



*A by-law relating generally to the conduct of the  
affairs of  
**Airdrie Chamber of Commerce**  
(the "Chamber")*

Completed July 2021

## **Glossary**

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**BE IT ENACTED** as a by-law of the Chamber as follows:

## **ARTICLE I**

### **DEFINITIONS AND INTERPRETATION**

#### **1. Definitions**

In this By-Law and in all other By-Laws of the Chamber, unless the context otherwise requires:

**"Act"** means the *Boards of Trade Act (R.S.C., 1985, c. B-6)* and any statute that may be substituted, as amended from time to time;

**"By-Laws"** means this By-Law and any other by-law of the Chamber as amended and which are, from time to time, in force and effect;

**"Certificate of Formation"** means the certificate of formation certified by the Minister evidencing the existence of the Chamber;

**"Committee Member"** means a member of any committee or other advisory body of the Board;

**"Board"** means the Board of Directors of the Chamber, as defined in the Act and as more particularly set-out in these By-Laws;

**"Director"** means a member of the Board and, for further certainty, includes the President, Vice-president(s) and Secretary/Treasurer elected in accordance with the Act;

**"District"** means the area within and for which the Chamber was established as set out in the Chamber's Certificate of Formation or as defined by the Governor in Council, and includes any change in district that may be approved by the Governor in Council from time to time;

**"Meeting of Members"** includes a Quarterly Meeting, Annual General Meeting, special meeting or other general meeting of members of the Chamber;

**"Member"** means an individual or organization that has been accepted as a member of the Chamber in accordance with the Act and these By-Laws;

**"Minister"** means the federal Cabinet Minister who is responsible for the administration of the Act;

**"Officer"** or **"Officers"** means the President, Vice-president(s), Secretary/Treasurer and any one or more other persons, respectively, who have been appointed as officers of the Chamber in accordance with the By-Laws;

**"Ordinary Resolution"** means a resolution passed by a majority of the votes cast on that resolution;

**"Quarterly Meetings"** means the four (4) quarterly meetings of members in a calendar year that are required by the Act, each a "Quarterly Meeting";

**"Special Resolution"** means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution;

#### **2. Interpretation**

In the interpretation of this By-Law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

## **ARTICLE II**

### **BUSINESS OF THE CHAMBER**

#### **3. Location of the registered office**

The registered office of the Chamber shall be in the District.

#### **4. Non-partisan/non-sectarian**

The Chamber shall be non-partisan and non-sectarian and shall not lend its support to any candidate or party for public office.

#### **5. Object of the Chamber**

The object of the Chamber shall be to promote and improve trade, commerce and the economic, civic and social welfare of the district served by the Chamber.

#### **6. Corporate seal**

The Chamber may have a corporate seal in the form approved from time to time by the Board. If a corporate seal is approved by the Board, the Executive Director shall be the custodian of the corporate seal.

#### **7. Place of Meeting**

The usual place of meeting shall be held within the district of the Board of trade.

#### **8. Books and records**

The Board shall see that all necessary books and records of the Chamber required by the By-Laws or by any applicable statute or law are regularly and properly kept. The books and records shall be available at all reasonable hours to any member of the Chamber free of any charge.

#### **9. Execution of documents**

Deeds, transfers, assignments, obligations, and other instruments in writing requiring execution by the Chamber may be signed by any two officers. In addition, the Board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, By-Law or other document of the Chamber to be a true copy. Approved signing authorities are the Executive Director, President, Vice-president and Secretary/Treasurer.

Contracts that deal with day to day operations of the chamber may be signed by the Executive Director or appointee.

#### **10. Financial year end**

The financial year end of the Chamber shall be December 31<sup>st</sup> in each year.

The operational year of the Chamber shall commence on the first (1<sup>st</sup>) day of June.

#### **11. Banking Arrangements**

The banking business of the Chamber shall be transacted at a bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an Officer or Officers of the Chamber and/or other persons as the Board may by resolution from time to time designate, direct or authorize.

## **12. Appointment of Auditor**

The members shall, at the Annual General Meeting of members in each year, appoint an auditor. In each year, the appointed auditor shall conduct an annual audit of the accounts and annual financial statements of the Chamber for report to the members at the Annual General Meeting of members for the next year. An appointed auditor shall hold office until the next Annual General Meeting of members provided that the Board may fill any casual vacancy in the office of auditor. Any remuneration of the auditor shall be fixed by the Board.

## **13. Powers of the Board**

The Chamber shall be managed by the Board and the Board shall have full power and authority to do all things necessary to accomplish the objectives of the Chamber that the Chamber is by law authorized to do and that is not required to be done by members at general or special meetings. This authority shall include the right of the Board to delegate any of its powers to the Officers or anyone deemed or directed and to revoke any such delegation. Without restricting the general powers described herein, the Board shall have the following specifically enumerated powers:

- (a) To purchase or otherwise acquire for the Chamber any movable or immovable property, rights or privileges to further the object of the Chamber, at such price and generally on such terms and conditions as they think fit;
- (b) To borrow money on the credit of the Chamber;
- (c) To issue, reissue, sell or pledge debt obligations of the Chamber;
- (d) To mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Chamber, owned or subsequently acquired, to secure any debt obligation of the Chamber;
- (e) To enter into any contract of employment or other contract of services with any person in the interests and on behalf of the Chamber;
- (f) To develop, institute and amend policies, procedures and standards for the conduct of the affairs of the Chamber and the Board, provided that such policies, procedures and standards or amendments thereof shall not be inconsistent with any law or any by-law of the Chamber;
- (g) To invest and deal with any of the money or other assets of the Chamber, not immediately required for the purpose of the Chamber, upon such security and in such manner deemed appropriate and, from time to time, to vary or realize upon such investments;
- (h) To constitute any committee, task forces or study groups and to designate Directors, or others, to examine, consider and report upon any matter or take such action as the Board may direct;
- (i) To deliver representations in any form to any level of Government in Canada and elsewhere as may be determined to be in the best interests of the Chamber or its members generally; and
- (j) To enter into affiliations with the Canadian Chamber of Commerce, the Alberta Chamber of Commerce and other organizations of any nature whatsoever, on such terms as the Board determines.

### **ARTICLE III**

#### **MEMBERSHIP IN THE CHAMBER**

##### **14. Membership conditions**

Membership in the Chamber shall be available only to:

- (a) an individual, whether resident in the District or not, who is directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of the District;
- (b) a society, body corporate or organization who is directly or indirectly engaged or interested in trade, commerce or the economic and social welfare of the District; or
- (c) an individual, society, body corporate or organization who is not referred to above but is recommended by the Board for membership in the Chamber at any meeting of the members.
- (d) **All membership types have equal voting rights and equal rights and conditions.**

##### **15. Authorized Representative**

Any member, who is not an individual, shall designate an individual as that member's primary representative to exercise the rights and privileges of the member in the Chamber. Such designation may be changed by the member from time to time.

##### **16. Register of Members**

The Chamber shall maintain a register of members in the form prescribed by the Board. The register of members shall be conclusive evidence as to membership in the Chamber. A member, upon resignation or removal from membership, shall cease to be a member of the Chamber and the name of such member shall be removed from the register of members.

##### **17. Admission of Members**

An individual or organization proposed for membership in the Chamber pursuant to the section on membership conditions of this By-Law is only admitted to membership in the Chamber if the proposed member so consents and their membership is approved at a meeting of the members by special resolution of the members. New members must be approved by a majority of 2/3 members present at a members meeting. An individual or organization so admitted to membership in the Chamber is a member with all the related rights and obligations immediately as of the receipt of such approval.

##### **18. When membership dues are payable**

Members shall be notified in writing of the subscription amounts or membership dues at any time payable by them and, if any are not paid within 90 days of their due date, then necessary action will be taken.

##### **19. Termination and withdrawal of membership**

A membership in the Chamber is terminated when:

- (a) the member dies, or, in the case of a member that is an organization or a corporation, the organization is disbanded, or the corporation is dissolved;
- (b) a member fails to maintain any qualifications for membership described in the section on membership conditions of this By-law;
- (c) the member retires or resigns by providing ten (10) days written notice of such resignation to the Secretary/Treasurer and satisfying any lawful liability outstanding against such member on the books of the Chamber at the time of such written notice; or

(d) the member is expelled in accordance with any section on discipline of members of these By-laws or is otherwise terminated in accordance with the Act or By-laws.

## **20. Effect of termination and withdrawal of membership**

Upon any termination of membership, the rights of the member, including any rights in the property of the Chamber, automatically cease to exist.

## **21. Discipline of Members**

The Board shall have authority to suspend or expel any member from the Chamber for any one or more of the following grounds:

- (a) violating any provision of the Certificate of Formation, By-Laws, or written policies of the Chamber;
- (b) carrying out any conduct which may be detrimental to the Chamber as determined by the Board in its sole discretion;
- (c) for any other reason that the Board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Chamber.

In the event that the Board determines that a member should be expelled or suspended from membership in the Chamber, the President, or such other Officer as may be designated by the Board, shall provide thirty (30) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the President, or such other Officer as may be designated by the Board, in response to the notice received within such thirty (30) day period. In the event that no written submissions are received by the President, the President, or such other Officer as may be designated by the Board, may proceed to notify the member that the member is suspended or expelled from membership in the Chamber. If written submissions are received in accordance with this provision, the Board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further thirty (30) days from the date of receipt of the submissions. The Board's decision shall be final and binding on the member, without any further right of appeal.

## **22. Membership transferability**

A membership in the Chamber may only be transferred upon approval by the Chamber.

## **ARTICLE IV**

### **MEETINGS OF MEMBERS**

#### **23. Quarterly Meetings of the Members**

In each calendar year the Chamber shall hold a required four (4) quarterly meetings of the members.

#### **24. Annual General Meeting of Members**

The Annual General Meeting of members shall be held on an annual basis and no later than 6 months after the preceding financial year at the time and place designated by the Board. The following items shall be put before the members for consideration:

- o the election of the President, Vice-president, Second Vice-president, Secretary/Treasurer, and a minimum of seven (7) other Directors of the Board;
- o The appointment of financial review for the Chamber;
- o The annual report of the President of the Chamber;
- o Annual financial statements and financial report of the Chamber

#### **25. Special Meetings of the Members**

In addition to the Quarterly Meetings, the Board or a majority of members of the Chamber may call a Special Meeting of the members. In the event that the members requisition a Special Meeting of the members, the Directors shall arrange for such meeting without delay.

#### **26. Notice of Meetings of Members**

Notice of the time, date and place of a Quarterly, Annual or Special Meeting of members shall be given to each member at least ten (10) to fourteen (14) days before the day on which the meeting is to be held by publication of a notice through one newspaper or otherwise, as is thought necessary by the Board and by one (1) or more of the following options:

- (a) by delivery personally to the member to whom it is to be given or if delivered to such member's address as shown in the records of the Chamber;
- (b) by mail at each member's recorded address by prepaid ordinary or air mail; or
- (c) if sent to each member by telephonic, electronic, or other communication facility at such member's recorded address for that purpose.

If an electronic means is to be used, each member receiving an electronic notice or other document must consent to such method of communication and designate an information system for the receipt of the electronic notice or other document. For each member who has not consented, a copy of the notice or other document is to be sent to that member.

Where the business to be considered at a meeting of the members is any business other than the election of directors, appointment of financial review, annual report of the President, the consideration of the financial statements and financial review report, and the Secretary/Treasurer's report, the notice of meeting shall include enough information on that business so that members may make a reasoned decision in respect of such business.

#### **27. Absentee Voting at Meetings of Members**

A member entitled to vote at a meeting of members may vote by means of a telephonic, electronic or other communication facility if the Chamber has a system that:

- (a) enables the votes to be gathered in a manner that permits their subsequent verification; and
- (b) permits the tallied votes to be presented to the Chamber without it being possible for the Chamber to identify how each member voted.

### **28. Place of Meeting of Members**

Meetings of the members shall be held at any place within the District.

### **29. Chair of the Meetings of Members**

The President shall chair all meetings of the members or, in the absence of the President, the Vice-president(s). If the President and Vice-president(s) of the Board are absent, any other Director chosen by the Board may preside.

### **30. Quorum at Meeting of Members**

A quorum at any meeting of the members shall be eleven (11) of the members. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

### **31. Voting at Meeting of Members**

Each member shall be entitled to exercise one (1) vote at all meetings of the members. Where a member is an organization, such member shall designate, in the form required by the Chamber, an individual to exercise the vote on its behalf.

At any meeting of the members, a majority of the members present are competent to do and perform all acts that either under the Act or the By-Laws are or shall be directed to be done at a meeting of the members. At any meeting of members every question shall be determined by an Ordinary Resolution, unless otherwise provided by the By-Laws or by the Act.

Mode of meetings may be in person or virtually and voting will take place by a show of hands and/or electronically.

The chair of the meeting in addition to an original vote shall have a second or casting vote.

### **32. In case of an equality of votes**

In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

## **ARTICLE V**

### **BOARD OF THE CHAMBER**

#### **33. Powers of Directors**

The directors have the power to perform the duties set out in this Act and will manage the Board of trade.

#### **34. Limitations on the Powers of Directors**

The directors cannot enact or alter any by-law without member approval. The directors cannot admit any member without member approval.

#### **35. Number of Directors**

The Chamber shall be managed by the Board, which shall consist of:

- o a President, a 1<sup>st</sup> and 2<sup>nd</sup> Vice-president and Secretary/Treasurer, all of whom shall be elected from amongst the members by the members by Ordinary Resolution at the Annual General Meeting of the members or 1<sup>st</sup> Quarterly meeting of members each year; and
- o at least seven (7) other Directors, all of whom shall be elected from amongst the members by the members by Ordinary Resolution at the Annual General Meeting of the members in each year.

For further certainty, the President, Vice-president, Second Vice-president and Secretary/Treasurer are Directors within the meaning of the Act and these By-Laws.

#### **36. Qualifications of Directors**

Directors of the Chamber must be individuals and members of the Chamber in good standing. No employee of the Chamber shall be eligible to serve as a Director during his or her period of employment.

#### **37. Election of Directors**

Directors must be elected by a majority of the members present at the Annual General meeting or first (1<sup>st</sup>) Quarterly meeting.

#### **38. Term of office of Directors**

The Directors shall be elected to hold office for a term of one (1) year, expiring no later than the close of the Annual General Meeting in the year following their election, or until they are removed from office or vacate it as specified under these By-laws.

#### **39. Number of terms of Office of Directors**

Each Director may only be re-elected to hold a maximum of 6 terms, in which case they shall not be eligible for election as a Director until a period of at least two years has lapsed.

#### **40. Failure to elect Directors**

If Directors are not elected at the Annual General Meeting in a calendar year:

- (a) Failure to elect council members at the AGM, members in office remain until an election by members of the Board of trade is held at a general meeting of members

#### **41. Automatic termination of director's term in office**

The term of office of a Director shall be automatically terminated:

- (a) if a Director, which includes the President, Vice-president(s) or Secretary/Treasurer, resigns by delivering a written resignation to the Chamber
- (b) if at a meeting of members an Ordinary Resolution is passed by the members present at the meeting that the Director be removed from office;
- (c) on death of the Director; or
- (d) if a Director is absent from meetings of the Board continuously for a period of six (6) consecutive months the Board may remove them.

If the Director who is terminated under this provision is also the President, Vice-president(s) and/or Secretary/Treasurer of the Chamber, such Director's term of office as the President, Vice-president(s) or Secretary/Treasurer as the case may be, shall likewise be automatically terminated.

#### **42. Removal of Directors by the Board**

The Board may suspend or remove any Director, which includes the President, Vice-president(s) or Secretary/Treasurer, from office if such Director violates any provision of the Certificate of Formation, By-Laws, or written policies of the Chamber, is negligent in the performance of their duties, or carries out any conduct which may be detrimental to the Chamber as determined by the Board in its sole discretion. A Director so suspended or removed may appeal such suspension to the members at the next meeting of members, at which time the members may confirm the decision of the Board or reinstate such Director for the duration of their term of office.

#### **43. Vacancies of Directors**

Where a seat on the Board is vacant pursuant to the section on automatic termination of Director's term of office or the section on removal by the Board of this By-Law, the position shall be filled via election of a member by a majority of directors (where a quorum is met); a new director shall hold office only until the next annual members meeting. The Board may at any of its meetings elect a member of the Chamber to fill such vacancy.

#### **44. Calling of meetings of the Board**

Meetings of the Board may be ordered by the President or requested by any two (2) Directors at any time and, if so ordered or requested, shall be convened by the Secretary/Treasurer.

#### **45. Location of meetings of the Board**

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

#### **46. Members at Board meetings**

Members may attend Board Meetings. However, members in attendance may not take part in the proceedings at any such meeting.

#### **47. Participation in Board meetings by electronic means**

If a majority of the Directors consent, a Director may participate in a meeting of the Board or a committee of the Board by means of such telephonic, electronic or other communications facilities as to permit all persons participating in the meeting to communicate adequately with each other. A Director participating in a meeting by such means shall be deemed to be present at the meeting.

#### **48. Board meetings held entirely by electronic means**

If the Directors call a meeting of the Board, those Directors may determine that the meeting shall be held entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

#### **49. Notice of meeting of the Board**

Notice of the time, date and place for the holding of a meeting of the Board shall be given in the manner provided in this By-Law to every Director of the Chamber during a period of ten (10) to fourteen (14) days before the day on which the meeting is to be held if sent by mail and not less than forty eight (48) hours before the day on which the meeting is to be held if sent by telephonic, electronic or other communication facilities.

Notice of a meeting shall not be necessary if all the Directors are present, and no one objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting.

Notice of an adjourned meeting is not required if the time, date, and place of the adjourned meeting is announced at the original meeting.

#### **50. First meeting of a new Board**

Despite the section governing notice of meeting of the 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.

#### **51. Regular meetings of the Board**

The Board may appoint a day or days in any month or months for regular meetings of the Board at a place and hour as determined with a minimum of nine (9) meetings during the operational year. A copy of any resolution of the Board fixing the time and place of such regular meetings of the Board shall be sent to each Director immediately after being passed, but no other notice shall be required for any such regular meeting. Council meetings shall be called by the Secretary/Treasurer at the instance of the President or the request of any two (2) council members.

#### **52. Quorum at meetings of the Board**

Five (5) of the Directors in office shall constitute a quorum at any meeting of the Board. A majority of such quorum may do all things within the powers of the Board. If quorum is not present at any meeting of the Board, the only business that can be conducted at that meeting is the setting of a new date.

#### **53. Chair of Board meetings**

The President shall chair all meetings of the Board or, in the absence of the President, the Vice-president(s). In the event that the President and Vice-president(s) of the Board are absent, any other Director chosen by the Board may chair the meeting.

#### **54. Voting at meetings of the Board**

Each Director shall be entitled to exercise one (1) vote at all meetings of the Board and votes are equal amongst them. 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 will break the tie. This is relevant only for Board meetings, and not meetings of members.

#### **55. Remuneration of Directors and Officers**

The Directors and Officers of the Chamber shall not be remunerated for their services.

#### **56. Committees of the Board**

The Board may from time to time appoint any committee or other advisory body and its members as it deems necessary or appropriate for such purposes and, subject to the Act and By-Laws, with such duties/powers as the Board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Board may from time to time make. The duties and remuneration of any such committee shall be set by the Board. Any committee may be disbanded by the

Board and any committee member may be removed by the Board. All committees made or appointed by the Board shall report to the Board.

## **ARTICLE VI**

### **OFFICERS OF THE CHAMBER**

#### **57. Roles of Officers**

Unless otherwise specified by the Board which may, subject to the Act, modify, restrict or supplement such duties and powers, Officers of the Chamber shall have the following duties and powers associated with their positions:

o **President.**

The President shall be the chief executive officer of the Chamber and shall be responsible for implementing the strategic plans and policies of the Chamber. The President shall, subject to the authority of the Board, have general supervision of the affairs of the Chamber.

o **Vice-president(s).** The Vice-president(s) shall, in the absence or disability of the President, perform the duties and exercise the power of the President and shall perform such other duties as shall from time to time be imposed upon him/her by the Board or the President.

O **Secretary/Treasurer.** In addition to the requirements of the Act, the Secretary/Treasurer shall attend and be the Secretary/Treasurer of all meetings of the Board, and members. The Secretary/Treasurer shall enter or cause to be entered in the Chamber's minute book, minutes of all proceedings at such meetings; the Secretary/Treasurer shall give or cause to be given, as and when instructed, notices to members, Directors, the auditors and members of committees; the Secretary/Treasurer shall be the custodian of all books, papers, records, documents and other instruments belonging to the Chamber. The Secretary/Treasurer shall keep proper accounting records in compliance with the Act and shall be responsible for the deposit of money, the safekeeping of securities and the disbursement of funds of the Chamber; Secretary/Treasurer shall render to the Board whenever required an account of all transactions and of the financial position of the Chamber; and the Secretary/Treasurer shall have such other powers and duties as the Board or the President may specify. The Secretary/Treasurer shall be elected from amongst the members.

o **Other Officers.** The Board may appoint such other Officers as it deems appropriate. The powers and duties of all other Officers of the Chamber shall be such as the terms of their engagement call for or the Board or President requires of them. The Board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

#### **58. Oath of Office**

The President, Vice-president(s) and Secretary/Treasurer of the Chamber, before starting the duties of their office, shall take and subscribe before the mayor of the city or town constituting the District, or before any justice of the peace, take an oath or affirmation in the following form:

"I swear that I will faithfully and truly perform my duty as [\*] Chamber, and that I will, in all matters connected with the discharge of that duty, do all things, and only such things, as I truly and conscientiously believe to be adapted to promote the objects for which the Board was constituted, according to the true intent and meaning of the same."

#### **59. Executive Director of the Chamber**

The Board shall whenever possible, employ an Executive Director. The Executive Director shall have general control and management of the Chamber's business and affairs and shall appoint and have general supervision over and the power to dismiss all employees of the Chamber. It shall be the responsibility of the Executive Director to conduct the official correspondence, preserve all books, documents and communications, keep books of account and maintain accurate minutes of the proceedings of all meetings of the members, the Board and all committees. The Executive Director shall act as a signing authority under

the authorization of the Board. The Executive Director shall attend meetings of the Board but shall not vote. The Executive Director shall have such other duties as may be assigned, from time to time, by the Board.

**60. Officer vacancies**

In the event the Board appoints any other Officer of the Chamber, the Board may remove, whether for cause or without cause, any Officer so appointed, other than the President, Vice-president(s) or Secretary/Treasurer. Unless so removed, an Officer shall hold office until the earlier of:

- (a) the Officer's successor being elected or appointed;
- (b) the Officer's resignation; or
- (c) the Officer's death.

If the office of any appointed Officer of the Chamber (other than the President, Vice-president(s) or Secretary/Treasurer) shall be or become vacant, the Directors may appoint a person to fill such vacancy. For further certainty, this provision does not apply to the President, Vice-president(s) or Secretary/Treasurer or any other member of the Board who shall be governed by the sections on automatic termination of director's term in office and removal by the Board.

## **ARTICLE VII**

### **GENERAL**

#### **61. Indemnification**

Every Director or Officer of the Chamber or other person who has undertaken or is about to undertake any liability on behalf of the Chamber or any corporation controlled by it, and their heirs, executors and administrators, and estate and effects, respectively, shall, so long as they have acted honestly and in good faith, from time to time and at all times be indemnified and saved harmless out of the funds of the Chamber from and against:

- (a) all costs, charges and expenses which such Director, Officer or other person sustains or incurs as a result of going about their duties or in or about any action, suit or proceeding which is brought, commenced or prosecuted against such Director, Officer or other person, or in respect of any act, deed, matter or thing whatsoever, made, done or permitted by such Director, Officer or other person, in or about the execution of the duties of such Director's, Officer's or other person's office or in respect of any such liability; and
- (b) all other costs, charges and expenses which such Director, Officer or other person sustains or incurs in or about or in relation to the affairs of the Chamber, except such costs, charges or expenses as are occasioned by such Director's, Officer's or other person's own willful neglect or default.

In the event an individual request the advance of funds in order to defend an action, claim, suit or proceeding referenced in paragraph (a) of this provision, the Board may approve such advance.

#### **62. Method of giving notice**

Any notice (which term includes, without limitation, any communication or document or other information) to be given (which term includes, without limitation, sent, delivered, received or served) pursuant to the Act, the Certificate of Formation, the By-Laws or otherwise to a member, Director, Officer or committee member or to the Review Engagement shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Chamber or in the case of notice to a Director to the latest address as shown in the last Annual Summary (as required by the Act) was sent by the Chamber to Corporations Canada;
- (b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- (c) if sent to such person by telephonic, electronic, or other communication facility at such person's recorded address for that purpose.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as previously mentioned; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary/Treasurer may change or cause to be changed the recorded address of any member, Director, Officer, Review Engagement or committee member in accordance with any information believed by the Secretary/Treasurer to be reliable. The declaration by the Secretary/Treasurer that notice has been given pursuant to this By-Law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any Director or Officer of the Chamber to any notice or other document to be given by the Chamber may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

**63. Invalidity of any provisions of these by-laws**

The invalidity or unenforceability of any provision of this By-Law shall not affect the validity or enforceability of the remaining provisions of this By-Law.

**64. Omissions and errors**

The accidental omission to give any notice to any member, Director, Officer, committee member or Review Engagement, or the non-receipt of any notice by any such person where the Chamber has provided notice in accordance with the By-Laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

**65. By-laws or by-law amendments**

A new By-law or an amendment to the By-Laws requires approval of:

- (a) the members by Ordinary Resolution at any meeting of the members, provided that notice of meeting is provided to the members in accordance with this By-Law; and
- (b) the Minister.

By-law amendments must be approved by a majority of members present at a general meeting called for that purpose.

After a majority of members have approved the new By-law or an amendment to the By-laws, they shall be sent to the Minister for approval in accordance with the rules established by the Minister for such approval. The new By-law or by-law amendment shall not be in force or acted upon until the Minister has approved it.

Notice of a proposed new By-law or an amendment to the By-Laws must be in writing and sent to all members with the notice of meeting at which such proposed amendment is put to the members for approval. A copy of such notice must be duly entered in the books of the Chamber as a minute of the Chamber.

**66. Repeal of prior by-laws**

All previous By-Laws of the Chamber are repealed as of the coming into force of this By-Law. Such repeal shall not affect the previous operation of the previous By-Laws or affect the validity of any act done or right, privilege, obligation or liability acquired or incurred prior to its repeal.

**67. Dissolution**

The Chamber may dissolve, as set out in the Boards of Trade Act. If the Chamber is dissolved, any funds or assets remaining after discharging all debts and liabilities shall be paid to the Alberta Chambers of Commerce on the condition that such funds and/or assets shall be held in trust by the Alberta Chambers of Commerce to be used only for the future establishment of a regional Chamber of Commerce in the Airdrie area; or such funds and/or assets may be paid to another organization for another purpose as approved by a majority resolution of the members at a meeting duly convened for such purpose.

## **BY-LAW's approval and amendment's**

Previous bylaws approved June 24, 2013

By-Laws amendment proposed by committee –November 2020 to the board.

By-Laws final draft presented to the board –November 2020

By-Laws final draft presented to membership and approved at May 26<sup>th</sup>, 2021 AGM

Current bylaws approved by BOTA July 15, 2021