



# By-Law No. 2

**Canadian Applied and Industrial Mathematics Society –  
Société Canadienne de Mathématiques Appliquées et  
Industrielles**

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## BY-LAW NO. 2

A by-law relating generally to the conduct of the affairs of  
**Canadian Applied and Industrial Mathematics Society –  
Société Canadienne de Mathématiques Appliquées et Industrielles**

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

### ARTICLE 1 – DEFINITIONS AND INTERPRETATION

#### 1.1 Definitions

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

- (a) “**Act**” means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) “**Articles**” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) “**Board**” means the board of directors of the Corporation;
- (d) “**By-laws**” means this by-law and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
- (e) “**Corporation**” means Canadian Applied and Industrial Mathematics Society – Société Canadienne de Mathématiques Appliquées et Industrielles;
- (f) “**Director**” means an individual elected or appointed to the Board;
- (g) “**Effective Date**” means the date upon which the Director appointed under the Act issues a certificate of continuance in accordance with section 276 of the Act;
- (h) “**Executive Officers**” means the President, the President-Elect, the Past President, the Secretary, the Treasurer, the Communications Officer, and the Equity, Diversity, Inclusion and Membership (EDIM) Officer;
- (i) “**Meeting of Members**” includes an annual meeting of members or a special meeting of members;
- (j) “**Member**” means a member of the Corporation;
- (k) “**Members**” or “**Membership**” means the collective membership of the Corporation;
- (l) “**Officer**” means an individual appointed as an officer of the Corporation according to the provisions of Article 7;
- (m) “**Operating Policies**” means the policies developed according to section 2.5;
- (n) “**Ordinary Resolution**” means a resolution passed by a majority of the votes cast on that resolution;

- (o) “**Person**” means an individual, a body corporate, a partnership, a trust, a joint venture or an unincorporated association or organization;
- (p) “**Regulations**” means the regulations made under the Act, as amended, restated or in effect from time to time;
- (q) “**Signing Officer**” means, in relation to any contracts, documents or instruments in writing, any person authorized to sign the same on behalf of the Corporation pursuant to section 2.2 or any resolution passed pursuant thereto;
- (r) “**Special Resolution**” means a resolution passed by a majority of not less than two-thirds of the votes cast on that resolution.

## 1.2 Interpretation

In the interpretation of the By-laws, unless the context otherwise requires, the following rules shall apply:

- (a) Terms defined in the Act and used in the By-laws but not otherwise defined in the By-laws have the same meaning when used in the By-laws;
- (b) Words importing the singular number only shall include the plural and *vice versa*;
- (c) Words referring to one gender include all genders;
- (d) The headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.
- (e) Notwithstanding any provision of the By-laws, where any such provision conflicts with a unanimous member agreement or the Articles, the unanimous member agreement or the Articles, as the case may be, shall govern.
- (f) The By-laws will be strictly interpreted at all times in accordance with and subject to the purposes contained in the Articles.

## ARTICLE 2 – GENERAL

### 2.1 Official Languages

Both the English and French languages may be used to conduct the business of the corporation, but there shall be no obligation on the corporation to provide translation from one language to the other and these By-Laws shall be registered in English only. Disputes shall be resolved by reference to the original language version of any by-law or regulation in preference to a translation.

### 2.2 Execution of Documents

Subject to any unanimous member agreement deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by President and Treasurer or by one of the President or Treasurer and one other officer. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed.

### **2.3 Public Accountant and Level of Financial Review**

The Corporation shall be subject to the requirements relating to appointment of a public accountant and level of financial review required by the Act.

### **2.4 Annual Financial Statements**

The Corporation shall send copies of the annual financial statements and any other documents required by the Act to the Members between twenty-one (21) and sixty (60) days before the day on which an annual meeting of Members is held or before the day on which a written resolution in lieu of an annual meeting is signed, unless a Member declines to receive them. Alternatively, the Corporation may give notice to the Members that such documents are available at the registered office of the Corporation and any Member may request a copy free of charge at the registered office or by prepaid mail.

Instead of sending the documents, the Corporation may send a summary to each Member along with a notice informing the Member of the procedure for obtaining a copy of the documents themselves free of charge. The Corporation is not required to send the documents or a summary to a member who, in writing, declines to receive such documents.

### **2.5 Operating Policies**

Subject to the Act, the Board may by Ordinary Resolution, adopt, amend or repeal such operating policies that are not inconsistent with the By-laws relating to such matters as terms of reference of committees, duties of officers, Board code of conduct and conflict of interest, as well as procedural and other requirements relating to the By-laws as the Board may deem appropriate from time to time. Any operating policy adopted by the Board will continue to have force and effect until amended, repealed, or replaced by a subsequent Ordinary Resolution of the Board.

## **ARTICLE 3 – MEMBERS**

### **3.1 Classes of Membership**

Subject to the Articles, there shall be one class of Members in the Corporation. Membership in the Corporation shall be available to Persons interested in furthering the Corporation's purposes and who have applied for and been admitted into Membership in the Corporation by Ordinary Resolution of the Board or in such other manner as may be determined by the Board. Each Member shall be entitled to receive notice of, attend and vote at all Meetings of the Members of the Corporation.

### **3.2 Term of Membership**

The term of membership for each Member is annual, subject to renewal in accordance with the Operating Policies.

### **3.3 Membership Dues**

There shall be no dues payable by Members for membership in the Corporation except such dues and fees, if any, as shall from time to time be fixed by Ordinary Resolution of the Board, or included in the Operating Policies.

### **3.4 Membership Transferability**

A Membership may only be transferred to the Corporation.

### **3.5 Termination of Membership**

A Membership in the Corporation is terminated when:

- (a) the Member dies, or is liquidated or dissolved, as the case may be;
- (b) the Member resigns by delivering a written resignation to the President in which case such resignation shall be effective on the date specified in the resignation;
- (c) the Member is expelled or their Membership is otherwise terminated in accordance with the Articles or By-laws;
- (d) the Member ceases to be a Director of the Corporation (if a necessary condition for membership);
- (e) the Member's term of Membership expires; or
- (f) the Corporation is liquidated or dissolved under the Act.

### **3.6 Effect of Termination of Membership**

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.

### **3.7 Discipline of Members**

- (a) The Board shall have authority to suspend or expel any Member from the Corporation on any one or more of the following grounds:
  - (i) violating any provision of the Articles, By-laws, or written policies of the Corporation;
  - (ii) carrying out any conduct which may be detrimental to the Corporation as determined by the Board in its sole discretion;
  - (iii) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purposes of the Corporation.
- (b) In the event that the Board determines that a Member should be suspended or expelled from Membership in the Corporation, the President, or such other Officer as may be designated by the Board, shall provide ten (10) days' written notice of suspension or expulsion to the Member and shall provide reasons for the proposed suspension or expulsion. The Member may make written submissions to the President, or such other Officer as may be designated by the Board, in response to the notice received within such ten (10) day period. In the event that no written submissions are received by the President, the President, or such other Officer as may be designated by the Board, may proceed to notify the Member that the Member is suspended or expelled from Membership in the Corporation. If written submissions are received in accordance with this section, the Board will consider such submissions in arriving at a final decision and shall notify the Member concerning such final decision within a further ten (10) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the Member, without any further right of appeal.

### **3.8 Special Resolution Required**

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a Special Resolution of the Members is required to make any amendments to this Article 3 if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m) of the Act.

## **ARTICLE 4 – MEMBERS’ MEETINGS**

### **4.1 Notice of Members Meeting**

- (a) Means of Notice. In accordance with and subject to the Act, notice of the time and place of a Meeting of Members shall be given to each Member entitled to vote at the meeting by the following means:
  - (i) by mail, courier or personal delivery to each Member entitled to vote at the meeting, during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held; or
  - (ii) by telephonic, electronic or other communication facility to each Member entitled to vote at the meeting, during a period of twenty-one (21) to thirty-five (35) days before the day on which the meeting is to be held.
- (b) Alternate Means of Notice. Where the Corporation provides notice electronically, and if a Member requests that notice be given by non-electronic means, the Corporation shall give notice of the meeting to the Member so requesting in the manner set out in section 4.1(a)(i).
- (c) Notice to Others. Notice of a Meeting of Members shall also be given to each Director and to the public accountant of the Corporation during a period of twenty-one (21) to sixty (60) days before the day on which the meeting is to be held. Notice of any 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 provide the text of any Special Resolution or By-law to be submitted to the meeting. The Directors may fix a record date for determination of Members entitled to receive notice of any Meeting of Members in accordance with the requirements of the Act.
- (d) Change in Manner of Giving Notice. Pursuant to the Act, a Special Resolution is required to make any amendment to the By-laws of the Corporation to change the manner of giving notice to Members entitled to vote at a Meeting of Members.

### **4.2 Place of Members’ Meeting**

Meetings of 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.



#### **4.3 Annual Meetings**

An annual meeting of Members shall be held at such time in each year as the Board may from time to time determine, provided that the annual meeting must be held no later than six (6) months after the end of the Corporation's preceding fiscal year. The annual meeting shall be held for the purpose of considering the financial statements and reports of the Corporation required by the Act to be presented at the meeting, electing Directors, appointing the public accountant, and transacting such other business as may properly be brought before the meeting or is required under the Act.

#### **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.

#### **4.5 Members Calling a Members' Meeting**

Subject to the exceptions in the Act, the Board shall call a Special Meeting of Members in accordance with the Act, on written requisition of Members carrying not less than five (5%) of the voting rights that may be cast at a Meeting of Members sought to be held. 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.

#### **4.6 Special Business**

All business transacted at a Meeting of Members, except consideration of the financial statements, public accountant's report, election of Directors and re-appointment of the incumbent public accountant, is special business.

#### **4.7 Waiver of Notice**

A Member and any other person entitled to attend 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 of Members for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### **4.8 Persons Entitled to be Present at Members' Meetings**

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 and such other persons who are entitled or required under any provision of the Act, Articles or By-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by Ordinary Resolution of the Members.

#### **4.9 Chair of Members' Meetings**

The chairperson of Meetings of the Members shall be one of the Executive Officers, according to the priority set out in section 7.2. If none of the Executive Officers identified in section 7.2 are present, or all are unable or decline to act as chair of the meeting, the Members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

#### **4.10 Quorum at Members' Meetings**

- (a) Subject to the Act, a quorum at any Meeting of Members shall be five (5%) of the Members entitled to vote at the meeting present in person or represented by proxy. 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, by proxy, or, by telephonic and/or by other electronic means.
- (b) If a quorum is not present at the opening of a Meeting of Members, the Members present may adjourn the meeting to a fixed time and place but may not transact any other business.
- (c) The quorum at an adjourned Meeting of Members shall be the presence of those Members entitled to vote who are present at the meeting.

#### **4.11 Participation by Electronic Means at Members' Meetings**

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a Meeting of Members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act and the Regulations. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this By-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act and the Regulations, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

#### **4.12 Members' Meeting Held Entirely by Electronic Means**

Notwithstanding section 4.11, if the Directors or Members of the Corporation call a Meeting of Members, those Directors or Members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

#### **4.13 Absentee Voting at Members' Meetings**

- (a) Mailed In or Electronic Ballot. A Member entitled to vote at a Meeting of Members may vote by mailed-in ballot or by means of a telephonic, electronic or other communication facility if the Corporation has a system that:
  - (i) enables the votes to be gathered in a manner that permits their subsequent verification, and
  - (ii) permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each Member voted.
- (b) Voting by Proxy. Every Member entitled to vote at a Meeting of Members may vote by proxy by appointing in writing a proxyholder, and one or more alternate proxyholders, who are not required to be Members, to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by it 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 signed by the Member in accordance with the Regulations;
- (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 more than one Member, to vote at the meeting by way of a show of hands;
- (iv) a proxy shall be in writing, executed by the Member or the Member's attorney and shall conform with the requirements of the Regulations; and
- (v) votes by proxy shall be collected, counted, and reported in such manner as the chair of the meeting directs.

#### **4.14 Votes to Govern**

At any Meeting of Members every question shall, unless otherwise provided by the Act, the Articles or the By-laws, be determined by a majority of the votes cast on the question. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting shall not have a casting vote.

### **ARTICLE 5 – DIRECTORS**

#### **5.1 Number and Composition of Directors**

- (a) The Board shall consist of the number of Directors specified in the Articles. If the Articles provide for a minimum and maximum number of Directors, the Board shall be comprised of the fixed number of Directors as determined from time to time by the Members by Ordinary Resolution or, if the Ordinary Resolution empowers the Directors to determine the number, by resolution of the Board. Whenever the Corporation is a soliciting corporation, at least two (2) Directors shall not be Officers or employees of the Corporation or its affiliates.
- (b) The Board shall be comprised of the Executive Officers of the Corporation and a minimum of six (6) directors-at-large. The Elections Committee shall be responsible for preparing a slate of directors for election by the Members which complies with these By-laws and the Operating Policies.

#### **5.2 Qualifications**

In addition to the qualifications for Directors set out in the Act, each Director shall be a Member of the Corporation.

#### **5.3 Election of Directors**

The Directors shall be elected by the Members at each annual Meeting of Members at which an election of directors is required in accordance with the nomination and election procedure set out in the Operating Policies. Each Director shall be elected to hold office until the conclusion of the

annual Meeting of Members at which such Director's term expires, at which time, each such Director shall retire as a Director, but, if qualified, shall be eligible for re-election.

#### **5.4 Term of Office of Directors**

- (a) Each Director who is not also an Executive Officer shall be elected for a three-year term.
- (b) Each Director elected to the Board after this By-law is enacted, who is also elected as either the Treasurer or Communications Officer or the EDIM Officer shall be elected for a three-year term.
- (c) Each Director elected to the Board who is also elected as the Secretary shall be elected for a three-year term.
- (d) Each Director who also holds the office positions of President, President-Elect, and Past President shall be elected as follows: the President-Elect shall be elected for term of two (2) years. At the end of that term, the President-Elect shall become the President for term of two (2) years. At the end of that term, the President shall become the Past President for a term of two (2) years. The election of the Directors who also hold the office positions of President and Past President shall be confirmed at each applicable annual Meeting of Members.

#### **5.5 Ceasing to Hold Office**

A Director ceases to hold office when

- (a) the Director dies or resigns;
- (b) the Director is removed from office by the Members in accordance with section 5.6, or no longer fulfils all of the qualifications to be a Director set out in section 5.2, as determined in the sole discretion of the Board.

Where an individual is no longer a Director, then such person shall be deemed to have also automatically resigned as Officer, as applicable.

#### **5.6 Removal of Director**

Subject to the Act, the Members may by Ordinary Resolution at a Special Meeting of Members remove any Director from office before the expiration of the Directors' term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Director so removed, failing which such vacancy may be filled by the Board.

#### **5.7 Filling Vacancies**

In accordance with and subject to the Act and the Articles, a quorum of the Board may fill a vacancy in the Board, except a vacancy resulting from an increase in the number or the minimum or maximum number of Directors, or from a failure of the Members to elect the number or minimum number of Directors provided for in the articles. If there is not a quorum of the Board, or if the vacancy has arisen from a failure of the Members to elect the number or minimum number of Directors provided for in the articles, the Board shall forthwith call a special meeting of Members to fill the vacancy. If the Board fails to call such meeting or if there are no Directors then in office, any Member may call the meeting. A Director appointed or elected to fill a vacancy holds office for the unexpired term of their predecessor.

## **5.8 Executive Committee**

The executive committee shall be comprised of the Executive Officers (the “Executive Committee”). The quorum for the Executive Committee shall be a majority of the Executive Committee. The Executive Committee may have such powers as the Board may delegate to it, subject to any restrictions imposed from time to time by the Board and the Act, which shall be set out in the Operating Policies. Any member of the Executive Committee may be removed by Special Resolution of the Board. In case of an equality of votes at any meeting of the Executive Committee, the chair of the meeting in addition to an original vote shall not have a second or casting vote.

## **5.9 Committees of the Board**

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 the provisions set out in the Operating Policies. Any committee member may be removed by Ordinary Resolution of the Board.

# **ARTICLE 6 – MEETINGS OF DIRECTORS**

## **6.1 Calling of Meetings of Board**

Meetings of the Board may be called by the President or any two (2) Directors at any time.

## **6.2 Notice of Meeting of Board of Directors**

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in section 9.1 of this By-law to every Director of the Corporation not less than forty-eight (48) hours 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. Unless the By-laws otherwise provide, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of Directors shall specify any matter referred to in subsection 138(2) of the Act that is to be dealt with at the meeting.

## **6.3 Regular Meetings of the Board of Directors**

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 forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

## **6.4 Participation at Meeting by Telephone or Electronic Means**

If all of the Directors consent, a Director may, in accordance with the Regulations, participate in a meeting of the Board by means of a telephonic, electronic or other communications 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 the meeting. A consent pursuant to this section may be given before or

after the meeting to which it relates and may be given with respect to all meetings of the Board and committees of the Board.

## **6.5 Quorum**

Subject to the Act or the Articles, a majority of the number of Directors elected or appointed according to section 5.3 shall constitute 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 this By-law, by teleconference and/or by other electronic means.

## **6.6 Votes to Govern at Meetings of the Board**

Each Director has one (1) vote. At all meetings of the Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall not have a second or casting vote.

## **6.7 Confidentiality**

Every Director shall respect the confidentiality of matters brought before the Board or before any committee of the Board.

# **ARTICLE 7 – OFFICERS**

## **7.1 Composition**

The Officers of the Corporation shall include the Executive Officers and such other officers as the Board may from time to time determine. 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.

## **7.2 Qualifications, Duties, Election / Appointment, and Removal**

- (a) Unless otherwise specified by the Board (which may, subject to the Act modify, restrict or supplement such duties and powers), the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:
  - (i) President – The President shall be a Director. The President, if any, shall be the chief officer of the Corporation and, when present, preside at all meetings of the Board, the Executive Committee and of the Members. The President shall have such other duties and powers as the Board may specify. The President shall be confirmed by the Members of the Corporation at the Annual Meeting at which the President-Elect assumes the office of President, for a term of two (2) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the President from office before the expiration of the President's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the President so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws. At the end of the President's term of office, the President shall submit a report to the Members on the activities and development of the Corporation during such term, which report shall be printed in a publication of the Corporation.
  - (ii) President-Elect – The President-Elect shall be a Director. If the President and the Past-President are absent or are unable or refuse to act, the President-Elect, if

any, shall, when present, preside at all meetings of the Board, the Executive Committee and of the Members. The President-Elect shall have such other duties and powers as the Board may specify. The President-Elect shall be elected by the Members of the Corporation for a term of two (2) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the President-Elect from office before the expiration of the President-Elect's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the President-Elect so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.

- (iii) Past President – The Past President shall be a Director. If the President is absent or is unable or refuses to act, the Past-President, if any, shall, when present, preside at all meetings of the Board, the Executive Committee and of the Members. The Past-President shall have such other duties and powers as the Board may specify. The Past-President shall be confirmed by the Members of the Corporation at the Annual Meeting at which the President assumes the office of Past-President, for a term of two (2) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the Past-President from office before the expiration of the Past-President's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Past-President so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.
- (iv) Secretary – The Secretary shall be a Director. If appointed, the Secretary shall attend and be the secretary of all meetings of the Board, the Executive Committee, and Members. The Secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings; the Secretary shall give, or cause to be given, as and when instructed, notices to Members, Directors, the public accountant and members of committees; the Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation. The Secretary shall be elected by the Members of the Corporation for a term of three (3) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the Secretary from office before the expiration of the Secretary's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Secretary so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.
- (v) Treasurer – The Treasurer shall be a Director. The Treasurer shall be responsible for the maintenance of proper accounting records in compliance with the Act as well as the deposit of money, the safekeeping of securities and the disbursement of funds of the Corporation; whenever required, the Treasurer shall render to the Board an account of all such person's transactions as Treasurer and of the financial position of the Corporation. Each Treasurer elected after this By-law is enacted shall be elected by the Members of the Corporation for a term of three (3) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the Treasurer from office before the expiration of the Treasurer's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Treasurer so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.

- (vi) Communications Officer – The Communications Officer shall be a Director. The Communications Officer shall have such duties and powers as the Board may specify in these By-laws or in the Operating Policies. Each Communications Officer elected after this By-law is enacted shall be elected by the Members of the Corporation for a term of three (3) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the Communications Officer from office before the expiration of the Communications Officer’s term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the Communications Officer so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.
  - (vii) Equity, Diversity, Inclusion and Membership (EDIM) Officer -- The EDIM Officer shall be a Director. The EDIM Officer shall have such duties and powers as the Board may specify in these By-laws or in the Operating Policies. Each EDIM Officer elected after this By-law is enacted shall be elected by the Members of the Corporation for a term of three (3) years. The Members may by Ordinary Resolution at a Special Meeting of Members remove the EDIM Officer from office before the expiration of the EDIM Officer's term and may elect a qualified individual to fill the resulting vacancy for the remainder of the term of the EDIM Officer so removed, failing which such vacancy may be filled by the Board according to the provisions of Section 5.7 of the By-laws.
- (b) All officers, other than the Executive Officers, shall be appointed by the Board, according to the Operating Policies, if any. The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board or President 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.

### **7.3 Vacancy in Office**

Unless an Officer is removed according to the provisions of section 7.2 above, an Officer shall hold office until the earlier of:

- (a) the Officer’s successor being elected or 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.

## **ARTICLE 8 – DISPUTE RESOLUTION**

### **8.1 Mediation and Arbitration**

Disputes or controversies among Members, Directors, Officers, or committee members of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided for in section 8.2 below.

### **8.2 Dispute Resolution Mechanism**

In the event that a dispute or controversy among Members, Directors, Officers, or committee members of the Corporation arising out of or related to the Articles or By-laws, or out of any



aspect of the 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, Officers, or committee members of the Corporation as set out in the Articles, By-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- (a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one (1) mediator, the other party (or if applicable the Board) appoints one (1) mediator, and the two (2) mediators so appointed jointly appoint a third mediator. The three (3) mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- (b) The number of mediators may be reduced from three (3) to one (1) or two (2) upon agreement of the parties.
- (c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the *Arbitrations Act* (Ontario), and the Arbitration Rules of ADR Institute of Canada, Inc. Institut d'arbitrage et de médiation du Canada Inc. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

## **ARTICLE 9 – GENERAL MATTERS**

### **9.1 Method of Giving Any Notice**

- (a) Method of Delivery. Subject to sections 4.1 and 6.2 above, any notice to be given (which term includes sent, delivered or served) pursuant to the Act, the Articles, the By-laws or otherwise to a Member, Director, Officer or member of a committee of the Board or to the public accountant shall be sufficiently given:
  - (i) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a Director to the latest address as shown in the last notice that was filed by the Corporation in accordance with the Act and received by Corporations Canada;
  - (ii) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
  - (iii) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
  - (iv) if provided in the form of an electronic document in accordance the Act.
- (b) Time of Delivery. 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 when deposited in a post office or public letter box; and a

notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any Member, Director, Officer, public accountant or member of a committee of the Board in accordance with any information believed by the Secretary to be reliable. 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.

## **9.2 Computation of Time**

Where a given number of days' notice or notice extending over a period is required to be given under the By-laws, the day of service, posting or other delivery of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

## **9.3 Undelivered Notices**

If any notice given to a Member is returned on two (2) consecutive occasions because such Member cannot be found, the Corporation shall not be required to give any further notices to such Member until such Member informs the Corporation in writing of his or her new address.

## **9.4 Waiver of Notice**

Any Member, proxyholder, Director, Officer, member of a committee of the Board or public accountant 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 except a waiver of notice of a Meeting of Members or of the Board or of a committee of the Board, which may be given in any manner.

## **9.5 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-laws 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.

## **9.6 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 10 – AMENDMENTS**

## **10.1 Amendment to Articles**

The Articles may only be amended if the amendment is sanctioned by a Special Resolution of the Members. Any amendment to the Articles is effective on the date shown in the certificate of amendment.

**10.2 By-laws and Effective Date**

Subject to the Articles, the Board may, by Ordinary Resolution, make, amend or repeal any By-laws that regulate the activities or affairs of the Corporation. Any such By-law, amendment or repeal shall be effective from the date of the Ordinary Resolution of Directors until the next Meeting of Members where it may be confirmed, rejected or amended by the Members by Ordinary 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. Notwithstanding the foregoing, this By-law No. 1 shall come into effect on the Effective Date.

This section does not apply to a By-law that requires a Special Resolution of the Members according to subsection 197(1) (fundamental change) of the Act because such by-law amendments or repeals are only effective when confirmed by Members.

**ENACTED** by the Board as of the 14th day of November, 2022.



\_\_\_\_\_  
President



\_\_\_\_\_  
Secretary

**CONFIRMED** by the Members as of the 18th day of January, 2023.



\_\_\_\_\_  
Secretary