

# CANADIAN ASSOCIATION OF GEOGRAPHERS

## BY-LAW NUMBER 2014-1

A by-law relating generally  
to the conduct of the affairs of  
**Canadian Association of Geographers**

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## BY-LAW NUMBER 2014-1

A by-law relating generally to the conduct of the affairs of  
**Canadian Association of Geographers**  
(the "Corporation")

**WHEREAS** by Letters Patent issued under the *Act* and dated the 22nd day of February, 2008, the Corporation was incorporated for the following objects:

The Canadian Association of Geographers (CAG) is committed to the dissemination of geographic research and the promotion of geography as a key discipline in education, research, and professional practice in both the public and private sectors nationally and internationally.

**AND WHEREAS** it is considered expedient to enact a General By-Law relating generally to the conduct of the affairs of the Corporation;

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

### 1. INTERPRETATION

#### 1.1 Meaning of Words

In this by-law and all other by-laws and resolutions of the Corporation unless the context otherwise requires:

- 1.1.1 the singular includes the plural;
- 1.1.2 the masculine gender includes the feminine;
- 1.1.3 "*Act*" means the *Canada Not-For-Profit Corporations Act*, S.C. 2009, Chapter c-23, as amended, and any statute amending or enacted in substitution therefor, from time to time;
- 1.1.4 "Board" means the Board of Directors of the Corporation;
- 1.1.5 "Committee" means any Committee established by the Board pursuant to Article 11;
- 1.1.6 "Corporation" means the **Canadian Association of Geographers**;
- 1.1.7 "Director" means a person who has been elected to the office of Director in accordance with Article 5, or appointed to fill a vacancy in the office of Director in accordance with Section 5.77;
- 1.1.8 "documents", includes deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings;
- 1.1.9 "Executive Officers" means the persons who hold the offices enumerated in section 9.1;
- 1.1.10 "National Directors" means the persons elected as at-large directors pursuant to section 5.2;
- 1.1.11 "Regional Directors" means the persons elected as directors representing each of the Western, Prairie, Ontario, Quebec and Atlantic regions pursuant to section 5.2;
- 1.1.12 "Student Director" means a person elected to the Board as a student representative pursuant to section 5.2;
- 1.1.13 "Special Resolution" means a resolution passed by a majority of the Directors and confirmed with or without variation by at least two-thirds of the votes cast at a special general meeting of the members of the Corporation called for that purpose.

#### 1.2 Canada Corporations Act Terms

All terms defined in the *Act* have the same meanings in this by-law and all other by-laws and resolutions of the Corporation.

## 2. HEAD OFFICE

The head office of the Corporation shall be in the City of Montreal in the Province of Quebec, and at such place therein as the Board may from time to time determine.

## 3. SEAL

The seal which is impressed in the margin hereon shall be the corporate seal of the Corporation.

## 4. MEMBERSHIP

### 4.1 Composition

Membership in the Corporation shall consist of such persons as are admitted as members by the Board.

### 4.2 Classes

There shall be one class of membership in the Corporation, which class shall be Ordinary Members.

### 4.3 Applications

Unless otherwise determined by the Board, applicants for membership in the Corporation shall be admitted as Ordinary Members upon payment of the prescribed fee.

### 4.4 Voting Classes

No person who is not an Ordinary Member shall be entitled to vote in any proceedings of the Corporation.

### 4.5 Transfer of Membership

Except for the transfer of membership from one class to another as otherwise provided in the by-laws of the Corporation, if at all, a membership in the Corporation is not transferable.

### 4.6 Revocation of Membership

Any member may be expelled from the Corporation for cause by a two-thirds (2/3) vote taken by ballot of the members present and eligible to vote at an annual or other special general meeting of members.

### 4.7 Termination of Membership

A membership in the Corporation automatically terminates upon the happening of any of the following events:

- 4.7.1 if the person, in writing, resigns as a member of the Corporation;
- 4.7.2 if the member dies;
- 4.7.3 if a person is expelled from the Corporation pursuant to section 4.6; or
- 4.7.4 if an assessment under the authority of section 4.8 remains unpaid for more than sixty (60) days after notice of the assessment has been given to the member.

Notwithstanding termination of membership, a former member remains liable for any assessment levied under the authority of section 4.8 prior to termination of the membership.

### 4.8 Membership Dues

Membership dues, assessments and similar obligations ("assessments") may only be levied if authorized by Special Resolution. Notice of an assessment shall be sent electronically to each member.

#### 4.9 Liability of Members

Members shall not, as such, be held answerable or responsible for any act, default, obligation or liability of the Corporation or for any engagement, claim, payment, loss, injury, transaction, matter or thing relating to or connected with the Corporation.

### 5. **BOARD OF DIRECTORS**

#### 5.1 Board

The affairs of the Corporation shall be managed by a Board composed of a minimum of three (3) Directors and a maximum of 15 Directors. The number of Directors shall be fixed from time to time by Special Resolution.

#### 5.2 Composition of Board

The Board shall consist of a President, a Vice-President or Past President, subject to the provisions of section 9, a Secretary-Treasurer, four national Directors elected at-large, one student Director and one regional Director elected from each of the Western Division, the Prairie Division, the Ontario Division, the Quebec Division and the Atlantic Division.

#### 5.3 Elected Directors

Directors elected by the Ordinary Members, subject to the provisions of section 5.55, shall be elected in the manner set out in Article 6, each of whom, subject to the provisions of the Letters Patent and the Supplemental Letters Patent, shall hold office until the third annual meeting after election to office or until the successor of the Director has been elected and qualified by the Ordinary Members.

Regional Directors elected by the division membership, subject to the provisions of section 5.5, shall be elected in the manner set out in their individual constitutions and shall hold office for the term of office as defined by their regional constitution.

#### 5.4 Ex Officio Directors

Subject to the provisions of any by-law creating, or any Special Resolution changing one or both the number and identification of, offices of *ex officio* Directors, the person or persons holding the office of President, Vice-President, Past-President or Secretary-Treasurer shall *each* be *ex officio* a Director of the Corporation.

#### 5.5 Qualifications

Each Director shall:

5.5.1 be at least eighteen (18) years of age; and

5.5.2 not be an undischarged bankrupt or a mentally incompetent person.

If a person becomes bankrupt or a mentally incompetent person, the person thereupon ceases to be a Director, and the vacancy so created may be filled in the manner prescribed by section 5.77.

#### 5.6 Quorum

A quorum for the transaction of business at meetings of the Board shall be the smallest whole number that is not less than two-fifths (2/5) of the number of members of the Board.

#### 5.7 Vacancies

So long as a quorum of the Directors remains in office, a vacancy on the Board may be filled by the Directors of the Corporation. If no quorum of Directors exists, the remaining Directors shall forthwith call a special general meeting of members to fill the vacancies on the Board.

## 5.8 Removal of Directors

The members entitled to vote may, by resolution passed by at least two-thirds (2/3) of the votes cast at a special general meeting of which notice specifying the intention to pass the resolution has been given, remove any Director before the expiration of the Director's term of office, and may, by a majority of the votes cast at that meeting, elect any person in the place and stead of the person removed for the remainder of term of the removed Director.

## 5.9 Remuneration of Directors

The Directors of the Corporation shall serve without remuneration; provided, however, that Directors shall be entitled to be reimbursed for expenses incurred in carrying out their duties.

## 5.10 Responsibility for Acts

The Directors for the time being of the Corporation shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Corporation, except such as shall have been submitted to and authorized or approved by the Board.

## 6. **ELECTION OF THE BOARD**

### 6.1 Election in Rotation

Subject to the provisions of the *Act*, Directors, other than *ex officio* Directors, if any, shall be elected by members entitled to vote and shall retire in rotation.

### 6.2 Term of Office

The term of office of the National Directors elected by the Ordinary Memgbers shall be for three years and the term of office for the Regional Directors elected by division members shall be specific to their constitution. The term of office for the Student Director shall be for two years.

### 6.3 Re-Election

Directors shall not be eligible for immediate re-election to the same office with the exception of the Secretary-Treasurer, who shall be eligible for immediate re-election for a second term and Regional Directors who are subject to the election rules as determined by their regional consitutions. All other Directors are not eligible for re-election until a period of eleven (11) months has elapsed from the date of the retirement of such Director.

### 6.4 Elections

Each year a number of Directors equal to the number of Directors retiring shall be elected for the term of office established in section 6.2.

### 6.5 Nominations

Candidates for the office of Director shall include:

- 6.5.1 the slate of candidates for office proposed by the Nominating Committee, or if there is no Nominating Committee, by the Executive Committee; and
- 6.5.2 the persons whose names are put in nomination by any member entitled to vote and supported by two members of the Corporation in Good Standing and accepted in writing by the nominee at any time before nominations are closed.

### 6.6 Election Method

Where:

- 6.6.1 the number of candidates nominated is equal to the number of offices to be filled, the person holding the office of the Secretary shall cast a single ballot electing that number of candidates for the offices; and

6.6.2 the number of candidates nominated is greater than the number of offices to be filled, the election shall be by ballot.

6.6.3 The term of office of the National directors elected by the ordinary members shall become effective at the next annual meeting and the term of office for the Regional Directors elected by division members shall become effective specific to their constitution

#### 6.7 Forms

The Board may prescribe the form of nomination paper and the form of a ballot.

The Secretary-Treasurer shall conduct the election electronically prior to the annual business meeting.

### 7. MEETING OF DIRECTORS

#### 7.1 Calling Meetings

Meetings of the Board and of the Executive Committee (if any) may be held at any place within or outside the geographic location of the head office, as designated in the notice calling the meeting. Meetings of the Board may be called by the President, the Vice-President or the Secretary or any two (2) Directors.

#### 7.2 Notice of Meetings

Subject to the provisions of section 7.3, notice of Board meetings shall be given to each Director by one of the following methods:

7.2.1 By telephone, facsimile, email or other electronic method not less than five (5) days before the meeting is to take place; or

7.2.2 By prepaid letter post not less than ten (10) days before the meeting is to take place, the giving of which shall be in accordance with Section 20.1.

The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. No formal notice of a meeting is necessary if all the Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence.

#### 7.3 Regular Meetings

The Board may appoint one or more days in each year for regular meetings of the Board at a place and time named; no further notice of the regular meetings need be given. The Board shall hold a meeting within seven (7) days following the annual meeting of the Corporation for the purpose of organization, the election and appointment of officers and the transaction of any other business.

#### 7.4 Meetings by Electronic Conference

If all persons who are members of the Board or a Committee (as the case requires) consent thereto generally or in respect of a particular meeting and each has adequate access, such persons may participate in a meeting of the Board or Committee by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a person participating in such a meeting by such means is deemed to be present at the meeting.

Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

#### 7.5 Voting

Questions arising at any meeting of the Board shall be decided by a majority vote. In the case of an equality of votes, the question shall be deemed to have been lost. At all meetings of the Board, every question shall be decided by a show of hands unless a poll on the question is required by the Chair or

requested by any Director. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.

## 8. **MEETINGS OF THE MEMBERS**

### 8.1 Annual Meeting

The annual meeting of the members shall be held each year within or outside the geographical location of the head office, at a time, place and date determined by the Board, for the purpose of:

- 8.1.1 hearing and receiving the reports and statements required by the Act to be read at and laid before the Corporation at an annual meeting;
- 8.1.2 appointing the auditor and fixing or authorizing the Board to fix the remuneration therefor; and
- 8.1.3 the transaction of any other business properly brought before the meeting.

### 8.2 Meetings by Electronic Conference

At the discretion of the Board of Directors, Ordinary Members may participate in a meeting of members by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a person participating in such a meeting by such means is deemed to be present at the meeting.

Provided that at the outset of each such meeting, and whenever votes are required, the Chair of the meeting shall call roll to establish quorum, and shall, whenever not satisfied that the proceedings of the meeting may proceed with adequate security and confidentiality, unless a majority of the persons present at such meeting otherwise require, adjourn the meeting to a predetermined date, time and place.

### 8.3 Special General Meeting

The Board may at any time call a special general meeting of members for the transaction of any business, the general nature of which is specified in the notice calling the meeting. A special general meeting of members may also be called by the Directors or the President upon the written requisition of the minimum of sixty-six percent (66 %) of the members entitled to vote.

### 8.4 Notice of Meetings

Notice of the time, place and date of meetings of members and the general nature of the business to be transacted shall be given at least sixty (60) days before the date of the meeting to each member (and in the case of an annual meeting to the auditor of the Corporation) by sending the notice by any one of the methods set out in Section 20.1.

### 8.5 Quorum

A quorum for the transaction of business at meetings of the members shall be twenty-five (25) of all of the members of the Corporation entitled to vote, and present in person or represented by proxy (with at least two persons present in person), and no business shall be transacted at any meeting unless the requisite quorum is present at the commencement of such business;

8.5.1 Provided however that where:

- 8.5.1.1 Less than twenty-five (25), but two (2) or more persons are present in person after one-half hour after the commencement time specified in the notice calling the meeting of members; and
- 8.5.1.2 the business transacted is limited to the selection of a Chair and a Secretary for the meeting, the recording of the names of those present, and the passing of a motion to adjourn the meeting with or without specifying a date, time and place for the resumption of the meeting,

then two (2) persons present in person constitute a quorum.

8.5.2 Provided further that at the meeting at the date, time and place specified in the motion to adjourn referred to in subsection 8.5.1.2, the numbers of persons present required for quorum shall be divided by two.

## 8.6 Voting by Members

Unless otherwise required by the provisions of the *Act* or the by-laws of the Corporation, all questions proposed for consideration at a meeting of members shall be determined by a majority of the votes cast by members entitled to vote. In the case of an equality of votes, the question shall be deemed to have been lost.

## 8.7 Proxies

Every member, including a corporate member, entitled to vote at meetings of members may by means of a proxy appoint a person who need not be a member, as nominee for the member, to attend and act at the meeting in the manner, to the extent and with the power conferred by the proxy. A proxy shall be in writing, shall be executed by the member entitled to vote or the attorney of the member authorized in writing, or, if the member is a body corporate, under its corporate seal or by an officer or attorney thereof duly authorized, and ceases to be valid one year from its date. Subject to the requirements of the *Act*, a proxy may be in such form as the Board from time to time prescribes or in such other form as the Chair of the meeting may accept as sufficient, and shall be deposited with the Secretary of the meeting before any vote is called under its authority, or at such earlier time and in such manner as the Board may prescribe.

## 8.8 Show of Hands

At all meetings of members, every question shall be decided by a show of hands unless otherwise required by a by-law of the Corporation or unless a poll is required by the Chair or requested by any member entitled to vote. Upon a show of hands, every member entitled to vote, or proxyholder for a member entitled to vote, present in person shall have one vote. Whenever a vote by show of hands has been taken upon a question, unless a poll is requested, a declaration by the Chair that a resolution has been carried or lost by a particular majority and an entry to that effect in the minutes of the Corporation is conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

## 8.9 Chair

In the absence of the President or the Vice-President, the members entitled to vote present at any meeting of members shall choose another Director as chair and if no Director is present or if all the Directors present decline to act as chair, the members present shall choose one of their number to be chair.

## 8.10 Polls

If at any meeting a poll is requested on the election of a Chair or on the question of adjournment, it must be taken forthwith without adjournment. If a poll is requested on any other question, it shall be taken in the manner and either at once or later at the meeting or after adjournment as the Chair directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was requested. A request for a poll may be withdrawn at any time prior to the taking of the poll.

## 8.11 Adjournments

Any meeting of members may be adjourned to any time and from time to time, and any business may be transacted at any adjourned meeting that might have been transacted at the original meeting from which the adjournment took place. No notice is required of any adjourned meeting.

## 9. OFFICERS

### 9.1 Executive Officers Named

There shall be the following Executive Officers:

- 9.1.1 a President, a Vice-President or Past-President, and a Secretary-Treasurer, elected by and from among the ordinary members and none shall be entitled to remuneration; and

9.1.2 such other officers as are provided in this Article 9.

## 9.2 Selection of Executive Officers

9.2.1 The Vice-President shall be elected by the ordinary members or appointed by the Board for a term of one year. Upon completion of the one year term, the Vice-President shall automatically assume the office of President for a term of two years. Following such two year term, the President shall automatically assume the office of Past-President for a further term of one year.

9.2.2 At no time will there be a Vice-President and Past-President serving concurrently. For further clarification, during the year in which there is a Vice-President, there will not be a Past-President. During the year there is a Past-President, there will not be a Vice-President.

9.2.3 The Secretary-Treasurer shall be elected by the ordinary members or appointed by the Board for a term of three years.

## 9.3 Duties of the President

The President shall be the Chief Executive Officer of the Corporation, and subject to the directions of the Board from time to time shall perform all duties incident to the office. The President shall act as Chair of the Board and preside at all meetings of the Board, the Executive Committee and members. The President shall sign all documents requiring the signature of that office, and have the other powers and duties from time to time prescribed by the Board or incident to the office

## 9.4 Duties of the Vice-President

During the absence or inability of the President to act, the duties and powers of the President may be exercised by the Vice-President or Past-President, depending which office is filled in that particular year. If a Vice-President or Past-President exercises any of those duties or powers, the absence or inability of the President to act shall be presumed with reference thereto. A Vice-President or Past President shall also perform the other duties from time to time prescribed by the Board or incident to the office.

## 9.5 Duties of the Secretary-Treasurer

The Secretary-Treasurer shall:

9.5.1 act as Secretary of each meeting of the Corporation and the Board;

9.5.2 give all notices required to be given to members and to Directors;

9.5.3 be the custodian of the corporate seal of the Corporation and of all books, papers, records, correspondence and documents belonging to the Corporation;

9.5.4 certify all documents issued by the Corporation;

9.5.5 keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation and shall perform the tasks and functions normally performed by a Treasurer; and

9.5.6 perform such other duties from time to time as may be prescribed by the Board.

## 9.6 Board Appoint Other Officers

The Board may from time to time appoint such other officers as it considers expedient, to hold office at the pleasure of the Board, the duties and remuneration of whom shall be such as the terms of their engagement call for or the Board prescribes.

## 9.7 Holding More Than One Office

A person may be nominated or selected for, elected or appointed to, and hold more than one office, except the offices of Chair of the Board and President.

## 9.8 Removal from Office

Any officer may be removed by resolution of the Board at a meeting of which notice of intention to present such resolution has been given to all Directors.

## 10. EXECUTIVE COMMITTEE

### 10.1 Composition

The Executive Committee shall consist of the Executive Officers of the Board, as determined under section 9. If and whenever a vacancy shall exist in the Executive Committee, the remaining members may exercise all its powers so long as a quorum remains in office.

### 10.2 Powers

During the intervals between the meetings of the Board, the Executive Committee shall possess and may exercise (subject to any regulations which the Board may from time to time impose) all the powers of the Board in the management and direction of the affairs and business of the Corporation in such manner as the Executive Committee shall deem best for the interest of the Corporation in all cases in which specific directions shall not have been given by the Board.

### 10.3 Procedures

Subject to sections 10.4, 10.5 and 10.6 and to any regulations imposed from time to time by the Board, the Executive Committee shall have power to fix its quorum at not less than a majority of its members and may fix its own rules of procedure from time to time. The Executive Committee shall keep minutes of its meetings in which shall be recorded all action taken by it, and at least a summary thereof shall be submitted to the Board at least annually.

### 10.4 Quorum

No business may be transacted by the Executive Committee except at a meeting of its members at which a quorum of the Executive Committee is present.

### 10.5 Place of Business

Meetings of the Executive Committee may be held at the head office of the Corporation or at any other place within or outside the geographical location of the head office as specified in the notice calling the meeting.

### 10.6 Other Directors Present

Each Director shall be entitled to speak but not to vote at any meeting of the Executive Committee at which the Director is present. However, no Director who has not been elected to the Executive Committee shall be entitled to notice of any meeting of the Executive Committee, and the presence of such Director shall not be included for the purpose of calculating a quorum.

## 11. COMMITTEES

### 11.1 Standing Committees

There shall be a Nominating Committee elected at the Annual General Meeting comprised of the Vice-President or Past-President, the Previous Past-President, an additional Director and two Members elected by a majority of Members at the Annual General Meeting. The Vice-President or Past-President shall act as Chair of the Nominating Committee.

There may be such other Standing Committees and for such purposes as the Board or the Executive Committee (if any) may determine from time to time by resolution;

## 11.2 Combined and Inactive Committees

From time to time by resolution the Board may combine the work of two or more Standing Committees under such name as the Board shall select; and may permit any Standing Committee to be inactive.

## 11.3 Ad Hoc Committees

There may be such Ad Hoc Committees and for such purposes as the Board or the Executive Committee (if any) may determine from time to time by resolution. The existence of each such Ad Hoc Committee shall be terminated automatically upon:

- 11.3.1 the delivery of its report;
- 11.3.2 the completion of its assigned task;
- 11.3.3 a change in the membership of the Board or Executive Committee by which it was constituted; or
- 11.3.4 a resolution to that effect of the Board or Executive Committee by which it was constituted;

whichever first occurs.

- 11.3.5 Provided however that, in the case of termination pursuant to subsection 11.3.2, the Board or the Executive Committee (as the case may be) may by resolution continue such Ad Hoc Committee.

## 11.4 Nominating Committee

The Nominating Committee (when one exists) shall:

- 11.4.1 prepare a slate of one or more candidates for each office which will be vacant and for which an election is to be held at or after the annual meeting;
- 11.4.2 accept any additional written nominations for elected office any time prior to the holding of annual elections;
- 11.4.3 make recommendations to the Board of names of persons to fill vacancies in office or on the Board or on committees that occur throughout the year.

## 11.5 Rules Governing Committees

Except as otherwise provided by by-law of the Corporation, all Committees other than the Executive Committee are subject to the following:

- 11.5.1 the Chair and members shall be appointed by the Executive Committee, if any, otherwise by the Board, from among the members of the Corporation who are qualified to hold office;
- 11.5.2 at least one member of the Board shall be appointed to serve on each Committee;
- 11.5.3 in addition to the members of a Committee appointed pursuant to subsection 11.5.1, the Executive Committee, if any, otherwise the Board, may appoint to any Committee, persons who are not members of the Corporation who are qualified to hold office; provided that the total number of such persons shall at all times remain less than one-third of the total number of persons who are members of such Committee;
- 11.5.4 a member of a Committee shall serve for a term ending at the annual meeting of members following appointment, and is eligible for reappointment for one or more additional terms;
- 11.5.5 each Committee shall meet at least annually, and more frequently at the will of its Chair or as required by its terms of reference, and as requested by the Executive Committee, if any, otherwise by the Board;
- 11.5.6 each Committee shall be responsible to, and report after each meeting to, the Executive Committee;
- 11.5.7 subject to any rules established by the Executive Committee, each Committee may establish its own rules of procedure and may appoint subcommittees.

## 12. REGIONAL DIVISIONS

### 12.1 Regional Divisions

Any group of members in any region may set up a regional division of the Corporation upon ratification of the proposed constitution by the Executive Committee.

## 13. STUDY GROUPS

### 13.1 Study Groups

The Executive Committee may endorse the formation of a study group on evidence of the support of at least 15 members of the Corporation in good standing.

## 14. INSURANCE AND PROTECTION OF DIRECTORS AND OFFICERS

### 14.1 Insurance

The Corporation shall purchase and maintain appropriate liability insurance for the benefit of the Corporation and each person acting or having previously acted in the capacity of a Director, officer or any other capacity at the request of or on behalf of the Corporation, which insurance shall include:

14.1.1 property and public liability insurance;

14.1.2 Directors' and officers' insurance;

and may include

14.1.3 such other insurance as the Board sees fit from time to time;

with coverage limits in amounts per occurrence, with an aggregate maximum limits and with insurers, all as deemed appropriate by the Board from time to time.

The Corporation shall ensure that each director and officer is added as a named insured to any policy of directors and officers insurance maintained by the Corporation.

No coverage shall be provided for any liability relating to a failure to act honestly and in good faith with a view to the best interests of the Corporation.

It shall be the obligation of any person seeking insurance coverage or indemnity from the Corporation to cooperate fully with the Corporation in the defence of any demand, claim or suit made against such person, and to make no admission of responsibility or liability to any third party without the prior agreement of the Corporation.

### 14.2 Directors and Officers Liability Exclusion

Absent the failure to act honestly and in good faith in the performance of the duties of office, and save as may be otherwise provided in any legislation or law, no present or past Director or officer of the Corporation shall be personally liable for any loss or damage or expense to the Corporation arising out of the acts (including wilful, negligent or accidental conduct), receipts, neglects, omissions or defaults of such Director or officer or of any other Director or officer or employee, servant, agent, volunteer or independent contractor arising from any of the following.

14.2.1 insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation;

14.2.2 insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be placed out or invested;

14.2.3 loss or damage arising from the bankruptcy or insolvency of any person, firm or corporation including any person, firm or corporation with whom or which any monies, securities or effects shall be lodged or deposited;

- 14.2.4 loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with monies, securities or other assets belonging to the Corporation;
- 14.2.5 loss, damage or misfortune whatever which may occur in the execution of the duties of the Director's or officer's respective office or trust or in relation thereto; and
- 14.2.6 loss or damage arising from any wilful act, assault, act of negligence, breach of fiduciary or other duty or failure to render aid of any sort.

#### 14.3 Pre-Indemnity Considerations

Before giving approval to the indemnities provided in section 14.4 herein, or purchasing insurance provided in section 14.1 herein, the Board shall consider:

- 14.3.1 the degree of risk to which the Director or officer is or may be exposed;
- 14.3.2 whether, in practice, the risk cannot be eliminated or significantly reduced by means other than the indemnity or insurance;
- 14.3.3 whether the amount or cost of the insurance is reasonable in relation to the risk;
- 14.3.4 whether the cost of the insurance is reasonable in relation to the revenue available; and
- 14.3.5 whether it advances the administration and management of the property to give the indemnity or purchase the insurance.

#### 14.4 Indemnification of Directors and Officers

Every person (in this section referred to as a "protected person"), including the respective heirs, executors and administrators, estate, successors and assigns of the person, who:

- 14.4.1 is a Director; or,
- 14.4.2 is an officer of the Corporation; or
- 14.4.3 is a member of a Committee; or
- 14.4.4 has undertaken, or, with the direction of the Corporation is about to undertake, any liability on behalf of the Corporation or any Corporation controlled by the Corporation, whether in the person's personal capacity or as a director or officer or employee or volunteer of such corporation;

shall be indemnified and saved harmless (including, for greater certainty, the right to receive the first dollar payout, and without deduction or any co-payment requirement) to a maximum limit per claim made as established by the Board of Directors from time to time, from and against all costs, charges and expenses which such protected person sustains or incurs:

- 14.4.5 in or in relation to any demand, action, suit or proceeding which is brought, commenced or prosecuted against such protected person in respect of any act, deed, matter or thing whatsoever, made, done or permitted or not permitted by such protected person, in or in relation to the execution of the duties of such office or in respect of any such liability; or,
- 14.4.6 in relation to the affairs of the Corporation generally,

save and except such costs, charges or expenses as are occasioned by the failure of such protected person to act honestly and in good faith in the performance of the duties of office.

Such indemnity will only be effective:

- 14.4.7 upon the exhaustion of all available and collectible insurance provided to directors by the Corporation inclusive of whatever valid and collectible insurance has been collected; and
- 14.4.8 providing the director has carried out all duties assigned to him which are subject of the claim in complete good faith so as to comply with the conditions of the insurance policy concerning entitlement to coverage.

The Corporation shall also, upon approval by the Board from time to time, indemnify any such protected person, firm or corporation in such other circumstances as any legislation or laws permit or require.

Nothing in this By-Law shall limit the right of any person, firm or corporation entitled to indemnity to claim indemnity apart from the provisions of this By-Law to the extent permitted by any legislation or law.

## 15. **EXECUTION OF DOCUMENTS**

### 15.1 Cheques, Drafts, Notes, Etc

All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Board.

### 15.2 Execution of Documents

Documents requiring execution by the Corporation may be signed by any two of the Chair, President, Vice-President, Secretary-Treasurer or any two (2) Directors, and all documents so signed are binding upon the Corporation without any further authorization or formality. The Board may from time to time appoint any officer or officers or any person or persons on behalf of the Corporation, either to sign documents generally or to sign specific documents. The corporate seal of the Corporation shall, when required, be affixed to documents executed in accordance with the foregoing.

### 15.3 Books and Records

The Board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute are regularly and properly kept.

## 16. **BANKING ARRANGEMENTS**

### 16.1 Board Designate Bankers

The Board shall designate, by resolution, the officers and other persons authorized to transact the banking business of the Corporation, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Board has designated as the Corporation's banker, to have the authority set out in the resolution, including, unless otherwise restricted, the power to,

- 16.1.1 operate the Corporation's accounts with the banker;
- 16.1.2 make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any of the cheques, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- 16.1.3 issue receipts for and orders relating to any property of the Corporation;
- 16.1.4 execute any agreement relating to any banking business and defining the rights and powers of the parties thereto; and
- 16.1.5 authorize any officer of the banker to do any act or thing on the Corporation behalf to facilitate the banking business.

### 16.2 Deposit of Securities

The securities of the Corporation shall be deposited for safe keeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the Corporation signed by such officer or officers, agent or agents of the Corporation, and in such manner, as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institutions which may be so selected as custodians of the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

## 17. **BORROWING BY THE CORPORATION**

### 17.1 General Borrowing Authority

Subject to the limitations set out in the by-laws or in the Letters Patent or Supplementary Letters Patent of the Corporation, the Board may:

- 17.1.1 borrow money upon the credit of the Corporation;
- 17.1.2 limit or increase the amount to be borrowed;
- 17.1.3 issue debentures or other securities of the Corporation;
- 17.1.4 pledge or sell such debentures or other securities for such sums and at such prices as may be deemed expedient; and
- 17.1.5 secure any such debentures, or other securities, or any other present or future borrowing or liability of the Corporation, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Corporation, and the undertaking and rights of the Corporation.

### 17.2 Specific Borrowing Authority

From time to time the Board may authorize any Director or officer of the Corporation to make arrangements with reference to the money so borrowed or to be borrowed and as to the terms and conditions of the loan thereof, and as to the security to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional security as the Board may authorize, and generally to manage, transact and settle the borrowing of money by the Corporation.

## 18. **FINANCIAL YEAR**

### 18.1 Financial Year Determined

The financial year of the Corporation shall terminate on the 31st day of December in each year or on such other date as the Board may from time to time by resolution determine.

## 19. **AUDITOR**

### 19.1 Annual Appointment

The members of the Corporation at each annual meeting shall appoint one or more auditors (none of whom shall be a Director, officer or employee of the Corporation unless the appointment is approved by all of the members entitled to vote), to audit the accounts (including the financial statements) of the Corporation and to report thereon to members at the annual meeting, to hold office until the close of the next annual meeting, and, if an appointment is not so made, the auditor in office continues in office until a successor is appointed.

### 19.2 Notice of Intention to Nominate

A person, other than a retiring auditor, is not capable of being appointed auditor at an annual meeting unless notice in writing of an intention to nominate that person to the office of auditor has been given by a member not less than fourteen (14) days before the annual meeting; and the member shall send a copy of any such notice to the retiring auditor and to the person it is intended to nominate, and shall give notice thereof to the members, either by advertisement or by notice in the manner set out in Article 20, not less than seven (7) days before the annual meeting.

### 19.3 Vacancy in the Office of Auditor

The Board may fill any casual vacancy in the office of auditor, but while the vacancy continues the surviving or continuing auditor, if any, may act.

#### 19.4 Removal of Auditor

The members, by a resolution passed by at least two-thirds (2/3) of the votes cast at a special general meeting of which notice specifying the intention to pass such resolution was given, may remove any auditor before the expiration of the term of office of the auditor, and shall by a majority of the votes cast at that meeting appoint another auditor in the place and stead of such person for the remainder of the term.

#### 19.5 Remuneration of Auditor

The remuneration of an auditor appointed by the members shall be fixed by the members, or by the Board if authorized to do so by the members, and the remuneration of an auditor appointed by the Board shall be fixed by the Board.

### 20. **NOTICE**

#### 20.1 Method of Notice

Except where otherwise provided in this By-law, notice shall be validly given if given by telephone, or if in writing:

- 20.1.1 by prepaid letter post;
- 20.1.2 by facsimile;
- 20.1.3 by e-mail; or
- 20.1.4 by other electronic method.

addressed to the person for whom intended at the last address shown on the Corporation's records; or in lieu of the foregoing whenever the number of members is not less than one hundred (100);

- 20.1.5 by posting such notice on the Web Site maintained by the Corporation.

Any such notice shall be deemed given:

- 20.1.6 in the case of telephone, at the time of the telephone call;
- 20.1.7 in the case of letter post, on the third day after mailing;
- 20.1.8 in the case of posting on the Web Site, on the date of posting; and
- 20.1.9 in all other cases, when transmitted.

#### 20.2 Computation of Time

In computing the date when notice must be given under any provision of the by-laws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, not included.

#### 20.3 Omissions and Errors

The accidental omission to give notice of any meeting of the Board, a Committee or members or the non-receipt of any notice by any Director or member or by the auditor of the Corporation or any error in any notice not affecting its substance does not invalidate any resolution passed or any proceedings taken at the meeting. Any Director, member or the auditor of the Corporation may at any time waive notice of any meeting and may ratify and approve any or all proceedings taken thereat.

### 21. **BY-LAWS AND AMENDMENTS, ETC.**

#### 21.1 Requirements for Amendment of By-Laws

By-laws of the Corporation may be amended, repealed, altered, or added to by by-law enacted by a majority of the Board at a meeting of the Board and sanctioned by a majority of the votes cast at a meeting of the members duly called for the purpose of considering the said by-law.

- 21.1.1 Provided that no such repeal, amendment, alteration or addition to the By-laws shall affect anything theretofore done under or pursuant to the By-laws;
- 21.1.2 Provided further that the enactment, repeal, amendment, alteration or addition of or to such by-law shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

21.2 Additional Requirements for By-law Amendment

In addition to the provisions of Section 21.1, no by-law amendment shall be effective unless there is compliance with the following:

- 21.2.1 the proposed amendment is delivered to the Head Office of the Corporation at least fifty (50) days prior to any meeting of members;
- 21.2.2 the Corporation notifies each member entitled to vote on such proposed amendment(s) not less than twenty-one (21) days prior to the meeting of members.

21.3 By Whom By-law Amendments Proposed

By-law amendments may be proposed by any member entitled to vote.

22. EFFECTIVE DATE

22.1 Effective Date

This By-law shall become effective after it has been sanctioned by a majority of the votes cast at a meeting of members duly called for the purpose of considering the said by-law, and after the approval of the Minister of Industry has been obtained.

**ENACTED** by the Directors as a By-Law of the Canadian Association of Geographers and sealed with the corporate seal this 26<sup>th</sup> day of May, 2014.

J. Harwin  
\_\_\_\_\_  
President

[Signature]  
\_\_\_\_\_  
Secretary

**CONFIRMED** by the Members in accordance with the *Canada Not-For-Profit Corporations Act* on the 29<sup>th</sup> day of May, 2014.

J. Harwin  
\_\_\_\_\_  
President

[Signature]  
\_\_\_\_\_  
Secretary