

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

A by-law relating generally to the conduct of the affairs of  
**CANADIAN SOCIETY FOR THE STUDY OF EDUCATION**  
**(SOCIETE CANADIENNE POUR L'ETUDE DE L'EDUCATION)**  
(the "Corporation")

### **TABLE OF CONTENTS**

ARTICLE I.	GENERAL
ARTICLE II.	MEMBERSHIP – MATTERS REQUIRING SPECIAL RESOLUTION
ARTICLE III.	MEMBERSHIP DUES, TERMINATION AND DISCIPLINE
ARTICLE IV.	MEETINGS OF MEMBERS
ARTICLE V.	DIRECTORS
ARTICLE VI.	MEETINGS OF DIRECTORS
ARTICLE VII.	OFFICERS
ARTICLE VIII.	NOTICES
ARTICLE IX.	AMENDMENT
ARTICLE X.	EFFECTIVE DATE

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

### **ARTICLE I. GENERAL**

#### **1.01 Definitions**

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

- (a) "Act" means the Canada Not-for-profit Corporations Act S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) "articles" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- (c) "board" means the board of directors of the Corporation and "director" means a member of the board;
- (d) "by-law" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;
- (e) "meeting of members" includes an annual meeting of members or a special meeting of members;

- (f) “special meeting of members” includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;
- (g) “ordinary resolution” means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- (h) “proposal” means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
- (i) “Regulations” means the regulations made under the Act, as amended, restated or in effect from time to time; and
- (j) “special resolution” means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

### **1.02 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 in Section 1.01 above, words and expressions defined in the Act have the same meanings when used in these by-laws.

### **1.03 Corporate Seal**

The Corporation 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 secretary-treasurer of the Corporation shall be the custodian of the corporate seal.

### **1.04 Execution of Documents**

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. 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 Corporation to be a true copy thereof.

### **1.05 Financial Year End**

The financial year end of the Corporation shall be determined by the board of directors.

### **1.06 Banking Arrangements**

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors 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 Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

### **1.07 Annual Financial Statements**

The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

## **ARTICLE II.**

### **MEMBERSHIP – MATTERS REQUIRING SPECIAL RESOLUTION**

#### **2.01 Membership Conditions**

Subject to the articles, there shall be two (2) classes of members in the Corporation, namely, Association Members and General Members. The board of directors of the Corporation may, by resolution, approve the admission of the members of the Corporation. Members may also be admitted in such other manner as may be prescribed by the board by ordinary resolution. The following conditions of membership shall apply:

##### Association Members

- (a) Association membership shall be available only to Associations. Associations are incorporated or unincorporated groups of persons recognized by the Corporation that have an interest in education and have applied and have been accepted for Associate membership in the Corporation
- (b) The term of membership of an Association member shall be annual, subject to renewal in accordance with the policies of the Corporation.
- (c) As set out in the articles, each Association member is entitled to receive notice of, attend and vote at all meetings of members and each such Association member shall be entitled to one (1) vote at such meetings with all other members of the Corporation except where members are entitled to vote as a class.

##### General Members

- (a) General membership shall be available only to persons, including individuals, faculties, schools, organizations and departments who have an interest in the study of education and who have applied and have been accepted for General membership in the Corporation.
- (b) As set out in the articles, each General member is entitled to receive notice of, attend and vote at all meetings of members and each such General member shall be entitled to one (1) vote at such meetings with all other members of the Corporation except where members are entitled to vote as a class.
- (c) The term of membership of a General member shall be annual, subject to renewal in accordance with the policies of the Corporation.

## **2.02 Notice of Meeting of Members**

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by any of the following means:

- (a) by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- (b) by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held; or
- (c) by affixing the notice, no later than 30 days before the day on which the meeting is to be held, to a notice board on which information respecting the corporation's activities is regularly posted and that is located in a place frequented by members; or
- (d) in the event that the corporation that has more than 250 members, by publication:
  - (i) at least once in each of the three weeks immediately before the day on which the meeting is to be held in one or more newspapers circulated in the municipalities in which the majority of the members of the corporation reside as shown by their addresses in the register of members, or
  - (ii) at least once in a publication of the corporation that is sent to all its members, during a period of 21 to 60 days before the day on which the meeting is to be held.

## **2.03 Membership Not Transferable**

A membership is not transferrable except with the approval of the board, which approval may be unreasonably withheld. A transfer of a membership without the approval of the board is null and void.

# **ARTICLE III.**

## **MEMBERSHIP DUES, TERMINATION AND DISCIPLINE**

### **3.01 Membership Dues**

Dues for members shall be set by resolution of the board and shall be effective when set, subject to ratification by the membership at the next annual meeting of the members provided that the failure to obtain ratification shall not invalidate the dues set by the board. The board may set different membership dues within a class of membership by member attribute, including without limitation by: individual v. organization, type of organization, and size of organization or any other attribute.

### **3.02 Membership Notification**

Members shall be notified in writing of the membership dues at any time payable by them and, subject to any decision of the board to the contrary, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

### **3.03 Termination of Membership**

A membership in the Corporation is terminated when:

- (a) the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
- (b) a member fails to maintain any qualifications for membership described in Section 2.01 of these bylaws including the payment of membership dues;
- (c) the member resigns by delivering a written resignation to the chair of the board of the Corporation in which case such resignation shall be effective on the date specified in the resignation;
- (d) the member is expelled in accordance with Section 3.04 below or is otherwise terminated in accordance with the articles or by-laws;
- (e) the member's term of membership expires; or
- (f) the Corporation is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

### **3.04 Discipline of Members**

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

- (a) violating any provision of the articles, by-laws, or written policies of the Corporation;
- (b) carrying out any conduct which may be detrimental to the Corporation 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 Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) 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 twenty (20) 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 Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20)

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.

#### **ARTICLE IV. MEETINGS OF MEMBERS**

##### **4.01 Persons Entitled to be Present**

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

##### **4.02 Electronic Meeting.**

If the directors or members of a corporation call a meeting of members, those directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the regulations, if any, to the Act, entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

##### **4.03 Chair of the Meeting**

In the event that the chair of the board, President and all Vice-Presidents are absent, the members who are present and entitled to vote at the meeting shall choose one of their numbers to chair the meeting.

##### **4.04 Quorum**

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be 3% of the members entitled to vote at the meeting. 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.

If at any such meeting a quorum is not present within thirty minutes after the time appointed for the meeting, then the meeting shall be adjourned to such date being not less than seven days later. At such adjourned meeting two members who are present or represented shall constitute a quorum thereat and may transact the business for which the meeting was originally called.

##### **4.05 Votes to Govern**

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. 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.  
DIRECTORS**

**5.01 Election and Term**

Subject to the articles, the number of directors shall not exceed thirty (30) in number as determined by resolution of the members and the members will elect the directors at the first meeting of members and at each succeeding annual meeting at which an election of directors is required as follows:

- (a) the Association members shall be entitled to elect that number of directors up to the number of Associations, but not to exceed 20 directors. The directors appointed by the Association members shall have a term of two (2) years.
- (b) the membership at large, including Association members and General members, shall be entitled to elect not less than one (1) director. The directors so appointed shall have a term of four (4) years.

**5.02 Additional Directors**

Subject to the Articles, the directors may appoint one or more additional directors, who shall hold office for a term expiring not later than the close of the next annual meeting of members, but the total number of directors so appointed may not exceed one third of the number of directors elected at the previous annual meeting of members and the total number of directors shall not exceed the maximum number prescribed under Section 5.01.

**ARTICLE VI.  
MEETINGS OF DIRECTORS**

**6.01 Calling of Meetings**

Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time. If the Corporation has only one director, that director may call and constitute a meeting.

**6.02 Notice of Meeting**

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in Section 8.01 of this by-law to every director of the Corporation not less than 7 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none 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 and place of the adjourned meeting is announced at the original meeting. No notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

### **6.03 Number and Quorum**

Until changed by by-law, the number of directors of the Corporation and the quorum thereof for the transaction of business at any meeting of the board shall be the number determined by resolution of the members and otherwise a majority of the number of directors. Notwithstanding vacancies, the remaining directors may exercise all the powers of the board so long as a quorum of the board remains in office provided that:

- (a) if there is a failure of quorum at a meeting those directors present at such meeting shall have the right to adjourn the meeting for at least 48 hours and, provided notice of such adjourned meeting is given to the directors not present, to reconvene the meeting at the time and date set out in the adjournment; and
- (b) at such reconvened meeting, the directors present, provided that the number is not less than the minimum number prescribed by the articles, shall constitute a quorum.

### **6.04 Chairman**

The chairman of any meeting of the board shall be the first mentioned of such of the following officers as have been appointed and who is a director and is present at the meeting: Chairman, President or a Vice-President. If all such officers be absent or unable or refuse or fail to act, the directors present may choose a chairman from among their number. The chairman at any meeting may vote as a director.

### **6.05 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 of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

### **6.06 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 not have a second or casting vote.

### **6.07 Committees**

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such 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. Any committee member may be removed by resolution of the board of directors.

Without limiting the foregoing the Corporation may have the following committees:

- (a) Executive Committee: The Board of Directors may provide for the creation of an Executive Committee comprising the officers of the Corporation, who shall be appointed by the board and which committee shall exercise such powers as are authorized by the board. Any Executive Committee member may be removed by majority vote of the Board of Directors.
- (b) Nominating Committee. The Board of Directors may provide for the creation of a Nominating Committee for the purpose of presenting a list of individuals recommended as directors.

## **ARTICLE VII. OFFICERS**

### **7.01 Description of Offices**

Unless otherwise specified by the board which may, subject to the Act modify, restrict or supplement such duties and powers, the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- a) Chair of the Board - The chair of the board, if one is to be appointed, shall be a director. The chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The chair shall have such other duties and powers as the board may specify.
- b) President – If appointed, the president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The president shall, subject to the authority of the board, have general supervision of the affairs of the Corporation.
- c) Past President – The past president, if appointed, shall be a former president of the Corporation. The past president shall have such powers and duties as the board may specify..
- d) President Elect. The president elect, if appointed, shall have such powers and duties as the board may specify;
- e) Vice President(s). The vice-President(s), if appointed, shall have such powers and duties as the board may determine.
- f) Secretary-Treasurer – If appointed, the secretary-treasurer shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary-treasurer shall enter or cause to be entered in the Corporation’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 public accountant and members of committees; the secretary-treasurer shall be the custodian of all books, papers, records, documents and

other instruments belonging to the Corporation and shall have all such other powers and duties as the board may specify.

g) The board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board or president requires of them.

### **7.02 Succession in Office**

Except as the board may otherwise determine, the President-Elect, President and Past-President shall succeed each other as follows:

- a) the President-Elect shall have a term of one (1) year from election or appointment;
- b) immediately following the end of the one (1) year term as President-Elect, the President-Elect shall be deemed to have vacated the office of President-Elect and shall succeed to the office of and shall be the President for a period of two (2) years; and
- c) immediately following the end of the two (2) year term as President, the President shall be deemed to have vacated the office of President and shall succeed to the office of and shall be the Past-President for a period of one (1) year.

### **7.03 Vacancy in Office**

In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, and subject to section 7.02 above, an officer shall hold office until the earlier of:

- (a) the end of the term of the appointment which shall be for a period of two (2) years;
- (b) the officer's successor being appointed;
- (c) the officer's resignation;
- (d) such officer ceasing to be a director (if a necessary qualification of appointment) or such officer's death;

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy. Notwithstanding anything else contained herein, an officer may be reappointed to the same office by the board.

## **ARTICLE VIII. NOTICES**

### **8.01 Method of Giving Notices**

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members or a meeting of the board of directors, pursuant to the Act, the articles, the by-laws or otherwise to a member,

director, officer or member of a committee of the board or to the public accountant 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 Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors) of the Act; or
- 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; or
- d) if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; 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, public accountant or member of a committee of the board 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 Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

#### **8.02 Invalidity of any provisions of this by-law**

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.

#### **8.03 Omissions and Errors**

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation 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.

### **ARTICLE IX. AMENDMENT**

#### **9.01 Amendment.**

In addition to the approval required under the Act, any amendment to the rights of a class of membership shall not be effective unless the members of the class affected thereby approve or

ratify the amendment by a majority of not less than 2/3rds of the members of that class voting thereon, voting separately as a class.

**ARTICLE X.  
EFFECTIVE DATE**

**10.01 Effective Date**

Subject to matters requiring a special resolution of the members, this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 1<sup>st</sup> day of June, 2013 and confirmed by the members of the Corporation by special resolution on the 4<sup>th</sup> day of June, 2013.

Dated as of the 19<sup>th</sup> day of June, 2013.

---

Nicholas Ng-A-Fook, Secretary-Treasurer