transaction or proposed material contract or material transaction with the Corporation,shall disclose in writing at the directors' meeting or have entered in the minutes, the nature and extent of such director or officer's interest in such actual or proposed material contract or material transaction with the Corporation.
- (b) The disclosure required by (a) above, shall be made, in the case of a director:
  - (i) at the directors' meeting at which a proposed contract or proposed transaction is first considered;

- (ii) if the director was not then interested in a proposed contract or proposed transaction, at the first directors' meeting after such director becomes so interested;
  - (iii) if the director becomes interested after a contract or transaction is made, at the first directors' meeting held after the director becomes so interested; or
  - (iv) if an individual who is interested in a contract or transaction later becomes a director, at the first directors' meeting held after the individual becomes a director.
- (c) The disclosure required by (a) above, shall be made, in the case of an officer who is not a director:
  - (i) immediately after the officer becomes aware that the contract, transaction, proposed contract, or proposed transaction is to be considered or has been considered at a directors' meeting;
  - (ii) if the officer becomes interested after a contract or transaction is made, immediately after the officer becomes so interested; or
  - (iii) if an individual who is interested in a contract or transaction later becomes an officer, immediately after the individual becomes an officer.
- (d) If a material contract or material transaction, whether entered into or proposed, is one that, in the ordinary course of carrying on the Corporation's activities, would not require approval by the directors or Members, a director or an officer shall, immediately after they become aware of the contract or transaction, disclose in writing to the Corporation or request to have entered in the minutes of meetings of directors or of committees of directors, the nature and extent of their interest.
- (e) A director required to make a disclosure under Section 10.1(a)(i) above shall not vote on any resolution to approve the contract or transaction unless the contract or transaction:
  - (i) relates primarily to the director's remuneration as a director, an officer, an employee, or an agent of the Corporation or an affiliate;
  - (ii) is for indemnity or insurance under Section 151 of the Act; or
  - (iii) is with an affiliate.
- (f) For the purposes of this Section 10.1, a general written notice to the directors declaring that a director or officer is to be regarded as interested, for any of the following reasons, in a contract or transaction made with a party, is a sufficient declaration of interest in relation to the contract or transaction:

- (i) the director or officer is a director or an officer, or acting in a similar capacity, of a party referred to in Section 10.1(a)(ii);
  - (ii) the director or officer has a material interest in the party; or
  - (iii) there has been a material change in the nature of the director's or the officer's interest in the party.
- (g) A contract or transaction for which disclosure is required is not invalid, and the director or officer is not accountable to the Corporation or its Members for any profit realized from the contract or transaction, because of the director's or officer's interest in the contract or transaction or because the director was present or was counted to determine whether a quorum existed at the meeting of directors or of the committee of directors that considered the contract or transaction if:
  - (i) disclosure of the interest was made in accordance with this Section;
  - (ii) the directors approved the contract or transaction; and
  - (iii) the contract or transaction was reasonable and fair to the Corporation when it was approved.
- (h) Even if the conditions under Section 10.1(g) above are not met, a director or an officer, acting honestly and in good faith, is not accountable to the Corporation or to its Members for any profit realized from a contract or transaction for which disclosure is required, and the contract or transaction is not invalid by reason only of the interest of the director or officer in the contract or transaction, if:
  - (i) the contract or transaction is approved or confirmed by Special Resolution at a meeting of the Members;
  - (ii) disclosure of the interest was made to the Members in a manner sufficient to indicate its nature and extent before the contract or transaction was approved or confirmed by the Members; and
  - (iii) the contract or transaction was reasonable and fair to the Corporation when it was approved or confirmed by the Members.
- (i) A contract is not void by reason only of the failure of a director or officer to comply with the provisions of this Section 10.1 but a court may upon the application of the Corporation or a Member, set aside or annul the contract or transaction on any terms that it thinks fit, require the director or officer to account to the Corporation for any profit or gain realized on the contract or transaction, or make any other order that the court thinks fit.

**ARTICLE XI**  
**PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

**11.1 Standard of Care.** Every director and officer of the Corporation, in exercising such person's powers and discharging such person's duties, shall act honestly and in good faith with a view to the best interests of the Corporation and shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Every director and officer of the Corporation shall comply with the Act, the regulations, Articles, By-Law and policies of the Corporation.

**11.2 Limitation of Liability.** Provided that the standard of care required of the director or officer under the Act and the By-Law has been satisfied, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the money of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the money, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on the director or officer's part, or for any other loss, damage or misfortune which shall happen in the execution of such person's duties of office, unless the same are occasioned by the director or officer's own wilful neglect or default or otherwise result from the director or officer's failure to act in accordance with the Act or the regulations.

**11.3 Indemnification of Directors and Officers.** The Corporation shall indemnify each director and officer of the Corporation, all former directors or officers of the Corporation, or any other individual who acts or acted at the Corporation's request as a director or officer or in a similar capacity of another entity, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by such person in respect of any civil, criminal, administrative, or investigative action or other proceeding in which the individual is involved because of that association with the Corporation or other entity if:

- (a) the person 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
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the person had reasonable grounds for believing that the conduct was lawful.

The Corporation may indemnify such person in all such other matters, actions, proceedings and circumstances as may be permitted by the Act or the law. Nothing in this By-Law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-Law.

**11.4 Insurance.** Subject to the Act the Corporation may purchase and maintain insurance for the benefit of any person entitled to be indemnified by the Corporation pursuant to Section 11.3 against any liability incurred by the individual in the individual's capacity as a director or an officer of the Corporation; or in the individual's capacity as a director or officer, or in a similar capacity, of another entity, if the individual acts or acted in that capacity at the Corporation's request.

**11.5 Advances.** With respect to the defence by a director or officer or other individual of any claims, actions, suits or proceedings, whether civil or criminal, for which the Corporation is liable to indemnify a director or officer pursuant to the terms of the Act, the Board may authorize the Corporation to advance to the director or officer or other individual such funds as may be reasonably necessary for the defence of such claims, actions, suits or proceedings upon written notice by the director or officer to the Corporation disclosing the particulars of such claims, actions, suits or proceedings and requesting such advance. The director or officer shall repay the money advanced if the director or officer does not fulfill the conditions of Section 151(3) of the Act.

## **ARTICLE XII NOTICES**

### **12.1 Method of Giving Notices.**

- (a) Any notice (which term includes any communication or document) to be given to a Member, director, officer, member of a committee of the Board, or the public accountant shall be sufficiently given if given by mail, courier or personal delivery, or by an electronic, telephonic, or other communication facility.
- (b) A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given at a time it would be delivered in the ordinary course of mail; and a notice so sent by any means of electronic or similar communication shall be deemed to have been given when delivered to the appropriate electronic server or equivalent facility. The Secretary or any officer of the Corporation 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 on the books of the Corporation in accordance with any information believed by such person to be reliable. The declaration by the Secretary that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

**12.2 Omissions and Errors.** The accidental omission to give any notice to any Member, director, officer, member of a committee of the Board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the By-Law, or any error in any notice not affecting its substance, shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

**12.3 Waiver of Notice.** Any person entitled to notice may waive or abridge the time for any notice required to be given to such person, and such waiver or abridgement, whether given before or after the meeting 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, as the case may be. Any such waiver or abridgement shall be in writing.

### **ARTICLE XIII DISPUTE RESOLUTION**

**13.1 Mediation and Arbitration.** Disputes or controversies among Members, directors, or officers of the Corporation shall exclusively be resolved in accordance with mediation and/or arbitration as provided in Section 13.2.

**13.2 Dispute Resolution Mechanism.** In the event that a dispute or controversy among Members, directors, or officers of the Corporation arising out of or related to the Articles or By-Law, or out of any aspect of the activities or operations of the Corporation, is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the Members, directors, or officers of the Corporation as set out in the Articles, By-Law or the Act, but as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled conclusively by a confidential process of dispute resolution as follows:

- (a) The dispute or controversy shall first be submitted to a mutually acceptable mediator who will meet with the parties in question in an attempt to facilitate a voluntary resolution between the parties.
- (b) All costs of the mediator appointed in accordance with this section shall be borne equally by the parties to the dispute or controversy.
- (c) If the parties are not successful in resolving the dispute through mediation, then the dispute shall be settled by binding arbitration before a single arbitrator in accordance with the laws of the Province of Ontario. All proceedings relating to arbitration shall be kept confidential and there shall be no public disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal or review on a question of fact, law or mixed fact and law.
- (d) All costs of the arbitrator appointed in accordance with this section shall be determined by the arbitrator.

### **ARTICLE XIV SPECIAL RESOLUTIONS**

**14.1 Special Resolutions.** A Special Resolution of the Members is required to make any amendment to these By-Law or to the Articles to:

- (a) change the Corporation's name;
- (b) change the province in which the Corporation's registered office is situated;

- (c) add, change or remove any restriction on the activities that the Corporation may carry on;
- (d) create a new class or group of Members;
- (e) change a condition required for being a Member;
- (f) change the designation of any class or group of Members or add, change or remove any rights and conditions of any such class or group;
- (g) divide any class or group of Members into two or more classes or groups and fix the rights and conditions of each class or group;
- (h) add, change or remove a provision respecting the transfer of a membership;
- (i) subject to Section 133 of the Act, increase or decrease the minimum and maximum number of directors fixed by the Articles;
- (j) change the statement of the purpose of the Corporation;
- (k) change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation;
- (l) change the manner of giving notice to Members entitled to vote at a meeting of Members;
- (m) change the method of voting by Members not in attendance at a meeting of Members; or
- (n) add, change or remove any other provision that is permitted by the Act to be set out in the Articles.

**ARTICLE XV**  
**BY-LAW AND EFFECTIVE DATE**

**15.1 By-Law and Effective Date.**

- (a) Subject to the Articles, the Board may, by resolution, make, amend or repeal any By-Law that regulates the activities or affairs of the Corporation. Any such By-Law, amendment or repeal shall be effective from the date of the resolution of the Board until the next meeting of Members where it may be confirmed, rejected or amended by the Members by Resolution. If the By-Law, amendment or repeal is confirmed or confirmed as amended by the Members it remains effective in the form in which it was confirmed. The By-Law, amendment or repeal ceases to have effect if it is not submitted to the Members at the next meeting of Members or if it is rejected by the Members at the meeting.



- (b) Despite the foregoing, a By-Law amendment that requires a Special Resolution as set out in Article XIV is only effective when confirmed by Members.
- (c) Upon the enactment of this By-Law, all previous By-Laws of the Corporation shall be repealed. Such repeal shall not affect the previous operation of any By-Law or affect the validity of any act done or right or privilege, obligation, or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or the validity of any letters patent of the Corporation obtained pursuant to, any such By-Law prior to its repeal. All directors, officers, and person acting under any By-Law so repealed shall continue to act as if appointed under the provisions of this By-Law and all resolutions of the Members and of the Board with continuing effect passed under any repealed By-Law shall continue as good and valid except to the extent inconsistent with this By-Law and until amended or repealed.

**ENACTED** by the Board this 10<sup>th</sup> day of September, 2014.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**CONFIRMED** by the Members this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary