

THE NEW BRUNSWICK  
COLLEGE OF  
FAMILY PHYSICIANS



LE COLLÈGE DES  
MÉDECINS DE FAMILLE  
DU NOUVEAU-BRUNSWICK

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A CHAPTER OF THE COLLEGE OF FAMILY PHYSICIANS OF CANADA  
UN CHAPITRE DU COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

By-laws No. 1

By-laws relating generally to the transaction of the business and affairs of  
**The New Brunswick College of Family Physicians,**  
a Chapter of the College of Family Physicians of Canada

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## SECTION 1 Interpretation

### Interpretation

**1.0** In these By-laws where the context requires, words importing the singular include the plural and vice versa, and words importing gender include the masculine, feminine, and neuter genders.

### Definitions

- 1.1** “**Board**” means the Board of Directors of the New Brunswick College of Family Physicians (NBCFP).
- 1.2** “**By-law(s)**” means this By-law and any By-laws of the College in force and effect.
- 1.3** “**CFPC or National College**” means the College of Family Physicians of Canada.
- 1.4** “**NBCFP**” means the New Brunswick College of Family Physicians, a chapter of the College of Family Physicians of Canada, (hereinafter called the College).
- 1.5** “**Committee**” unless otherwise specified means any Committee, subcommittee, working group, or task force of the Corporation.
- 1.6** “**Corporation**” means the Corporation outlined in the Letters Patent, The New Brunswick College of Family Physicians. The Corporation may also be referred to as the College in these By-laws.
- 1.7** “**Director**” means an elected Member of the Board.
- 1.8** “**Executive Committee**” means the Executive Committee of the Board, more specifically described in Section Six of these By-laws, and “Executive” means any Member of the Executive Committee of the College.
- 1.9** “**Executive Administrator**” means the person appointed by the Board to act as the point of contact for the College.
- 1.10** “**Meeting of Members**” means an Annual Meeting of Members or a Special Meeting of Members.
- 1.11** “**Member**” means a person assigned to one of the College's classes of membership.
- 1.12** “**Ordinary Resolution**” means a resolution passed by a majority of the votes cast on that resolution.
- 1.13** “**Officer**” means a person elected to one of the offices established by these By-laws.

- 1.14** “**President**” means the Member elected as senior Officer and a designated spokesperson for the College.
- 1.15** “**Special Meeting**” includes a Meeting of the Board or any class or classes of Members entitled to vote at an annual meeting other than a regularly scheduled Board meeting or annual meeting.
- 1.16** “**Special Resolution**” means a resolution passed by not less than two-thirds of the votes cast on that resolution by the Members entitled to vote on such resolution at a Meeting of Members duly called for that purpose.

## General Provisions

- 1.17** **Head Office.** The Registered office of the College shall be located in New Brunswick.
- 1.18** **Coat of Arms, Crest, Corporate Seal and Logo.** The College's Coat of Arms, Crest, Corporate Seal and Logo shall each exist in a form approved by the Board. The custody of the Corporate Seal shall be entrusted to the Executive Administrator or designate to be affixed to documents as directed by the Executive, the Board or the President.
- 1.19** **Ethics.** The Code of Ethics of the Canadian Medical Association (CMA) shall be adopted as the Code of Ethics of the College.
- 1.20** **Equity and Diversity.** The College, its Board, Committees, employees shall act in accordance with the National College's policies on equity and diversity.
- 1.21** **Rules of Order and Meeting Procedure.** All Board Meetings, Annual or Special Meetings of Members, and Committee Meetings shall follow Canadian Parliamentary procedure, as described in Bourinot's Rules of Order.

## Object

- 1.22.** **Objects.** The objects shall be the same as those of The College of Family Physicians of Canada (“the National College”).

## By Laws/Amendments

- 1.23.** **Amendments require National Board approval.** Any amendments to the College's By-laws must first be approved by the CFPC Board of Directors before being presented to the College's members, to ensure that the articles that need to remain consistent with CFPC's By-laws do.
- 1.24.** **Make, Amend, or Repeal By-laws.** The Board of Directors may by resolution, make, amend, or repeal any By-law that regulates the activities or affairs of the College. Any such By-law, amendment, or repeal shall be effective from the

date of the National Board approval of the resolution of Directors (as per 1.23), 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.

- 1.25. Special Resolution.** Special resolutions apply to: increase or decrease the number of—or the minimum or maximum number of—Directors; change the statement of the purpose of the Corporation; change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation; change the manner of giving notice to Members entitled to vote at a Meeting of Members; change the method of voting by Members not in attendance at a Meeting of Members.
- 1.26. Amendments by the Membership.** Any 5 or more voting Members in good standing may propose, in writing, an amendment to the By-laws by submitting the same to the Executive Administrator at least sixty (60) days prior to the meeting of the Members at which the same is to be considered.
- 1.27. Notice for Amendments.** Notice of such a proposed amendment shall be communicated by the Executive Administrator to all Members, together with the time and place of the meeting, at least twenty one (21) days before the meeting at which the proposed amendment is to be considered.
- 1.28. Amendments and the By-laws Committee.** Every proposal to amend the By-laws, shall be referred to the By-laws Committee which, in consultation with the proposer, shall amend any such proposal to the extent necessary to satisfy legal requirements and to ensure that any proposed amendment is not inconsistent with any other provision of the By-laws not intended to be amended.
- 1.29. Amendment and Board Referral.** Any amendment originating by way of these By-laws shall be referred to the Board for its consideration, which may, in consultation with the By-laws Committee, make such revisions to the proposed amendment as it thinks advisable.

## **SECTION 2   Affairs of corporation**

- 2.0   Financial Year.** Until changed by the Board, the Financial Year of the Corporation shall end on the last day of December in each year.
- 2.1   Execution of Instruments.** Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments may be signed on behalf of the Corporation by two persons, one of whom holds the office of President or Executive Administrator, and the other of whom holds one of the said offices or the office of Secretary Treasurer, or any other office created by the By-laws or by the Board. In addition, the Board or such two persons may from time to time direct

the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing Officer may affix the corporate seal, if any, to any instrument requiring the seal.

- 2.2 Banking Arrangements.** The banking business of the Corporation, including the borrowing of money and the giving of security therefore, shall be transacted with such banks; trust companies; or other bodies, corporate or organizations, as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of powers as the Board may from time to time prescribe.
- 2.3 Income and Property.** The income and property of the Corporation shall be applied solely towards the promotion of its purpose/objects.
- 2.4 Books of Account.** The Board shall cause to be kept books of account as are necessary to give a true picture of the state of the College Affairs and to explain its transactions. These will include; a list of all current and past Board Directors, minutes of all meetings, and a copy of the letter of patent incorporating the company.
- 2.5 External Audit.** The books of account shall be audited annually by an external certified Public Accountant.

### **SECTION 3 Official languages**

- 3.0 Languages.** English and French shall be the official languages of the College. The Board shall establish policies to guide the use of the official languages.

### **SECTION 4 Relationship with the College of Family Physicians of Canada**

- 4.0 Paramountcy of National By-laws.** Should there be any discrepancy between the College By-laws and CFPC By-laws, the CFPC By-laws will prevail provided that the CFPC By-laws is not contrary to the incorporating statute, or any other laws, rules, or regulations in force in the College's province.
- 4.1 Membership classes, designations and status.** Membership classes, special designations and requirements for granting, maintaining, suspending, revoking and restoring membership are established by the CFPC.
- 4.2 Chapter Membership.** College Members residing and/or practicing within New Brunswick and belonging to the following membership classes shall be Members of both the College and the CFPC: Active, Resident, Retired, Senior, Student, Sustaining; College membership shall be optional for Members in the following classes: Affiliate Specialist, Associate, Honorary, Public.
- 4.3 Membership fees.** College membership fees for members in the Active class shall be determined by the College. College membership fees for all other classes of



membership shall bear the same relationship to the Active membership fee as has been established by the CFPC.

## **SECTION 5 Officers of the Board**

**5.0. Officers.** The Officers of the College shall be those individuals elected at the Annual Meeting to the following offices: President, President Elect, Past President, Honorary Secretary Treasurer, and One member at Large.

## **SECTION 6 Executive Committee**

**6.0. Executive Committee.** The Executive shall be the individuals named Officers of the Board, as named in 5.0.

**6.1. Meeting Agenda.** The Executive Committee along with the Executive Administrator shall prepare the agenda for the meetings of the Board of Directors.

**6.2. Report for Annual Meeting.** The Executive Committee shall submit a comprehensive report at the Annual Meeting.

**6.3. Roles.** The Executive shall serve as the Executive Committee of the Board and may act on behalf of the Board, between meetings of the Board, to the extent permitted by law. The Executive Committee does not have the authority to submit to the members any question or matter requiring the approval of members; fill a vacancy among the office of public accountant or appoint additional directors; issue debt obligations except as authorized by the directors; approve any financial statement; adopt, amend or repeal bylaws; or establish contributions to be made, or dues to be paid, by members.

## **SECTION 7 Board of Directors**

**7.0. Qualification.** No person shall be qualified for election as a Director if such person is less than 19 years of age, has been declared incapable by a court in Canada or elsewhere, has the status of a bankrupt, is of unsound mind, and anyone who is not an individual. A Director may be a Member.

**7.1. Board Composition.** The Board of Directors shall always be composed of a minimum 3 Board Directors. The following positions shall be the available positions:

- a. The Executive Committee of the New Brunswick College of Family Physicians
- b. The Chair of the Committee on Continuing Professional Development
- c. The Chair of the Committee on Awards
- d. The Chair of the Committee on Membership

- e. The Chair of the Committee on Bylaws
- f. The Chair of the Committee on Research
- g. The Chair of the Committee on Health and Wellness
- h. Two Academic Representatives, one from Sherbrooke and one from the Dalhousie Family Medicine training program
- i. Two Family Medicine Residents, one from Sherbrooke and one from the Dalhousie Family Medicine training program
- j. Two undergraduate Medical Students, one from Sherbrooke and one from Dalhousie Family Medicine training program.

- 7.2. Consent.** No person shall hold office as a Director unless such person, if present at the Meeting of Members when the election took place, did not refuse to hold office as a Director or, if absent at such Meeting of Members, consented to hold office in writing before the election or within ten (10) days after the election, or acted as a Director after the election.
- 7.3. Election of Directors.** As outlined in Section 8, Board Directors shall assume the duties of their position immediately following election at the Annual Meeting.
- 7.4. Removal of Directors.** The Members may by ordinary resolution passed at a Special Meeting of Members remove any Director from office and the vacancy created by such removal may be filled at the same Meeting of Members, failing which it may be filled by the Board.
- 7.5. Vacation of Office.** A Director ceases to hold office on death, on removal from office by the Members, on becoming disqualified for election as a Director, on receipt of his or her written resignation by the Corporation, or, if a time is specified in such resignation, at the time so specified, whichever is later. A quorum of the Board may appoint a qualified individual to fill a vacancy in the Board.
- 7.6. Appointment of Additional Directors.** The Directors may appoint one (1) or more additional Directors, who shall hold office for a term expiring not later than the close of the next annual Meeting of Members, but the total number of Directors so appointed may not exceed one-third of the number of Directors elected at the previous annual Meeting of Members.
- 7.7. Action by the Board.** The Board shall manage, or supervise the management of, the activities and affairs of the Corporation. The powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing/by electronic means must be signed by all the Directors entitled to vote on that resolution at a Meeting of the Board in order to be legitimate. If there is a vacancy on the Board, the remaining Directors may exercise all the powers of the Board so long as a quorum remains in office. Only the Board has the authority to submit to the Members any question or matter requiring the approval of Members, filling a vacancy among the Directors or in the office of Public Accountant or appoint additional Directors; issuing debt obligations except as authorized by the Directors; approving any financial statements;

adopting, amending or repealing By-laws; or establishing contributions to be made, or dues to be paid, by Members.

- 7.8. Meeting by Means of Electronic Communication.** If all the Directors of the Corporation consent generally or in respect of a particular meeting, a Director may participate in a Meeting of the Board or of a Committee of the Board by means of a telephonic, electronic or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the meeting and enables the votes to be gathered in a manner that permits their subsequent verification. A Director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all Meetings of the Board and of Committees of the Board.
- 7.9. Calling of Meetings.** Meetings of the Board shall be held from time to time at such time and at such place as determined by the Board, or upon the call of the Chair of the Board.
- 7.10. Notice of Meeting.** Notice of the time and place of each Meeting of the Board shall be given to each Director not less than forty-eight (48) hours before the time when the meeting is to be held if the notice is given personally, is delivered, or is communicated by telephone, facsimile, or other electronic means. A notice of a meeting of Directors need not specify the purpose of or the business to be transacted at the meeting except any proposal to:
- a) Submit to the Members any question or matter requiring approval of the Members
  - b) Fill a vacancy among the Directors or in the office of Public Accountant, or appoint additional Directors
  - c) Issue debt obligations except as authorized by the Board
  - d) Approve any annual financial statements
  - e) Adopt, amend or repeal By-laws
  - f) Establish contributions to be made, or dues to be paid, by Members.
- 7.11. First Meeting of New Board.** Provided a quorum of Directors is present, each newly elected Board may without notice hold its first meeting immediately following the Meeting of Members at which such Board is elected.
- 7.12. Adjourned Meeting.** Notice of an adjourned Meeting of the Board is not required if the time and place of the adjourned meeting are announced at the original meeting.
- 7.13. Chair.** The Chair of any Meeting of the Board shall be the first mentioned of the following Officers as have been appointed and who is a Director and is present

at the meeting: President, Past President. If no such Officer is present, the Directors present shall choose one of such Directors to be Chair.

- 7.14. Quorum.** The quorum for the transaction of business at any Meeting of the Board shall consist of a majority of the Directors or such greater number of Directors as the Board may from time to time determine. No person shall act for an absent Director at a Meeting of the Board.
- 7.15. Guests and Observers.** Guests and observers may attend Board Meetings at the discretion of the Chair but are not permitted to vote.
- 7.16. Votes to Govern.** At all Meetings of the Board every question shall be decided by a simple majority of the votes cast on the question, with the exception of the questions addressed in section 1.25. In case of an equality of votes the Chair of the meeting shall be entitled to a second or tie-breaking vote.
- 7.17. Conflict of Interest.** A Director of the Corporation shall disclose to the Corporation, any interest that such Director has in a material contract or transaction, whether made or proposed, with the Corporation, if such Director a) is a party to the contract or transaction, b) is a Director or an Officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or c) has a material interest in a party to the contract or transaction. Such Director shall not vote on any resolution to approve the same except as outlined by the Board.
- 7.18. Remuneration and Expenses.** Board Directors and select guests shall receive remuneration and be reimbursed for reasonable expenses incurred in the performance of the Director's duties.

## **SECTION 8 Elections of Board Directors**

- 8.0. Elections at the Annual Meeting.** Elections shall be held at the Annual Meeting for Directors and Officers as set out in these By-laws.
- 8.1. Nomination.** The Executive Administrator shall circulate a slate of nominations of candidates to fill all vacancies of elected Board Directors to the Members at least ninety (90) days prior to the Annual Meeting.
- 8.2. Member Nominations.** Nominations for vacancies may be made by at least one (1) member. To be rendered valid, each nomination must be made on the form prescribed obtainable from the Executive Administrator, and shall show the name and address of the nominee, the nominee's signed consent to act if elected, and the signatures and addresses of the nominators. Each completed nomination form must be received by the Executive Administrator within forty (40) days of the date of sending of the nomination details pursuant to Article 8.1, and for greater certainty, may be delivered by personal delivery, courier, regular mail, facsimile, or electronic means including by email. Additional nominations shall not be permitted from the floor of the Annual Meeting.

- 8.3. Term for Board Directors.** Executive Committee members shall assume the duties of their positions immediately following election at the Annual Meeting for a term of two (2) years. All other Board Directors shall assume the duties of their positions immediately following election at the Annual Meeting for a term of three (3) years, renewable once, with the exception of medical students and residents, whose terms shall be for a term, respectively, of two (2) and one (1) year, renewable once to align with their training programs.
- 8.4. No Nominations Received from Members.** If for one (1) or more Board vacancies, no nominations have been received from the Members prior to the convening of the Annual Meeting of Members, the nominee(s) of the Board shall be elected.
- 8.5. Poll of Members.** Any position for which there is more than one nomination shall be decided by poll of all Members present at the Annual Meeting who are eligible to vote.
- 8.6. Successful Candidate.** The successful candidate shall be the one receiving the most votes.
- 8.7. Conduct of Elections.** All matters relating to the conduct and administration of elections including the appointment of scrutineers and the counting of ballots shall be governed by regulations established by resolution of the Board and administered by the Executive Administrator.

## **SECTION 9 Duties of Board Directors**

- 9.0 President.** The President shall be the designated spokesperson for the College and, subject to the authority of the Board, shall have general supervision of the activities of the Corporation and such other powers and duties as the Board may specify.
- 9.1 President Elect.** The President Elect shall be a designated spokesperson for the College. In the absence or disability of the Honorary Secretary Treasurer, the President Elect shall perform the duties of this Officer.
- 9.2 Past President.** The Past President shall be a designated spokesperson for the College. In the absence or disability of the President the Past President shall perform the duties of the President.
- 9.3 Honorary Secretary Treasurer.** The Honorary Secretary Treasurer shall render to the Board whenever required an account of all transactions as Treasurer and of the financial position of the Corporation and shall have such other powers and duties as may be specified by the Board.
- 9.4 Duties.** All Board Directors duties include but are not limited to:

- a) Board Directors are responsible for governance issues related to all College operations and activities in carrying out the College's mission.
- b) Board Directors establish policies to direct the operations and activities of the College and also monitor and evaluate these operations and activities.

## **SECTION 10 Notices**

**10.0. Method of Giving Notices.** Any notice (which term includes any communication or document) to be given (which term includes sent, delivered, or served) pursuant to the 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:

- a) If sent to the intended recipient by telephone, facsimile, or other electronic means to the intended recipient's recorded address for that purpose, provided that any notice given in the form of an electronic document, during a period of twenty-one (21) to sixty (60) days before the meeting
- b) By affixing the notice, no later than thirty (30) days before the Meeting, to a notice board where information about the Corporation's activities is regularly posted in a location that is frequented by the Members

A notice so sent by means of telephone, facsimile, or other electronic means shall be deemed to have been given when transmitted, dispatched, or delivered for dispatch. The secretary may change or cause to be changed the recorded address of any Member, Director, Officer, Public Accountant, or Member of a Committee of the Board in accordance with any information believed by the secretary to be reliable.

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

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

**10.3. Omissions and Errors.** The accidental omission to give any notice to any Member, Director, Officer, Public Accountant or Member of a Committee of the Board or the non-receipt of any notice by any such person or any error in any notice not affecting the substance of the notice shall not invalidate any action taken at any Meeting held pursuant to such notice or otherwise founded on

such notice.

- 10.4. Waiver of Notice.** Any Member, Director, Officer, Public Accountant or Member of a Committee of the Board, or any other person entitled to receive notice of a Meeting of Members or any other notice from the Corporation, may at any time waive any notice, or waive or abridge the time for any notice, required to be given to such person under the By-laws, or otherwise. Any such waiver or abridgement, whether given before or after the Meeting of Members or other event of which notice is required to be given, shall cure any default in the giving or in the time of such notice, 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 a Committee of the Board which may be given in any manner.
- 10.5. Resolutions Committee.** At all Annual or Special Meetings there shall be a Resolutions Committee appointed by the Chair. This Committee will be responsible for receiving all resolutions from the floor.

## **SECTION 11 Meetings**

- 11.0. Annual Meetings.** The Board shall call an Annual Meeting of Members a) not later than eighteen (18) months after the Corporation comes into existence, and b) subsequently, not later than fifteen (15) months after holding the last preceding Annual Meeting of Members but no later than six (6) months after the end of the Corporation's preceding financial year. The Annual Meeting of Members shall be held for the purpose of considering the financial statements and reports, electing Directors and Officers, appointing a Public Accountant, receiving Executive Committee Reports, and for the transaction of such other business as may properly be brought before the Meeting of Members.
- 11.1. Special Meetings.** The Board shall have power to call a Special Meeting of Members at any time.
- 11.2. Member Requisition of Meetings.** 5 members or more may requisition the Directors to call a Meeting of the Members for the purposes stated in the requisition. The Board must call the meeting within 40 days of the requisition.
- 11.3. Place of Meetings.** Meetings of Members shall be held in locations determined by the Board.
- 11.4. Audited Report to Members.** A copy of the audited annual report must be sent out to Members no less than twenty-one (21) days before the Annual Meeting.
- 11.5. Participation in Meeting by Electronic Means.** Any person entitled to attend a Meeting of Members may participate and vote in the Meeting of Members, by means of a telephonic, electronic, or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the



Meeting of Members, enables the votes to be gathered in a manner that permits their subsequent verification, and permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each Member votes. A person participating in a Meeting of Members by such means is deemed to be present at the Meeting of Members.

- 11.6. Notice of Meetings.** Notice in writing of the time and place of each Meeting of Members shall be given not less than 21 days before the date of the Meeting of Members to each Director, to the Public Accountant, and to each Member who at the close of business on the day immediately preceding the day on which notice is given is entered in the register of Members of the Corporation. Notice of a Meeting of Members called for any purpose other than consideration of the financial statements and Public Accountant's report and Board's report, election of Directors, and reappointment of the incumbent Public Accountant shall state the general nature of the business to be transacted at the Meeting in sufficient detail to permit the Members to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the Meeting of Members. Notice of a Meeting of Members adjourned for less than thirty-one (31) days is not required if the time and place of the adjourned Meeting of Members is announced at the original Meeting of Members.
- 11.7. Chair, Secretary, and Scrutineers.** The Chair of any Meeting of Members shall be the President. If no such Officer is present within fifteen (15) minutes from the time fixed for holding the Meeting of Members, the persons present and entitled to vote shall choose one of them to be Chair. If the Secretary of the Corporation is absent, the Chair shall appoint some person, who need not be a Member, to act as Secretary of the Meeting of Members. If desired, one or more scrutineers, who need not be Members, may be appointed by a resolution or by the chair with the consent of the Meeting of Members.
- 11.8. Persons Entitled to be Present.** The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at such Meeting of Members; the Directors; the Public Accountant of the Corporation; and others who, although not entitled to vote, are entitled or required to be present at the Meeting of Members. Any other person may be admitted only on the invitation of the Chair of the Meeting of Members or with consent of the Meeting of Members.
- 11.9. Quorum.** The quorum for the transaction of business at any Meeting of Members shall be twenty (20) persons present in person, each being a Member entitled to vote at a Meeting of Members or a duly appointed proxyholder or representative for a Member so entitled. If a quorum is present at the opening of any Meeting of Members, the Members present may proceed with the business of the Meeting of Members notwithstanding that a quorum is not present throughout the Meeting of Members. If a quorum is not present at the opening of any Meeting of Members, the Members present may adjourn the Meeting of Members to a fixed time and place but may not transact any other business.



**11.10. Right to Vote.** At any Meeting of Members every person shall be entitled to vote who is at the time of the Meeting of Members entered in the books of the Corporation as a Member of the following classes: Active, Affiliate Specialist, Resident, Retired, Senior, Sustaining. Notwithstanding any other privileges, Board Directors have the privilege to vote at the annual Meeting.

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

- a) A proxy is valid only at the Meeting of Members in respect of which it is given or at a continuation of such Meeting of Members after an adjournment
- b) A Member may revoke a proxy by depositing a proxy form in writing executed:
  - (i) At the registered office of the Corporation no later than the last business day preceding the day of the Meeting of Members at which the proxy is to be used, or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members
  - OR**
  - (ii) With the chair of the Meeting of Members on the day of the Meeting of Members or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members
- AND**
- c) A proxyholder or an alternate proxyholder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the Meeting of Members, to demand a ballot at the Meeting of Members and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the Meeting of Members by way of a show of hands.

**11.12. Votes to Govern.** Unless any By-laws otherwise provides for approval by special resolution, at any Meeting of Members every question shall be determined by the majority of the votes duly cast on the question.

**11.13. Show of Hands.** Any question at a Meeting of Members shall be decided by a show of hands unless, after a show of hands, a ballot on such question is required or demanded. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot on such question is so required or demanded, a declaration by the Chair of the Meeting of Members that the vote upon the question has been carried, carried by a particular majority, or not carried and an entry to that effect in the minutes of the Meeting of Members

shall be *prima facie* evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of such question, and the result of the vote so taken shall be the decision of the Members upon such question.

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

**11.15. Casting Vote.** In the case of an equality of votes at any Annual or Special Meeting of the Members, whether by a show of hands or at a closed ballot, the person chairing the Meeting shall cast a second or tie-breaking vote.

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

## **SECTION 12 Committees**

**12.0. Committees of the Board.** The Board may appoint one (1) or more Committees of the Board, however designated, and delegate to any such Committee any of the powers of the Board except those which pertain to actions which, a Committee of the Board has no authority to exercise. Rules of order are as outlined in 1.21. The Board may from time to time appoint such advisory bodies as it may deem advisable.

**12.1. Transaction of Business.** The powers of a Committee of the Board may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all Members of such Committee who would have been entitled to vote on that resolution at a meeting of such Committee.

**12.2. Quorum and Procedure.** Each Committee and advisory body shall have power to fix its quorum at not less than a majority of its Members, and to regulate its procedure.

## **SECTION 13 Executive Administrator**

**13.0. Hiring.** Executive Administrator is hired by the Board.

**13.1. Work Location.** The Executive Administrator shall be maintained in a permanent location which shall also serve as the permanent address of the College. All official correspondence of the College shall originate and terminate from this

location.

- 13.2. Duties.** He shall carry out the duties assigned by the Executive Committee and the Board.
- 13.3. Meetings.** He shall attend all meetings of the Committees, Executive Committee, Board of Directors and the Annual Meeting.
- 13.4. Remuneration.** The remunerations of the Executive Administrator shall be decided by the Board of Directors on recommendations of the Executive Committee.

## **SECTION 14 Indemnification: Protection of Directors, Officers, and Others**

- 14.0. Limitation of Liability.** All Directors and Officers of the Corporation in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, and without limiting any defences available to a Director or an Officer, no Director or Officer shall be liable for:
- a) The acts, omissions, failures, neglects, or defaults of any other Director, Officer, or employee
  - b) 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
  - c) The insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested
  - d) Any loss, damage, or expense arising from the bankruptcy, insolvency, or tortious acts of any person with whom any of the moneys, securities, or effects of the Corporation shall be deposited
  - e) Any loss, damage, or expense arising from any error of judgment or oversight on the part of such Director or Officer
  - f) Any other loss, damage, or expense arising from the execution of the duties of office or in relation thereto.
- 14.1. Indemnity.** The Corporation shall indemnify a Director or Officer, a former Director or Officer, or another individual who acts or acted at the Corporation's request as a Director or Officer or in a similar capacity of another entity, and their heirs and legal representatives, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative, or other proceeding in which the individual is involved because of that association with the Corporation or such other entity.
- 14.2. Advance of Costs.** The Corporation shall advance moneys to a Director, Officer or other individual for the costs, charges, and expenses of a proceeding referred. The individual shall repay the moneys if the individual does not fulfill the

conditions of acting honestly and in good faith with a view to the best interests of the Corporation.

- 14.3. Limitation.** The Corporation shall not indemnify an individual unless a) the individual acted honestly and in good faith with a view to the best interests of the Corporation, or, as the case may be, to the best interests of the other entity for which the individual acted as Director or Officer or in a similar capacity at the Corporation's request, and b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.
- 14.4. Additional Circumstances.** The Corporation shall also indemnify an individual referred to in 14.1 in such other circumstances as the law permits or requires. Nothing in these By-laws shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of these By-laws.
- 14.5. Insurance.** The Corporation may purchase and maintain insurance for the benefit of Directors and Officers as the Board may from time to time determine.

## **SECTION 15 EFFECTIVE DATE AND REPEAL**

- 15.0. Effective Date.** These By-laws shall come into force when made by the Board.
- 15.1. Repeal of By-laws.** All previous By-laws are repealed as of the coming into force of these By-laws. Such repeal shall not affect the previous operation of any By-laws so repealed, or affect the validity of any act done or right, privilege, obligation, or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or predecessor charter documents of the Corporation obtained pursuant to, any such By-laws prior to its repeal. All Officers and persons acting under any By-laws so repealed shall continue to act as if appointed under the provisions of this By-laws and all resolutions of the Members or the Board or a Committee of the Board with continuing effect passed under any repealed By-laws shall continue to be good and valid except to the extent inconsistent with these By-laws and until amended or repealed.

These By-laws were made by the Directors of the Corporation on May 12, 2015 and was confirmed without variation by the Members of the Corporation on June 6, 2015.