



## CONSTITUTION

BC Society • Societies Act

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Registrar of Companies

CAROL PREST

NAME OF SOCIETY: **GYMNASTICS B.C.**

Incorporation Number: S0008326

Business Number: 87556 4718 BC0001

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The name of the Society is GYMNASTICS B.C.

The purposes of the Society are:

- (a) To promote and encourage participation in gymnastics as a means to improve health and fitness for all participants;
- (b) To stimulate the interest and participation of members of the Society and others in gymnastics and, to that end, to promote and participate in such activities as will further the objectives of the Society, including training coaches, setting standards, training and certifying officials, promoting meets, clinics and competitions, conducting and assisting in research programs, collecting and disseminating information, publicizing activities, providing guidance and supervision to clubs and organizations, adopting rules of national and international sports and athletic organizations, adopting rules of competitions and offering, granting and contributing towards prizes, awards and distinctions;
- (c) To raise money to fulfill the purposes of the Society;
- (d) To provide financial and other assistance for the participation of members in gymnastics, trampoline and tumbling programs of all kinds;
- (e) To represent the interests of all branches of artistic gymnastics, trampoline gymnastics, and Gymnastics for All in the Province of BC at a national, provincial, regional and association level;
- (f) To coordinate, promote, encourage and assist all branches of artistic gymnastics, trampoline gymnastics, and Gymnastics for All in the Province of BC; and
- (g) To exercise jurisdiction over and provide leadership for all technical and administrative activities relating to artistic gymnastics, trampoline gymnastics, and Gymnastics for All in BC.



CAROL PREST

**BYLAWS OF  
GYMNASTICS B.C.**

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## BYLAWS OF GYMNASTICS B.C.

### 1. INTERPRETATION

#### 1.1 Definitions

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

- (a) “**Act**” means the *Societies Act*, S.B.C. 2015, c. 18, as amended from time to time, and includes any successor legislation thereto;
- (b) “**Address of the Society**” means the registered office address of the Society as on record from time to time with the Registrar;
- (c) “**Board**” means the Directors acting as authorized by the Act, the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (d) “**Board Resolution**” means:
  - (1) a resolution passed by a simple majority of the votes cast in respect of the resolution by the Directors entitled to vote on such matter:

- (A) in person at a duly constituted meeting of the Board,
- (B) by Electronic Means in accordance with these Bylaws, or
- (C) by combined total of the votes cast in person and by Electronic Means; or

(2) a resolution that has been submitted to all Directors and consented to in writing by two-thirds (2/3) of the Directors who would have been entitled to vote on the resolution at a meeting of the Board,

and a Board Resolution approved by any of these methods is effective as though passed at a meeting of the Board;

- (e) **“Bylaws”** means the bylaws of the Society as filed with the Registrar;
- (f) **“Chair”** means the Person elected to the office of chair of the Society in accordance with these Bylaws;
- (g) **“Chief Executive Officer”** or **“CEO”** means the senior manager appointed by the Board to manage the activities and affairs of the Society, by whatever title that Person or position is called;
- (h) **“Constitution”** means the constitution of the Society as filed with the Registrar;
- (i) **“Director of Finance”** means the Person appointed to the office of director of finance of the Society in accordance with these Bylaws; and
- (j) **“Directors”** means those Persons who are, or who subsequently become, directors of the Society in accordance with these Bylaws and have not ceased to be directors;
- (k) **“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:
  - (1) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate in the proceeding contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
  - (2) 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;
- (l) **“Eligible Party”** means:
  - (1) a Person who is or was a Director, as determined in accordance with these Bylaws;
  - (2) such other Person described in the Act that is or was appointed or elected by the Directors to exercise authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society;

- (3) a Person who holds or held a position equivalent to what is described in either sub-paragraph (1) or (2) above in a subsidiary of the Society, if any; or
- (4) the heir or personal or legal representative of a Person described in (1), (2) or (3) above;
- (m) **“General Meeting”** means a meeting of the Members, and includes any annual general meeting and any special or extraordinary general meetings of the Society;
- (n) **“Income Tax Act”** means the *Income Tax Act*, R.S.C. 1985 (5<sup>th</sup> Supp.), c.1 as amended from time to time;
- (o) **“Members”** means those Persons who are, or who subsequently become, members of the Society in accordance with these Bylaws and, in either case, have not ceased to be members;
- (p) **“Membership Year”** means the period of approximately one (1) year which relates to the term of Members, which period shall be from the conclusion of the annual general meeting to the conclusion of the next annual general meeting, unless otherwise set by Board Resolution;
- (q) **“mutatis mutandis”** means with the necessary changes having been made to ensure that the language makes sense in the context;
- (r) **“Non-Voting Members”** means those Persons who are, or who subsequently become, Non-Voting Members of the Society in accordance with these Bylaws and, in either case, have not ceased to be Non-Voting Members;
- (s) **“Ordinary Resolution”** means:
  - (1) 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
  - (2) 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 of the Society;
- (t) **“Organization”** means an association, corporation or society;
- (u) **“Person”** means a natural person;
- (v) **“Registered Address”** of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;

- (w) **“Registrar”** means the Registrar of Companies of the Province of British Columbia;
- (x) **“Society”** means “Gymnastics B.C.”;
- (y) **“Special Resolution”** means:
  - (1) a resolution, of which the notice required by the 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
  - (2) 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;
- (z) **“Vice-Chair”** means a Person elected to the office of vice-chair of the Society in accordance with these Bylaws; and
- (aa) **“Voting Members”** means those Organizations which are, or which subsequently become, Voting Members of the Society in accordance with these Bylaws and, in either case, have not ceased to be Voting Members.

## 1.2 **Societies Act Definitions**

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

## 1.3 **Plural and Singular Forms**

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

## 2. **MEMBERSHIP**

### 2.1 **Admission to Membership**

Membership in the Society will be restricted to:

- (a) those Persons and Organizations who are Members in good standing on the date these Bylaws come into force; and
- (b) those Persons and Organizations whose subsequent application for admission as a Member has been accepted by the Directors,

provided, in each case, that such Person or Organization has not ceased to be a Member pursuant to section 2.16.

## **2.2 Classes of Membership**

There will be one class of voting membership, being the Voting Members, and one class of non-voting membership, being the Non-Voting Members.

## **2.3 Eligibility for Voting Membership**

An Organization may be eligible to be accepted as a Voting Member if it:

- (a) provides training and instruction in gymnastics in British Columbia;
- (b) has facilities in British Columbia;
- (c) appoints a designated representative; and
- (d) is interested in advancing the purposes and supporting the activities of the Society.

## **2.4 Admission and Eligibility for Non-Voting Membership**

All Persons that are individual members of Organizations accepted as Voting Members are automatically Non-Voting Members.

In addition to the foregoing, the Board may, by Board Resolution, appoint a Person as a Non-Voting Member if he or she has made, in the sole determination of the Board, an outstanding contribution to gymnastics in British Columbia or to the Society for the benefit of gymnastics in British Columbia.

In addition to the foregoing, a Person elected as a Director is automatically a Non-Voting Member.

An Organization may also be eligible to be accepted as a Non-Voting Member if it:

- (a) has an address in British Columbia;
- (b) is affiliated with an Organization that is a Voting Member;
- (c) appoints a designated representative; and
- (d) is interested in advancing the purposes and supporting the activities of the Society.

## **2.5 Organization to Appoint Representative**

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

An Organization may alter its designated representative at any time by providing notice in writing to the Society with the name and contact information for the new representative. The

appointment of a new representative is deemed to revoke the appointment of the previous representative.

## 2.6 Transition of Membership

On the date these Bylaws come into force:

- (a) each Organization that is a member of the Society in good standing and is eligible to be a Voting Member under these Bylaws will continue as a Voting Member until the conclusion of the current membership term unless sooner ceasing in accordance with these Bylaws;
- (b) each Person who is a member of the Society in good standing and is eligible to be a Non-Voting Member will continue as a Non-Voting Member until the conclusion of the current membership term unless sooner ceasing in accordance with these Bylaws; and
- (c) each Person or Organization that is a member of the Society not in good standing or that is ineligible for membership under these Bylaws will be deemed to have resigned from membership effective that date.

## 2.7 Membership Coordinator

The Board may delegate the review and acceptance of new applications and re-applications for membership to a position or committee within the Society, which Person or body will be referred to for the purposes of these sections as the membership coordinator.

If no membership coordinator is designated by the Board, then the duties for that position set out in these Bylaws remain with the Board.

## 2.8 Application for Voting Membership

An eligible Organization may apply to the Society to become a Voting Member as follows:

- (a) by submitting a completed application, in such form and manner as may be established by the Society, at the Address of the Society or to an authorized representative of the Society;
- (b) by submitting payment for all applicable membership dues and fees;
- (c) by providing the name and contact information of the designated representative of the Organization;
- (d) by submitting to the Society a list of its own individual voting and non-voting members; and
- (e) by submitting such information or documentation as the membership coordinator may require to confirm eligibility for membership.

For greater clarity, the list an eligible Organization is required to submit to the Society pursuant to subsection 2.8(d) must include all gymnasts, both competitive and recreational, that access such Organization's facilities and/or makes use of such Organization's staff or equipment. In addition, any Organization that operates its programming at a facility or facilities owned or

operated by a third party must still register as a Voting Member and submit to the Society the list required under subsection 2.8(d).

## **2.9 Application for Non-Voting Membership**

An eligible Person (other than such Persons that are Non-Voting Members by virtue of being members of an Organization registered as a Voting Member) or Organization may apply to the Society to become a Non-Voting Member as follows:

- (a) by submitting a completed application, in such form and manner as may be established by the Society, at the Address of the Society or to an authorized representative of the Society;
- (b) in the case of an Organization, by providing the name and contact information of the designated representative of the Organization; and
- (c) by submitting such information or documentation as the membership coordinator may require to confirm eligibility for membership.

Individual members of Voting Members need not apply for membership in the Society.

## **2.10 Reviewing and Acceptance of Application**

The membership coordinator, if any, shall review all applications for membership in the Society and may, if necessary determine eligibility for membership, request the Person or Organization to provide further information or documentation in support of the application.

The membership coordinator may, by entering the Person's or Organization's information into the membership register, accept that Person or Organization as a Member in the appropriate class as determined in accordance with these Bylaws.

An Organization that is accepted as a Voting Member must designate in writing delivered to the Address of the Society, a Person to exercise the rights of membership on behalf of the Organization.

## **2.11 Reporting and Ratification of Membership**

The membership coordinator, if any, shall regularly report to the Board in relation to applications for membership received and approved.

At such times, the Board shall consider a Board Resolution to ratify the approval of memberships made in the last interval and may, if necessary determine any issues related to membership of an applicant.

## **2.12 Referral of Application to Board**

The membership coordinator, if any, may at any time refer an application for membership to the Board for further consideration and, if so referred, the Board may, by Board Resolution, accept, postpone or refuse an application for membership.

The Board may refuse or postpone an application for membership for any reason which, in the Board's view, is necessary or prudent to protect the reputation and integrity of the Society.

### 2.13 **Membership not Transferable**

Membership is not transferable by a Member.

### 2.14 **Term of Membership**

#### Voting Members

Once accepted as a Voting Member, an Organization continues as a Voting Member until:

- (a) the 30<sup>th</sup> day following 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.

#### Non-Voting Members

Upon becoming a Non-Voting Member, a Person or Organization continues as a Non-Voting Member until his or her or its membership otherwise ceases in accordance with these Bylaws.

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

A Voting Member who continues to be eligible in accordance with section 2.3 may apply for renewal of his or her membership within thirty (30) days of the conclusion of the Membership Year in such form and manner as may be determined by the Board from time to time.

A renewal of membership by a Voting Member must be accompanied by:

- (1) payment for applicable membership dues, as well as fees owing by the Voting Member, if any; and
- (2) a current list of such Voting Member's own individual voting and non-voting members.

A Person or Organization 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 section 2.8 or 2.9, as applicable.

A Person or Organization that was expelled from membership may, unless prohibited by the terms of the expulsion, re-apply for membership in accordance with the terms of the expulsion resolution, provided that if the expulsion resolution provided no restrictions related to re-application, the Person or Organization may re-apply for membership after one (1) year from the date of expulsion.

Re-applications for membership are subject to acceptance by the Board.

### 2.16 **Cessation of Membership**

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

- (a) upon the date which is the later of:

- (1) the date of delivering his or her or its resignation in writing to the Address of the Society; and
- (2) the effective date of the resignation stated thereon;
- (b) in the case of a Voting Member, upon the date that is thirty-one (31) days from the conclusion of the current Membership Year, unless renewed in accordance with section 2.15;
- (c) upon the date which is ninety (90) days from the date on which such Member ceases to be in good standing;
- (d) upon his or her or its expulsion; or
- (e) upon his or her death or, in the case of an Organization, dissolution.

### **3. MEMBERSHIP RIGHTS AND OBLIGATIONS**

#### **3.1 Rights of Membership**

A Voting Member in good standing 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;
- (c) to maintain and provide to the Society a list of its members in accordance with such criteria as may be determined by the Board from time to time;
- (d) to exercise a vote on matters for determination at General Meetings;
- (e) may serve on committees of the Society, as invited;
- (f) subject to these Bylaws, to nominate eligible Persons for election as an elected Director; and
- (g) may participate in the programs and initiatives of the Society, in accordance with such criteria as may be determined by the Board from time to time.

A Non-Voting Member in good standing has the following rights and privileges of membership:

- (h) to receive notice of, and to attend, all General Meetings;
- (i) to speak in debate on motions under consideration in accordance with such rules of order as may be adopted;
- (j) may serve on committees of the Society, as invited; and
- (k) may participate in the programs and initiatives of the Society, in accordance with such criteria as may be determined by the Board from time to time.

#### **3.2 Member not in Good Standing**

A Member who is not in good standing has the right to receive notice of, and to attend, all General Meetings, but is suspended from all of the other rights and privileges set out in section 3.1, for so long as he or she remains not in good standing.

### 3.3 Dues

The Society will, by Ordinary Resolution, determine the dues and fees payable by Members within each class from time to time as necessary and in the absence of such determination by Ordinary Resolution, dues are deemed to continue unaltered from the previous year. The Society may determine:

- (a) that different dues and/or fees will apply to different classes of membership, and to subcategories of membership determined by the Board from time to time within a given class;
- (b) that dues and/or fees may be pro-rated in certain circumstances; and
- (c) that dues and/or fees may be waived in cases of demonstrated hardship.

### 3.4 Standing of Members

All Members are deemed to be in good standing except:

- (a) a Member who has failed to pay such membership dues and fees as are determined by the Board, if any, when due and owing and such Member is not in good standing so long as such amount remains unpaid; and
- (b) a Member who has been suspended by the Society.

### 3.5 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 Society in effect from time to time;
- (b) abide by such codes of conduct and ethics adopted by the Society; and
- (c) further and not hinder the purposes, aims and objects of the Society.

### 3.6 Discipline of a Member

Following an appropriate investigation or review of a Member's conduct or actions in accordance with such regulations and policies established by the Board, the Board may, by Board Resolution, expel, suspend or otherwise discipline a Member for conduct which, in the reasonable opinion of the Board:

- (a) is improper or unbecoming for a Member;
- (b) is contrary to section 3.5; or
- (c) is likely to endanger the reputation or hinder the interests of the Society.

The Board must provide notice of a proposed expulsion, suspension or discipline of a Member to the Member in question, accompanied by a brief statement of the reasons for the disciplinary action.

A Member who is the subject of the proposed expulsion, suspension or discipline will be provided a reasonable opportunity to respond to the proposed discipline at or before the Board Resolution is considered.

### **3.7 No Distribution of Income to Members**

The purposes of the Association shall be carried out without purpose of gain for its members and any profits or other accretions shall be used for promoting its purposes. ***This provision was previously unalterable.***

## **4. MEETINGS OF MEMBERS**

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

The General Meetings of the Society will be held at such time and place, in accordance with the Act, as the Board decides.

### **4.2 Annual General Meetings**

An annual general meeting will be held at least once in every calendar year and in accordance with the Act.

### **4.3 Extraordinary General Meeting**

Every General Meeting other than an annual general meeting is an extraordinary general meeting.

### **4.4 Calling of Extraordinary General Meeting**

The Society will convene an extraordinary general meeting by providing notice in accordance with the Act and these Bylaws in any of the following circumstances:

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

### **4.5 Notice of General Meeting**

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

- (a) by e-mail sent to the address provided by each Member who has provided the Society with an e-mail address not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting; and
- (b) by posting notice of the General Meeting on the Society's website for Members, for at least twenty-one (21) days immediately prior to the date of the General Meeting.

If necessary in the Board's discretion, the Society may send notice of a General Meeting to one or more Members by delivery, courier or by mail posted to such Member's Registered Address,

or, where the member has provided a fax number or e-mail address, by fax or e-mail, respectively.

#### **4.6 Contents of Notice**

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

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

#### **4.7 Omission of Notice**

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

### **5. PROCEEDINGS AT GENERAL MEETINGS**

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

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

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

#### **5.2 Attendance at General Meetings**

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

### 5.3 **Electronic Participation in General Meetings**

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

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

Members participating by permitted Electronic Means are deemed to be present at the General Meeting.

### 5.4 **Registration of Members**

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

### 5.5 **Requirement of Quorum**

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a General Meeting at a time when a quorum is not present.

### 5.6 **Quorum**

A quorum at a General Meeting is a number of Voting Members in good standing equal to at least thirty-five percent (35%) of the total number of Voting Members in good standing on the date of the General Meeting, with each Voting Member represented by a Person that is its designated representative.

### 5.7 **Lack of Quorum**

If within thirty (30) minutes from the time appointed for a General Meeting a quorum is not present the meeting will be terminated and the Board may, in its discretion, give notice of a replacement meeting in accordance with these Bylaws.

### 5.8 **Loss of Quorum**

If at any time during a General Meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### 5.9 **Chair**

The Chair (or, in the absence or inability of the Chair, the Vice-Chair) will, subject to a Board Resolution appointing another Person, preside as chairperson at all General Meetings.

If at any General Meeting the Chair, Vice-Chair and such alternate Person appointed by a Board Resolution, if any, are not present within fifteen (15) minutes after the time appointed for the

meeting, the Directors present may choose one of their number to preside as chairperson at that meeting.

#### **5.10 Alternate Chair**

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

#### **5.11 Chair to Determine Procedure**

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

#### **5.12 Adjournment**

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

#### **5.13 Notice of Adjournment**

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

#### **5.14 Minutes of General Meetings**

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

### **6. VOTING BY MEMBERS**

#### **6.1 Ordinary Resolution Sufficient**

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

#### **6.2 Entitlement to Vote**

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

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

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

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

### 6.4 **Voting Methods**

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

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

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

### 6.5 **Voting by Chair**

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

The Person presiding as chairperson of a General Meeting does not have a second or a casting vote in the event of a tie and a motion or resolution that is tied is defeated.

### 6.6 **Voting by Proxy**

Voting by proxy is not permitted.

## 7. **DIRECTORS**

### 7.1 **Management of Property and Affairs**

The Board will have the authority and responsibility to manage, or supervise the management of, the property and the affairs of the Society.

## 7.2 Duties of Directors

Pursuant to the Act, every Director will:

- (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 the regulations thereunder; and
- (d) subject to Sections 7.2(a) to 7.2(c), act in accordance with these Bylaws.

Without limiting sections 7.2(a) to (d), a Director, when exercising the powers and performing the functions of a Director, must act with a view to the purposes of the Society.

## 7.3 Qualifications of Directors

Pursuant to the Act, a Person may not be nominated, elected or appointed to serve (or continue to serve) as a Director if he or she:

- (a) is less than eighteen (18) years of age;
- (b) has been found by any court, in Canada or elsewhere, to be incapable of managing his or her own affairs;
- (c) is an undischarged bankrupt; or
- (d) has been convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, all in accordance with the Act.

## 7.4 Composition of Board

The Board will be composed of a minimum of eight (8) and a maximum of ten (10) Directors, as follows:

- (a) four (4) Persons elected as Directors by the Voting Members in accordance with these Bylaws;
- (b) the Persons respectively serving as chairperson of the following committees of the Society:
  - (1) the Men's Artistic Gymnastics Committee;
  - (2) the Women's Artistic Gymnastics Committee;
  - (3) the Trampoline Gymnastics Committee; and
  - (4) the Gymnastics For All Committee,
 each of whom are ex-officio Directors for so long as he or she is chairperson of the respective committee, and
- (c) up to two (2) Directors appointed by Board Resolution from time to time in accordance with section 7.6.

### **7.5 Invalidation of Acts**

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

### **7.6 Appointment of Directors**

The Board may, from time to time by Board Resolution, appoint as a Director a qualified Person with knowledge, experience or expertise considered by the Board to be beneficial to the Society.

Such appointed Directors will take office immediately upon the passing of such Board Resolution for a term as set out in section 7.7, but for the purpose of calculating the duration of such appointed Director's term, the term will be deemed to have commenced at the close of the annual general meeting of the Society next following such appointment and such term will expire at the conclusion of the annual general meeting held in the final year of the Director's term.

Each Person appointed as a Director by Board Resolution will continue as a Director until ceasing in accordance with these Bylaws.

### **7.7 Term of Directors**

The term of office of Directors elected in accordance with section 7.4(a) and Part 8 of these Bylaws will normally be two (2) years. However, the Board may by Board Resolution determine that some or all such vacant Directors' positions will have a term of less than two (2) years, the length of such term to be determined by the Directors in their discretion.

For purposes of calculating the duration of an elected Director's term of office, the term will be deemed to commence at the close of the annual general meeting at which such Director was elected. If, however, the Director was elected at an extraordinary general meeting his or her term of office will be deemed to have commenced at the close of the annual general meeting next following such extraordinary general meeting.

The term of office for Directors appointed in accordance with section 7.6 will be one (1) year, renewable at the Board's discretion. For the purposes of re-appointment of an appointed Director, the Director in question has a conflict of interest and section 10.8 applies.

The term of office for an ex-officio Director is indefinite, subject to section 7.12.

### **7.8 Consecutive Terms and Term Limits**

Directors may be elected or appointed for up to six (6) consecutive years, by any combination of terms. A Person who has served as a Director for six (6) consecutive years may not be nominated, re-elected or re-appointed for at least one (1) year following the expiry of his or her latest term. Notwithstanding the foregoing, the above term limits are inapplicable to those Persons serving as ex-officio Directors in accordance with Bylaw 7.4(b).

### **7.9 Extension of Term to Maintain Minimum Number of Directors**

Notwithstanding the previous section, if insufficient successors are elected and the result is that the number of Directors would fall below eight (8), the Person or Persons previously serving as Directors may, if they consent, continue to hold office, and the term of such Director or Directors is deemed to be extended, until such time as successor Directors are elected.

#### **7.10 Appointment to fill Vacancy**

If an elected Director ceases to hold office before the expiry of his or her term, the Board, by Board Resolution, may appoint a Non-Voting Member qualified in accordance with section 7.3 to fill the resulting vacancy.

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

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

#### **7.11 Removal of Director**

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

- (a) by Special Resolution; or
- (b) 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, 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.

#### **7.12 Ceasing to be a Director**

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

- (a) upon the date which is the later of:
  - (1) the date of delivering his or her resignation in writing to the Chair or to the Address of the Society; and
  - (2) the effective date of the resignation stated therein;
- (b) upon the expiry of his or her term, unless re-elected or re-appointed, as the case may be;
- (c) in the case of a Director appointed pursuant to section 7.6, upon his or her appointment being revoked by Board Resolution;

- (d) upon the date such Person is no longer qualified pursuant to section 7.3;
- (e) upon his or her removal; or
- (f) upon his or her death.

### **7.13 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 he or she was elected, unless sooner ceasing 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 under Bylaw 7.8.

## **8. NOMINATION AND ELECTION OF DIRECTORS**

### **8.1 Nomination of Directors**

Nominations for election as a Director elected pursuant to Bylaw 7.4(a) must be made in accordance with the applicable provisions of these Bylaws, including this section, and such policies and procedures as are established by the Board from time to time, provided that such policies or procedures do not conflict with these Bylaws.

All nominations are subject to the following rules:

- (a) a nomination must be made in writing, in a form established by the Society;
- (b) a Person must be qualified in accordance with section 7.3 in order to be nominated;
- (c) a Person need not be a Member to be nominated as a Director for election in accordance with Bylaw 7.4(a), however if a Member is nominated, he or she must be in good standing (or be the designated representative of a Member in good standing) in order to be nominated and must remain in good standing in order to stand for election;
- (d) an eligible Person may nominate him or herself, and the nomination must be signed by the Person and by one (1) other Member;
- (e) a Member may not nominate more nominees than the number of Director positions available for election; and
- (f) nominations must be submitted in advance of an election, in accordance with such deadlines as may be established by policy. Nominations will not be permitted from the floor at a General Meeting.

### **8.2 Elections Generally**

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

### 8.3 Election at Annual General Meeting

Election of Directors will normally take place at, or prior to, the annual general meeting and Directors so elected will take office commencing at the close of such meeting.

### 8.4 Election by Acclamation

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

### 8.5 Election by Secret Ballot

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

- (a) the secret ballot may be conducted by written ballot or Electronic Means, either at or prior to the annual general meeting, all at the discretion of the Board;
- (b) ballots will be sent or otherwise made accessible to all Voting Members, and only to those Persons;
- (c) each ballot will include the name of each eligible nominee and the number of vacancies to be filled;
- (d) no Member will vote for more Directors than the number of vacant positions. Any ballot will be deemed to be void if it records votes for more nominees than there are vacant positions;
- (e) ballots will be counted following the close of the election period by scrutineers appointed by the Board;
- (f) nominees will be deemed to be elected in order of those nominees receiving the most votes;
- (g) in the event of a tie between two (2) or more eligible nominees for the final vacant position, the scrutineers will place one (1) ballot marked for each tied nominee into a suitable container and the Chair will draw one (1) ballot from the container at random, which nominee selected will be elected to the final vacant position; and
- (h) the results of an election by secret ballot will be announced to all Members following the counting of the ballots.

### 8.6 Election Cycle

To the greatest extent possible, the Society will strive to elect two (2) of the four (4) Directors specified in Bylaw 7.4(a), in accordance with this Part in alternating calendar years.

## 8.7 **Nomination and Election Policies**

The Board may establish, by Board Resolution from time to time, such additional policies and procedures related to the nomination and election of Directors as it determines are necessary or prudent for the Society, provided that no such policy and procedure is valid to the extent that it is contrary to the Act or these Bylaws.

## 9. **POWERS AND RESPONSIBILITIES OF THE BOARD**

### 9.1 **Powers of Directors**

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

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

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

### 9.2 **Appointment of Chief Executive Officer**

The Board shall, from time to time, appoint the Chief Executive Officer and will be responsible to evaluate the CEO's performance from time to time.

The CEO shall hold office at the discretion of the Board.

### 9.3 **Policies and Procedures**

The Board may establish such rules, regulations, policies or procedures relating to the affairs of the Society as it deems expedient, provided that no rule, regulation, policy or procedure is valid to the extent that it is inconsistent with the Act, the Constitution or these Bylaws.

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

The Directors must not receive remuneration from the Society for acting in their capacity as Directors. However, a Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society, provided that all claims for reimbursement are in accordance with established policies.

Directors may receive remuneration from the Society for providing services in another capacity, provided that a majority of the Board must not be so remunerated.

## 9.5 Investment of Property and Standard of Care

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society. The Board may establish further policies related to the investment of the Society's funds and property, provided that such policies are not contrary to the Act or these Bylaws.

## 9.6 Investment Advice

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

## 9.7 Delegation of Investment Authority to Agent

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

# 10. PROCEEDINGS OF THE BOARD

## 10.1 Board Meetings

Meetings of the Board may be held at any time and place determined by the Board.

Meetings may include regular meetings and ad hoc meetings, as determined by the Board.

## 10.2 Regular Meetings

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

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

## 10.3 Ad Hoc Meetings

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

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

#### 10.4 **Notice of Board Meetings**

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

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

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

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

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

#### 10.5 **Attendance at Board Meetings**

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

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

#### 10.6 **Participation by Electronic Means**

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

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

#### 10.7 **Quorum**

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

#### 10.8 **Director Conflict of Interest**

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

- (a) will be counted in the quorum at a meeting of the Board at which the contract, transaction or matter is considered;

- (b) will disclose fully and promptly the nature and extent of his or her interest in the contract, transaction or matter;
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent him or herself from the meeting or portion thereof:
  - (1) at which the contract, transaction or matter is discussed, unless requested by the Board to remain to provide relevant information; and
  - (2) 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 Act or these Bylaws.

### **10.9 Chair of Meetings**

The Chair (or, in the absence or inability of the Chair, the Vice-Chair) will, subject to a Board Resolution appointing another Person, preside as chairperson at all meetings of the Board.

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

### **10.10 Alternate Chair**

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

### **10.11 Chair to Determine Procedure**

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

### **10.12 Minutes of Board Meetings**

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

## **11. DECISION MAKING AT BOARD MEETINGS**

### **11.1 Passing Resolutions and Motions**

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

## 11.2 Resolution in Writing

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

## 11.3 Entitlement to Vote

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

## 11.4 Procedure for Voting

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

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

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

## 12. OFFICERS

### 12.1 Officers

The officers of the Society are the Chair, Vice-Chair, Director of Finance and Chief Executive Officer, together with such other officers, if any, as the Board, in its discretion, may create. The above required officers must be Directors, except for the Chief Executive Officer, who must not be a Director.

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

### 12.2 Election and Appointment of Officers

At each meeting of the Board immediately following an annual general meeting, the Board will elect the officers of the Society, save and except for the Chief Executive Officer. The Chief Executive Officer will be appointed by the Board from time to time as necessary in accordance with section 9.2.

### 12.3 Term of Officers

The term of office for each officer, save and except for the Chief Executive Officer, will be one (1) year, commencing on the date the Director is elected as an officer in accordance with section 12.2 of these Bylaws 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.

Once appointed in accordance with section 9.2 of these Bylaws, the Chief Executive Officer serves at the discretion of the Board.

### 12.4 Removal of Officers

A Person may be removed as an officer by Board Resolution.

### 12.5 Replacement

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

### 12.6 Duties of Chair

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

The Chair is an ex-officio member of all committees and may attend meetings of any committee as necessary.

### 12.7 Duties of Vice-Chair

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

### 12.8 Duties of Director of Finance

The Director of Finance will be responsible for making the necessary arrangements for:

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

### 12.9 Duties of Chief Executive Officer

The Chief Executive Officer shall:

- (a) be responsible for the administration and daily operations of the Society;
- (b) have charge of the offices of the Society;

- (c) supervise all other staff and personnel of the Society;
- (d) regularly report to and advise the Directors on all matters relevant to the affairs and property of the Society;
- (e) carry out the policies, directions and instructions of the Board; and
- (f) perform such other duties assigned to the CEO by the Board.

In addition, the Chief Executive Officer will be responsible for making the necessary arrangements for:

- (g) the issuance of notices of meetings of the Society and the Board;
- (h) the keeping of minutes of all meetings of the Society and the Board;
- (i) the custody of all records and documents of the Society, except those required to be kept by the Director of Finance;
- (j) the maintenance of the register of Members; and
- (k) the conduct of the correspondence of the Society.

#### **12.10 Absence of CEO at Meeting**

If the Chief Executive Officer (or designate) is absent from any General Meeting or meeting of the Board, the Directors present will appoint another Person to act as recording secretary at that meeting.

### **13. INDEMNIFICATION**

#### **13.1 Indemnification of an Eligible Party**

Subject to section 13.4 and the provisions of the Act, an Eligible Party will be indemnified by the Society against all costs, charges and expenses, including legal and other fees, actually and reasonably incurred in connection with any legal proceeding or investigative action, whether current, threatened, pending or completed, to which that Eligible Party, by reason of his or her holding or having held authority within the Society:

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

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

Notwithstanding section 13.1, the Society may, in its discretion, determine whether or not to indemnify an Eligible Party to the extent he or she is liable for or in respect of expenses by reason of holding or having held a position in a subsidiary, if any, of the Society, which position is equivalent to the position of an Eligible Party in the Society itself.

### 13.3 **Advancement of Expenses**

To the extent permitted by the Act and subject to section 13.4, all costs, charges and expenses incurred by an Eligible Party with respect to any legal proceeding or investigative action may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the Eligible Party to repay such amount unless it is ultimately determined that the Eligible Party is entitled to indemnification hereunder.

### 13.4 **Indemnification Prohibited**

Notwithstanding sections 13.1 and 13.2, the Society must not indemnify an Eligible Party against any costs, charges and expenses, including legal and other fees, incurred in connection with any legal proceeding or investigative action, if such Eligible Party:

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

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

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

### 13.6 **Approval of Court**

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

### 13.7 **Indemnification Deemed Term**

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

### 13.8 **Purchase of Insurance**

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

## **14. COMMITTEES**

### **14.1 Standing Committees**

The following shall be maintained as standing committees of the Society and the Board shall appoint members of each such standing committee after each annual election in accordance with applicable terms of reference adopted by Board Resolution:

- (a) the Men's Artistic Gymnastics Committee;
- (b) the Women's Artistic Gymnastics Committee;
- (c) the Trampoline Gymnastics Committee; and
- (d) the Gymnastics For All Committee.

### **14.2 Creation of Additional Committees**

In addition to the foregoing, the Board may, by Board Resolution, create such standing and special committees, working groups or task forces as may from time to time be required.

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

A special committee will automatically be dissolved upon the earlier of the following:

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

### **14.3 Delegation to Committees**

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

All committees, whether standing or otherwise will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution.

### **14.4 Terms of Reference**

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

### **14.5 Meetings**

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

#### 14.6 **Dissolution of Committee**

The Board may dissolve any committee by Board Resolution.

### 15. **EXECUTION OF INSTRUMENTS**

#### 15.1 **No Seal**

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

#### 15.2 **Execution of Instruments**

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

- (a) by the Chair, together with one (1) other Director, or
- (b) in the event that the Chair is unavailable to provide a signature, by any two (2) Directors,

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality.

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

#### 15.3 **Signing Officer**

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

### 16. **FINANCIAL MATTERS AND REPORTING**

#### 16.1 **Fiscal Year**

The fiscal year of the Society may be determined by the Board from time to time.

#### 16.2 **Accounting Records**

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

#### 16.3 **Borrowing Powers**

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, 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.

#### **16.4 Restrictions on Borrowing Powers**

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

#### **16.5 When Audit Required**

The Society is not required by the Act to be audited. However, the Society 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 Society will appoint an auditor qualified in accordance with, and will comply with all relevant provisions of, Part 9 of the Act and these Bylaws.

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

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

#### **16.7 Vacancy in Auditor**

Except as provided in section 16.8, the Board will fill any vacancy occurring in the office of auditor and an auditor so appointed will hold office until the next annual general meeting.

#### **16.8 Removal of Auditor**

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

#### **16.9 Notice of Appointment**

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

#### **16.10 Restrictions on Appointment**

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

#### **16.11 Auditor's Report**

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

#### **16.12 Participation in General Meetings**

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

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

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

## **17. NOTICE GENERALLY**

### **17.1 Method of Giving Notice**

Except as otherwise provided in these Bylaws, a notice may be given to a Member or a Director either personally, by delivery, courier or by mail posted to such Person's Registered Address, or, where the member has provided a fax number or electronic mail address, by fax or electronic mail, respectively.

### **17.2 When Notice Deemed to have been Received**

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received.

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

### **17.3 Days to be Counted in Notice**

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

## **18. MISCELLANEOUS**

### **18.1 Dissolution**

In the event of the dissolution of the Society, funds and assets of the Society remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organization or organizations with similar purposes in British Columbia, as may be determined by the members of the Society at the time of dissolution, provided that such organization or organizations shall be registered as non-profit under the Society Act. If effect cannot be given to the aforesaid provisions, then such funds shall be given or transferred to a suitable level of local government.

***This provision was previously unalterable.***

## 18.2 **Societies Act Transitional Requirement**

Paragraphs 3, 4, and 5 of this Constitution are unalterable in accordance with the Society Act. ***This provision was previously unalterable.***

## 18.3 **Inspection of Documents and Records**

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

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

- (a) the Constitution and these Bylaws, and any amendments thereto;
- (b) the statement of directors and registered office of the Society;
- (c) minutes of any General Meeting, including the text of each resolution passed at the meeting;
- (d) resolutions of the Voting Members in writing, if any;
- (e) annual financial statements relating to a past fiscal year that have been received by the Members in a General Meeting;
- (f) the register of Directors;
- (g) the register of Members;
- (h) the Society's certificate of incorporation, and any other certificates, confirmations or records furnished to the Society by the Registrar;
- (i) copies of orders made by a court, tribunal or government body in respect of the Society;
- (j) the written consents of Directors to act as such; and
- (k) the disclosure of a Director or 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 Society. However, subject to such policies as the Board may establish, a Member in good standing may request, in writing delivered to the Address of the Society, to inspect any other document or record of the Society and the Board may allow the Member to examine the document or a copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

Copies of documents to which a Member is allowed to 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 by the Act.

#### **18.4 Right to become Member of other Society**

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

### **19. BYLAWS**

#### **19.1 Entitlement of Members to copy of Constitution and Bylaws**

On being admitted to membership, each Member is entitled to, and upon request the Society will provide him or her with, access to a copy of the Constitution and these Bylaws.

#### **19.2 Special Resolution required to Alter Bylaws**

These Bylaws will not be altered except by Special Resolution.

#### **19.3 Effective Date of Alteration**

Any alteration to the Bylaws or Constitution will take effect on the date the alteration application is filed with the Registrar in accordance with the Act.