

Bylaws



Approved by the Board of Directors

Calgary Patriots Swim Club

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Reviewed By: R. Thompson, S. Bolitho, N. Hoffman

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**The Calgary Patriots Swim Club
BYLAWS**

ARTICLE I GENERAL

1.1 Purpose – These Bylaws relate to the general conduct of the affairs of The Calgary Patriots Swim Club, an Alberta Society incorporated under the Societies Act.

1.2 Definitions – The following terms have these meanings in these Bylaws:

- a) Act – the Alberta Societies Act, as amended from time to time and any legislation that may be substituted therefore.
- b) Audit- the review of the Club’s books and records including (but not limited to), the financial accounts, bank accounts and records by an Auditor that the Club’s financial operations are being appropriately recorded and the Club’s resources are properly safeguarded.
- c) Auditor – a qualified accountant (meaning having the appropriate accounting designation from a post-secondary institution), independent third party appointed by the Members at the Semi- Annual General Meeting to audit the books, accounts, and records of the Club for a report to the Members at the next Annual General Meeting in accordance with the Act.
- d) Board – the Board of Directors of the Club.
- e) Club – the Calgary Patriots Swim Club.
- f) Days – days including weekends and holidays.
- g) Director – an individual elected or appointed to serve on the Board pursuant to these Bylaws.
- h) Independent Third Party- an individual not affiliated with the Club as an employee or director.
- i) Officer – an individual elected or appointed to serve as an Officer of the Club pursuant to these Bylaws.
- j) Registrar – means the Registrar of Corporations or a Deputy Registrar of Corporations appointed under section 263 of the Alberta Business Corporations Act.
- k) Ordinary Resolution – a resolution passed by a majority of the votes cast on that resolution.
- l) Special Resolution –
 - i. A resolution passed by no less than two-thirds (2/3) of the votes cast at a meeting of Members for which at least twenty-one (21) Days’ notice has been given specifying the intention of the resolution; or
 - ii. A resolution proposed and passed as a special resolution at a meeting of Members of which less than twenty-one (21) Days’ notice has been given provided all the Members entitled to attend and vote at the meeting so agree; or
 - iii. A resolution consented to in writing by all Members who would have been entitled at a meeting of the Members to vote on that resolution.

1.3 Registered Office – The registered office of the Club will be located within the Province of Alberta.

1.4 Affiliations – The Club will be a member in good standing with Swim Alberta and will follow the published rules of, in declining order of authority, Swimming Canada, Swim Alberta,

and the Club.

1.5 No Gain for Members – The Club will be carried on without the purpose of gain for its Members and any profits or other accretions to the Club will be used in promoting its objects.

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

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

1.8 Interpretation – Words importing the singular will include the plural and vice versa, words importing the masculine will include the feminine and vice versa, and words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

ARTICLE II MEMBERSHIP

2.1 Membership- Application for Membership in the Club is open to the public.

2.2 Categories – The Club has the following categories of Member:

- a) Athlete Member – Any individual who is a participant or athlete registered with the Club, and who has agreed to abide by the Club’s Bylaws, policies, procedures, rules and regulations.
- b) Affiliate Member – Any individual, who is a legal parent or guardian of an Athlete Member, who is registered directly with the Club, and has who agreed to abide by the Club’s Bylaws, policies, procedures, rules and regulations.
- c) Honourary Member – Any individual approved by Special Resolution of the Board who has contributed greatly to the development or promotion of the Club and who has agreed to abide by the Club’s Bylaws, policies, procedures, rules and regulations.

Admission and Renewal of Members

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

- a) The candidate member makes an application for membership in a manner prescribed by the Club;
- b) The candidate member was previously a Member and the candidate member was a Member in good standing at the time of ceasing to be a Member;
- c) The candidate member has paid dues as prescribed by the Board;
- d) The candidate member agrees to uphold and comply with the Club’s governing documents;
- e) The candidate member meets any other condition of membership determined by the Board;
- f) The candidate member has met the applicable definition listed in Section 2.2; and

- g) The candidate member has been approved by Ordinary Resolution by the Board or by any committee or individual delegated this authority by the Board.

Dues and Duration

2.4 Year – Unless otherwise determined by the Board, the membership year of the Club will be September 1st to August 31st.

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

2.6 Duration – Membership duration is accorded on an annual basis and Members will re-apply for membership annually.

2.7 Deadline – Members will be notified in writing of monies payable by them to the Club, and if the monies are not paid within sixty (60) Days of the notice of default, the Member in default will automatically cease to be a Member of the Club in accordance with the Club's policies and procedures relating to the payment of dues and other fees owing.

Transfer, Suspension, and Termination of Membership

2.8 Transfer – Membership in the Club is non-transferable.

2.9 Suspension – A Member may be suspended, pending the outcome of a discipline hearing in accordance with the Club's policies related to discipline, or by Special Resolution of the Board at a meeting of the Board provided the Member has been given notice of and the opportunity to be heard at such meeting, with such notice stating the reasons why the suspension is being considered.

2.10 Termination – Membership in the Club will terminate immediately upon:

- a) The expiration of the Member's annual membership, unless renewed in accordance with these Bylaws;
- b) The Member fails to maintain any of the qualifications or conditions of membership described in Sections 2.2 and 2.3 of these Bylaws;
- c) Resignation by the Member by giving written notice to the Club;
- d) Dissolution of the Club;
- e) The Member's death; or
- f) By Ordinary Resolution of the Board at a duly called meeting, provided fifteen (15) Days notice is given and the Member is provided with reasons and the opportunity to be heard. Notice will set out the reasons for termination of membership and the Member receiving the notice will be entitled to submit a written submission opposing the termination.

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

2.12 Arrears – A Member will be expelled from the Club for failing to pay membership dues or monies owed to the Club by the deadline dates prescribed by the Board.

2.13 Discipline – A Member may be disciplined in accordance with the Club's policies and procedures relating to the discipline of Members.

2.14 Dues Payable – Any dues, subscriptions, or other monies owed to the Club by suspended or expelled Members will remain due.

Good Standing

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

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

2.16 Privileges of Good Standing - Subject to these Bylaws and other governing documents of the Club, Members in good standing may be entitled to the following privileges:

- a) To serve as a Director or Officer of the Club;
- b) To be a member of a Committee of the Club;
- c) To attend, participate, and vote at meetings of the Members;
- d) To participate in Club activities; and
- e) To participate in other events associated with the Club.

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

ARTICLE III MEETINGS OF MEMBERS

3.1 Annual General Meeting – The Club will hold meetings of Members at such date, time and place as determined by the Board within the Province of Alberta. The Annual General Meeting will be held within 15 (15) months of the last Annual General Meeting. It is the intent of the Club to hold the Annual General Meeting between September – December of each year.

3.1.1 Agenda – The agenda for the Annual General Meeting may include:

- a) Call to order;
- b) Establishment of quorum;
- c) Declaration of any Conflicts of Interest;
- d) Approval of the agenda;
- e) Approval of minutes of the previous Members Meeting;
- f) Presentation and approval of reports;
- g) Reviewing the financial statements setting out the Club's revenues, disbursements, assets and liabilities;
- h) Business as specified in the meeting notice; and
- i) Adjournment.

3.2 Semi-Annual General Meeting- The Club will hold its Semi-Annual General meeting no later than June 30th each year at such time and place as determined by the Board within the Province of Alberta.

3.2.1 Agenda – The agenda for the Semi-Annual General Meeting may include:

- a) Call to order;
- b) Establishment of quorum;
- c) Declaration of any Conflicts of Interest;
- d) Approval of the agenda;
- e) Approval of minutes of the previous Semi-Annual General Meeting;
- f) Election of Directors;
- g) Appointment of Auditors;
- h) Business as specified in the meeting notice; and
- i) Adjournment.

3.3 Special Meeting – A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of twenty-five percent (25%) or more of the voting Members for any purpose connected with the affairs of the Club that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) Days from the date of the deposit of the requisition.

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

3.5 Notice – Written or electronic notice of the date of the Annual and Semi-Annual General Meetings of the Members will be given to all Members in good standing, Directors, and the Auditor at least fourteen (14) Days prior to the date of the meeting. Notice will include a proposed agenda, reasonable information to permit Members to make informed decisions and the text of any resolutions or amendments to be decided. Information related to the nomination of Directors will be provided to Members no later than May 1st prior to the date of the Semi-Annual General Meeting.

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

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

3.8 New Business – No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business has been submitted to the Board fourteen (14) Days prior to the meeting of the Members in accordance with procedures as approved by the Board.

3.9 Quorum

a) Twenty (20) Members present or by proxy will constitute a quorum. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

b) Failure to Reach Quorum- The President cancels the meeting of the Members if a quorum is not reached within one-half (1/2) hour after the set meeting time. If cancelled, the meeting is rescheduled for one (1) week later at a time and location to be determined by the Board. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting will be cancelled and a new meeting will be duly called in accordance with these By-laws.

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

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

3.12 Adjournments – With the majority consent of the Members present and after quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting if the meeting is held within thirty (30) Days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

3.13 Attendance – The only persons entitled to attend a meeting of the Members are the Members who are at least 18 years old, the Directors, the auditors of the Club, and others who are entitled or required under any provision of the Act to be present at the meeting. Any other person may be admitted only if invited by the Chair or with the majority consent of the Members present.

Voting at Meetings of Members

3.14 Voting Rights – Members have the following voting rights at all meetings of the Members:

a) Athlete Members who are 18 years old or older may exercise one vote at all meetings of the Members. Athlete Members who are younger than 18 years old are not entitled to vote.

b) Affiliate Members who are 18 years old or older may exercise one vote at all meetings of the Members.

- c) Honourary Members who are 18 years old or older may exercise one vote at all meetings of the Members.

3.15 Eligibility of Votes – The date determined by the Board will determine the list of Members who are eligible to vote at a meeting of the Members. The date will be no more than thirty (30) Days prior to the meeting.

3.16 Proxy Voting – There will be no voting by proxy.

3.17 Absentee Voting – There will be no absentee voting.

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

3.19 Majority of Votes – Except as otherwise provided in these Bylaws, the majority of votes will decide each issue. In the case of a tie, the President of the Club (or designate) shall cast the deciding vote.

ARTICLE IV GOVERNANCE

Composition of the Board

4.1 Directors – The Board will consist of nine (9) Directors.

4.2 Composition of the Board – The Board will consist of the following:

- a) President;
- b) Vice President, Swimming;
- c) Vice President, Finance;
- d) Sponsorship and Gaming Officer;
- e) Secretary; and
- f) Four (4) Directors-at-Large.

Eligibility of Directors

4.3 Eligibility – To be eligible for election as a Director, an individual must:

- a) Be a Member of the Club as determined in Section 2.2;
- b) Be eighteen (18) years of age or older;
- c) Have the power under law to contract;
- d) Have not been declared incapable by a court in Canada or in another country; and
- e) Not have the status of bankrupt.

Election of Directors

4.4 Nominations Committee – The Board will appoint a Nominations Committee. The Nominations Committee will be responsible to solicit and receive nominations for the election of the Directors.

4.5 Nomination – Any nomination of a Member for election as a Director will:

- a) Include the written consent of the nominee by signed or electronic signature;
- b) Include a cover letter and resume (or documentation of relevant experience in lieu

- of resume) of the nominee;
- c) Be submitted to the Registered Office of the Club no later than thirty (30) Days prior to the Semi- Annual General Meeting. This timeline may be extended by Ordinary Resolution of the Board.

4.6 Incumbents – Current Directors wishing to be re-elected are not subject to nomination but must notify the Nominations Committee of their interest for re-election no later than thirty (30) Days prior to the Semi- Annual General Meeting.

4.7 Nominations from the Floor – Nominations will not be accepted from the floor of a Semi-Annual General Meeting for the positions of President, Vice-President, Swimming, Vice-President, Finance, Sponsorship and Gaming Officer, and Secretary unless there is no candidate for a vacant position. Nominations may be accepted from the floor for all Director-at-Large positions.

4.8 Circulation of Nominations – Valid nominations will be circulated to Members at the Semi-Annual General Meeting prior to the elections.

4.9 Election – Directors will be elected at each Semi-Annual General Meeting as follows:

- a) The President, Vice President, Finance, Secretary, and two (2) Directors-at-Large will be elected at alternate Semi-Annual General Meetings to those listed in sub-section b.
- b) The Vice President, Swimming, Sponsorship and Gaming Officer, and two (2) Directors-at-Large will be elected at alternate Semi-Annual General Meetings to those listed in sub-section a.

4.10 Elections – Elections for each Director position will be decided by majority vote of the Members in accordance with the following:

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

4.11 Terms – Directors will serve terms of two (2) years and will hold office until they or their successors have been duly elected in accordance with these Bylaws, unless they resign, or are removed from or vacate their office. The Directors' term will commence September 1st following the election of Directors.

Resignation and Removal of Directors

4.12 Resignation – A Director may resign from the Board by giving one (1) months' notice, or on the date the Board accepts the resignation. This resignation will become effective the date on which the notice is received by the Secretary or at the time specified in the notice, whichever is later. When a Director who is subject to a disciplinary investigation or action of

the Club resigns, that Director will nonetheless be subject to any sanctions or consequences resulting from the disciplinary investigation or action.

4.13 Vacate Office – The office of any Director will be vacated automatically if:

- a) The Director resigns;
- b) At the discretion of the Board and without reasonable excuse, the Director is absent from three (3) consecutive meetings of the Board;
- c) The Director is found to be incapable of managing property by a court or under Alberta law;
- d) The Director is found by a court to be of unsound mind;
- e) The Director becomes bankrupt or suspends payment of debts or compounds with creditors or makes an authorized assignment in bankruptcy or is declared insolvent; or
- f) The Director dies.

4.14 Removal – An elected Director may be removed by Ordinary Resolution of the Members at an Annual General Meeting, Semi-Annual General Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at, such a meeting.

Filling a Vacancy on the Board

4.15 Vacancy – Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring not later than the close of the next Semi-Annual General Meeting.

Meetings of the Board

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

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

4.18 Notice – Written notice, served other than by mail, of meetings of the Board will be given to all Directors at least seven (7) Days prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) Days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Semi-Annual General Meeting of the Club.

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

4.20 Number of Meetings – The Board will hold at least four (4) meetings per year.

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

4.22 Voting – Each Director is entitled to one vote. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes being in favour of the resolution. In the event of a tie, the Chair of the meeting shall vote a second time to decide the issue.

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

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

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

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

Duties of Directors

4.27 Standard of Care – Every Director will:

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

Powers of the Board

4.28 Powers of the Club – Except as otherwise provided in the Act or these Bylaws, the Board has the powers of the Club and may delegate any of its powers, duties, and functions.

4.29 Empowered – The Board is empowered, including but not limited to:

- a) Make policies and procedures or manage the affairs of the Club in accordance with the Act and these Bylaws;
- b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
- c) Make policies and procedures relating to the management of disputes within the Club and deal with disputes in accordance with such policies and procedures;
- d) Employ or engage under contract such persons as it deems necessary to carry out the work of the Club, including the employment of the Club's Head Coach;
- e) Determine registration procedures, recommend membership dues, and determine other registration requirements;
- f) Maintain and protect the Club's assets and property;
- g) Approve an annual budget for the Club;
- h) Make expenditures for the purpose of furthering the objects and purposes of the Club;
- i) Approve all contracts for the Club;

- j) Maintain all accounts and financial records of the Club;
- k) Appoint legal counsel as necessary;
- l) Invest any extra monies;
- m) Finance the operations of the Club, including borrow money upon the credit of the Club as it deems necessary in accordance with these Bylaws;
- n) Enable the Club to receive donations and benefits for the purpose of furthering the objects and purposes of the Club;
- o) Sell, dispose of or mortgage any or all of the property of the Club; and
- p) Perform any other duties from time to time as may be in the best interests of the Club.

ARTICLE V OFFICERS

5.1 Composition – The Officers will be comprised of the President, Vice President, Swimming, Vice President, Finance, Sponsorship and Gaming Officer and Secretary.

5.2 Term – The term of the Officers will be two (2) years or until they or their successors are elected or appointed.

5.3 Duties – The duties of Officers are as follows:

- a) The President will be the chair of the Board, will preside at the Annual, Semi-Annual and Special Meetings of the Club and at meetings of the Board unless otherwise designated, will be the official spokesperson of the Club, and will perform such other duties as may from time to time be established by the Board.
- b) The Vice President, Swimming will, in the absence or disability of or as designated by the President, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- c) The Vice President, Finance will, subject to the powers and duties of the Board, keep, or supervise thereof, proper accounting records as required by the Act, will cause to be deposited all monies received by the Club in the Club's bank account, will supervise the management and the disbursement of funds of the Club, when required will provide the Board with an account of financial transactions and the financial position of the Club, will prepare annual budgets, will oversee and supervise external accounting services. In the absence or disability of the President and Vice President, Swimming, perform the duties and exercise the powers of the President, and will perform such other duties as may from time to time be established by the Board.
- d) The Sponsorship and Gaming Officer will oversee the ancillary revenue-generating initiatives of the Club and will perform such other duties as may from time to time be established by the Board.
- e) The Secretary will be responsible for the documentation of all amendments to the Club's Bylaws, will ensure that all official documents and records of the Club are properly kept, cause to be recorded the minutes of all meetings, will prepare and submit to each Meeting of the Members the minutes from the prior Meeting of the Members or other meetings, and will perform such other duties as may from time to time be established by the Board.

5.4 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary

Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Club, or to another Director.

5.5 Removal – An Officer may be removed by Ordinary Resolution at a meeting of the Board, provided the Officer has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote.

5.6 Vacancy – Where the position of an Officer, excluding the President, becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified Member to fill the vacancy for the remainder of the vacant position's term of office. If the President position becomes vacant, the Vice-President, Swimming shall become President and the Board may appoint a replacement for the position of Vice-President, Swimming from among the Directors.

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

ARTICLE VI COMMITTEES

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

6.2 Vacancy – When a vacancy occurs on any Committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee's term.

6.3 President Ex-officio – With the exception of the Executive Committee, on which the President is a voting member, the President will be an ex-officio non-voting member of all Committees of the Club.

6.4 Removal – The Board may remove any member of any Committee.

6.5 Debts – No Committee will have the authority to incur debts in the name of the Club.

ARTICLE VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Club will be September 1st to August 31st.

7.2 Bank – The banking business of the Club will be conducted at such financial institution as the Board may determine.

7.3 Auditors – At each Semi-Annual General Meeting the Members will appoint an auditor to audit the books, accounts and records of the Club in accordance with the Act. Prior to the

Annual General Meeting, the auditor will submit a complete statement of the books to the Board for the previous year. The auditor will hold office until the next Semi-Annual General Meeting.

7.4 Books and Records –

- a) The necessary books and records of the Club required by these Bylaws or by applicable law will be necessarily and properly kept at the head office of the Club.
- b) The Secretary keeps a copy of the Minutes Book and records minutes of all Board of Director and General Meetings of the Club.
- c) The books and records, including the financial records, of the Club may be inspected by any member of the Club at any time, subject to giving reasonable notice, not to be less than 30 days, to the President, Vice President, Finance or Secretary of the Club and arranging a time satisfactory to the officer(s) having charge of them.
- d) Other records of the Club are also open for inspection, except for records that the Board designates as confidential.

7.5 Financial Statements- The Board shall place before the Club Members at every Annual General Meeting financial statements for the most recently completed fiscal year, for which the Auditor has inspected the Club's books, accounts and records supporting such financial statements.

7.6 Evidence- The Board shall approve the financial statements referred to in Section 7.5 and the approval shall be evidenced by the signatures of two (2) Officers.

7.7 Dispense of Audit- The voting members at the Semi-Annual General Meeting may resolve to dispense with the audit requirement for the current year by way of Ordinary Resolution.

7.8 Signing Authority

- a) Cheques- The designated members of the Board sign all cheques drawn on the monies of the Club. Two (2) signatures are required on all cheques.
- b) Contracts, agreements, deeds, leases, mortgages, charges, conveyances, transfers and assignments of property, leases and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, stocks, bonds, debentures, or other securities, agencies, powers of attorney, instruments of proxy, voting certificates, returns, documents, reports, or any other instruments in writing to be executed by the Club will be executed by at least two (2) of the Officers or other individuals, as designated by the Board. In addition, the Board may direct a manner in which the person or persons by whom any particular instrument or class of instruments may or will be signed.

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

- 7.10 Borrowing – The Board may from time to time:
- a) Borrow money on the credit of the Club;
 - b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Club;
 - c) Give a guarantee on behalf of the Club to secure performance of an obligation of any person; and
 - d) Charge, mortgage, hypothecate, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Club, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Club.

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

Remuneration

7.12 No Remuneration – All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board. This section does not preclude a Director or member of a Committee from providing goods or services to the Club under contract or for purchase. Any Director or member of a Committee will disclose the conflict/potential conflict in accordance with these Bylaws and the Club’s Conflict of Interest policy.

Conflict of Interest

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

ARTICLE VIII AMENDMENT OF BYLAWS

8.1 Voting – These Bylaws may only be amended, revised, repealed or added to by Special Resolution of the Members.

8.2 Effective Date – Bylaws amendments are effective from the date they are registered with the Registrar.

ARTICLE IX NOTICE

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

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

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

ARTICLE X DISSOLUTION

10.1 Dissolution – The Club may be dissolved in accordance with the Act.

10.2 Distribution of Property- Upon dissolution, the Club will distribute its funds and assets, after paying all debts and obligations to a registered and incorporated charitable organization as determined by the Voting Members via Special Resolution.

ARTICLE XI INDEMNIFICATION

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

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

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

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

ARTICLE XII ADOPTION OF THESE BYLAWS

12.1 Ratification – These Bylaws were ratified by a Special Resolution vote of the Members of the Club at a meeting of Members duly called and held on May 4, 2019.

12.2 Repeal of Prior Bylaws – In ratifying these Bylaws, the Members of the Club repeal all

prior Bylaws of the Club provided that such repeal does not impair the validity of any action done pursuant to the repealed Bylaws.