

BY-LAWS OF SIERRA CLUB OF BRITISH COLUMBIA FOUNDATION

PART 1 – INTERPRETATION

1. In these Bylaws and the Constitution of the Foundation, unless the context otherwise requires:
 - (a) "Action" means a pledge on the "Take Action" section of the Foundation's website;
 - (b) "Board" means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Foundation and exercising the powers of the Foundation;
 - (c) "Bylaws" means the bylaws of the Foundation as filed in the office of the Registrar;
 - (d) "Chair" means the person elected or appointed as chair in accordance with these Bylaws;
 - (e) "Constitution" means the constitution of the Foundation as filed in the office of the Registrar;
 - (f) "Directors" means those persons who have become directors in accordance with the Bylaws and have not ceased to be directors, and a "Director" means any one of them;
 - (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 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) "Foundation" means the Sierra Club of British Columbia Foundation;
 - (i) "General Meeting" means each annual general meeting and any extraordinary general meetings of the Foundation, but does not include any gatherings of Members for purposes other than the conduct of official business of the Foundation;
 - (j) "Members" means those persons who are, or who have subsequently become, members in accordance with the Bylaws, and in either case, have not ceased to be members, and a "Member" means any one of them;

- (k) "Membership Year" means the period of approximately one (1) year relating to the term of membership in the Foundation, which period shall be from September 1 until August 31, unless otherwise determined by the Board;
- (l) "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,
 - (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 at least two-thirds (2/3) of the voting Members,
- and an ordinary resolution approved by any one or more of these methods is effective as though passed at a General Meeting;
- (m) "registered address" of a Member or a Director means the address of that person as recorded in the register of members or the register of directors;
- (n) "Registrar" means the Registrar of Companies of the Province of British Columbia;
- (o) "*Societies Act*" means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;
- (p) "special resolution" means:
- (i) a resolution, of which the notice required by the *Societies Act* and these Bylaws has been provided, passed by at least two-thirds (2/3) of the votes cast in respect of the resolution by those Members entitled to vote:
 - (A) in person at a duly constituted General Meeting,
 - (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,

and a special resolution approved by any one or more of these methods is effective as though passed at a General Meeting;

(q) "Transition Date" means September 1, 2026.

2. Except where they conflict with the definitions contained in these Bylaws, the definitions of the *Societies Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

PART 2 – MEMBERSHIP

3. **Admission to Membership:** Membership in the Foundation is restricted to:
- (a) those persons who transition as Members in accordance with bylaw 5; and
 - (b) those persons who are subsequently admitted as Members in accordance with these Bylaws.
4. **Eligibility for Membership:** A person may be eligible to be accepted as a Member if they:
- (a) are nineteen (19) years of age or older;
 - (b) have, in the prior Membership Year, fulfilled at least one of the following conditions:
 - (i) donated a minimum amount of twenty-five Canadian dollars (CA\$25) to the Foundation; or
 - (ii) participated in one (1) Action by providing a valid email address to evidence such participation; and
 - (c) are interested in advancing the purposes and supporting the activities of the Foundation.

An organization or corporation is not eligible for membership in the Foundation.

Notwithstanding the date on which these Bylaws are filed, the eligibility requirements in this bylaw 4 will not come into force until the Transition Date.

In the case of any ambiguity or doubt regarding the eligibility of a person for membership, such ambiguity or doubt will be resolved by the Board in its discretion and the Board's decision will be final.

5. **Transition of Membership:** On the date these Bylaws come into force each person who is a member of the Foundation, notwithstanding whether they are eligible for membership under these Bylaws, will continue as a Member until the Transition Date, unless they otherwise cease to be a Member in accordance with these Bylaws.

On the Transition Date:

- (a) each person who is a member of the Foundation, and who is both eligible for membership under these Bylaws and has renewed their membership in accordance with bylaw 10, will continue as a Member until the conclusion of the Membership Year, unless they otherwise cease to be a Member in accordance with these Bylaws; and
 - (b) each person who is a member of the Foundation, and who is either ineligible for membership under these Bylaws or has not renewed their membership, will be deemed to have resigned from membership effective that date.
6. **Application for Membership:** An eligible person may apply to the Foundation to become a Member by:
- (a) submitting a completed application in writing to the Foundation, in such form and manner as may be established by the Foundation; and
 - (b) submitting such information or documentation as the membership coordinator may require to confirm eligibility for membership.
7. **Review and Decision on Application:** Unless a membership coordinator is appointed pursuant to these Bylaws, the Board will review and determine all applications for membership by Board Resolution. The Board may, in its sole discretion, accept, postpone or deny an application for membership.

An applicant becomes a member on the date of a Board Resolution accepting such application, or on such later date as may be specified in the Board Resolution.

The Board may, in its sole discretion, refuse or postpone an application for membership for any reason which, in the Board's view, is necessary or prudent to protect the interests and reputation of the Foundation. The decision of the Board to refuse or postpone membership is final and without appeal.

The Board may delegate the review and acceptance of new applications and re-applications for membership to a staff person or committee (who will be referred to for the purposes of these Bylaws as the "membership coordinator"), and such delegated party may refer any application for membership to the Board for decision.

8. **Membership not Transferable:** Membership is not transferable.

9. **Term of Membership:**

The term of membership of a Member is approximately one (1) year. Once accepted as a Member, a person continues as a Member until:

- (a) the date which is thirty (30) days after the conclusion of the current Membership Year, unless membership is renewed in accordance with these Bylaws; or
- (b) membership otherwise ceases in accordance with these Bylaws.

10. **Renewal and Re-application of Membership:** A Member who continues to be eligible may renew their membership within thirty (30) days of the conclusion of the applicable Membership Year, in such form and manner as may be determined by the Board from time to time. The Board may, in its discretion, require review and approval of a renewal of membership by any Member.

A person whose membership has expired or otherwise ceased other than by expulsion and who remains eligible may re-apply for membership after its expiry in accordance with bylaw 6.

A person expelled from membership may, unless prohibited by the terms of the expulsion resolution, re-apply for membership in accordance with the terms of the expulsion resolution, provided that if the expulsion resolution does not restrict re-application, the person may re-apply for membership after one (1) year from the date of expulsion.

Renewals and re-applications for membership are subject to acceptance by the Board.

11. **Rights of Membership:** In addition to any rights conferred by the Societies Act, a Member has the following rights and privileges of membership:

- (a) to receive notice of, and to attend, all General Meetings;
- (b) to make or second motions at a General Meeting and to speak in debate on motions under consideration in accordance with such rules of order as may be adopted; and
- (c) to exercise a vote on matters for determination by the Members.

12. **Compliance with Constitution, Bylaws and Policies:** Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws, the regulations and the policies of the Foundation in effect from time to time; and
- (b) further and not hinder the purposes, aims and objects of the Foundation.

13. **No Dues:** There shall be no membership dues.
14. **Good Standing:** All Members are deemed to be in good standing.
15. **Cessation of Membership:** A person shall immediately cease to be a Member:
- (a) upon the date which is the later of delivering their resignation in writing to the address of the Foundation, and the effective date of resignation stated thereon;
 - (b) upon the date that is thirty (30) days from the conclusion of the applicable Membership Year, unless renewed in accordance with these Bylaws;
 - (c) upon the date such Member is no longer eligible pursuant to bylaw 4;
 - (d) upon their death; or
 - (e) upon expulsion in accordance with bylaw 16.
16. **Expulsion:** Following a review of a Member's conduct or actions, the Board may, by Board resolution, expel a Member for conduct which, in the reasonable opinion of the Board:
- (a) is improper or unbecoming for a Member;
 - (b) is contrary to bylaw 12;
 - (c) is in violation of the Foundation's policies; or
 - (d) is likely to endanger the reputation or hinder the interests of the Foundation.

At least fourteen (14) days prior to passing a Board resolution under this bylaw 16, the Board must provide notice of the proposed expulsion to the Member in question, accompanied by a brief statement of the reasons for the proposed disciplinary action and the date, time and location, if any, at which the Board proposes to consider the Board resolution in question.

At any time prior to the date and time set out in the notice provided above, a Member who is the subject of proposed expulsion may provide an oral or written response to the Board, and the Board must consider any such response that is received.

PART 3 – MEETINGS OF MEMBERS

17. **General Meetings:** The General Meetings of the Foundation shall be held at such date, time and, if applicable, location, in accordance with the *Societies Act*, as the Board shall decide.
18. **Extraordinary General Meetings:** Every General Meeting other than an annual general meeting is an extraordinary general meeting and the Board may convene an extraordinary general meeting when resolved by Board resolution by providing notice in accordance with the *Societies Act* and these Bylaws.
19. **Notice and Waiver of Notice:** The Foundation shall not give less than 14 days written notice of a General Meeting to the Members entitled to receive notice, but those Members may waive or reduce the period for a particular meeting by unanimous consent in writing.
20. **Content of Notice:** Notice of a General Meeting shall specify the date, time and, if applicable, location of the meeting and will include the text of every special resolution to be proposed or considered at that meeting.

If the Board has decided to hold a General Meeting with participation by Electronic Means, the notice of that meeting must contain instructions for attending and participating in the meeting by Electronic Means, including instructions for voting.
21. **Lack of Notice not Invalidation:** The accidental omission to give notice of a General Meeting to, or the non-receipt of notice by, any of the Members entitled to receive notice does not invalidate proceedings at that meeting.
22. **Annual General Meeting:** An annual general meeting shall be held at least once in every calendar year and in accordance with the *Societies Act*.

PART 4 – PROCEEDINGS AT GENERAL MEETINGS

23. **Business Required at Annual General Meeting:** The following business is required to be conducted at each annual general meeting of the Foundation:
 - (a) the adoption of an agenda;
 - (b) the approval of the minutes of the previous annual general meeting and any extraordinary general meetings held since the previous annual general meeting;
 - (c) consideration of the financial statements and the report of the auditor thereon;

- (d) consideration of any Members' proposals submitted in accordance with the *Societies Act*;
- (e) the election of Directors; and
- (f) such other business, if any, required by the *Societies Act* or at law to be considered at an annual general meeting.

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

24. **Electronic Participation in General Meetings:** The Board may decide, in its discretion, to hold any General Meeting in whole or in part by Electronic Means.

When 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 Electronic Means are deemed to be present at the General Meeting.

25. **Quorum Required:** No business, other than the election of a person to chair the meeting and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present. If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

26. **Quorum:** A quorum at a General Meeting shall be 10 Members.

27. **Lack of Quorum:** If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated, but in any other case it will stand adjourned to the next week, at the same time and, if applicable, location, and if at the adjourned meeting a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the Members present will constitute a quorum and the meeting may proceed.

28. **Chair:** The Chair shall, subject to a Board resolution appointing another person, chair all General Meetings; but if at any General Meeting the Chair, or such alternate appointed by Board resolution is not present within 15 minutes after the time appointed for the meeting, the Members present may choose one of their number to chair the meeting.

29. **Adjournment of General Meeting:** A General Meeting may be adjourned from time to time and from a given location, if applicable, to another, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

30. **Voting:** A Member is entitled to one 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. The person chairing a General Meeting may vote, if such person is a Member, but if they do so and the result is a tie, such person shall not be permitted to vote again to break the tie and the resolution being voted on shall be deemed to have failed.
31. **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 Foundation provides each Member 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.
32. **Method of Voting:** 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, voice vote 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, voice vote or voting cards, and prior to the question being put to a vote, any two Members 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.
33. **Proxies not Permitted:** Voting by proxy is not permitted

PART 5 – DIRECTORS

34. **Powers of the Board:** The Board may exercise all such powers and do all such acts and things as the Foundation 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 subject, nevertheless, to the provisions of:

- (a) all laws affecting the Foundation;
 - (b) these Bylaws; and
 - (c) rules, not being inconsistent with these Bylaws, which are made from time to time by the Foundation in a General Meeting
35. **Management by Board:** The property and affairs of the Foundation shall be managed by the Board.
36. **Qualifications of Directors:** Pursuant to the *Societies Act*, a person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if such person:
- (a) is less than nineteen (19) years of age;
 - (b) has been found by any court, in Canada or elsewhere, to be incapable of managing their own affairs and has not since been found by a court to be capable again;
 - (c) is an undischarged bankrupt;
 - (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the *Societies Act*; or
 - (e) is an "ineligible individual" as defined by section 149.1(1) of the *Income Tax Act* (Canada).

In addition to the foregoing, a person may not be nominated or elected to serve (or continue to serve) as a Director if such person is not a Member. However, a person need not be a Member in order to be appointed pursuant to bylaw 37(b).

37. **Directors:**
- (a) **Composition of Directors:** There shall be a minimum of 7 and a maximum of 12 Directors of the Foundation, as follows:
 - (i) no less than seven (7) and no more than ten (10) persons, as set by Board resolution, nominated and elected in accordance with bylaw 39; and
 - (ii) up to two (2) persons appointed as Directors by the Board in accordance with paragraph (b) below.
 - (b) **Appointment of Directors:** The Board may, from time to time by Board resolution, appoint as a Director qualified persons to augment the Board with necessary governance experience, with specific relevant expertise, or to better represent the demographic of

the membership and British Columbia, provided that at no time can there be more than two (2) Directors appointed pursuant to this paragraph (b).

- (c) **Transition of Directors' Terms:** Each person who is a Director on the date these Bylaws come into force will continue as a Director for the remaining term to which such Director was elected, unless they otherwise cease to be a Director in accordance with these Bylaws. Any previous terms served by Directors prior to these Bylaws coming into force will not be counted towards the term limits set out below.
- (d) **Terms:** The term of a Director's office shall normally be two years. However, the Board may by Board resolution determine that some or all vacant Directors' positions shall have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion.
- (e) **Consecutive Terms and Term Limits:** Directors may be elected for up to eight (8) consecutive years, by any combination of terms. A person who has served as a Director for eight (8) consecutive years may not be re-elected for at least one (1) year following the expiry of their latest term.
- (f) **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 person qualified in accordance with bylaw 36 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 they otherwise cease to be a Director in accordance with these Bylaws. 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.

- (g) **Removal of Director:** A Director may be removed before the expiration of their term of office by either of the following methods:
 - (i) by special resolution; or
 - (ii) by Board resolution.

If by special resolution, 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 prior to the vote on the resolution.

- (h) **Ceasing to Be a Director:** A person will immediately cease to be a Director:
 - (i) upon the date which is the later of:
 - (A) the date of delivering their resignation in writing to the Chair or to the address of the Foundation; and
 - (B) the effective date of the resignation stated therein;
 - (ii) upon the expiry of such person's term;
 - (iii) upon the date such person is no longer qualified pursuant to bylaw 36;
 - (iv) upon the removal of such person pursuant to bylaw 37(g); or
 - (v) upon such person's death.

38. **Duties of Directors:** Pursuant to the *Societies Act*, every Director will:

- (a) act honestly and in good faith with a view to the best interests of the Foundation;
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances;
- (c) act in accordance with the *Societies Act* and the regulations thereunder; and
- (d) subject to bylaws 38(a) to 38(c), act in accordance with these Bylaws.

Without limiting bylaws 38(a) to 38(d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Foundation.

In addition to the foregoing, a Director must abide by such codes of conduct and policies established by the Board from time to time.

39. **Nominations and Election of Directors:**

- (a) The Board shall appoint a nominating committee consisting of at least 2 of its members and a senior staff member of the Foundation to gather, review and recommend to the Board and to the membership the names of members willing to stand for election as Director. The nominating committee will make every effort to identify nominees who represent the demographics of the membership and British Columbia, nominees who possess a breadth of experience and expertise necessary for good governance of the Foundation, as well as nominees who can renew the Board and provide for succession.
- (b) The nominating committee's nominees will be communicated to the membership by electronic and/or regular mail, along with a call for any further nominations from the membership, and instructions on how such nominations may be submitted, a minimum of 4 weeks in advance of the annual general meeting. Members may submit additional

~~nominations in accordance with the process set out by the nominating committee for 7 days following the communication, or such longer period as the nominating committee may expressly provide. After this period, no further nominations will be permitted. Any additional nominations must be qualified in accordance with bylaw 36, and any who are not qualified cannot stand for election. The full list of nominees will be communicated to the membership by electronic and/or regular mail with a minimum of 2 weeks' notice in advance of the annual general meeting. For greater certainty, nominations will not be permitted from the floor at the annual general meeting. The nominees will be communicated to the membership by electronic and/or regular mail, along with a call for further nominations with a minimum of 2 weeks' notice.~~

- (c) If the number of nominees exceeds the number of positions to be elected, an election will be conducted at the annual general meeting by way of secret and secure ballot. The results of the election will be communicated to the membership.
 - (d) 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 necessary or prudent for the Foundation, provided that no such policy and procedure is valid to the extent that it is contrary to the *Societies Act* or these Bylaws.
40. **Remuneration of Directors and Officers and Reimbursement of Expenses:** A Director is not entitled to any remuneration for acting as a Director. However, a Director may be reimbursed for all expenses necessarily and reasonably incurred by them while engaged in the affairs of the Foundation, provided that all claims for reimbursement are submitted and approved in accordance with established policies.
41. **Power to Make Expenditures and Loans:** The Board shall have the power to make expenditures and loans, whether or not secured or interest bearing for the purposes of furthering the purposes of the Foundation including its investment purposes. The Board shall also have the power to enter into trust arrangements or contracts on behalf of the Foundation for the purpose of discharging obligations or conditions either imposed by a person donating, bequeathing, advancing or lending funds or property to the Foundation, or assumed by the Foundation in expectation of such donations, bequests, advances or loans. Such arrangements or contracts shall be in accordance with the terms and conditions that the Board may prescribe.
42. **Investments:** In investing the funds of the Foundation, the Board shall not be limited to securities and investments in which trustees are authorized by laws to invest but may make any investments which in its opinion are prudent.
43. **Agents and Employees:** The Board may from time to time appoint such agents and authorize the employment of such persons as it deems necessary to carry out the objects of the Foundation.

PART 6 – PROCEEDINGS OF THE BOARD

44. **Meetings and Notice:** A meeting of the Board may be held at any date, time and location, if any, determined by the Board, provided that 7 days' notice of such meeting shall be sent in writing to each Director. However, no formal notice shall be necessary if all Directors were present at the preceding meeting when the date, time and location, if any, of the meeting were determined, or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Foundation.
45. **Quorum:** A quorum at a Board meeting shall be a majority of the Directors currently in office.
46. **Director Conflict of Interest:** A Director who knows or reasonably ought to know that they have a direct or indirect material interest in a contract or transaction (whether existing or proposed) with the Foundation, 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) is not entitled to vote on the contract, transaction or matter;
 - (d) will absent themselves from the meeting or portion thereof:
 - (i) at which the contract, transaction or matter is discussed, unless requested by the Board (by consensus or majority vote) to remain to provide relevant information; and
 - (ii) in any case, during the vote on the contract, transaction or matter; and
 - (e) 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.
47. **Chair of Meetings:** The Chair shall, subject to a Board resolution appointing another person, chair all meetings of the Board but if at any Board meeting the Chair, or such alternate appointed by Board resolution is not present within 15 minutes after the time appointed for the meeting, the Directors present may choose one of their number to chair the meeting.
48. **Convening Meetings:** The Chair may at any time convene a meeting of the Board. If three Directors request a meeting in writing, then the Chair shall call a meeting of the Board.

49. **Meetings:** There shall be at least three (3) Board meetings per year. Meetings may be held by Electronic Means.

50. **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.

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

51. **Voting:** A Director is entitled to one vote. The person chairing a meeting may vote but, if they do so and the result is a tie, they shall not be permitted to vote again to break the tie and the resolution being voted on shall be deemed to have failed.

52. **Method of 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 person presiding as chair:

- (a) by show of hands;
- (b) by written ballot;
- (c) by voice vote, 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.

PART 7 – OFFICERS

53. **Officers:** The Board may elect officers from among their number. The officers of the Foundation may be the Chair, Vice-Chair, Treasurer, and such other officers as the Board may determine from time to time. An officer may hold more than one position.

54. **Election of Officers:** At each meeting of the Board first following an annual general meeting, the Board will elect the officers.

55. **Term of Office:** 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 bylaw 54 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.
56. **Removal of Officers:** A person may be removed as an officer by Board resolution. 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.

PART 8 – SEAL

57. **No Seal:** The Foundation will not have a seal.

PART 9 – BORROWING

58. **Borrowing:** For the purpose of carrying out the objectives of the Foundation, on behalf of and in the name of the Foundation, the Board may borrow, raise or secure the payment or repayment of money in any manner it decides including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures.
59. **Restriction of Borrowing Powers:** The Members may by ordinary resolution restrict the borrowing powers of the Board.

PART 10 – AUDITOR

60. **When Audit Required:** The Foundation is not required by the *Societies Act* to be audited. However, the Foundation will conduct an audit or review of its annual financial statements if:
- (a) the Directors determine to conduct an audit or review engagement by Board resolution; or
 - (b) the Members require the appointment of an auditor by ordinary resolution,

in which case the Foundation will appoint an auditor qualified in accordance with Part 9 of the *Societies Act* and these Bylaws.

61. **Appointment of Auditor:** If the Foundation determines to conduct an audit, 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 Foundation no longer wishes to appoint an auditor.
62. **Vacancy in Auditor:** Except as provided in bylaw 63, 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.
63. **Removal of Auditor:** An auditor may be removed and replaced by ordinary resolution in accordance with the procedures set out in the *Societies Act*.
64. **Notice of Appointment:** An auditor will be promptly informed in writing of such appointment or removal.
65. **Auditor's Report:** The auditor, if any, must prepare a report on the financial statements of the Foundation in accordance with the requirements of the *Societies Act* and applicable law.
66. **Participation in General Meetings:** The auditor, if any, is entitled in respect of a General Meeting to:
- (a) receive every notice relating to a meeting to which a Member is entitled;
 - (b) attend the meeting; and
 - (c) 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.

PART 11 – NOTICES

67. **Notices of General Meeting:** Notices of a General Meeting shall be given to:
- (a) every person shown on the register of members as Member on the day the notice is given; and

- (b) the auditor, if any is appointed.
68. **Method of Notice:** A notice may be given to a Member or a Director either personally (by delivery, facsimile, or electronic mail) or by first class mail posted to such person's registered address.
69. **Proof of Receipt of Notice:** A notice sent by mail shall be deemed to have been given on the second day following that on which the notice was posted. Any notice delivered by hand or sent by facsimile or email shall be deemed to have been given on the day it was so delivered or sent.

PART 12 – INDEMNIFICATION

70. **Indemnification of Directors and Eligible Parties:** To the extent permitted by the *Societies Act*, each Director and eligible party (as defined by the *Societies Act*) will be indemnified by the Foundation 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 person by reason of their holding or having held authority within the Foundation:
- (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.
71. **Purchase of Insurance:** The Foundation may purchase and maintain insurance for the benefit of any or all Directors or officers against personal liability incurred by any such person as a Director or officer.

PART 13 – MISCELLANEOUS

72. **Inspection of Documents and Records:** The documents and records of the Foundation, 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 is entitled, upon providing not less than fourteen (14) days' notice in writing to the Foundation, to inspect any of the following documents and records of the Foundation at the address of the Foundation during the Foundation's normal business hours:

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Foundation;
- (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 Foundation's certificate of incorporation, and any other certificates, confirmations or records furnished to the Foundation by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Foundation;
- (j) the written consents of Directors to act as such and the written resignations of Directors; and
- (k) the disclosure of a Director or of a senior manager regarding a conflict of interest.

Except as expressly provided by statute or at law, a Member will not be entitled or have the right to inspect any other document or record of the Foundation. However, subject to such policies as the Board may establish, a Member may request, in writing delivered to the address of the Foundation, to inspect any other document or record of the Foundation and the Board may allow the Member to inspect 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 which a Member is allowed to inspect may be provided on request by the Member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed in the *Societies Act*.

73. **Participation in Meetings:** Any meeting of the Board or any committee may be held, or any Director or committee member may participate in any meeting of the Board, or any committee, by Electronic Means. All such Directors or persons so participating in any such meeting shall be deemed to be present in person at the stated location of such meeting and, notwithstanding the

foregoing bylaws, shall be entitled to vote by one or more of the following mechanisms, in the discretion of the person presiding as chair:

- (a) by show of hands;
- (b) by written ballot;
- (c) by voice vote, 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.

PART 14 – BYLAWS

- 74. **Entitlement of Members to copy of Constitution and Bylaws:** On being admitted to membership, each Member is entitled to and upon request the Foundation shall provide them with a copy of the constitution and bylaws of the Foundation.
- 75. **Special Resolution required to Alter or Add to Bylaws:** These Bylaws shall not be altered or added to except by special resolution.
- 76. **No Distribution of Income to Members:** No part of the income of the Foundation will be payable to, or otherwise available for the personal benefit of, any Member and any income, profits or other accretions to the Foundation will be used in promoting the purposes of the Foundation.
- 77. **Dissolution:** Upon the winding-up or dissolution of the Foundation, any funds and property remaining after the payment of all costs, charges and expenses properly incurred in the winding-up or dissolution, including the remuneration of the liquidator, and the payment to employees of the Foundation of any arrears of salaries or wages, and after payment of any debts of the Foundation, will be distributed to such "qualified donees" as defined by the *Income Tax Act* as are designated by ordinary resolution. Any funds or property remaining received for specific purposes will, wherever possible, be distributed to "qualified donees" carrying on work of a similar nature to such specific purposes.
- 78. Unless specific written directions are received by the Foundation from a donor that property included in a bequest, donation, transfer, trust or loan shall not be included in a consolidated trust fund, all property and funds in any named fund or held by the Foundation may be combined

in a consolidated trust fund for the purpose of facilitating the efficient and prudent investment of such funds. This provision is alterable.

THESE BYLAWS AMENDED BY SPECIAL RESOLUTION DATED:
~~11~~ _____, 202~~6~~5

SEPTEMBER