

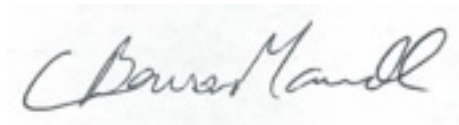
**VOCATIONAL REHABILITATION ASSOCIATION OF CANADA – BRITISH COLUMBIA
REGION**

No. S-19223

NOTICE OF SPECIAL RESOLUTIONS

The Board of Directors of Vocational Rehabilitation Association of Canada – British Columbia Region (the “Society”) hereby gives notice of the following special resolutions, which will be debated and voted on at the annual general meeting at noon on 3 November 2017 at Sheraton Vancouver Guildford Hotel, 15269 104 Avenue, Surrey, BC V3R 1N5

Dated at North Vancouver, British Columbia, 16 October 2017.



By: Claire Benson-Mandl, President, for the Board

MOVED AS SPECIAL RESOLUTIONS THAT:

A. THE SOCIETY FILE A TRANSITION APPLICATION UNDER THE SOCIETIES ACT SO SOON AFTER THE DATE THESE RESOLUTIONS ARE APPROVED AS THE DIRECTORS DEEM FIT.

B. CLAUSES 1 AND 2 OF THE CONSTITUTION IN THE TRANSITION APPLICATION BE AS FOLLOWS:

“1. The name of the society is Vocational Rehabilitation Association of Canada – British Columbia Region.

2. The purposes of the Society are to

- a) Unite those persons engaged in the field of rehabilitation of the disabled and the multi-barriered,
- b) Represent the interests of members to governments, employers, the news media, and the public,
- c) Promote and encourage the study of techniques, research, methods and procedures of rehabilitation and to promote the highest professional standards,
- d) Conduct forums, lectures, seminars, workshops and other projects to educate the members and the public,
- e) Be a member of the Vocational Rehabilitation Association of Canada,
- f) Co-operate with governments and with other persons, associations and corporations in furtherance of these purposes,

- g) Solicit, collect, receive, acquire, hold and invest money and property, both real and personal, received by gift, contribution, bequest devised, or otherwise, sell and convert property, both real and personal, into cash, and use the funds of the Society and the proceeds, income, and rents derived from any property of the Society in furtherance of the purposes set out above,
- h) Purchase, lease, sell or hold such property, equipment and materials as are deemed necessary to accomplish the Society's purposes, and
- i) Do all such things as may be necessary or conducive to the attainment of these purposes."

EXPLANATORY NOTES FOR MEMBERS

As required by the transition provisions of the Societies Act, clauses 1 and 2 of the constitution are not being amended.

C. CLAUSE 3 OF THE CONSTITUTION BE MOVED TO THE BYLAWS, RENUMBERED AS BYLAW 1.6, AND THE WORDS "THIS PROVISION IS UNALTERABLE." BE CHANGED TO "THIS PROVISION WAS PREVIOUSLY UNALTERABLE."

"1.6 In the event of the winding-up or dissolution of the Society, all the assets of the Society remaining after the payment or satisfaction of all its liabilities, including the remuneration (if any) of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, must be given to the Vocational Rehabilitation Association of Canada. This provision was previously unalterable."

EXPLANATORY NOTES FOR MEMBERS

- 1. This is required by the Societies Act.
- 2. The wording of bylaw 1.6 would not change, except the last sentence of will now say "This provision was previously unalterable."

D. THE SOCIETY BE DECLARED TO BE A MEMBER-FUNDED SOCIETY UPON TRANSITION, IN ACCORDANCE WITH THE SOCIETIES ACT, WITH THE FOLLOWING CLAUSE ADDED TO THE CONSTITUTION.

"The society is a member-funded society. It is funded primarily by its members to carry on activities for the benefit of its members. On its liquidation or dissolution, the society may distribute its money and other property to its members."

EXPLANATORY NOTE FOR MEMBERS

This is required by the Societies Act.

E. THE BYLAWS BE RESCINDED AND REPLACED BY THE FOLLOWING.

"BYLAWS

Part 1 - Interpretation

- 1.1 In the constitution and the bylaws:

- a) “Act” means the Societies Act, and “Regulations” means any regulations enacted pursuant to the Act,
- b) “AGM” means an annual general meeting,
- c) “Board” or “Board of Directors” means the directors of the Society for the time being, acting as a body,
- d) “director” means a director of the Society,
- e) “general meeting” includes an AGM and a special general meeting,
- f) “member” means a member of the Society,
- g) “registered address” means a member’s address as recorded in the register of members,
- h) “Society” means Vocational Rehabilitation Association of Canada – British Columbia Society, formerly Canadian Association of Rehabilitation Professionals – British Columbia Society,
- i) “special resolution” has the meaning given to it in the Act,
- j) “VRAC” means the Vocational Rehabilitation Association of Canada, and “National Board” means the directors of the VRAC, acting as a body,
- k) “constitution”, “bylaws”, “special resolution” and “ordinary resolution” have the meaning given to them in the Act,
- l) “written” means any mode of representing or reproducing words in written form, including printing, lithography, typewriting, photography, e-mail, and fax,
- m) the singular includes the plural and vice versa, and
- n) persons include corporations and associations.

1.2 1) The definitions in the Act apply to the bylaws.

2) if there is a conflict between the bylaws and the Act or the Regulations, the Act or the Regulations, as the case may be, prevail.

1.3 The Society must on request provide a member a copy of the current constitution and bylaws, without charge.

1.4 The constitution and bylaws can only be altered by special resolution.

2) A special resolution must be proposed by resolution of the Board, or by the members.

3) Notice of a special resolution, if proposed by members, must be

- a) received at the Society’s business office not less than 60 days before the date of the meeting at which it will be proposed, and
- b) signed by five professional, fellow or honorary members in good standing.

1.5 The Society must not distribute any of its money or other property except as permitted by the Act.

1.6 In the event of the winding-up or dissolution of the Society, all the assets of the Society remaining after the payment or satisfaction of all its liabilities, including the remuneration (if any) of a liquidator, and after payment to employees of the Society of any arrears of salaries or wages, and after payment of any debts of the Society, must be given to the Vocational Rehabilitation Association of Canada. This provision was previously unalterable.

Part 2 - Membership

2.1 The members of the Society are the applicants for incorporation and those persons who subsequently become members in accordance with the bylaws and who, in either case, have not ceased to be members.

2.2 1) There are six classes of member – professional members, student members, retired members, fellow members, associate members, and honorary members.

2) Except in the case of retired and honorary members, a member must be ordinarily resident in British Columbia.

3) A professional member is an individual who holds a current professional designation or certification as a

- a) Canadian Certified Rehabilitation Counsellor, from the Commission on Rehabilitation Counsellor Certification,
- b) Registered Vocational Professional, from VRAC and the Canadian Assessment Vocational Evaluation and Work Adjustment Society,
- c) Registered Community Support Specialist, from VRAC,
- d) Registered Rehabilitation Professional, from VRAC,
- e) Certified Vocational Evaluator, from the Commission on Certification of Work Adjustment and Vocational Evaluation Specialists, or
- f) such other professional designation as may be approved by the Board.

4) A student member is an individual who is engaged in full time post-secondary study in vocational rehabilitation, at an institution recognized by the Board.

5) A retired member is an individual who was a member of the Society, but who has ceased to be employed or engaged in vocational rehabilitation.

6) A fellow member is an individual who has been appointed a fellow of the VRAC.

7) An associate member is a person who supports the goals of the Society, who is not otherwise eligible for membership.

8) An honorary member is a person who has performed distinguished service to the Society, or the profession of vocational rehabilitation, and who is appointed by resolution of the Board. An honorary member pays no further membership dues or fees.

2.3 An application for membership must:

- a) be in writing and in a form approved by the Board,
- b) include the full name, address, e-mail address, and telephone number of the applicant,
- c) indicate the category to which the applicant wishes to belong,
- d) In the case of an applicant that is a corporation or association, appoint an Authorized Representative,
- e) include such other information as the Board may require, and
- f) include annual membership dues and any other monies that are payable.

2) The Board may in its sole discretion accept, postpone or refuse an application for membership.

- 3) The Board may delegate its powers under this bylaw to the National Board.
- 2.4**
- 1) A membership is not transferable, and must be renewed annually.
 - 2) Annual membership dues for professional, student, retired, fellow and associate members, and the date for their payment, must be set by the Board.
 - 3) Membership dues are not refundable.
 - 4) The Board may by written agreement delegate collection of annual membership dues to the National Board.
- 2.5** Every member and director must uphold the constitution, and must comply with:
- a) the Act,
 - b) the constitution and bylaws,
 - c) the code of ethics of the Society,
 - d) any rules, regulations and policies made by the Society, and
 - e) any rules of order governing the conduct of general meetings and of meetings of the Board.
- 2.6** A member ceases to be a member on:
- a) delivering a written resignation to the Society,
 - b) death, or in the case of a Corporate Member, on dissolution or winding-up,
 - c) having been a member not in good standing for 30 days, or
 - d) being expelled.
- 2.7** A professional, student, retired, fellow or associate member becomes a member not in good standing on failing to pay
- a) membership dues by or before the time set for their payment, or
 - b) a debt due and owing to the Society.
- 2.8**
- 1) A professional member may apply in writing to the Board for a leave of absence from membership of six months or greater.
 - 2) The Board may, where it is just and equitable, grant such a request.
 - 3) During a leave of absence, the member pays no membership dues or fees, and is not a member.
 - 4) A person who has taken a leave of absence resumes being a member at the end of that period, upon payment of membership dues, without being required to re-apply for membership.
 - 5) The Board may delegate its responsibilities under this bylaw to the National Board.
- 2.9** A member may be suspended or expelled by a resolution of the Board, provided that:
- a) at least 3/4 of the directors then in office must be in favour of the resolution,
 - b) the suspension or expulsion is for a substantive failure to comply with the constitution or bylaws, or for conduct prejudicial to the Society,
 - c) the notice of the resolution is accompanied by a brief statement of the reason or reasons for the proposed expulsion, and

d) the member is given an opportunity to be heard at the meeting before the resolution is voted on.

- 2.10** 1) A member may be expelled by special resolution.
- 2) The notice of a special resolution for expulsion must be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
- 3) 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.

Part 3 - Meetings of Members

- 3.1** 1) General meetings must be held at the time and place, in accordance with the Act and the bylaws, that the Board determines.
- 2) An AGM must be held at least once in every calendar year.
- 3) Every general meeting, other than an AGM, is a special general meeting.
- 3.2** 1) The Board may when it thinks fit convene a special general meeting.
- 2) The members may requisition a general meeting pursuant to section 75 of the Act.
- 3) The members may submit a proposal for consideration by the Society at a general meeting pursuant to section 81 of the Act.

Part 4 - Notice to Members

- 4.1** 1) Notice of a general meeting must:
- a) specify the place, day and hour of meeting,
 - b) include the text of any special resolution to be proposed at the meeting,
 - c) state the nature of any business, other than ordinary business, to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and
 - d) be sent to all members not fewer than 30 days but not greater than 60 days before the meeting.
- 2) The accidental omission to send notice of a general meeting to a member, or the non-receipt of notice by a member, does not invalidate any proceedings at that meeting.
- 4.2** 1) Notice of a general meeting must be given to:
- a) every member shown on the register of members on the day notice is given, and
 - b) the auditor, if any.
- 2) No other person is entitled to receive a notice of general meeting.
- 4.3** A notice may be given to a member either personally, by mail, by e-mail or by other electronic means to the member at the member's address or e-mail address, as shown in the register of members.
- 4.4** 1) A notice sent by mail from the Society's office is deemed to have been received two days after being mailed.
- 2) A notice sent by e-mail or other electronic means is deemed to have been received 24 hours after being sent.

4.5 A member must promptly and in writing notify the Society of any change in the member's name, address, e-mail address, Authorized Representative, or telephone number.

Part 5 - Proceedings at General Meetings

- 5.1**
- 1) The business at an AGM is to:
 - a) elect a chair, if required,
 - b) determine that there is quorum,
 - c) adopt rules of order,
 - d) approve the agenda,
 - e) minutes of the last AGM and any intervening general meetings,
 - f) consider the report of the Board on its activities and decisions since the last AGM,
 - g) receive the financial statements for the previous financial year, and the auditor's report (if any) on them,
 - h) appoint an auditor, if any,
 - i) elect directors,
 - j) business arising out the financial statements, the auditor's report, the report of the Board, and any matter about which notice has been given in the notice of the meeting,
 - k) special resolutions, if any, of which notice has been given as required by the Act and the bylaws,
 - l) any members' proposals pursuant to section 81 of the Act, and
 - m) adjourn.
 - 2) The financial statements presented to an AGM must comply with the Act.
 - 3) The business at a special general meeting is limited to:
 - a) adopting rules of order,
 - b) that set out in a requisition pursuant to bylaw 3.2, if applicable, and
 - c) that determined by the Board pursuant to bylaw 3.2.
- 5.2**
- 1) Quorum at a general meeting is fifteen professional, fellow and honorary members present in person.
 - 2) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time unless a quorum of voting members is present.
 - 3) If at any time during a general meeting there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
 - 4) A person who is entitled to participate in a general meeting may do so by telephone or other communications medium if all of the persons participating in the meeting, whether by telephone, by other communications medium or in person, are able to communicate with each other. The Society is not obligated to take any action to facilitate the use of any communications medium at a general meeting.

5.3 If within 30 minutes from the time set for holding a general meeting a quorum of voting members is not present:

- a) in the case of a meeting convened on a requisition of members, the meeting is terminated, and
- b) in any other case, the meeting stands adjourned to a time and place determined by the Board but not more than 14 days later, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time set for meeting, the voting members who are present constitute a quorum for that meeting.

5.4 1) A general meeting can only be adjourned by ordinary resolution.

2) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

3) When a general meeting is adjourned for fourteen days or more, notice of the adjourned meeting must be given as for the original meeting.

4) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned general meeting.

5.5 1) The President must chair each general meeting.

2) If the President is not present within 15 minutes after the time set for a meeting, or is unable or unwilling to act as chair, the Vice-President must be chair.

3) If neither the President nor the Vice-President is present within 15 minutes after the time set for a meeting, or neither of them is able or willing to act as chair, the members present may elect an individual who is present to be chair.

5.6 1) In the case of an equality of votes at a general meeting, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the resolution fails.

2) A resolution proposed at a general meeting must be seconded, and the chair may move or propose a resolution.

2) Voting is by show of hands, except when a ballot is requested by a majority of

5.7 1) A professional, fellow or honorary member who is in good standing is a voting member, and has the right to one vote at a general meeting.

2) An associate, retired or student member has the rights to receive notice of and attend a general meeting, but not to vote. Such a member may speak if permitted to do so by the meeting.

3) A member that is a corporation or association may vote by its Authorized Representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a general meeting.

4) A question, resolution, or motion arising at a general meeting must be decided by ordinary resolution, unless it must pursuant to the Act or bylaws be decided by special resolution, or is another resolution having a higher voting threshold than that of an ordinary resolution.

5) Voting must be by show of hands, except when a secret ballot is required by:

- a) the bylaws or Act,
- b) ruling of the chair, or
- c) ordinary resolution, voting on which must be by show of hands.

6) The chair of a meeting must announce the outcome of each vote, which must be recorded in the minutes of the meeting.

5.8 1) Proxy voting is permitted.

2) A voting member may appoint another such member to act and vote as the member's proxy at a general meeting.

3) A member must not hold more than four proxies.

4) The instrument appointing a proxy must be in the following form, or in any other form that the Board approves:

I, _____, of _____, hereby appoint _____, of _____, as my proxy to vote for me and on my behalf at the general meeting of Vocational Rehabilitation Association of Canada – British Columbia Region on the ____ day of _____, 20____, and at any adjournment thereof.

Signed at _____ this _____ day of _____, 20____.

5) A proxy must be received not fewer than 30 minutes before the time set for the start of a general meeting.

6) A proxy is only valid for the meeting for which the proxy is given, and any adjournment of that meeting.

5.9 Subject to the Act and the bylaws, a general meeting may adopt rules of order, but if it does not do so, then the most recent edition of Robert's Rules of Order must be used.

Part 6 – Board of Directors

6.1 Subject to the Act, the Regulations, the constitution and the bylaws, the Board must manage, or supervise the management of, the activities and internal affairs of the Society.

6.2 1) A director must, when exercising the powers and performing the functions of a director:

- a) act honestly and in good faith with a view to the best interests of the Society,
- b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,
- c) act in accordance with the Act and Regulations, and
- d) subject to paragraphs (a) to (c), act in accordance with the bylaws.

2) Without limiting subsection (1), a director, when exercising the powers and performing the functions of a director, must act with a view to the purposes of the Society.

3) This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.

4) Nothing in a contract or the bylaws relieves a director from

- a) the duty to act in accordance with this Act and the Regulations, or

- b) liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the Society.

6.3 1) There must be not fewer than eleven and not more than fifteen directors, with the number set by ordinary resolution at the AGM.

2) A director, and a candidate for election as a director, must be a professional member who is in good standing.

3) A candidate for election as a director must:

- a) be qualified to be a director pursuant to section 44 of the Act, and
- b) consent to the nomination, in writing or in person.

4) A director has a normal term of office of two years, beginning at the adjournment of the AGM at which the director is elected, and ending at the adjournment of the AGM two years later.

5) One-half of the directors, or so nearly to one-half as is reasonably practicable, must be elected at the AGM, so that at the adjournment of the AGM:

- a) one-half of the directors, or so nearly to one-half as is reasonably practicable, have remaining terms of one year, and
- b) one-half of the directors, or so nearly to one-half as is reasonably practicable, have remaining terms of two years.

A director may be elected to a term of one year so as to allow compliance with this bylaw.

5) In an election of directors, each member who has the right to vote has a number of votes equal to the number of directors to be elected, but must not cast more than one vote for a candidate.

6) An election must be by secret ballot, unless the members present unanimously agree that the election be by show of hands, or the number of candidates is equal to or fewer than the number of vacancies, in which case the candidates must be declared to be elected.

7) A director may be re-elected.

8) A director who has been a director for six consecutive years immediately ceases to be a director, and must not be elected or appointed as a director for one year.

6.4 1) The Board must, at least 60 days before the AGM, appoint a nominations committee, made up of the Past-President and not fewer than two other directors.

2) The nominations committee

- a) must solicit the nomination of candidates for election as directors,
- b) may nominate candidates, and
- c) must to the extent reasonably possible ensure that there are sufficient candidates to fill any vacancies.

3) Subject to the direction of the Board, the nominations committee may set reasonable policies for the conduct of nominations and elections.

6.5 A director ceases to be a director on:

- a) the end of the director's term of office, unless the director is re-elected,
- b) resigning in writing,
- c) ceasing to be a professional member in good standing,
- d) death,
- e) becoming incapable of performing the duties of a director, or
- f) failing to attend three consecutive meetings of the Board without the consent of the Board, which must not be unreasonably withheld.

6.6 No act or proceeding of the Board is invalid only by reason that there are fewer directors in office than the number required by bylaw 6.3.

6.7 The members may, by special resolution, remove a director before the expiration of the director's term of office, and may elect a successor to complete the term of office.

6.8 The Board may appoint a member who is qualified pursuant to bylaw 6.3 to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office, for the balance of that director's term.

6.9 A director must not be remunerated for being or acting as a director, but may be reimbursed for all expenses reasonably and necessarily incurred while engaged in the affairs of the Society.

6.10 A director and a senior manager must comply with the provisions of the Act with regard to disclosure and to conflicts of interest.

6.11 The Society must indemnify a director or senior manager as permitted by the Act.

Part 7 - Proceedings of the Board

7.1 1) The Board may meet together at the places it thinks fit to dispatch business, adjourn and otherwise regulate its meetings and proceedings, as it sees fit.

2) The Board must meet not fewer than six times each year.

3) Quorum at a meeting of the Board is a simple majority of the directors then in office, but must not be fewer than three.

4) A meeting of the Board may be called by:

- a) the President, or
- b) any three directors, or
- c) resolution of the Board.

5) Notice of a meeting of the Board is sufficient if properly addressed to every director, and sent by Canada Post or e-mail. Except where notice is waived by all directors, notice of a meeting of the Board must be given at least 48 hours before the meeting.

6) The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at that meeting.

7.2 When a meeting of the Board is held immediately following the election or appointment of a director or directors, it is not necessary to give notice of the meeting to the new directors for the meeting to be constituted, if a quorum is present.

7.3 A director may waive in writing notice of any meeting or meetings of the Board and may at any time withdraw the waiver, and until the waiver is withdrawn:

- a) no notice of meetings of the Board need be sent to that director, and
 - b) all meetings of the Board, notice of which have not been given to that director are, if a quorum is present, deemed to be valid and effective.
- 7.4** 1) Except where otherwise required, a question arising at a meeting of the Board or a committee must be decided by a majority of votes.
- 2) A resolution proposed at a meeting of the Board or a committee need not be seconded, and the chair of such a meeting may move or propose a resolution.
- 3) In the case of an equality of votes at a meeting of the Board or a committee, the chair does not have a casting or second vote in addition to the vote to which the chair is entitled to as a member, and the motion or resolution is defeated.
- 7.5** A resolution in writing signed by 75% of the directors is as valid and effective as if regularly passed at a meeting of the Board.
- 7.6** 1) The Board may as it thinks fit delegate any, but not all, of its powers to a committee, and appoint the members and chair of the committee.
- 2) The Board must by resolution determine the names, chair, members, authority and responsibilities of a committee.
- 3) A committee must conform to any rules imposed on it by the Board, and must report every act or thing done in exercise of its powers to the next following meeting of the Board.
- 7.7** 1) The members of the executive committee are the elected officers, the executive director (if any), and two other directors appointed by the Board.
- 2) The executive committee, acting as a group, must conduct the affairs of the Society between Board meetings, as directed by resolution of the Board.
- 7.8** Subject to the Act and the bylaws, the Board may adopt rules of order, but if it does not do so then the most recent edition of Robert's Rules of Order must be used.

Part 8 – Officers

- 8.1** 1) The Board must at its first meeting following the AGM elect from amongst the directors a President, a Vice-President, a Secretary and a Treasurer, who are the elected officers, and may elect or appoint such other officers as it deems necessary. The Immediate Past-President is also an officer.
- 2) The Board may:
- a) dismiss an elected officer at any time, and elect another director to take that person's place, and
 - b) elect a director to take the place of an elected officer who has ceased to hold office for any reason.
- 3) An elected officer ceases to be an elected officer on:
- a) ceasing to be a director,
 - b) being dismissed pursuant to bylaw 8.1 (2)(a), or
 - c) resigning in writing.
- 8.2** The President:

- a) must supervise the other officers in the execution of their duties,
- b) must represent the Board and the Society to outside parties,
- c) is a non-voting member of all committees,
- d) must chair all meetings of the Board and all general meetings, and
- e) has the powers and duties generally pertaining to the office of President, subject to resolution of the Board.

8.3 In the absence or inability of the President, the Vice-President must perform the duties of the President.

8.4 The Secretary is responsible for doing, or making the necessary arrangements for:

- a) issuing notices and taking minutes of general meetings and Board meetings,
- b) keeping the records and documents of the Society in accordance with the Act, including the register of members,
- c) conducting the correspondence of the Society, and
- d) filing the annual report and making any other filings with the Registrar pursuant to the Act.

8.5 In the absence of the Secretary from a meeting, the Board must appoint another individual to act as Secretary.

8.6 The Treasurer is responsible for doing, or making the necessary arrangements for:

- a) receiving and banking all monies received by the Society,
- b) keeping accounting records in respect of the Society's financial transactions,
- c) preparing the Society's financial statements, and
- d) making the Society's filings with respect to taxes.

8.7 1) The Board may appoint an Executive Director, who may also be titled the Chief Executive Officer or General Manager, and determine the remuneration and terms and conditions of employment of that person.

2) The Executive Director:

- a) must be qualified pursuant to section 44 of the Act,
- b) is an appointed officer and a senior manager within the meaning of the Act,
- c) reports to the Board, and
- d) may receive notice of, attend, and speak at, but not vote at, Board meetings.

8.8 The Immediate Past-President is that person who most recently was President, but who is no longer President. The duties of the Immediate Past-President are as determined by the Board.

Part 9 – Borrowing and Investment

9.1 The Society may by resolution of the Board borrow money, and issue bonds, debentures, notes or other evidence of debt obligations.

9.2 The Board must only invest the funds of the Society in investments in which a prudent investor might invest.

- 9.3** 1) A member may without charge inspect a record that the Society is required to keep pursuant to section 20 of the Act.
- 2) The Board may by resolution restrict the members' rights to inspect the register of members, pursuant to section 25 of the Act.
- 3) A director may without charge inspect a record of the Society that the Society is required to keep pursuant to section 20 of the Act.
- 4) A person other than a member or director cannot inspect the records of the Society, except as required or permitted by resolution of the Board, the bylaws, the Act, or another statute.
- 9.4** The Board must determine, by resolution, the:
- a) financial year of the Society, and
 - b) signing officers of the Society, and their authority.

Part 10 – Auditor

- 10.1** This Part applies only where the Society is required or has resolved to have an auditor.
- 10.2** At each AGM the Society may appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next AGM, and determine the terms of engagement of the auditor, including whether the auditor will perform an audit, a review engagement, or another form of review.
- 10.3** An auditor may be removed by ordinary resolution.
- 10.4** An auditor must be promptly informed in writing of appointment or removal.
- 10.5** The auditor may attend general meetings.
- 10.6** The Board must fill all vacancies arising in the office of auditor between AGMs.”

EXPLANATORY NOTES FOR MEMBERS

1. A special resolution cannot be amended at the annual general meeting.
2. 2/3 (66 2/3%) of the members present at the meeting must vote in favour of a special resolution for it to pass, and a quorum must be present. Only members in good standing may vote.
3. A resolution, if it passes, does not take effect until it is filed with Societies OnLine.