

Connective 763 Kingsway, Vancouver, BC. V5V 3C2.

April 8, 2024.

Notice of Extraordinary General Meeting

To whom it may concern,

Notice is hereby given that the upcoming Extraordinary General Meeting of the members of Connective will be held in person and by electronic means in the Hilton Hotel, Burnaby on May 14, 2024, at 4.30pm to conduct the following business:

The following special and ordinary resolutions will be proposed for approval at the extraordinary general meeting of the Society to be held on May 14, 2024.

Note that while the special resolution will be considered and approved at the extraordinary general meeting, the Bylaws will not come into effect until the Society electronically files a Bylaw Alteration Application with the BC Registrar of Companies, which will occur as soon as practicable after the meeting. Until that time, the current bylaws will remain in effect.

Replacement of Bylaws

RESOLVED as a special resolution that the current Bylaws of the Society be deleted in their entirety and that the form of Bylaws attached hereto as Schedule A be adopted as the Bylaws of the Society in substitution for, and to the exclusion of, the existing Bylaws of the Society, with effect upon the electronic filing of a Bylaw Alteration Application with the BC Registrar of Companies.

Please see attached Schedule A for the proposed replacement bylaws.

Authorization for Filing

RESOLVED as an ordinary resolution that the solicitors for the Society, Norton Rose Fulbright Canada LLP, are hereby authorized and directed to take all actions that are

necessary or desirable in filing the Bylaw Alteration Application to give effect to the foregoing amendments to the Society's Bylaws.

Your participation is significant to us as your input greatly contributes to the overall operations of Connective. We highly encourage your presence to have your viewpoints heard, and vote represented.

Should you have any questions or require any additional information, please reach out to info@connective.ca

Kind regards,

Mark Miller CEO

SCHEDULE A

REPLACEMENT BYLAWS FOR APPROVAL BY SPECIAL RESOLUTION

BYLAWS OF THE CONNECTIVE SUPPORT SOCIETY

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BYLAWS OF THE CONNECTIVE SUPPORT SOCIETY

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 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:
 - (i) 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
 - (ii) 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" means the Senior Manager appointed by the Board in accordance with section 12.1 with the duties set out in section 12.2:
- (h) "Constitution" means the constitution of the Society as filed with the Registrar;
- (i) "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;

- (j) "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;
- (k) "General Meeting" means each annual general meeting and any extraordinary general meetings of the Society, but does not include any gatherings of Members for purposes other than the conduct of official business of the Society;
- (I) "Income Tax Act" means the Income Tax Act, R.S.C. 1985 (5th Supp.), c.1 as amended from time to time:
- (m) "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:
- (n) "Ordinary Resolution" means:
 - (i) a resolution passed by a simple majority of the votes cast in respect of the resolution by those Members entitled to vote:
 - (A) in person at a duly constituted General Meeting, or
 - (B) by Electronic Means in accordance with these Bylaws, or
 - (C) by combined total of the votes cast in person at a General Meeting and the votes cast by Electronic Means; or
 - (ii) a resolution that has been submitted to the Members and consented to in writing by 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;

- (o) "Organization" means an association, corporation, partnership or society;
- (p) "Person" means a natural person;
- (q) "Registered Address" of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (r) "Registered Charity" means an organization designated by the Canada Revenue Agency or its successor as a charitable organization and holding a valid charitable registration number;
- (s) "Registrar" means the Registrar of Companies of the Province of British Columbia;

- (t) "Senior Manager" means a Person appointed by the Board under section 12.1, if any, to exercise the Board's delegated authority to manage the activities or internal affairs of the Society as a whole or in respect of a principal unit of the Society;
- (u) "Society" means the "Connective Support Society";
- (v) "Special Resolution" means:
 - (i) 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
 - (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;

- (w) "Spouse" means a Person who is:
 - (i) married to another Person; or
 - (ii) living with another Person in a marriage-like relationship; and
- (x) "Vice-Chair" means a Person elected to the office of first or second vice-chair of the Society in accordance with these Bylaws.

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 and Gender Neutral Pronouns

In these Bylaws:

- (a) a word defined in the plural form includes the singular and vice-versa;
- (b) the pronouns "they", "them" and "their" are used throughout as gender-neutral pronouns and refer to a Person of any gender.

2 MEMBERSHIP

2.1 Admission to Membership

Membership in the Society is restricted to a minimum of three (3) and a maximum of eleven (11) Persons, consisting of:

- (a) those Persons who transition as Members in accordance with Bylaw 2.3; and
- (b) those Persons who are subsequently admitted as Members in accordance with these Bylaws.

2.2 Eligibility for Membership

In accordance with the Act, a Person is not eligible for membership and may not be admitted or continue as a Member if they are:

- (a) less than eighteen (18) years of age;
- (b) 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) an undischarged bankrupt;
- (d) convicted of a prescribed offence within the prescribed period, for which no pardon has been granted, in accordance with the Act; or

In addition to the foregoing, a Person is not eligible for membership and may not be admitted or continue as a Member if they are:

- (e) an "ineligible individual" as defined by section 149.1(1) of the *Income Tax Act* (Canada).
- (f) an employee of the Society; or
- (g) a Spouse of a Person under (f) above.

2.3 Transition of Membership

On the date these Bylaws come into force:

- (a) each Person who is a Director of the Society and who is eligible for membership under these Bylaws will continue as a Member until the conclusion of the current term of membership, unless they otherwise cease to be a Member in accordance with these Bylaws; and
- (b) each Person or Organization that is a member of the Society other than a Director of the Society will be deemed to have resigned from membership effective that date.

2.4 Application for Membership

An eligible Person may apply to the Board in writing to become a Member.

The Board may, by Board Resolution and in its sole and unfettered discretion, accept, postpone or refuse an application for membership. A Person becomes a Member on the date of the Board Resolution accepting such application or such later date as specified therein.

2.5 **Membership not Transferable**

Membership is not transferable by a Member.

2.6 Term of Membership

The term of membership will normally be two (2) years, unless such Person's membership is renewed in accordance with Bylaw 2.7 or ceases in accordance with Bylaw 2.9. However, the Board may by Board Resolution determine that some or all Members 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 a membership term, the term will commence on the effective date of the Board Resolution admitting the Member and will be deemed to conclude at the close of the second (in the case of a member with a two (2) year term and the first, in the case of a member with a one (1) year term) annual general meeting held subsequent to that date.

2.7 Renewal and Re-application of Membership

Subject to Bylaw 2.8, a Member who continues to be eligible may renew their membership within thirty (30) days after the expiry of their term of membership, determined in accordance with Bylaw 2.6, in such manner as may be determined by the Board from time to time.

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 2.4.

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.

2.8 Consecutive Terms and Term Limits

A Person's membership may be renewed before the expiry of each term, for a further term, without limit as to the number of consecutive renewals.

2.9 **Cessation of Membership**

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of:
 - (i) the date of delivering their resignation in writing to the Chief Executive Officer or to the Address of the Society; and
 - (ii) the effective date of the resignation stated thereon;
- upon the expiry of such Member's term of membership, unless renewed in accordance with these Bylaws;
- (c) automatically upon the date such Person is no longer eligible pursuant to Bylaw 2.2;
- (d) upon the date such Person ceases to be a Director pursuant to Bylaw 7.5; or
- (e) upon such Person's expulsion pursuant to Bylaw 3.5;
- (f) upon such Person's death.

3 MEMBERSHIP RIGHTS AND OBLIGATIONS

3.1 Rights of Membership

In addition to any rights conferred by the 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;
- (c) to exercise a vote on matters for determination by the Members;
- (d) may serve on committees of the Society, as invited; and
- (e) 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 **Dues**

There will be no annual membership dues.

3.3 Standing of Members

All Members are deemed to be in good standing.

3.4 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.

3.5 Expulsion of Member

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 3.4; or
- (c) is likely to endanger the reputation or hinder the interests of the Society.

At least 14 days prior to passing a Board Resolution under this Bylaw 3.5, 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 place 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.

A Board Resolution to expel a Person as a Member will be deemed to remove the same Person as a Director of the Society, and vice-versa.

3.6 No Distribution of Income to Members

The Society shall be operated exclusively as a non-profit organization without financial gain to its members and all profits and other accretions to the assets of the Society shall be used to promote the purposes as set forth in paragraph two (2) of this Constitution. *This provision was previously unalterable.*

4 MEETINGS OF MEMBERS

4.1 Timing of General Meetings

The General Meetings of the Society will be held at such date, time and, if applicable, location, 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 Annual Consent Resolution

An annual general meeting is deemed to have been held under the Act and these Bylaws if a resolution in writing is signed by each of the Members which deals with all of the matters that must, under the Act or these Bylaws, be dealt with at that meeting.

4.4 Business Required at Annual General Meeting

The following business is required to be conducted at each annual general meeting of the Society (or by resolution in lieu thereof):

- (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) the appointment (or re-appointment) of the Society's auditor;
- (e) consideration of any Members' proposals submitted in accordance with the Act; and
- (f) 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.

4.5 Extraordinary General Meetings

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

4.6 Calling of Extraordinary General Meetings

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 Members in accordance with the Act.

4.7 Notice of General Meeting

The Society will, in accordance with Bylaw 17.1, send notice of every General Meeting to:

- (a) each Member shown on the register of Members on the date the notice is sent; and
- (b) the auditor of the Society,

not less than fourteen (14) days and not more than sixty (60) days prior to the date of the General Meeting.

No other Person is entitled to be given notice of a General Meeting.

4.8 Contents of Notice

Notice of a General Meeting will 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.

4.9 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 Attendance at General Meetings

The following Persons are entitled to attend every General Meeting:

- (a) each Member;
- (b) each Director; and
- (c) the Society's auditor, if any.

In addition, the Board may invite any other Person or Persons to attend a General Meeting as observers and guests.

All observers and guests may only address the General Meeting assembly at the invitation of the Person presiding as chairperson, or by Ordinary Resolution.

5.2 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.

5.3 Quorum

A guorum at a General Meeting is three (3) Members.

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.

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.

5.4 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 same day during the following 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.

5.5 Chairperson at General Meetings

The Chair (or in the absence or inability of the Chair, a 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, a Vice-Chair or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting, the Directors present may select one of themselves to preside as chairperson at that meeting.

5.6 Alternate Chairperson

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

5.7 Chairperson 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, if any, and determine matters in accordance with those rules, as well as the Act and these Bylaws.

5.8 Adjournment

A General Meeting may be adjourned from time to time and from a given location, if applicable, to another, 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.

5.9 **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.

5.10 Minutes of General Meetings

The Chief Executive Officer or such other Person designated by the Board 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 Member 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 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 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.

6.4 Voting Methods

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

(a) by show of hands or voting cards;

- (b) by written ballot; or
- (c) by vote conducted by Electronic Means.

Where a vote is to be conducted by show of hands or voting cards, and prior to the question being put to a vote, a number of Members equal to not less than 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 Member voted.

6.5 Voting by Chairperson

If the Person presiding as chairperson of a General Meeting is a Member, then such Person may, in their sole discretion, cast a vote on any motion or resolution under consideration at the same time as voting occurs by all Members. A Person presiding as chairperson who is not a 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 Members are Directors

Each Person who is a Member pursuant to these Bylaws is, by that fact, and without further action, a Director.

7.3 Invalidation of Acts

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

7.4 Removal of Director

A Director may be removed before the expiration of their 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 and may not vote on the Board Resolution, but is entitled to not less than fourteen (14) days' advance notice in

writing of the proposed Board Resolution and to address the Board prior to the vote on the resolution.

A Special Resolution or Board Resolution to remove a Person as a Director will be deemed to expel the same Person from membership in the Society, and vice-versa.

7.5 Ceasing to be a Director

A Person will immediately cease to be a Director:

- (a) upon the date which is the later of:
 - the date of delivering their resignation in writing to the Chair or to the Address of the Society; and
 - (ii) the effective date of the resignation stated therein;
- (b) upon the date such Person is no longer qualified pursuant to Bylaw 2.2;
- (c) upon the date such Person is no longer a Member;
- (d) upon the removal of such Person pursuant to Bylaw 7.4; or
- (e) upon such Person's death.

8 POWERS AND RESPONSIBILITIES OF THE BOARD

8.1 Powers of Directors

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in General Meetings, 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.

8.2 **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 Bylaws 8.2(a) to 8.2(c), act in accordance with these Bylaws.

Without limiting Bylaws 8.2(a) to 8.2(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.

8.3 **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.

8.4 Remuneration of Directors and Officers and Reimbursement of Expenses

Directors of the Society may be reimbursed for out of pocket expenses reasonably incurred in the performance of the Society's business, but at no time may receive remuneration from the Society. *This provision was previously unalterable.*

8.5 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.

8.6 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.

8.7 **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.

9 PROCEEDINGS OF THE BOARD

9.1 **Board Meetings**

Meetings of the Board may be held at any such date, time and location, if any, as determined by the Board.

9.2 **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 location, if any, of a regular meeting has been altered.

9.3 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.

9.4 Notice of Board Meetings

At least two (2) days' notice will be sent to each Director of a board meeting.

However, no formal notice will be necessary if all Directors were present at the preceding meeting when the date, time and location, if any, 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 Chief Executive Officer.

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.

9.5 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 by Board Resolution may invite any Person or Persons to attend one or more meetings of the Board as advisors, observers or guests.

9.6 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.

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

9.7 **Quorum**

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

9.8 **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 Society, or a matter for consideration by the Directors:

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

- (b) will disclose fully and promptly the nature and extent of their interest in the contract, transaction or matter:
- (c) is not entitled to vote on the contract, transaction or matter;
- (d) will absent themself 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 Act or these Bylaws.

9.9 Chairperson at Board Meetings

The Chair (or, in the absence or inability of the Chair, a 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, a Vice-Chair or such alternate Person appointed by a Board Resolution, if any, is not present within fifteen (15) minutes after the time appointed for the meeting or requests that they not chair that meeting, the Directors present may choose one of themselves to preside as chairperson at that meeting.

9.10 Alternate Chairperson

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, they may designate an alternate Person to chair that meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at that meeting, such alternate Person may preside as chairperson, at that meeting or portion.

9.11 Chairperson 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, if any, and determine matters in accordance with those rules, as well as the Act and these Bylaws.

9.12 Minutes of Board Meetings

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

10 DECISION MAKING AT BOARD MEETINGS

10.1 Passing Resolutions and Motions

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

10.2 Resolutions in Writing

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

10.3 Entitlement to Vote

Subject to Bylaw 9.8, 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.

10.4 Procedure for Voting

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

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

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

11 OFFICERS

11.1 Officers

The officers of the Society are the Chair and one or more Vice-Chairs, together with such other officers, if any, as the Board, in its discretion, may create. The officer positions required above must be filled by Persons who are Directors.

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.

11.2 Election of Officers

At the first meeting of the Board held following an annual general meeting, the Board will elect the officers.

11.3 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 11.2 and continuing until the first meeting of the Board held after the next following annual general meeting. A Director may be elected as an officer for consecutive terms.

11.4 Removal of Officers

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

11.5 Replacement

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

11.6 **Duties of Chair**

The Chair will oversee the work of the Board and all Directors, will supervise the other officers in the execution of their duties, and will preside at all General Meetings and meetings of the Board.

11.7 Duties of Vice-Chairs

The Vice-Chair (or Vice-Chairs, as the case may be) will assist the Chair in the performance of the Chair's duties as assigned by the Chair and will, in the absence of the Chair, perform all duties of the Chair. A Vice-Chair will also perform such additional duties as may be assigned by the Board.

12 SENIOR MANAGERS

12.1 Appointment of Senior Managers

The Board may, by Board Resolution, appoint a Chief Executive Officer and is responsible to supervise the Chief Executive Officer in the performance of their duties.

12.2 Chief Executive Officer

The Chief Executive Officer, if any is appointed, will manage the affairs of the Society and shall be responsible for the administration of the Society. The Chief Executive Officer will direct and manage the Society's office and personnel. The Chief Executive Officer will have such other duties and responsibilities as determined by the Board.

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

The Chief Executive Officer will function as the Society's secretary and treasurer and will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of General Meetings and meetings of the Board;
- (b) the keeping of minutes of all General Meetings and meetings of the Board;
- (c) the custody of all records and documents of the Society;
- (d) the maintenance of the register of Members;
- (e) the conduct of the correspondence of the Society;
- (f) 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
- (g) the rendering of financial statements to the Directors, Members and others, when required.

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

12.3 Removal of Chief Executive Officer

The Chief Executive Officer may be removed by Board Resolution.

13 INDEMNIFICATION

13.1 Indemnification of Directors and Eligible Parties

To the extent permitted by the Act, each Director and eligible party (as defined by the Act) 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 Person by reason of their holding or having held authority within the Society:

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

13.2 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 Creation and Delegation to Committees

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

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

14.2 Standing and Special Committees

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.

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 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.

14.4 Meetings

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed by the rules set out in these Bylaws governing proceedings of the Board, with the necessary changes having been made to ensure that the language makes sense in the context.

14.5 **Dissolution**

The Board may dissolve a committee by Board Resolutions.

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

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 to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

In the absence of such appointment, contracts, documents or instruments in writing requiring execution by the Society may be signed as follows:

- (a) by the Chief Executive Officer, together with one (1) Director, or
- (b) in the event that the Chief Executive Officer is unavailable, 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.

15.3 Signing Officers

The Board will, from time to time by Board Resolution, appoint signing officers who are 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, borrow 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 Audit Required

The Society is required to be audited and 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.

16.5 Appointment of Auditor at Annual General Meeting

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.

16.6 Vacancy in Auditor

Except as provided in Bylaw 16.7, 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.

16.7 Removal of Auditor

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

16.8 **Notice of Appointment**

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

16.9 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

16.10 Auditor's Report

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

16.11 Participation in General Meetings

The auditor 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 and any other matter relating to the auditor's duties or function.

17 NOTICES 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 a Member or Director has provided a fax number or e-mail address, by fax or e-mail, respectively.

17.2 When Notice is 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, fax, or e-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**

On the winding up and dissolution of the Society, all of its assets remaining after all debts of the Society have been paid or provision for payment of such debts has been made, shall be transferred and delivered to a similar Registered Charity that is a BC or Yukon registered society, fulfilling similar goals within the region, as is determined by the Board of Directors. The Society will not alter or delete this bylaw without first obtaining the written consent of the British Columbia Housing Management Commission.

18.2 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 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 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;
- 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;
- 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 Society. However, subject to such policies as the Board may establish, a Member 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 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 Act.

18.3 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.

18.4 Affordable Housing Purpose

The Society will not alter or delete its purpose to provide affordable housing for low and moderate income adult persons, and the Society will not alter or delete this bylaw without first obtaining written consent from the British Columbia Housing Management Commission.

19 BYLAWS

19.1 Entitlement of Members to copy of the Constitution and Bylaws

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

19.2 Special Resolution required to Alter Bylaws

19.3 These Bylaws will not be altered except by Special Resolution.

19.4 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.

THESE BYLAWS ADOPTED BY SPECIAL RESOLUTION DATED: _____, 2024