

Porcupine Ski Runners Inc.

By-Laws

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By-Law #1

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Section 1 - General

1.01 Definitions

In this by-law, unless the context otherwise requires:

1. "Act" means the most current version of the Not-for-Profit Corporations Act, (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
2. "Board" means the board of directors of the Corporation;
3. "By-laws" means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
4. "Chair" means the chair of the Board;
5. "Corporation" means Porcupine Ski Runners Inc, the corporation that has passed these by-laws under the Act;
6. "Director" means an individual occupying the position of director of the Corporation by whatever name he or she is called;
7. "Member" means a member of the Corporation;
8. "Members" means the collective membership of the Corporation;
9. "Executive" means Board Members appointed as the executive of the Corporation; and
10. "Officer" means any Member, Director or employee who has been authorized by the board to act as leader for specified responsibilities.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in this by-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

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. If any of the provisions contained in the By-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.04 Head Office

The Head Office of the Corporation shall be in the City of Timmins at 1875 Highway 101 East.

1.05 Seal

The seal, an impression of which is stamped in the margin, shall be the seal of the Corporation.

1.06 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations, cheques and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers or Directors providing the documents have previously been approved by the Board. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

Section 2 - Directors

2.01 Directors

Directors shall be Members of the Corporation. A person who is not a Member may be elected as a Director if the Board deems it advisable because of the person's expertise.

2.02 Election and Term

The Directors shall be elected by the Members. The term of office of the Directors (subject to the provisions, if any, of the articles) shall be from the date of the meeting at which they are elected or appointed until the next annual meeting or until their successors are elected or appointed.

2.03 Vacancies

The office of a Director shall be vacated immediately:

1. if the Director resigns office by written notice to the secretary, which resignation shall be effective at the time it is received by the secretary or at the time specified in the notice, whichever is later;
2. if the Director dies or becomes bankrupt;
3. if the Director is found to be incapable of managing property by a court or under Ontario law;
4. if, at a meeting of Directors, a resolution is passed by at least a majority of the votes cast by the

Board of Directors that the Director is not fulfilling responsibly the role of a Director as detailed in Section 2.07 and Schedule D; or

5. if, at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.

2.04 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of Directors may fill a vacancy among the Directors;
2. if there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.05 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a managing Director or a committee of Directors and may delegate to the managing Director or committee any of the powers of the Directors excepting those powers set out in the Act that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the Act, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time; and
3. The Board may appoint from the Members a committees with no Directors, that shall be delegated as specified in sections 2.05.1 and 2.05.2.

2.06 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;
2. Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is: (i) considered reasonable by the Board; (ii) approved by the Board for payment by resolution passed before such payment is made; and (iii) in compliance with the conflict of interest provisions of the Act.

2.07 Duties of Directors

The Board of Directors is accountable to the members. It is responsible for managing, and supervising the activities and affairs of the corporation. Directors and officers are required to exercise at least the level of care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances. They are also required to act honestly, in good faith and in the best interests of the corporation, rather than in their own personal interest.

While serving as a director, elected individuals shall perform their responsibilities in accordance with the commitments detailed in Schedule D.

Section 3 - Board Meetings

3.01 Calling of Meetings

Meetings of the Directors may be called by the President, as Chair, or any two Directors at any time and any place on notice as required by this by-law.

3.02 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Chair

The President shall be the Chair and shall preside at Board meetings. In the absence of the President, the Vice-President shall preside at Board meetings or the Directors present shall choose one of their number to act as the Chair.

3.05 Voting

Each Director present at the meeting has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.06 Electronic Voting

In situations where speed or convenience dictates, votes may be conducted using electronic communication methods.

3.07 Participation by Telephone or Other Communications Facilities

If all the Directors participating consent, a Board meeting may be held by telephone, electronic or other

communication facilities that permit all persons participating in the meeting to communicate adequately with each other at the same time, and a Director participating by such means is deemed to be present at that meeting.

3.08 Quorum

A quorum for the transaction of business at any meeting of Directors is a majority of the Board. If a quorum is present at the opening of a meeting of Directors, the Directors present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting. Should a quorum of Directors not be present at the beginning of a meeting, those in attendance may decide to proceed with the meeting with the following conditions:

1. Motions may be presented, discussed and recorded in the minutes but having the motions carried by a vote is restricted.
2. Procedural motions may be carried by a vote with unanimous approval of the directors present.
3. Motions concerning change of Board policy or capital expenditure may not be passed if there is not a quorum.
4. Motions that cannot be approved without a quorum will be tabled and be placed on the agenda of the next meeting of Directors at which time they may be voted on provided there is a quorum of Directors.
5. If any motion presented at a meeting of Directors where a quorum is not present requires action prior to the next meeting of Directors, Electronic Voting may be used.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank or other financial institution in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.02 Financial Year

The financial year of the Corporation ends on May 31 in each year or on such other date as the Board may from time to time by resolution determine.

Section 5 – Executive and Officers

5.01 Executive

The Board shall appoint from among the Directors a President and may appoint any other Director to be Vice-President, Treasurer and Secretary at its first meeting following the annual meeting of the Corporation. The office of treasurer and secretary may be held by the same person and may be known as the secretary-treasurer. The office of Chair and President shall be held by the same person. The board may appoint the person who most recently held the position of President as Past President provided that person has been elected as a Director.

5.02 Officers

The Board may appoint such other officers, agents and committee chairs as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time. Such officers, agents and committee chairs shall be a Member but need not be a Director.

5.03 Office Held at Board's Discretion

Any Executive or Officer shall cease to hold office upon resolution of the Board.

5.04 Duties

Executive members and Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

5.05 Duties of the President

The President shall perform the duties described in sections 3.04 and 9.05, the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.06 Duties of the Vice-President

The Vice-president will assume the duties of the President in the absence of the President and such other duties as may be required by law or as the Board may determine from time to time.

5.07 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.08 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors, Executive and Officers

No Director, Executive or committee member of the Corporation is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

1. complied with the Act and the Corporation's articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the Act.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

Section 8 – Members

8.01 Members

Membership in the Corporation shall consist of the incorporators named in the articles and such other persons who apply for membership and pay the required annual Membership fee.

8.02 Membership

- A member may be elected as a Director after attaining the age of 18.
- A member may vote at a members' meeting after attaining the age of 18.
- A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act.

8.03 Honorary Members

The Board may award the title Honorary Member to individuals in recognition of exemplary service to the Corporation. The honorary membership shall not be entitled to vote at, but shall be entitled to notice of and be present at meetings of members of the Corporation. They shall not be required to pay any membership fees or dues. If membership fees are paid, then all privileges of a Member are awarded and the title of Honorary is also recognized.

8.04 Disciplinary Act or Termination of Membership for Cause

- Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.
- **The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.**

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting shall be held on a day and at a place within Ontario fixed by the Board.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor or person who has been appointed to conduct a review engagement or a compilation. In lieu of presenting at the AGM, the report of the auditor or person appointed to conduct a review engagement or a compilation may be distributed to the members not later than 6 months after the end of the fiscal year;
5. reappointment or new appointment of the auditor or a person to conduct a review engagement or a compilation for the coming year. The reappointment or new appointment may be deferred as a responsibility of the Board by a majority of votes of the members present or represented by proxy;
6. election of Directors;
7. approval of Membership fees; and
8. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

9.02 Special Meetings

The Directors may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.03 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgement on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.04 Quorum

A quorum for the transaction of business at any meeting of the Members is a majority of the Board and at least three other Members present in person or represented by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.05 Chair of the Meeting

The President shall be the chair of the Members' meeting; in the President's absence, the Members present at any Members' meeting shall choose another Director as chair and if all of the Directors

present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

9.06 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

1. each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.07 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.08 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 - Adoption and Amendment of By-laws

11.01 Amendments to By-laws

The Members may from time to time amend this by-law by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this by-law other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Revised: 2014-05-06 and 2014-05-22 (Original enacted 1973)

Enacted: 2014-06-10.

Amended: 2014-10-07, 2019-05-07

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Denis Charette
President

Rhys Lucas
Secretary

Schedule A

Position Description of the President

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas. Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction. Serve as the Board's central point of communication with the senior management, if any, of the Corporation; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.

Performance Appraisal. Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process.

Work Plan. Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation. Serve as the Board's primary contact with the public.

Reporting. Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct. Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship. Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with under-performance of individual Directors.

Succession Planning. Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership. Serve as member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds. The treasurer shall have the custody of the funds, investments and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of investments or securities, in such registered dealer in investments and securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board. The Board may appoint a Director or Member to assist the Treasurer.

Board Conduct. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship. Serve as a mentor to other Directors.

Financial Statement. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report, if available, of the auditor or of the person who has conducted the review engagement or compilation, as the case may be. If the report is unavailable at the AGM, it will be distributed to the members not later than 6 months after the end of the fiscal year.

Schedule C

Position Description of the Secretary

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management. Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board. The Board may appoint a Director or Member to assist the Secretary.

Meetings. Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

Schedule D

Responsibilities of Directors

- Establish as a high priority attendance at all meetings of the board, committees and task forces on which the director serves.
- Come prepared to discuss the issues and business to be addressed at scheduled meetings, having read the agenda and relevant background material.
- Work with and respect the opinions of peer directors, and leave personal prejudices out of all board discussions.
- Always act for the good of Porcupine Ski Runners.
- Represent Porcupine Ski Runners in a positive and supportive manner at all times and in all places.
- Observe meeting procedures and display courteous conduct in all board, committee and task force meetings.
- Become familiar with existing policies and procedures.
- Be aware that Porcupine Ski Runners directors not only develop and monitor policies but also provide the leadership in implementing them.
- Avoid conflicts of interest between the position as a board member and personal life. If such a conflict does arise, declare that conflict before the board and refrain from voting on matters in which there is a conflict.
- Support in a positive manner all actions taken by the board of directors even when in a minority position on such actions.
- Agree to serve on at least one committee or task force, place a priority on attending all meetings and participate in the accomplishment of its objectives. If chairing the board, a committee or a task force:
 - Call meetings as necessary until objectives are met.
 - Ensure that the agenda and support materials are distributed to members before meetings.
 - Conduct the meetings in an orderly, fair, open and efficient manner.
 - Make committee / task force progress reports / minutes to the board at its scheduled meetings.
- Participate in:
 - Strategic planning retreats.
 - Board self-evaluation programs and board development workshops which enhance skills and knowledge.

By-Law #2

Borrowing Clause

1.01 Borrowing

The Board of Directors may from time to time, in such amounts and on such terms as it deems expedient:

1. borrow money on the credit of the Corporation;
2. issue, sell or pledge debt obligations (including bonds, debentures notes or other similar obligations, secured or unsecured) of the Corporation;
3. charge, mortgage, hypothecate or pledge all or any of the currently owned or subsequently acquired real or personal, movable or immovable, property of the Corporation, including book debts, rights, powers, franchises and undertaking, to secure any debt obligations or any money borrowed, or other debt or liability of the Corporation.

1.02 Delegation of Power

The board of directors may from time to time delegate to such one or more of the directors and officers of the Corporation as may be designated by the board all or any of the powers conferred on the board above to such extent and in such manner as the board shall determine at the time of each such delegation.