



**SINEAD O'CALLAGHAN**

*SOCIETIES ACT*

**BYLAWS  
OF THE  
VANTAGE POINT STRATEGIES SOCIETY**

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**BYLAWS  
OF THE  
VANTAGE POINT STRATEGIES SOCIETY**

## **1. INTERPRETATION**

### **Definitions**

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) “**Address of the Society**” means the address of the Society as filed from time to time with the Registrar;
- (b) “**Board**” means the Directors acting as authorized by *Societies Act*, the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (c) “**Bylaws**” means the Bylaws of the Society as filed with the Registrar;
- (d) “**Chair**” means the Person elected to the office of chairperson of the Society in accordance with Part 11 of these Bylaws;
- (e) “**Constitution**” means the Constitution of the Society as filed with the Registrar;
- (f) “**Directors**” means those Persons who are, or who subsequently become, Directors in accordance with these Bylaws and have not ceased to be Directors;
- (g) “**Electronic Means**” means any system or combination of systems, including but not limited to mail, telephonic, electronic, radio, computer or web-based technology or communication facility, that:
  - (i) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the proceeding contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
  - (ii) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters;
- (h) “**Eligible Party**” means:
  - (i) a Director or Officer of the Society, as determined in accordance with these Bylaws; or
  - (ii) such other Person described in the *Societies Act* that is appointed or elected by the Directors to exercise authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society; or
  - (iii) a Person who holds or held a position equivalent to what is described in either sub-paragraph (i) or (ii) above in a subsidiary of the Society.

- (i) “**Income Tax Act**” means the *Income Tax Act*, R.S.C. 1985 (5<sup>th</sup> Supp.), c.1 as amended from time to time;
- (j) “**General Meeting**” means a meeting of the Members, and includes any annual general meeting and any special or extraordinary general meetings of the Society;
- (k) “**Members**” means those Persons or Organizations who are, or who subsequently become, Members of the Society in accordance with these Bylaws and, in either case, have not ceased to be Members;
- (l) “***mutatis mutandis***” means with the necessary changes having been made to ensure that the language makes sense in the context;
- (m) “**Ordinary Resolution**” means:
  - (i) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote:
    - (A) in person at a duly constituted general meeting, or
    - (B) by Electronic Means in accordance with these Bylaws, or
    - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
  - (ii) a resolution that has been submitted to the Members and consented to in writing by not less than the threshold required by the *Societies Act*,
  - (iii) and an Ordinary Resolution approved by any one or more of these methods is effective as though passed at a General Meeting of the Society;
- (n) “**Organization**” means charitable or non-profit associations, corporations or societies, including governments and governmental bodies;
- (o) “**Person**” means a natural person;
- (p) “**Quorum**” means the minimum number of Persons, Members, or Directors, that must attend a general meeting, a Directors meeting, or other meeting before the resolutions, acts, or decisions of those present at such a meeting become a resolution, act, or decision of the Society;
- (q) “**Registered Address**” of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (r) “**Registrar**” means the Registrar of Companies of the Province of British Columbia;
- (s) “**Secretary**” means a Person elected to the office of Secretary of the Society in accordance with Part 12 of these Bylaws;
- (t) “**Senior Manager**” means a Person defined as a Senior Manager according to Section 61 of the *Societies Act*
- (u) “**Society**” means the “Vantage Point Strategies Society”;
- (v) “***Societies Act***” means the *Societies Act* of British Columbia, as amended from time to time, and includes any successor legislation thereto;
- (w) “**Special Resolution**” means:
  - (i) a resolution, of which the notice required by the *Societies Act* and these

Bylaws has been provided, passed by the threshold of votes required by the *Societies Act* cast in respect of the resolution by those Members entitled to vote:

(A) in person at a duly constituted general meeting, or

(B) by Electronic Means in accordance with these Bylaws, or

(C) by combined total of the votes cast in person at a general meeting and the votes cast by Electronic Means; or

(ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a General Meeting of the Society,

and a Special Resolution approved by any one or more of these methods is effective as though passed at a General Meeting of the Society;

(x) “**Treasurer**” means a Person elected to the office of Treasurer of the Society in accordance with Part 11 of these Bylaws; and

(y) “**Vice-Chair**” means a Person elected to the office of Vice-Chair of the Society in accordance with Part 11 of these Bylaws.

## **Societies Act Definitions**

Except as otherwise provided, the definitions in the *Societies Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

## **Plural and Singular Forms**

In these Bylaws, a word defined in the plural form includes the singular and vice-versa.

## **2. MEMBERSHIP**

### **2.1 Membership Categories**

The membership of the Society consists of the following two (2) categories of voting Members:

(a) Individual Members

(b) Organizational Members

### **2.2 Eligibility for Membership**

To be eligible for admission as a Member in a particular category, a Person or Organization must meet the following requirements:

(a) Individual Members are Persons more than 18 years of age.

(b) Organizational Members are Organizations, as defined in these Bylaws.

(i) An Organization admitted as a Member must appoint, by notice in writing delivered to the Society, a Person to be the designated representative and exercise the rights of membership on behalf of the Organization.

- (ii) An Organization may alter its designated representative at any time by providing notice in writing to the Society with the name and contact information for the new representative. The appointment of a new representative is deemed to revoke the appointment of the previous representative.

## **2.3 Application for Membership**

- (1) An eligible Person or Organization may apply to the Society to become a Member as follows:
  - (a) by submitting a completed application in a form approved by the Board;
  - (b) indicate the category to which the applicant wishes to belong;
  - (c) include such other information as the Board may require; and,
  - (d) include annual membership dues, in such form and manner as may be established by the Board.
- (2) The Board may in its sole discretion accept, postpone, or refuse an application for membership.
- (3) The Board may refuse or postpone an application for membership for any reason which, in the Board's view, is necessary or prudent to protect the reputation and integrity of the Society.

## **2.4 Rights of Membership**

A Member in good standing has the following rights of membership:

- (a) to receive notice of, and to attend, all General Meetings;
- (b) at a General Meeting:
  - (i) make or second motions, and
  - (ii) speak in debate on motions under consideration in accordance with such rules of order as may be adopted, and
  - (iii) exercise a vote on matters for determination;
- (c) to serve on committees of the Society;
- (d) to exercise a vote on matters for determination at General Meetings;
- (e) to nominate a Member for the election of Directors;
- (f) to be nominated to stand for election as a Director.

## **2.5 Dues**

The Board will establish from time to time:

- (a) the annual membership dues for each category of membership; and
- (b) payment of fees and dues.

## **2.6 Compliance with Constitution, Bylaws, and Policies**



Every Member must uphold the constitution, and must comply with:

- (a) the Act;
- (b) the Bylaws;
- (c) any policies made by the Society; and,
- (d) any rules of order governing the conduct of general meetings.

## **2.7 Membership not Transferable**

Membership is not transferable.

## **2.8 Term of Membership**

Once accepted as a Member, a Person or Organization continues as a Member for a term of 365 days (one year), unless the membership has ceased as set out in 2.9.

## **2.9 Cessation of Membership**

A Person or Organization will immediately cease to be a Member:

- (a) upon the date the Member:
  - (i) delivers a written resignation to the Address of the Society; or
  - (ii) the effective date of the resignation stated thereon, whichever is later; or
- (b) upon expiry of the Member's term, unless renewed pursuant to section 2.11; or
- (c) upon ceasing to be in good standing for more than 90 consecutive days;
- (d) if the Society expels the Member, as outlined in Bylaw 2.10; or
- (e) upon their death, or in the case of an Organization, on dissolution.

## **2.10 Expulsion of Member**

A Member may be expelled by Special Resolution of the membership or Board Resolution:

- (a) Member Expulsion by Special Resolution of the membership
  - (i) A member may be expelled by special resolution.
  - (ii) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - (iii) A member who is the subject of a proposed special resolution for expulsion must be given an opportunity to be heard at the general meeting before the resolution is put to a vote.
- (b) Member Expulsion by Board Resolution
  - (i) The Board may suspend or expel a member for conduct substantively detrimental to the Society by a resolution of which not fewer than two-thirds of the directors then in office are in favour.
  - (ii) A member who is the subject of a resolution of the Board to suspend or expel the member must be given:

- a) reasonable notice of the meeting at which the resolution will be considered, and
- b) an opportunity to be heard at the meeting of the Board before the resolution is voted upon.

## **2.11 Renewal and Re-application of Membership**

- (a) A Member may renew their membership prior to its expiry in such manner as may be determined by the Board from time to time.
- (b) A Person or Organization whose membership has expired or otherwise ceased other than by expulsion may re-apply for membership after its expiry in accordance with section 2.3. All reapplications for membership are subject to acceptance by the Board.
- (c) A Person or Organization who was expelled from membership may, unless prohibited by the terms of the expulsion, re-apply for membership in accordance with the terms of the expulsion resolution, provided that if the expulsion resolution provided no restrictions related to reapplication, the Person may reapply for membership after one (1) year from the date of expulsion.

## **2.12 Standing of Members**

All Members are deemed to be in good standing except a Member who has not paid the annual membership fee, or any other debt due by the Member to the Society, and the Member is not in good standing so long as the debt remains unpaid.

A Member who is not in good standing has the right to receive notice of, and to attend, all general meetings, and the right to participate in programs or initiatives of the Society (subject to eligibility) but is suspended from all of the other rights set out in section 2.4 for so long as they remain not in good standing.

## **2.13 Transition of Membership**

On the date these Bylaws come into force, each Person or Organization who is a Member of the Society and who is eligible for membership under these Bylaws will continue as a Member in the appropriate category, until the conclusion of the current term of membership, unless it ceases as set out in 2.9.

# **3. MEETINGS OF MEMBERS**

## **3.1 Time and Place of General Meetings**

The General Meetings of the Society will be held at such time and place and by which communication medium, in accordance with the *Societies Act*, as the Board decides.

## **3.2 Annual General Meetings**

An annual general meeting will be held at least once in every calendar year and in accordance with the requirements of the *Societies Act*

### **3.3 Special General Meeting**

Every General Meeting other than an annual general meeting is a special general meeting.

### **3.4 Calling of Special General Meeting**

The Society will convene a special general meeting by providing notice in accordance with the *Societies Act* and these Bylaws in any of the following circumstances:

- a) at the call of the Chair;
- b) when resolved by Board Resolution; or
- c) when such a meeting is requisitioned by the Members in accordance with the *Societies Act*.

### **3.5 Notice of General Meeting**

The Society will provide notice of every General Meeting to each Member as follows:

- a) by e-mail sent to the address provided by each Member who has provided the Society with an e-mail address not less than 21 days and not more than 28 days prior to the meeting; and
- b) by posting notice of the General Meeting on the Society's website for Members, for at least 21 days immediately prior to the date of the General Meeting.

If necessary in the Board's discretion, the Society may send notice of a General Meeting to Members either personally, by delivery, courier or by mail posted to Members' Registered Address.

### **3.6 Contents of Notice**

Notice of a General Meeting will specify the place, the means, the day and the time of the meeting and will include the text of any Special Resolution to be proposed or considered at that meeting.

If the Board has determined to hold a General Meeting to include participation by Electronic Means, the notice of that meeting must inform Members that they may participate by Electronic Means and provide instructions on how this may be done.

### **3.7 Omission of Notice**

The accidental omission to give notice of a General Meeting to a Member, or the non-receipt of notice by a Member, does not invalidate proceedings at that meeting.

## **4 PROCEEDINGS AT GENERAL MEETINGS**

### **4.1 Business Required at Annual General Meeting**

The following business is required to be conducted at each annual general meeting of the Society:

- (a) the adoption of an agenda;
- (b) the adoption of rules of order, if any
- (c) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
- (d) consideration of the report of the Directors;
- (e) consideration of the financial statements and the report of the auditor thereon, if any;
- (f) the appointment of an auditor, if desired;
- (g) the election/appointment of Directors; and
- (h) the consideration of any Members' proposals submitted in accordance with the *Societies Act*.

The annual general meeting may include other business as determined by the Board in its discretion.

#### **4.2 Attendance at General Meetings**

In addition to Members, Directors, and the Society's auditor, if any, the Board may also invite any other Person or Persons to attend a General Meeting as observers and guests. All observers and guests may only address the assembly at the invitation of the Person presiding as chair, or by Ordinary Resolution.

#### **4.3 Electronic Participation in General Meetings**

The Board may determine, in its discretion, to hold any General Meeting in whole or in part by Electronic Means, so as to allow some or all Members to participate in the meeting remotely.

Where a General Meeting is to be conducted using Electronic Means, the Board must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in person, if any.

Persons participating by permitted Electronic Means are deemed to be present in person at the General Meeting.

#### **4.4 Registration of Members**

Every Member participating in a General Meeting must register their attendance prior to the call to order for the meeting in such manner as may be established by the Board from time to time.

#### **4.5 Requirement of Quorum**

No business, other than the confirmation or election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when there is no quorum.

#### **4.6 Quorum**

A quorum at a General Meeting is the greater of: ten (10) Members in good standing OR twice the number of current Board Directors at the meeting.

#### **4.7 Lack of Quorum**

If there is no quorum within 30 minutes (or such lesser time as may be determined by the Person presiding as Chairperson) from the time appointed for a General Meeting, the meeting, if convened on the requisition of Members, will be terminated. In any other case it will stand adjourned to the same day in the next week, at the same time and place. If, at the reconvened meeting, there is no quorum within 30 minutes from the time appointed for the meeting, the Members in attendance will constitute a quorum and the meeting may proceed.

#### **4.8 Loss of Quorum**

If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended for up to 30 minutes, until there is a quorum present. After 30 minutes, if quorum is still not present, the meeting will stand adjourned to the next week, at the same time and place.

#### **4.9 Chair of General Meeting**

The Board Chair will, subject to a Board Resolution appointing another Person, preside as Chairperson at all General Meetings.

If at any General Meeting the Board Chair and such alternate Person appointed by a Board Resolution, if any, are not present within 15 minutes after the time appointed for the meeting, the Directors present may choose another Director to preside as Chairperson at that meeting.

#### **4.10 Alternate Chair**

If a Person presiding as Chairperson of a General Meeting wishes to step down as Chairperson for all or part of that meeting, they may designate an alternate to preside as Chairperson for such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, they may preside as Chairperson.

#### **4.11 Chair to Determine Procedure**

In the event of any doubt, dispute or ambiguity in relation to procedural matters or parliamentary process at a General Meeting, the Person presiding as Chairperson will have the authority to interpret and apply such rules of order as the meeting has adopted and determined matters in accordance with those rules, as well as the *Societies Act* and these Bylaws.

#### **4.12 Adjournment**

A General Meeting may be adjourned from time to time and from place to place, but no business will be transacted, once the meeting is reconvened, other than the business left unfinished at the meeting.

#### **4.13 Notice of Adjournment**

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 14 days, in which case notice of the adjourned meeting will be given pursuant to section 4.5.

#### **4.14 Minutes of General Meetings**

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all General Meetings.

### **5 VOTING BY MEMBERS**

#### **5.1 Ordinary Resolution Sufficient**

Unless the *Societies Act* or these Bylaws provide otherwise, every issue for determination by a vote of the Members will be decided by an Ordinary Resolution.

#### **5.2 Entitlement to Vote**

Each Member in good standing is entitled to one (1) vote on matters for determination by the Members. No other Person is entitled to vote on a matter for determination by the Members, whether at a General Meeting or otherwise.

#### **5.3 Voting Other than at General Meeting**

The Board may, in its sole discretion, conduct a vote of the Members other than at a General Meeting, whether by mail-in ballot or Electronic Means, provided in each case that the Society provides each Member in good standing with notice of:

- (a) the text of the resolutions to be voted on;
- (b) the open and closing dates for casting a vote; and
- (c) instructions on how a Member may cast a vote.

#### **5.4 Voting Methods**

Voting by Members may occur by any one or more of the following methods, in the discretion of the Board:

- (a) by show of hands or voting cards;
- (b) by written ballot; or
- (c) by vote conducted by Electronic Means.

Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of Members equal to not less than 10% of the votes present may request a secret ballot, and where so requested the vote in question will then be conducted by written ballot or other means whereby the tallied votes can be presented anonymously in such a way that it is impossible for the assembly to discern how a given Member voted.

## **5.5 Voting by Chair**

If the Person presiding as Chairperson of a General Meeting is a Member, then they may, in their sole discretion, cast a vote on any motion or resolution under consideration at the same time as voting occurs by all Members. A Chairperson who is not a Member has no vote.

The Chairperson of a General Meeting does not have a second or a casting vote in the event of a tie. A motion or resolution that is tied is defeated.

## **6 DIRECTORS**

### **6.1 Composition of Board**

The Board will be composed of a minimum of five (5) and a maximum of twelve (12) Directors, each of whom will be elected or appointed in accordance with these Bylaws.

The Board may, by Board Resolution, fix the number of Director positions within the range set above from time to time, provided that the lowering of the number will not require any Director to resign or cease office, but will take effect at the next election of Directors.

If the Board fixes the number of Director positions within the range set above, by Board Resolution, the Board will clearly indicate in the board nomination package what the board has fixed the number of Director positions at and clearly indicate to Members the number of Board Director positions being filled for nominations.

### **6.2 Invalidation of Acts**

No act or proceeding of the Board is invalid by reason only of there being less than the required number of Directors in office.

### **6.3 Duties of Directors**

Every Director must:

- (a) uphold the Constitution and comply with these Bylaws and the policies of the Society in effect from time to time;
- (b) abide by privacy & confidentiality and board code of conduct adopted by the Society;  
and
- (c) further and not hinder the purposes, aims, and objects of the Society.

### **6.4 Qualifications of Directors**

A Person may be nominated, elected, or appointed to serve (or continue to serve) as a Director if they:

- (a) are more than 18 years of age;
- (b) are an Individual Member in good standing;
- (c) have not been found by any court in Canada to be incapable of managing their

- own affairs;
- (d) are not an undischarged bankrupt;
- (e) have not been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, all in accordance with the *Societies Act*;
- (f) is not an employee of the Society.

## **6.5 Term of Directors**

The term of office of Directors will normally be two (2) years. However, the Board may by Board Resolution determine that some or all vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion. The Board will indicate the term (1 or 2 years) of vacant Directors' positions in the board nomination package.

For purposes of calculating the duration of a Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which a Director was elected. If, however, the Director was elected at a special general meeting, their term of office will be deemed to have commenced at the close of the next annual general meeting following the special general meeting.

## **6.6 Consecutive Terms and Term Limits**

Directors may be elected for up to six (6) consecutive years, by any combination of terms. A Person who has served as a Director for six (6) consecutive years may not be re-elected for at least one (1) year following the expiry of their latest term.

## **6.7 Appointment to fill Vacancy**

If a Director ceases to hold office before the expiry of their term, the Board, by Board Resolution, may appoint a Member qualified in accordance with section 7.4 to fill the resulting vacancy.

The position occupied by an appointed replacement Director will become available for election at the next annual general meeting and each such appointed replacement Director will continue in office until the conclusion of the next annual general meeting unless sooner ceasing to be a Director. The appointed replacement Director may run for the vacant position.

The period during which a Person serves as an appointed replacement Director does not count toward the term limits set out above.

## **6.8 Removal of Director**

A Director may be removed before the expiration of their term of office by either of the following methods:

- (a) by a Special Resolution of the membership; or
- (b) by Board Resolution.



If by Special Resolution of the membership, the Members may elect a replacement Director by Ordinary Resolution to serve for the balance of the removed Director's term of office.

If by Board Resolution, the Director proposed for removal has a conflict of interest and may not vote on the Board Resolution, but is entitled to not less than seven (7) days' advance notice in writing of the proposed Board Resolution and to address the Board at least two (2) days' prior to the vote on the resolution. The Board Resolution to remove a Director requires a three-quarter ( $\frac{3}{4}$ ) vote.

## **6.9 Ceasing to be a Director**

A Person will immediately and automatically cease to be a Director:

- (a) upon the date which is the later of:
  - (i) the date of delivering their resignation in writing to the Chair or to the Address of the Society; and
  - (ii) the effective date of the resignation stated therein; or
- (b) upon the expiry of their term, unless re-elected; or
- (c) upon the date such Person is no longer qualified pursuant to section 7.5; or
- (d) upon their removal; or
- (e) upon their death.

## **6.10 Transition of Directors' Terms**

Each Person who is a Director on the date these Bylaws become effective will continue as a Director for the term to which they were most recently elected.

Previous terms served by Directors on transition will be counted towards the term limits set out above.

# **7 NOMINATION AND ELECTION OF DIRECTORS**

## **7.1 Nomination of Directors**

The Board is responsible for ensuring continuity of board leadership, with board composition achieved in accordance with these bylaws and in alignment with organizational strategic direction.

- (1) The Board will govern the board nominations, selection, and election process through a delegated Governance Committee, which will invite as participants in the process key staff, current Directors, and Members.
- (2) The Governance Committee will issue an open call for nominations, outlining at minimum:
  - (a) The relevant number of board vacancies open for election.
  - (b) The term for each such position to be filled; and
  - (c) A summary of the skill sets and/or experience needed to match the approved board profile.

(3) All nominations are subject to the following rules:

- (a) A nomination must be made in writing, in a form established by the Society.
- (b) A nominee must be qualified in accordance with section 6.4 in order to stand for election;
- (c) Nominations must be submitted in advance of an election, at least 45 days prior to the AGM.
- (d) Nominations will not be permitted from the floor at a General Meeting.

(4) The Governance Committee will shortlist and/or interview all board nominees who meet the required criteria, skill sets and/or experience needed to match the approved board profile. The Governance Committee will consider the balance of lived and professional experience, industry, connection to Vantage Point, and values alignment when assessing candidates to ensure the board is inclusive and representative of a diversity of experiences and perspectives. The Governance Committee will present recommended candidates for election to the Members at the Annual General Meeting (AGM) for election in accordance with the requirements of the bylaws.

## **7.2 Elections Generally**

Directors will normally be elected by the Members at the General Meeting, in accordance with the applicable provisions of these Bylaws and such election policies and procedures as are established by the Society from time to time.

Directors so elected will take office commencing at the close of such meeting.

## **7.3 Election by Acclamation**

In elections where the number of eligible nominees at the close of the nomination period is equal to or less than the number of positions for Directors that will become vacant at the close of the next annual general meeting, then the eligible nominees are deemed to be elected by acclamation and no vote will be required.

## **7.4 Election by Secret Ballot**

In elections where there are more eligible nominees than vacant positions for Directors at the close of the nomination period, election will be by secret ballot and the following rules will apply:

- (a) The secret ballot may be conducted by written ballot or Electronic Means, either at or prior to the annual general meeting, all at the discretion of the Board.
- (b) Ballots will be provided to all Members in good standing, and only to those Persons.
- (c) Each ballot will include the name of each eligible nominee and the number of vacancies to be filled.
- (d) No Member will vote for more Directors than the number of vacant positions. Any ballot will be deemed to be void if it records votes for more nominees than there are vacant positions.
- (e) Ballots will be counted following the close of the election period by scrutineers appointed by the Board.
- (f) Nominees will be deemed to be elected in order of those nominees receiving the most votes.

- (g) In the event of a tie between two or more eligible nominees for the final vacant position, the scrutineers will place one ballot marked for each tied nominee into a suitable container and the Chair will draw one ballot from the container at random, which nominee selected will be elected to the final vacant position.
- (h) The results of an election by secret ballot will be announced to all Members following the counting of the ballots.

## **7.5 Nomination and Election Policies**

The Board may establish, by Board Resolution from time to time, such additional policies and procedures related to the nomination and election of Directors as it determines are necessary or prudent for the Society, provided that such policy and procedure is consistent with the *Societies Act* or these Bylaws.

# **8 POWERS AND RESPONSIBILITIES OF THE BOARD**

## **8.1 Powers of Directors**

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

Without limiting the generality of the foregoing, in consultation with the CEO, the Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

## **8.2 Policies and Procedures**

The Board may establish such rules, policies, or procedures relating to the affairs of the Society as it deems expedient, provided that any such rule, policy, or procedure is consistent with the *Societies Act*, the Constitution, or these Bylaws.

## **8.3 Remuneration of Directors and Officers and Reimbursement of Expenses**

The Society will not remunerate a Member for acting as Director.

The Society may reimburse a Director for all expenses necessarily and reasonably incurred by their while engaged in the affairs of the Society, provided that all claims for reimbursement are in accordance with established policies.

## **8.4 Investment of Property and Standard of Care**

If the Board is required to invest funds on behalf of the Society, in consultation with the CEO, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence, and judgment that a prudent investor would exercise in

making investments in light of the purposes and distribution requirements of the Society. The Board may establish further policies related to the investment of the Society's funds and property, provided that such policies are not contrary to the *Societies Act* or these Bylaws.

### **8.5 Investment Advice**

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice in comparable circumstances.

### **8.6 Delegation of Investment Authority to Agent**

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice and the Society's Investment Policy.

## **9 PROCEEDINGS OF THE BOARD**

### **9.1 Board Meetings**

Meetings of the Board may be held at any time and place determined by the Board. Meetings may include regular meetings and ad hoc meetings, as determined by the Board.

#### **ii. Regular Meetings:**

The Board may decide to hold regularly scheduled meetings to take place at dates and times set in advance by the Board. Once the schedule for regular meetings is determined and notice given to all Directors, no further notice of those meetings is required to be provided to a Director unless:

- (a) that Director was not in office at the time notice of regular meetings was provided; or
- (b) the date, time, or place of a regular meeting has been altered.

#### **iii. Ad Hoc Meetings**

The Board may hold an ad hoc meeting in any of the following circumstances:

- (a) at the call of the Chair; or
- (b) by request of any two (2) or more Directors.

### **9.2 Notice of Board Meetings**

At least two (2) days' notice will be sent to each Director of:

- (a) an ad hoc board meeting; or
- (b) a change to a regular board meeting for which notice was previously provided.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting was decided or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the Secretary.

For the purposes of the first meeting of the Board held immediately following the election of a Director or Directors conducted at a general meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

If a meeting of the Board will permit participation by Electronic Means, the notice of that meeting must inform Directors and other participants (if any) that they may participate by Electronic Means and provide instructions on how to do so.

### **9.3 Attendance at Board Meetings**

Every Director is entitled to attend each meeting of the Board.

No other Person is entitled to attend meetings of the Board, but the Board may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers, or guests.

### **9.4 Participation by Electronic Means**

The Board may determine, in its discretion, to hold any meeting or meetings of the Board in whole or in part by Electronic Means, so as to allow some or all parties to participate in the meeting remotely.

Where a meeting of the Board is conducted by Electronic Means, the Society must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting.

### **9.5 Quorum**

Quorum for meetings of the Board will be a majority of the Directors currently in office.

### **9.6 Director Conflict of Interest**

A Director who has a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Society, or a matter for consideration by the Directors:

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction, or matter is considered;
- (b) will disclose fully and promptly the nature and extent of their interest in the contract, transaction, or matter;
- (c) may not vote on the contract, transaction, or matter;
- (d) will absent themselves from the meeting or portion thereof:
  - 9.6.d.1 at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and
  - 9.6.d.2 in any case, during the vote on the contract, transaction, or matter; and

(e) will refrain from any action intended to influence the discussion or vote.

The Board may establish further policies governing conflicts of interest of Directors and others, provided that such policies must not contradict the *Societies Act* or these Bylaws.

### **9.7 Chair of Meetings**

The Chair will, subject to a Board Resolution appointing another Person, preside as Chair at all meetings of the Board.

If at any meeting of the Board the Chair and such alternate Person appointed by a Board Resolution, if any, are not present within 15 minutes after the time appointed for the meeting or requests that they not chair that meeting, the Directors present may choose one of their number to chair that meeting.

### **9.8 Alternate Chair**

If the Person presiding as Chair of a meeting of the Board wishes to step down as Chair for all or part of that meeting, they may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, they may preside as Chair.

### **9.9 Chair to Determine Procedure**

In the event of any doubt, dispute, or ambiguity in relation to procedural matters or parliamentary process at a meeting of the Board, the person presiding as Chair will have the authority to interpret and apply such rules of order as the meeting has adopted and determine matters in accordance with those rules, as well as the *Societies Act* and these Bylaws.

### **9.10 Minutes of Board Meetings**

The Secretary or such other Person designated by the Board will ensure that minutes are taken for all meetings of the Board.

## **10 DECISION MAKING AT BOARD MEETINGS**

### **10.1 Passing Resolutions and Motions**

Any issue at a meeting of the Board which is not required by the *Societies Act*, these Bylaws or such rules of order as may apply to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

### **10.2 Resolution in Writing**

A Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

### **10.3 Entitlement to Vote**

Subject to section 10.8, each Director in attendance is entitled to one (1) vote on all matters at a meeting of Board. No other Person is entitled to a vote at a meeting of the Board.

### **10.4 Procedure for Voting**

Except where expressly provided for in these Bylaws, voting on matters at a meeting of the Board may occur by any one or more of the following mechanisms, in the discretion of the Chair:

- (a) by show of hands;
- (b) by written ballot;
- (c) by roll-call vote or poll; or
- (d) by Electronic Means.

On the request of any one (1) or more Directors, a vote will be conducted by written ballot or other means whereby the tallied votes can be presented anonymously, in such a way that it is impossible for the assembly to discern how a given Director voted.

## **11 OFFICERS**

### **11.1 Officers**

The Officers of the Society are the Chair, Vice-Chair, and Treasurer, together with such other offices, if any, as the Board, in its discretion, may create. The above required Officers must be Directors.

The Board may, by Board Resolution, create and remove such other offices of the Society as it deems necessary and determine the duties and responsibilities of all Officers.

### **11.2 Election of Officers**

At each meeting of the Board immediately following an annual general meeting, the Board will elect the Officers.

### **11.3 Term of Officer**

The term of office for each Officer will be one (1) year, commencing on the date the Director is elected as an Officer in accordance with section 11.2 and continuing until the first meeting of the Board held after the next following annual general meeting. A Director may be elected as an Officer for consecutive terms, as long as they remain a Director.

### **11.4 Removal of Officers**

A Person may be removed as an Officer by Board Resolution. If the Board ends the term of an Officer, that person will remain a Director.

## **11.5 Replacement**

Should the Chair or any other Officer for any reason be unable to complete their term, the Board will remove such Officer from their office and will elect a replacement without delay.

## **11.6 Duties of Chair**

The Chair will supervise the other Officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

## **11.7 Duties of Vice-Chair**

The Vice-Chair will assist the Chair in the performance of their duties and will, in the absence of the Chair, perform those duties. The Vice-Chair shall also perform such additional duties as may be assigned by the Board.

## **11.8 Duties of Treasurer**

The Treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports, and returns, including books of account, as are necessary to comply with the *Societies Act* and the *Income Tax Act*; and
- (b) the rendering of financial statements to the Directors, Members, and others, when required.

# **12 COMMITTEES**

## **12.1 Creation and Delegation to Committees**

The Board may create such standing and special committees, working groups, or task forces as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

## **12.2 Standing Committees and Task Forces**

Unless specifically designated as a standing committee, a committee is deemed to be a task force and any task force so created must be created for a specified time period only.

A task force will automatically be dissolved upon the later of the following:

- (a) the completion of the specified time period; or
- (b) the completion of the task for which it was created.



### **12.3 Terms of Reference and Rules**

In the event the Board decides to create a committee or task force, it must establish Terms of Reference for such committee or task force. A committee or task force, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

### **12.4 Meetings**

The members of a committee or task force may meet and adjourn as they think proper and meetings of the committees or task force will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

### **12.5 Dissolution of Committee**

The Board may dissolve any committee or task force by Board Resolution.

## **13 CHIEF EXECUTIVE OFFICER (CEO)**

### **13.1 Appointment of CEO**

The Board will, by Board Resolution, appoint a CEO.

The Board is responsible to supervise the CEO in the performance of their duties.

The CEO will manage the affairs of the Society and shall be responsible for the administration of the Society. The CEO will direct and manage the Society's office and personnel. The CEO will have such other duties and responsibilities as determined by the Board.

The CEO shall regularly report to and advise the Board on all matters relevant to the affairs of the Society.

## **14 INDEMNIFICATION**

### **14.1 Indemnification of an Eligible Party**

Subject to section 14.4 and the provisions of the *Societies Act*, an Eligible Party will be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that Eligible Party, by reason of their holding or having held authority within the Society:

- (a) is or may be joined as a party to such legal proceeding or investigative action; or
- (b) is or may be liable for or in respect of a judgment, penalty, or fine awarded or imposed in, or an amount paid in settlement of, such legal proceeding or investigative action.

## **14.2 Indemnification of an Eligible Party in a Subsidiary**

Notwithstanding section 14.1, the Society may, in its discretion, determine whether or not to indemnify an Eligible Party to the extent they are liable for or in respect of expenses by reason of holding or having held a position in a subsidiary, if any, of the Society, which position is equivalent to the position of an Eligible Party in the Society itself.

## **14.3 Advancement of Expenses**

To the extent permitted by the *Societies Act* and subject to section 14.4, all costs, charges, and expenses incurred by an Eligible Party with respect to any legal proceeding or investigative action may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the Eligible Party to repay such amount unless it is ultimately determined that the Eligible Party is entitled to indemnification hereunder.

## **14.4 Indemnification Prohibited**

Notwithstanding sections 14.1 and 14.2, the Society must not indemnify an Eligible Party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, if such Eligible Party:

- (a) has already been reimbursed for such expenses;
- (b) has been judged by a court, in Canada or elsewhere, or by another competent authority to have committed any fault or to have omitted to do anything that they ought to have done;
- (c) in relation to the subject matter of the legal proceeding or investigative action, did not act honestly and in good faith with a view to the best interests of the Society or any subsidiary of the Society; or
- (d) in the case of a legal proceeding other than a civil proceeding, did not have reasonable grounds for believing that their conduct, in respect of which the legal proceeding or investigative action was brought, was lawful.

## **14.5 Indemnification not Invalidated by Non-Compliance**

The failure of an Eligible Party of the Society to comply with the provisions of the *Societies Act*, or of the Constitution or these Bylaws, will not invalidate any indemnity to which they are entitled under this part.

## **14.6 Approval of Court**

The Society will apply to the court for any approval of the court to the extent such approval is required by the *Societies Act* or otherwise to ensure that the indemnities herein are effective and enforceable.

## **14.7 Indemnification Deemed Term**

Each Eligible Party of the Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

## **14.8 Purchase of Insurance**

The Society may purchase and maintain insurance for the benefit of any or all Directors, Officers, employees, or agents against personal liability incurred by any such Person as a Director, Officer, employee, or agent.

## **15 EXECUTION OF INSTRUMENTS**

### **15.1 No Seal**

The Society may have a corporate seal but will not use the seal for the purpose of executing documents.

### **15.2 Execution of Instruments**

Contracts, documents, or instruments in writing requiring the signature of the Society may be signed as follows:

(a) by the Chair, together with one other Director, or

(b) in the event that the Chair is unavailable to provide a signature, by any two Directors and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

The Board will have power from time to time by Board Resolution to appoint any Officer or Officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents, and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

### **15.3 Signing Officers**

The Board will, from time to time by Board Resolution, appoint signing Officers who shall be authorized to sign cheques and all banking documents on behalf of the Society.

## **16 FINANCIAL MATTERS AND REPORTING**

### **16.1 Accounting Records**

The Society shall maintain such financial and accounting records and books of account as are required by the *Societies Act* and applicable laws.

### **16.2 When Audit Required**

The Society is not required by the *Societies Act* to be audited. However, the Society will conduct an audit or review of its annual financial statements if:

(a) the Directors determine by Board Resolution that it is in the best interests of the Society to conduct an audit or review engagement; or

(b) the Members require the appointment of an auditor by Ordinary Resolution, in which case the Society will appoint an auditor qualified in accordance with, and will

comply with all relevant provisions of, Part 9 of the *Societies Act* and these Bylaws.

### **16.3 Appointment of Auditor at Annual General Meeting**

If the Society determines to conduct an audit or review engagement, an auditor will be appointed at an annual general meeting, to hold office until such auditor is reappointed at a subsequent annual general meeting or a successor is appointed in accordance with the procedures set out in the *Societies Act* or until the Society no longer wishes to appoint an auditor.

### **16.4 Vacancy in Auditor**

Except as provided in section 16.12, the Board will fill any vacancy occurring in the office of auditor and an auditor so appointed will hold office until the next annual general meeting.

### **16.5 Removal of Auditor**

An auditor may be removed and replaced by Ordinary Resolution in accordance with the procedures set out in the *Societies Act*.

### **16.6 Notice of Appointment**

An auditor will be promptly informed in writing of such appointment or removal.

### **16.7 Restrictions on Appointment**

A Person who is not independent of the Society in accordance with section 113 of the *Societies Act* must not be appointed or act as the auditor for the Society.

### **16.8 Auditor's Report**

The auditor, if any is appointed, must prepare a report on the financial statements of the Society in accordance with the requirements of the *Societies Act* and applicable law.

### **16.9 Participation in General Meetings**

The auditor, if any is appointed, is entitled in respect of a General Meeting to:

- (a) receive every notice relating to the meeting that a Member is entitled to;
- (b) attend the meeting; and
- (c) to be heard at the meeting on any part of the business of the meeting that deals with the auditor's duties or function.

An auditor who is present at a General Meeting at which the financial statements are considered must answer questions concerning those financial statements, the auditor's report, if any, and any other matter relating to the auditor's duties or function.

Any notice delivered personally, by mail delivery or electronic mail will be deemed to have been given on the day it was delivered or sent.

## **17 MISCELLANEOUS**

### **17.1 Inspection of Documents and Records**

The documents and records of the Society, including the financial and accounting records and the minutes of General Meetings, committee meetings, and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.

A Member in good standing is entitled, upon providing not less than fourteen (14) days' notice in writing to the Society, to examine any of the following documents and records of the Society at the Address of the Society during the Society's normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of Directors and registered office of the Society;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Members in writing, if any;
- (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
- (f) the register of Directors;
- (g) the register of Members;
- (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
- (i) copies of orders made by a court, tribunal, or government body in respect of the Society;
- (j) the written consents of Directors to act; and
- (k) a conflict of interest disclosure of a Director

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to examine or inspect any other document or record of the Society. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Address of the Society, to examine any other document or record of the Society and the Board may allow the Member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents to which a Member is allowed to examine may be provided on request by the Member for a reasonable production fee to be determined by the Board.

### **17.2 Right to Become Member of Other Society**

The Society will have the right to subscribe to become a Member of, and cooperate with any other society, corporation, or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED: \_\_\_\_\_,