

# **ONTARIO ADVENTURE ROWING ASSOCIATION**

## **BY-LAW NO. 1**

**Passed:**

# **ONTARIO ADVENTURE ROWING ASSOCIATION**

## **BY-LAW NO. 1**

A by-law relating generally to the conduct of the affairs of the Ontario Adventure Rowing Association.

**BE IT ENACTED** as a by-law of Ontario Adventure Rowing Association as follows;

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## ARTICLE 1 – INTERPRETATION

1.01 Definitions. - In the by-laws of the Corporation, unless the context otherwise requires:

“Act” means the *Corporations Act* (Ontario), or any statute that may be substituted therefore, as from time to time amended;

“appoint” includes “elect” and vice versa;

“Association” means the Corporation;

“board” means the board of directors of the Corporation;

“by-laws” means this by-law and all other by-laws of the Corporation from time to time in force and effect;

“Corporation” means a non-profit corporation without share capital incorporated under the Act in 2008 and legally named “Adventure Rowing and Touring Association “;

“letters patent” means the letters patent incorporating the Corporation, as from time to time amended and supplemented by supplementary letters patent;

“meeting of members” may include both an annual meeting of members or a special meeting of members;

“member” means any person admitted to membership in the Corporation in accordance with Article Seven of this by-law; and

“special resolution” means a resolution passed by the directors and confirmed with or without variation by at least two-thirds of the votes cast at a general meeting of the members of the Corporation duly called for that purpose or by the consent in writing of all the members entitled to vote at such meeting.

1.02 Interpretation. - Words importing the singular number include the plural and vice versa, words importing gender include the masculine, feminine and neuter genders and words importing a person include an individual, partnership, association, body corporate, trustee, executor, administrator and legal representative.

1.03 Headings. - The headings in this by-law are inserted for convenience of reference only and shall not affect the construction or interpretation of this by-law.

## ARTICLE 2 - AFFAIRS OF THE CORPORATION

2.01 Name. – The familiar name of the Corporation shall be the Ontario Adventure Rowing Association (OAR Touring). The name in French shall be l’Association ontarienne de la randonnée à l’aviron (AORA).

2.02 Head Office. - Until changed in accordance with the Act, the head office of the Corporation shall be designated at such location therein as the board may from time to time determine.

2.03 Corporate Seal. - The Corporation may, but need not, have a corporate seal and if one is adopted it shall be in a form approved from time to time by the board.

2.04 Objects. – The objects of the Corporation shall be:

- To promote distance rowing, including touring and adventure rowing;
- To organise rowing tours and distance events in Ontario and nearby jurisdictions;
- To provide opportunities for people of all ages to participate in distance rowing;
- To support the sport of rowing at the local, provincial and Canadian levels; and
- To provide fitness opportunities and amenities to benefit the community.

2.05 Financial Year. - The financial year of the Corporation shall end on the 31<sup>st</sup> day of December each year. Subject to the approval of the Minister of National Revenue, the board may from time to time by resolution change the financial year end of the Corporation.

2.06 Execution of Instruments. - Deeds, transfers, assignments, contracts, obligations, certificates and other instruments may be signed on behalf of the Corporation by 2 persons of whom hold the office of president, vice-president, treasurer, or secretary. In addition, the board may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing officer may affix the corporate seal to any instrument requiring the same.

2.07 Banking Arrangements. - The banking business of the Corporation including, without limitation, the borrowing of money and the giving of security therefore, shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the board. All cheques, bills of exchange or other notes shall be signed by 2 officers of the Board.

2.08 Voting Rights in Other Bodies Corporate. - The signing officers of the Corporation under section 2.07 may execute and deliver proxies and arrange for the issuance of voting certificates or other evidence of the right to exercise the voting rights attaching to any securities held by the Corporation. Such instruments shall be in favour of such persons as may be determined by the said signing officers executing or arranging for the same. In addition, the board may from time to time direct the manner in which and the persons by whom any particular voting rights or class of voting rights may or shall be exercised.

2.09 Auditors. - The members shall at each annual meeting of members appoint an auditor to audit the accounts of the Corporation to hold office until the next annual meeting of members provided that the directors may fill any interim vacancy in

the office of auditor. The remuneration of the auditor shall be fixed by the board, if it is authorized to do so by the members. If in any financial year the Corporation's annual income is less than \$250,000, the board may waive the requirement for an audit for such financial year.

2.10 Amendment of By-laws. - Unless otherwise provided by the Act, any existing by-law of the Corporation not embodied in the letters patent may be repealed or amended by by-law passed by the board and confirmed by the members by at least two-thirds of the votes cast at the annual meeting of members or at a general meeting of the members duly called for considering the by-law or by resolution in writing signed by all the members. Notice of such changes must be given to all members in writing at their last known address at least 30 days prior to such meeting.

2.11 Policies, Rules and Regulations. - The board may establish policies, rules and regulations not inconsistent with the by-laws relating to the management and operation of the Corporation.

2.12 Dissolution of the Corporation. – Upon dissolution of the Corporation and after payment of all debts and liabilities and subject to the Act, any remaining assets shall be distributed or disposed of to the Ontario Rowing Association.

### **ARTICLE 3 - DIRECTORS**

3.01 Number of Directors. - The affairs of the Corporation shall be managed by a board of between 6 and 12 directors. Any increase or decrease in the number of directors shall be approved by special resolution.

3.02 Qualification. - Each director shall be a member of a rowing Club in Canada. No person shall be qualified for election as a director if such person is less than 18 years of age, is of unsound mind and has been so found by a court in Canada or elsewhere, is not an individual or has the status of a bankrupt.

3.03 Election of Directors in Rotation and Term. -

The election of directors shall take place at each annual meeting of members. If qualified, directors shall be eligible for re-election. The election shall be by resolution. If an election of directors is not held at the proper time, the incumbent directors shall continue in office until their successors are elected. The directors of the Corporation shall be elected, half in odd years and half in even years, and shall retire in rotation. The term of office shall be 2 years

3.04 Removal of Directors. - Subject to the Act, the members may by resolution passed by at least two-thirds of the votes cast at a meeting of members of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of such director's term, and may, by a majority of votes cast at that meeting, elect a person in place and stead of such director for the remainder of the term.

3.05 Vacation of Office. - A director ceases to hold office upon death, upon removal from office by the members, upon ceasing to be qualified for election as a director, or upon receipt by the Corporation of a written resignation, or, if a time is specified in such resignation, at the time so specified, whichever is later.

3.06 Vacancies. - Vacancies on the board may be filled for the remainder of the term of office by the board if the remaining directors constitute a quorum.

3.07 Action by the Board. - The board shall manage the business and affairs of the Corporation utilizing the powers afforded to the Corporation by the letters patent or otherwise. The powers of the board may be exercised at a meeting (subject to section 3.08) at which a quorum is present or by resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of the board. Where there is a vacancy in the board, the remaining directors may exercise all the powers of the board so long as a quorum remains in office. Resolutions in writing may be signed in counterparts and resolutions in writing signed by one or more directors and transmitted by facsimile to the secretary of the Corporation shall be deemed to be duly signed by such directors.

3.08 Meetings of the Board by Telephone, Electronic or Other Communication Facilities. - If all the directors of the Corporation consent thereto generally or in respect of a particular meeting, a director may participate in a meeting of the board or of a committee of the board by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and a director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all meetings of the board and of committees of the board.

3.09 Place of Meetings. - Meetings of the board may be held at any place in or outside of Ontario.

3.10 Calling of Meetings. - Meetings of the board shall be held from time to time at such time and at such place as the board, the president or any two directors may determine.

3.11 Notice of Meeting. - Notice of the time and place of each meeting of the board shall be given in the manner provided in Article Nine to each director not less than 7 days before the date of the meeting. A notice of a meeting of directors need not specify the purpose of or the business to be transacted at the meeting. Notice of an adjourned meeting of the board is not required if the time and place of the adjourned meeting is announced at the original meeting.

3.12 First Meeting of New Board. - Provided a quorum of directors is present, each newly elected board may without notice hold its first meeting immediately following the meeting of members at which such board is elected.

3.13 Regular Meetings. - The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of



any resolution of the board fixing the place and time of such regular meetings shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting.

3.14 Chair. - Subject to the provisions of any special by-law of the Corporation providing for the election or appointment by the directors from among themselves of a chair of the board, the president, if the president is present, or, in the absence of the president, a vice-president who is present at the meeting, shall preside as chair at a meeting of the board. In the absence of the president or a vice-president who is a director, the directors present shall choose one of their number to be chair of the meeting.

3.15 Quorum. - The quorum for the transaction of business at any meeting of the board shall be 4 directors or such greater number of directors as the board may from time to time determine.

3.16 Votes to Govern. - At all meetings of the board every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting shall be entitled to a second or casting vote.

3.17 Remuneration and Expenses. - The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from such position. However, the directors shall be permitted to be reimbursed for travelling and other expenses properly incurred by them in attending meetings of the board or any committee thereof. Nothing herein contained shall preclude any director who is engaged in or is a member of a firm engaged in any business or profession from acting in and being paid the usual professional costs and charges for any professional business required to be done in connection with the administration of the affairs of the Corporation. Also, nothing herein contained shall be construed to preclude any director from serving the Corporation as an officer or in any other capacity and receiving reasonable compensation therefore.

3.18 Agenda for Meetings of the Board. – At each meeting of the board the following items will be discussed:

1. Call to Order
2. Notice
3. Quorum
4. Approval of Minutes of Previous Meeting
5. Business Arising Out Of Previous Minutes
6. Reports
  - a) President
  - b) Vice-President
  - c) Treasurer
  - d) Secretary
  - e) Other

7. New Business
8. Next Meeting
9. Termination

3.19 Agenda for First Meeting of the New Board.– At each first meeting of the new board the following items will be discussed:

1. Call to Order
2. Notice
3. Quorum
4. Appointment of Officers
5. Appointment of Committee Chair by the New President
6. New Business
7. Termination

3.20 Advisory Bodies / Consultants – The board may from time to time appoint such advisory bodies or consultants as it may deem advisable.

#### **ARTICLE 4 – COMMITTEES OF THE BOARD**

4.01 General. - The board shall have the power to appoint committees.

4.02 Nominating Committee. – The chair of this committee shall be the secretary. This committee shall be responsible for preparing a slate of candidates for the election of directors of the Corporation at each annual meeting of members and to obtain written consent of all nominees to stand for office. Additional nominations may be received by the nominating committee provided that they are accompanied by the candidate's letter of consent and the signatures of 2 members of the Corporation, 7 days prior to the annual meeting of members. The chair of this committee shall conduct the election of directors at the annual meeting of members.

4.03 Procedure. - Unless otherwise determined by the board, each committee shall have the power to fix its quorum at not less than a majority of its members and to regulate its procedure.

#### **ARTICLE 5 - OFFICERS**

5.01 Appointment. - The board shall from time to time appoint a president, a vice president, a secretary, and a treasurer and such other officers as the board may determine, including one or more assistants to any of the officers so appointed. One person may hold more than one office. The board may specify the duties of and, in accordance with this by-law and subject to the Act, delegate to such officers powers to manage the business and affairs of the Corporation.

5.02 President. - The president shall be the chief executive officer and, subject to the authority of the board, shall have general supervision of the affairs of the Corporation. The president shall have such other powers and duties as the board may specify. The president shall be the chair of the meetings of the board and the meetings

of the members. The president shall be the official representative of the Corporation whenever such a representation is necessary unless such duty has been delegated to another director or officer of the Corporation. The president shall be a director of the Corporation.

5.03 Vice-President. - The vice president shall in the absence or disability of the president perform all duties and obligations of the president. The vice president shall have such other powers and duties as the board may specify including the vice president shall be a member of the finance committee and shall in the absence or disability of the treasurer perform all duties and obligations of the treasurer. The vice president shall be a director of the Corporation.

5.04 Secretary. - The secretary shall be empowered by the board to carry on the affairs of the Corporation generally under the supervision of the president. The secretary shall attend and is the secretary of all meetings of the board and the members and shall enter or cause to be entered in records kept for that purpose minutes of all proceedings thereat. The secretary shall give or cause to be given, as and when instructed, all notices to members, directors, officers, auditors and members of committees of the board and shall be the custodian of the corporate seal of the Corporation and of all books, records and instruments belonging to the Corporation, except when some other officer or agent has been appointed for that purpose. The secretary shall have such other powers and duties as the board may specify including keeping complete and timely records of the membership of the corporation and the retention and maintenance all the Corporation's important documents including, but not limited to, the Corporation's founding, letters of incorporation, legal and other arrangements with the Ontario Rowing Association. The secretary shall be a director of the Corporation.

5.05 Treasurer. - The treasurer shall keep proper accounting records of the financial activities of the Corporation, and shall be responsible for the deposit of money, the safekeeping of securities and the disbursement of the funds of the Corporation. The treasurer shall render to the board whenever required an account of all transactions of the treasurer and of the financial position of the Corporation. The treasurer shall have such other powers and duties as the board may specify including the treasurer shall be chair of the finance committee and shall present a detailed report of the finances of the corporation to each meeting of the board and the annual meeting of members. The treasurer shall assist the auditor of the corporation to finalize the audited financial statements of the Corporation. The treasurer shall be a director of the Corporation.

5.06 Past President. - The past president shall have such powers and duties as the board may specify including being responsible for awards.

5.07 Powers and Duties of Officers. - All officers shall possess the authority to sign financial and legal documents for the Corporation. In addition the powers and duties of all officers shall be such as the terms of their engagement call for or as the board may specify. The board may, from time to time and subject to the provisions of the Act, vary, add to or limit the powers and duties of any officer. Any of the powers and

duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the board otherwise directs.

5.08 Term of Office and Remuneration. - The board, in its discretion, may remove any officer of the Corporation. Otherwise each officer appointed by the board shall hold office until a successor is appointed or until an earlier resignation is received by the Corporation. The officers may be paid such remuneration for their services as the board may from time to time determine.

5.09 Agents and Attorneys. - The Corporation, by or under the authority of the board, shall have power from time to time to appoint agents or attorneys for the Corporation in or outside Canada with such powers (including the power to subdelegate) of management, administration or otherwise as may be thought fit.

## **ARTICLE 6 - PROTECTION OF DIRECTORS, OFFICERS AND OTHERS**

6.01 Limitation of Liability. - Every director and officer of the Corporation in exercising the powers and discharging the duties of a director or officer shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director, officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Corporation shall be deposited, or for any loss occasioned by any error of judgment or oversight on the part of the director or officer, or for any other loss, damage or misfortune which shall happen in the execution of the duties of such office or in relation thereto; provided that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and the regulations thereunder or from liability for any breach thereof.

6.02 Indemnity. - Subject to the Act, the Corporation shall indemnify a director or officer, a former director or officer, or a person who acts or acted at the Corporation's request as a director or officer of a body corporate of which the Corporation is or was a shareholder or creditor, and such person's heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred in respect of any civil, criminal or administrative action or proceeding to which such person is made a party by reason of being or having been a director or officer of the Corporation or such body corporate, if such person acted honestly and in good faith with a view to the best interests of the Corporation; and in the case of a civil, criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that such conduct was lawful. The Corporation shall also indemnify such person in such other circumstances as the

Act or law permits or requires. Nothing in this by-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this by-law.

6.03 Insurance. - Subject to the Act, the Corporation may purchase and maintain such insurance for the benefit of any person referred to in section 6.02 hereof as the board may from time to time determine. Board members shall be registered as members of the Ontario Rowing Association and the Canadian Amateur Rowing Association (Rowing Canada) in order to obtain the liability insurance for directors/officers.

## **ARTICLE 7 - MEMBERS**

7.01 Members. - Subject to the Act and the letters patent, members in the Corporation shall consist of such persons as are admitted as members by or under the authority of the board.

7.02 Full members. - A full member shall be entitled to all of the privileges and activities of the Corporation, including participation in rowing tours and events organized or recognized by the Corporation. They shall be entitled to vote at all meetings of the members and shall be eligible to stand for any office. A full member, in order to remain in good standing, shall pay all membership fees, dues and other assessments, promptly. There shall be two class of full members:

a) 'Club Members': 'Club members' are members of rowing clubs in good standing as recognized by the Canadian Amateur Rowing Association (Row Canada) provided that such clubs have registered and paid the appropriate fee to the Corporation.

b) 'Individual Members': - 'Individual members' register and pay the appropriate fee directly to the Corporation. The Corporation shall register individual members with the Ontario Rowing Association and the Canadian Amateur Rowing Association (Rowing Canada).

7.03 Qualifications and Rights. - Any person may be admitted to membership if such person complies with the requirements of section 7.01 hereof. Each member shall be entitled to receive notice of and to attend all meetings of members and shall be entitled to one vote on any vote taken at any meeting of members.

7.04 Term of Membership. - Membership shall be annual commencing on April 1<sup>st</sup> each year and expiring on March 31<sup>st</sup> of the following year. The interest of a member in the Corporation is not transferable and lapses and ceases to exist upon death or when the member ceases to be a member by resignation or otherwise in accordance with the by-laws of the Corporation.

7.05 Membership Fees. - The fees payable by members shall be fixed annually by resolution of the board. A notice of the fees payable at any time shall be sent to each member by the secretary promptly before the due date.

7.06 Admission to Membership. – All candidates for admission to membership shall apply by completing the appropriate application form, which shall be accompanied by the appropriate membership fee, and participating in at least one rowing event organized by the Corporation. The Board has the power to reject any application by an individual on the basis of physical or medical incapacity or misconduct which would inhibit the conduct of distance events including tours.

7.07 Resignation. - Members may resign at any time by resignation in writing or by means of electronic format which shall be effective upon any date or time on or after the execution of the instrument of resignation. A member shall remain liable for payment of any assessment or other sum levied or which became payable by the member to the Corporation prior to acceptance of such resignation. Membership fees are not refundable upon resignation. Should a member not resign in writing, the Secretary Committee will record the resignation in writing.

7.08 Termination for Non-payment. - The membership of any 'Individual member' who is in arrears in payment of membership fee or Club members whose rowing club is in arrears in payment of registration fee may be terminated by or under the authority of the board if such arrears of fees are not paid within a designated time. If such arrears are not paid by such designated time the board may pass a resolution authorizing the removal of such member from the register of members of the Corporation and thereupon such person shall cease to be a member of the Corporation. Any such member may re-apply for membership in the Corporation. Reinstatement of members removed from the Corporation for failure to pay their membership fees shall be at the discretion of the board. Any reinstatement shall include payment of such fees and any other penalty, if judged appropriate by the board.

7.09 Termination for Breach of By-law, Policy, Rule and Regulation. – Any member who shall violate the by-laws, policies, rules or regulations or who shall be guilty of any misconduct against the Corporation or any of its members, may be disciplined, suspended or expelled by a two-third majority of the board present at any such disciplinary meeting. The secretary shall notify that member of whom there is a complaint, in writing (and verbally if possible), of the complaint. The member shall be given a reasonable opportunity to answer such the complaint in writing or verbally before the board at a regular meeting of the board. The board shall make reasonable rules as to their procedures in judging such a matter against a member, giving due and fair hearing the member's reply to such charges.

## **ARTICLE 8 - MEETINGS OF MEMBERS**

8.01 Annual Meetings. - The Corporation shall hold an annual meeting of members on a date to be fixed by the board. The annual meeting of members shall be held, subject to section 8.03, at such place as the board or the president may from time to time determine, for the purpose of considering the financial statements of the Corporation placed before the meeting including the report of the Corporation's auditor and the board thereon, electing directors, appointment of auditors and for the

transaction of such other business as may properly be brought before the annual meeting of members.

8.02 Special Meetings. - The board shall call a special meeting of members on written requisition of 20 of the 'Club members' in 10 different rowing clubs as well as 10 'Individual members' entitled to vote at the meeting proposed to be held. The board or the president shall also have power to call a special meeting of members at any time.

8.03 Place of Meetings. - Meetings of members shall be held in Ontario.

8.04 Notice of Meetings. - Notice in writing of the time and place of each meeting of members shall be given in the manner provided in Article Nine not less than 30 days and not more than 60 days before the date of the meeting to each director, to the auditor and to each member who at the close of business on the day immediately preceding the day on which notice is given is entered in the register of members of the Corporation. Notice of a meeting of members called for any purpose other than consideration of the financial statements and auditor's report and board's report, election of directors and reappointment of the incumbent auditor shall state the general nature of the business to be transacted at it in sufficient detail to permit the members to form a reasoned judgment thereon. Notice of an adjourned meeting of members is not required if the time and place of the adjourned meeting is announced at the original meeting.

8.05 Meetings Without Notice. - A meeting of members may be held without notice at any time and place permitted by the Act if all the members entitled to vote thereat are present in person or duly represented or if those not present or represented waive notice of or otherwise consent to such meeting being held, and if the auditors and the directors are present or waive notice of or otherwise consent to such meeting being held. At such a meeting any business may be transacted which the Corporation at a meeting of members may transact.

8.06 Chair, Secretary and Scrutineers. - The chair of any meeting of members shall be the president or the vice-president of the Corporation. If no such person is present within 15 minutes from the time fixed for holding the meeting, the persons present and entitled to vote shall choose one of their number to be chair. If the secretary of the Corporation is absent, the chair shall appoint some person, who need not be a member, to act as secretary of the meeting. If desired, one or more scrutineers, who need not be members, may be appointed by a resolution or by the chair with the consent of the meeting.

8.07 Persons Entitled to be Present. - The only persons entitled to be present at a meeting of members shall be those entitled to vote thereat, the directors and auditor of the Corporation, others who, although not entitled to vote, are entitled or required under any provision of the Act or the letters patent or by-laws to be present at the meeting, and observers from the boards of Row Ontario, Rowing Canada Aviron or any rowing club in good standing in Ontario. Any other person may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting.

8.08 Quorum. - The quorum for the transaction of business at any meeting of members shall be 12 members present in person and each entitled to vote thereat.

8.09 Right to Vote. - Subject to the Act and the letters patent, at any meeting of members every person shall be entitled to vote who is at the time of the meeting entered in the books of the Corporation as a member.

8.10 Votes to Govern. - Unless the Act, the letters patent or any by-law of the Corporation otherwise provide, at any meeting of members every question shall be determined by the majority of the votes duly cast on the question.

8.11 Show of Hands. - Any question at a meeting of members shall be decided by a show of hands unless, a ballot thereon is required or demanded as hereinafter provided. Every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon is so required or demanded, a declaration by the chair of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the members upon the said question.

8.12 Ballots. - On any question proposed for consideration at a meeting of members, and whether or not a show of hands has been taken thereon, the chair may require a ballot thereon. A ballot so required or demanded shall be taken in such manner as the chair shall direct. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot. Upon a ballot each member present in person and entitled to vote shall have one vote and the result of the ballot shall be the decision of the members upon the said question.

8.13 Casting Vote. - In case of an equality of votes at any meeting of members either upon a show of hands or upon a ballot, the chair of the meeting shall be entitled to an additional or casting vote.

8.14 Adjournment. - The chair at a meeting of members may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.

8.15 Action in Writing by Members. - A resolution in writing signed by all the members entitled to vote on that resolution at a meeting of members is as valid as if it had been passed at a meeting of the members. Resolutions in writing may be signed in counterparts and resolutions in writing signed by one or more members and transmitted by facsimile to the secretary of the Corporation shall be deemed to be duly signed by such members.

8.16 Order of Business at Annual Meeting of Members. - At every annual meeting of members the following items will be discussed:



1. Call to Order
2. Filing of Notice of Annual Meeting
3. Quorum
4. Approval of Minutes of Previous Meeting
5. Business Arising Out of Previous Minutes
6. Reports
  - a) President's Report
  - b) Treasurer's Report and Financial Statement
  - c) Nominating Committee Report
  - d) Other
7. Election of Directors
8. Appointment of Auditors (if necessary)
9. New Business
10. Next Meeting
11. Termination

## **ARTICLE 9 - NOTICES**

9.01 Method of Giving Notices. - Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the letters patent, the by-laws or otherwise to a individual member, rowing club registered with the Corporation, director, committee member, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to the last address of such person as recorded in the books of the Corporation or if mailed by prepaid ordinary or air mail addressed to said address or if sent to said address by any means of wire or wireless or any other form of transmitted or recorded communication including e-mail. A notice so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid. A notice so mailed shall be deemed to have been given 2 days after it was deposited in a post office or public letter box. A notice sent by any means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when transmitted, or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change the address on the Corporation's books of any member, director, officer, auditor or member of a committee of the board in accordance with any information believed to be reliable.

9.02 Computation of Time. - In computing the date when notice must be given under any provision requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

9.03 Omissions and Errors. - The accidental omission to give any notice to any member, director, officer or auditor or the non-receipt of any notice by any member, director, officer or auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

9.04 Waiver of Notice. - Any member , director, officer or auditor may waive any notice required to be given under any provision of the Act, the letters patent, the by-laws or otherwise and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

#### **ARTICLE 10 – EFFECTIVE DATE**

10.01 Effective Date. – This by-law shall come into force when confirmed by the members in accordance with the Act.

*Ratified the 14<sup>th</sup> day of April, 2008 in Peterborough, Ontario*  
*Amended the 14<sup>th</sup> day of April, 2018 in Barrie, Ontario*