

**Sandy Hill Community Health Centre, Inc. /
Centre de santé communautaire Côte-de-Sable, Inc.**

By-law No. 1

Approved at the Annual General Meeting on June 29, 2022

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BY-LAW NO. 1

A by-law relating generally to the transaction of the business and affairs of

**Sandy Hill Community Health Centre, Inc./
Centre de santé communautaire Côte-de-Sable, Inc.**

(hereinafter referred to as the "Corporation")

SECTION 1 **INTERPRETATION**

1.01 Definitions. In this By-Law, unless the context otherwise specifies or requires:

- (a) **"Act"** means the *Corporations Act*, R.S.O. 1990, chap. C.38 as from time to time amended and every statute that may be substituted therefor and, in the case of such substitution, any references in the By-laws of the Corporation to provisions of the Act shall be read as references to the substituted provisions therefor in the new statute or statutes;
- (b) **"By-law"** means any By-law of the Corporation from time to time in force and effect;
- (c) **"Letters Patent"** means the Letters Patent and any supplementary letters patent of the Corporation;
- (d) **"Regulations"** means the regulations made under the Act as from time to time amended and every regulation that may be substituted therefor and, in the case of such substitution, any references in the By-laws of the Corporation to provisions of the regulations shall be read as references to the substituted provisions therefor in the new regulations;
- (e) **"Special Resolution"** means a resolution passed by the directors and confirmed with or without variation by at least two-thirds (2/3) of the votes cast at a general meeting of the members of the Corporation duly called for that purpose, or, in lieu of such confirmation, by the consent in writing of all the members entitled to vote at such meeting.

1.02 Interpretation. This By-law shall be, unless the context otherwise requires, construed and interpreted in accordance with the following:

- (a) all terms which are contained in the By-laws of the Corporation and which are defined in the Act or the Regulations made thereunder shall have the meanings given to such terms in the Act or such Regulations;
- (b) words importing the singular number only shall include the plural and vice versa; and the word "person" shall include bodies corporate, corporations, companies, partnerships, syndicates, trusts and any number or aggregate of persons;
- (c) the headings used in the By-laws are inserted for reference purposes only and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify or explain the effect of any such terms or provisions.

SECTION 2

CORPORATE MATTERS

- 2.01 Head Office. The head office of the Corporation shall be in the City of Ottawa in the Province of Ontario (subject to change by Special Resolution) and at such place within the municipality in Ontario where the head office is from time to time situated as the directors of the Corporation may from time to time by resolution fix.
- 2.02 Seal. The seal of the Corporation, if any, may be approved by resolution of the board of directors.

SECTION 3

COMMUNITIES SERVED

- 3.01 Service Area. The communities served by the Corporation are the City of Ottawa and such other communities as may be defined by geography, client population or needs that the board of directors may determine from time to time
- 3.02 French Language Services Designation. As a designated French Language Service organization, SHCHC values equity and is responsible for providing an active offer of services that are accessible, regular and permanent in both official languages and supporting the development and vitality of the Francophone community.

SECTION 4

DIRECTORS

- 4.01 Duties and Number.
- (a) A board of directors who may be known and referred to as directors, trustees or governors shall manage the affairs of the Corporation.
 - (b) The board of directors shall normally consist of fourteen (14) directors. In any event, unless approved by Special Resolution, the number of directors shall not be fixed below ten (10) or above sixteen (16).
- 4.02 Qualifications. Every director shall be eighteen (18) or more years of age and shall be a member of the Corporation, or shall become a member of the Corporation within ten (10) days after election or appointment as a director and no undischarged bankrupt shall become a director. A minimum of three (3) directors shall be Francophone. A minimum of three (3) directors shall be clients of the Corporation.
- 4.03 Election and Term. Directors shall be elected for a term of two (2) years each. Subject to the provisions of this By-law (including section 20.02), directors shall be elected in rotation such that the members at every annual meeting shall elect approximately half of the directors on the board. The directors' term of office shall be from the date of the meeting at which they are elected until the second annual meeting following their election or until their successors are elected. Directors may hold office for a maximum of three (3) consecutive terms or six (6) consecutive years, whichever comes first. After a one year absence from the board, a member is eligible to stand again for election to the board. If the Chair of the board is in the last year of his/her/their permitted term as an elected director, he/she/they/them shall become an *ex officio* director without voting rights for a term of one year commencing at the end of his/her/their term as an elected director in order for him/her/them to assume his/her/their role as Past Chair.
- 4.04 Honorary Directors. The board of directors may appoint one or more honorary directors in recognition of long or special services to the Corporation. Such honorary director shall serve at the pleasure of the board and shall not have the right to vote.

4.05 Vacancies. The office of a director shall automatically be vacated:

- (a) if the director does not within ten (10) days after election or appointment as a director become a member, or ceases to be a member of the Corporation;
- (b) if the director becomes bankrupt or suspends payment of debts generally or compounds with creditors or makes an authorized assignment or is declared insolvent;
- (c) if the director is found to be a mentally incompetent person or becomes of unsound mind;
- (d) if the director by notice in writing to the corporation resigns office which resignation shall be effective at the time it is received by the Secretary of the Corporation or at the time specified in the notice, whichever is later;
- (e) if at a meeting of members, a resolution is passed by at least two-thirds (2/3) of the votes cast by the members at the special meeting removing the director before the expiration of the director's term of office;
- (f) if the director fails to attend three (3) consecutive meetings of the board or fails to attend five (5) meetings of the board in any 12 month period; or
- (g) if the director dies.

4.06 Filling Vacancies.

- (a) A vacancy occurring in the board of directors shall be filled as follows:
 - (i) if the vacancy occurs as a result of the removal of any director by the members in accordance with 4.05 (e) above, it may be filled upon the vote of a majority of the members and any director elected to fill a removed director's place shall hold office for the remainder of the removed director's term;
 - (ii) 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;
 - (iii) otherwise such vacancy shall be filled at the next annual meeting of the members.
- (b) If the number of the directors is increased between the terms, a vacancy or vacancies, to the number of the authorized increase, shall thereby be deemed to have occurred, which may be filled in the manner above provided.

4.07 Executive Committee.

- (a) Subject to Section 70 of the Act and in the event that the number of directors on the board is greater than six (6), the directors may elect from among their number an executive committee consisting of the Chair, two (2) Vice-Chairs, Secretary, Treasurer, Past Chair and Executive Director. In the event that one of the foregoing members is not a Francophone, the board shall appoint to the executive committee, from the members of the board, a director who is Francophone. All members of the executive committee shall have the right to vote except for the Past Chair and the Executive Director.
- (b) During the intervals between board meetings, the Executive Committee shall possess and may exercise, subject to any regulations which the board may impose, all the powers

of the board in the management and direction of the affairs and business of the Corporation. Without limiting the generality of the foregoing, the Board may assign and delegate to such Executive Committee any of the powers of the board of directors, subject to the restrictions, if any, contained in the By-laws or imposed from time to time by the board of directors, with the exception of modifying the Executive Committee's mandate, and appointing members to the Board .

- (c) Subject to the By-laws and any resolution of the board of directors, the executive committee may meet for the transaction of business, adjourn and otherwise regulate its meetings as it sees fit and may from time to time adopt, amend or repeal rules or procedures in this regard, provided, however, that if the executive committee is authorized to fix its quorum, such quorum shall not be less than a majority of its members.
 - (d) Subject to the Act, except to the extent otherwise determined by the board of directors or, failing such determination, as determined by the Executive Committee, the provisions of sections 5.01, 5.02 and 5.06 hereof, shall apply, with necessary modifications to the executive committee.
 - (e) Any Executive Committee member may be removed by resolution of the board of directors.
 - (f) Executive Committee members shall receive no remuneration for serving as such, but are entitled to reasonable expenses incurred in the exercise of their duty.
- 4.08 Other Committees. The board of directors may from time to time appoint any other committee or committees, as it deems necessary or appropriate for such purposes and with such advisory 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. The committee members shall serve as such without remuneration.
- 4.09 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 a director may be reimbursed for reasonable expenses incurred by the director in the performance of the director's duties.

SECTION 5

MEETINGS OF DIRECTORS

- 5.01 Place of Meeting. Meetings of the board of directors may be held either at the head office or at any place within or outside Ontario.
- 5.02 Notice.
- (a) The Chair, Vice-Chairs or any two (2) directors may, at any time, convene a meeting of Directors. The Secretary, when directed or authorized by any of such officers or any two (2) directors, shall convene a meeting of directors.
 - (b) The notice of meeting convened as aforesaid need not specify the purpose of or the business to be transacted at the meeting.
 - (c) Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Article 16 of this by-law to every Director of the Corporation not less than five 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.

- (d) Provided that a quorum of directors is present at the first board of directors meeting that immediately follows the meeting at which the election or appointment of one or more of its directors occurs, no further notice of a meeting shall be necessary.

5.03 Error or Omission in Giving Notice. No error or accidental omission in giving notice of any meeting of directors shall invalidate such meeting or make void any proceedings taken at such meeting.

5.04 Adjournment.

- (a) The chairperson of the meeting, with the consent of the meeting, to a fixed time and place, may adjourn any meeting of directors from time to time.
- (b) Notice of any adjourned meeting of directors is not required to be given if the time and place of the adjourned meeting is announced at the original meeting.
- (c) Any adjourned meeting shall be duly constituted if held in accordance with the terms of the adjournment and a quorum is present thereat. The directors who formed a quorum at the original meeting are not required to form the quorum at the adjourned meeting. If there is no quorum present at the adjourned meeting, the original meeting shall be deemed to have terminated forthwith after its adjournment.
- (d) 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.

5.05 Regular Meetings.

- (a) The board of directors shall hold at least five (5) meetings in each fiscal year of the Corporation.
- (b) Subject to subsection 5.05 (a), the board of directors may appoint a day or days in any month or months for regular meetings of the board of directors at a place or hour to be named by the board of directors and a copy of any resolution of the board of directors fixing the place and time of regular meetings of the board of directors shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meetings.

5.06 Quorum. The number of directors, which shall form a quorum for the transaction of business, shall be that which is set out in the Letters Patent or a special resolution of the Corporation and, in the event of no such provision, a majority of the directors shall form a quorum for the transaction of business. The presence of one Francophone director is required when the board discusses matters that are related to any French language service or issue. Notwithstanding any vacancy among the directors, a quorum of directors may exercise all the powers of the directors.

5.07 Voting. Except as otherwise provided in this By-law, each director is authorized to exercise one (1) vote. Questions arising at any meeting of directors shall be decided by a majority of votes. In case of an equality of votes the chairperson of the meeting in addition to an original vote shall have a second or casting vote.

- 5.08 Telephone Participation. If all the directors of the Corporation consent, a meeting of directors may be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to hear each other simultaneously and instantaneously, and a director participating in such meeting by such means is deemed to be present at the meeting.
- 5.09 Deemed Present in Person. Where a meeting of directors is held by teleconference or by other electronic means, a director participating at such meeting by teleconference or by other electronic means shall be deemed, for the purposes of these By-laws, to be present in person.
- 5.10 Resolution in Lieu of Meeting. A resolution in writing signed by all of the directors entitled to vote on that resolution at a meeting of directors, or committees of directors, is as valid as if it had been passed at a meeting of directors or committee of directors.
- 5.11 Guests at Board Meetings. The Executive Director and two (2) staff representatives of the Corporation elected annually by the staff of the Corporation shall be invited to attend all meetings of the board but shall be excluded from all or such portion of *in camera* board sessions as the board shall decide.

SECTION 6

POWERS OF DIRECTORS

- 6.01 Administer Affairs. The board of directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its Letters Patent or otherwise authorized to exercise and do.
- 6.02 Expenditures. The board of directors shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate, by resolution to an officer or officers of the Corporation, the right to employ and pay salaries to employees.
- 6.03 Borrowing Power. The board of directors of the Corporation may from time to time:
- (a) borrow money on the credit of the Corporation;
 - (b) issue, sell or pledge debt obligations (including bonds, debentures, debenture stock, notes or other like liabilities whether secured or unsecured) of the Corporation;
 - (c) charge, mortgage, hypothecate or pledge all or any currently owned or subsequently acquired real or personal, movable or immovable property of the Corporation, including book debts, rights, powers, franchises and undertakings, to secure any debt obligations or any money borrowed, or other debt or liability of the Corporation; and
 - (d) delegate the powers conferred on the board of directors under this paragraph to such officer or officers of the Corporation and to such extent and in such manner as the directors shall determine.

The powers hereby conferred shall be deemed to be in supplement of and not in substitution for any powers to borrow money for the purposes of the Corporation possessed by its directors or officers independently of this By-law.

- 6.04 Fund Raising. The board of directors shall take such steps as they may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.

- 6.05 Agents and Employees. The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.
- 6.06 Remuneration of Agents and Employees. The board or directors shall, subject to the other provisions of the By-law, fix the remuneration of agents, employees and committee members.

SECTION 7

OFFICERS

- 7.01 Appointment.
- (a) The board of directors shall annually or more often as may be required, elect from among themselves the following officers:
 - (i) Chair;
 - (ii) Two Vice-Chairs;
 - (iii) Secretary;
 - (iv) Treasurer; and
 - (v) Such other officers as the board may determine from time to time.
 - (b) The same person may hold two or more of the aforesaid offices, except the office holders of the Chair and Vice-Chairs. In case and whenever the same person holds the offices of Secretary and Treasurer that person may but need not be known as the Secretary-Treasurer.
 - (c) The board of directors may from time to time appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the board of directors.
- 7.02 Vacancies. Notwithstanding the foregoing, each incumbent officer shall continue in office until the earlier of:
- (a) that officer's resignation, which resignation shall be effective at the time the written resignation is received by the Secretary of the Corporation or at the time specified in the resignation, whichever is later;
 - (b) the appointment of a successor;
 - (c) that officer ceasing to be a director or member;
 - (d) the meeting at which the directors annually appoint the officers of the Corporation;
 - (e) that officer's removal;
 - (f) that officer's death.

If the office of any officer of the Corporation shall be or become vacant the directors by resolution may appoint a person to fill such vacancy.

- 7.03 Remuneration of Officers. The officers (with the exception of any staff member) shall serve as such without remuneration and no such officer shall directly or indirectly receive any profit from occupying the position of officer; provided that all officers shall be entitled to be reimbursed for reasonable expenses incurred in the performance of the officer's duties.
- 7.04 Removal of Officers. All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the board of directors at any time, with or without cause.
- 7.05 Duties of Officers may be delegated. In case of the absence or inability to act of any officer of the Corporation or for any other reason that the board of directors may deem sufficient, the board of directors may delegate all or any of the powers of any such officer to any other officer or to any director for the time being.
- 7.06 Powers and Duties. All officers shall sign such contracts, documents or instruments in writing as require their respective signatures and shall respectively have and perform all powers and duties incident to their respective offices and such other powers and duties respectively as may from time to time be assigned to them by the board of directors. The duties of the officers shall include:
- (a) Chair. The Chair shall, when present, preside at all meetings of the board of directors, committees of directors, if any, and the members. The Chair and the Secretary shall sign all by-laws, special resolutions and other such documents as may require their signatures. The Chair may delegate any of these responsibilities when necessary and with approval of the majority of the board of directors. The Chair shall be an ex-officio member of all committees.
 - (b) Two Vice-Chairs. As more specifically assigned by the board, the Vice-Chairs shall be responsible for strategic planning, quality improvement, performance management, risk management, strategic and generative organizational/policy level enquiry, advocacy priorities and corporate identity. The Vice-Chairs shall perform such other duties and have such other powers as the board may determine from time to time. If the Chair is absent or is unable or refuses to act, the Vice-Chairs shall, when present, preside the meetings of the board of directors, committees of directors, if any, and the members.
 - (c) Secretary. The Secretary shall be responsible for board evaluation and self-assessment, training, recruitment, board membership, and corporate governance matters, in general. The Secretary shall also be responsible for the recording of minutes of all board meetings and member meetings. The Secretary and the Chair shall sign such documents as may require their signatures. The Secretary shall give or cause to be given notices for all meetings of the board of directors or the executive committee, if any, and members when directed to do so. The Secretary shall also have charge of the corporate seal (if any) of the Corporation, the minute books of the Corporation and of the documents and registers referred to in Section 300 of the Act. The Secretary may delegate any of the above responsibilities with the approval of the board of directors.
 - (d) Treasurer. The Treasurer shall be responsible for strategic financial management including, but not limited to, monitoring the budget, fundraising and capital assets. Subject to the provisions of any resolution of the board of directors, the Treasurer shall have the care and custody of all of the funds and securities of the Corporation and shall deposit the same in the name of the Corporation in such bank or banks or with such depository or depositories as the board of directors may direct. The Treasurer shall keep or cause to be kept the requisite books of account and accounting records. The Treasurer may be required to give such bond for the faithful performance of the Treasurer's duties as the board of directors in their uncontrolled discretion may require but no director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided. The Treasurer shall perform such other duties as may be determined

by the board of directors or the executive committee, from time to time. The Treasurer may delegate any of the above responsibilities with the approval of the board of directors.

- 7.07 Executive Director. The board of directors may from time to time appoint an Executive Director and may delegate to that person full power to manage and direct the business and affairs of the Corporation (except such matters and duties as by law must be transacted or performed by the board of directors and/or by the members) and to employ and discharge agents and employees of the Corporation or may delegate to that person any lesser authority. The Executive Director shall conform to all lawful orders given by the board of directors of the Corporation and shall at all reasonable times give to the directors or any of them all information they may require regarding the affairs of the Corporation. Subject to section 5.11, the Executive Director shall be entitled to attend all meetings of the board of directors. The Executive Director shall be a non-voting, *ex-officio* member of all standing committees and advisory committees of the board.

SECTION 8

FOR THE PROTECTION OF DIRECTORS AND OFFICERS

- 8.01 For the Protection of Directors and Officers. Except as otherwise provided in the Act no director or officer for the time being of the Corporation shall be liable:
- (a) for the acts, receipts, neglects or defaults of any other director or officer or employee;
 - (b) for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by the Corporation or for or on behalf of the Corporation;
 - (c) for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Corporation shall be placed out or invested;
 - (d) for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person including any person with whom any moneys, securities or effects shall be lodged or deposited;
 - (e) for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Corporation; or
 - (f) for any other loss, damage or misfortune whatever which may happen in the execution of the duties of the director's or officer's respective office or trust or in relation thereto,

unless the same shall happen by or through the director's or officer's own willful neglect or default.

SECTION 9

INDEMNITIES TO DIRECTORS AND OTHERS

- 9.01 Indemnities to Directors and Others.
- (a) Every director or officer of the Corporation or other person who has undertaken or is about to undertake any liability on behalf of the Corporation or any corporation controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Corporation, from and against:

- (i) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against the director, officer or other person for or in respect of any act, deed matter or thing whatever, made, done or permitted by them, in or about the execution of the duties of such office or in respect of any such liability; and
 - (ii) all other costs, charges and expenses which the director, officer or other person sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.
- (b) The Corporation shall also indemnify any such person in such other circumstances as the Act or law permit or requires. Nothing in this By-law shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this By-law to the extent permitted by the Act or law.

SECTION 10

INTERESTED DIRECTOR CONTRACTS

10.01 Conflict of Interest.

- (a) Directors shall comply with such conflict of interest policies and guidelines as may be adopted by the board from time to time.
- (b) A director who is in any way directly or indirectly interested in a contract or proposed contract with the Corporation shall make the disclosure required by the Act.
- (c) Except as provided by the Act, no such director shall vote on any resolution to approve any such contract.
- (d) In supplement of and not by way of limitation upon any rights conferred upon directors by Section 71 of the Act and specifically subject to the provisions contained in that section, it is declared that no director shall be disqualified by any such office from, or vacate any such office by reason of, holding any office or place of profit under the Corporation or under any corporation in which the Corporation shall be a shareholder or by reason of being otherwise in any way directly or indirectly interested or contracting with the Corporation as vendor, purchaser or otherwise or being concerned in any contract or arrangement made or proposed to be entered into with the Corporation in which the director is in any way directly or indirectly interested as vendor, purchaser or otherwise.
- (e) Subject to compliance with the Act, no contract or arrangement entered into by or on behalf of the Corporation in which any director shall be in any way directly or indirectly interested shall be voided or voidable and no director shall be liable to account to the Corporation or any of its members or creditors for any profit realized by or from any such contract or arrangement by reason of any fiduciary relationship.

10.02 Submission of Contracts or Transactions to Members for Approval. The board of directors in its discretion may submit any contract, act or transaction with the Corporation for approval or ratification at any annual meeting of the members or at any general meeting of the members called for the purpose of considering the same and, subject to the provisions of Section 71 of the Act, any such contract, act or transaction that shall be approved or ratified or confirmed by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Act or by the Letters Patent) shall be as valid and as

binding upon the Corporation and upon all the members as though it had been approved, ratified or confirmed by every member of the Corporation.

SECTION 11 **MEMBERS**

11.01 Entitlement.

- (a) Membership in the Corporation shall be available to such individuals who:
 - (i) are interested in furthering the objectives of the Corporation and agree with the Corporation's mission and values;
 - (ii) are at least eighteen (18) years of age;
 - (iii) reside or work in the City of Ottawa;
 - (iv) are Canadian citizens, permanent residents (as defined in the *Immigration and Refugee Protection Act* (Canada), refugees or diplomats;
 - (v) have not been on the list of barred clients of the Centre operated by the Corporation for the two (2) years immediately preceding the application for membership;
 - (vi) has not been an employee (as defined in the Corporation's human resources policies) of the Corporation for the two (2) years immediately preceding the application for membership; and
 - (vii) whose application for admission as a member has received the approval of the board of directors of the Corporation.
- (b) Membership shall come into effect thirty (30) days after the date at which admission to the Corporation is approved by the board of directors.
- (c) Each member present at a meeting of members shall have the right to exercise one (1) vote.
- (d) The board of directors may also pass membership rules, providing, among other things, for the admission of members by the Secretary of the Corporation.
- (e) The Secretary shall promptly inform each member of his or her admission as a member of the Corporation.

11.02 Resignation. Any member or Associate may withdraw from the Corporation by delivering to the Corporation a written resignation and lodging a copy of the said resignation with the Secretary of the Corporation. A resignation shall be effective from acceptance thereof by the board of directors. In the case of resignation, a member shall remain liable for payment of any outstanding membership dues levied or which became payable by the member to the Corporation prior to such person's resignation.

11.03 Termination of Membership. The interest of a member in the Corporation is not transferable and lapses and ceases to exist:

- (a) when the member's period of membership expires; membership shall automatically expire one year and one month after membership comes into effect, unless the member

notifies the Secretary in writing of his or her intention to renew their membership for a further year;

- (b) when the member ceases to be a member by resignation or otherwise in accordance with the By-laws;
- (c) if at a special meeting of members, a resolution is passed to remove the member by at least two-thirds (2/3) of the votes cast at the special meeting provided that the member shall be granted the opportunity to be heard at such meeting; or
- (d) if the member:
 - (i) has advised that he/she/they/them is/are no longer interested in furthering the objectives of the Corporation;
 - (ii) disagrees with the Corporation's objectives, mission and values;
 - (iii) no longer resides or works in the City of Ottawa;
 - (iv) is no longer a Canadian citizen, permanent resident (as defined in the *Immigration and Refugee Protection Act* (Canada), refugee or diplomat;
 - (v) is added to the list of barred clients of the Centre operated by the Corporation, resulting in termination of membership by the board of directors; or
 - (vi) becomes an employee (as defined in the Corporation's human resources policies) of the Corporation.

- 11.04 Membership Dues. No dues shall be payable by members (other than Honorary Members) or Associates other than those fixed by seventy-five percent (75%) of the votes cast by the directors at a board meeting duly called for the purpose of considering such issue. Members and Associates, as applicable, shall be notified in writing of the dues, if any, payable by them and, if any are not paid within one (1) calendar month of the date of such notice, the members or Associates in default shall thereupon cease to be members or Associates, as the case may be, of the Corporation. Any such members or Associates may be reinstated as members or Associates, as the case may be, of the Corporation provided they pay all arrears of dues owed by them, together with applicable interest, and meet the requirements of section 11.01.

SECTION 12

MEMBERS' MEETING

- 12.01 Annual Meeting. Subject to compliance with Section 293 of the Act, the annual meeting of the members shall be held on such day in each year and at such time as the directors may by resolution determine at any place within Ontario or, in the absence of such determination, at the place where the head office of the Corporation is located. At every annual meeting, in addition to any other business properly brought before the meeting, the following matters shall form part of the meeting's agenda:

- (a) The report from the board of directors (Chair's Report);
- (b) The Treasurer's report on the financial statements;
- (c) The Auditor's report;
- (d) The election of directors;

- (e) The appointment of auditors for the ensuing year;
 - (f) The approval of by-law amendments, as required.
- 12.02 General Meetings. Other meetings of the members may be convened by order of the Chair or a Vice-Chair or by the board of directors at any date and time and at any place within Ontario or, in the absence of such determination, at the place where the head office of the Corporation is located. The board of directors shall call a general meeting of members on written requisition of not less than the greater of fifteen (15) members and twenty (20) percent of the members of the Corporation.
- 12.03 Notice. Subject to Section 133(2) of the Act, thirty (30) days' written notice shall be given in the manner specified in section 16.01 to each voting member of any annual or special general meeting of members. Alternatively, notice may be given by publication at least once a week for two consecutive weeks next preceding the meeting in a newspaper or newspapers circulated in the municipality or municipalities in which the majority of the members of the Corporation reside as shown by the addresses on the books of the Corporation. Notice of any meeting where special business will be transacted should contain sufficient information to permit the member to form a reasoned judgment on the decision to be taken.
- 12.04 Waiver of Notice. A member and other person entitled to attend a meeting of members may in any manner waive notice of a meeting of members and attendance of any such person at a meeting of members shall constitute a waiver of notice of the meeting except where such person attends a meeting for the express purposes of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.
- 12.05 Error or Omission in Giving Notice. No error or omission in giving notice of any annual or special meeting or any adjourned meeting of the members of the Corporation shall invalidate any resolution passed or any proceedings taken at any meeting of members.
- 12.06 Quorum. A quorum at any meeting of the members (unless a greater number of members and/or proxies are required to be present by the Act, Letters Patent or By-law) shall be persons present constituting not less than 10% of all the members of the corporation. No business shall be transacted at any meeting unless the requisite quorum be present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting of members or within such reasonable time thereafter as the members present may determine, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business and the provisions of section 12.03 with regard to notice shall apply to such adjournment.
- 12.07 Chairperson of the Meeting. In the event that the Chair is absent and there is no Vice-Chair present, the members who are present and entitled to vote shall choose another director as chairperson of the meeting and if no director is present or if all the directors present decline to take the chair then the persons who are present and entitled to vote shall choose one of their number to be chairperson.
- 12.08 Adjournment. The chairperson of any meeting may with the consent of the meeting adjourn the same from time to time to a fixed time and place and no notice of such adjournment need be given to the members. 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.

12.09 Voting of Members.

- (a) Every question submitted to any meeting of members shall be decided in the first instance on a show of hands by a majority of votes unless otherwise specifically provided by the Act or by these by-laws. In case of an equality of votes the chairperson of the meeting shall both on a show of hands and at a poll have a second or casting vote in addition to the vote or votes to which the chairperson may be otherwise be entitled.
- (b) No member shall be entitled either in person or by proxy to vote at meetings of members of the Corporation unless the member has paid all dues or fees, if any, then payable by the member.
- (c) At any meeting unless a poll is demanded a declaration by the chairperson of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.
- (d) A poll may be demanded either before or after any vote by show of hands by any person entitled to vote at the meeting. If at any meeting a poll is demanded on the election of a chairperson or on the question of adjournment. If at any meeting a poll is demanded on any other question or as to the election of directors, the vote shall be taken by ballot in such manner and either at once, later in the meeting or after adjournment as the chairperson of the meeting directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

12.10 Proxies.

- (a) Votes at meetings of the members may be given either personally or by proxy.
- (b) At every meeting at which a member is entitled to vote, every member who is entitled to vote at the meeting and who is present in person shall have one (1) vote and every person appointed by proxy shall have one (1) vote for each member who is entitled to vote at the meeting and who is represented by such proxy holder.
- (c) Upon a poll and subject to the provisions, if any, of the Letters Patent, every member who is entitled to vote at the meeting and who is present in person shall have one (1) vote and every person appointed by proxy shall have one (1) vote for each member who is entitled to vote at the meeting and who is represented by such proxy holder.
- (d) A proxy shall be executed by the member or the member's attorney authorized in writing.
- (e) A person appointed by proxy must be a member.
- (f) A proxy may be in the following form:

The undersigned member of Sandy Hill Community Health Centre, Inc./Centre de santé communautaire Côte-de-Sable, Inc. (the "Corporation") hereby appoints _____ of _____ or failing the person appointed above, _____ of _____ as the proxy of the undersigned to attend and act at the _____ meeting of the members of the Corporation to be held on the _____ day of _____, 20____, and at any adjournment or adjournments thereof in the same manner, to the same extent and with the same power as if the undersigned were present at the said meeting or such adjournment or adjournments thereof.

DATED this ____ day of _____, 20__.

Signature of Member

- (g) The directors may from time to time make regulations regarding the lodging of proxies at some place or places other than the place at which a meeting or adjourned meeting of members is to be held and for particulars of such proxies to be cabled or telegraphed or sent by facsimile or in writing before the meeting or adjourned meeting to the Corporation or any agent of the Corporation for the purposes of receiving such particulars and providing that proxies so lodged may be voted upon as though the proxies themselves were produced at the meeting or adjourned meeting and votes given in accordance with such regulations shall be valid and shall be counted.
 - (h) The chairperson of any meeting of members may, subject to any regulations made as aforesaid, in the chairperson's discretion accept telegraphic or cable or facsimile or written communication as to the authority of any persons claiming to vote on behalf of and to represent a member notwithstanding that no proxy conferring such authority has been lodged with the Corporation, and any votes given in accordance with such telegraphic or cable or facsimile or written communication accepted by the chairperson of the meeting shall be valid and shall be counted.
- 12.11 Resolutions in Lieu of Meeting. A resolution in writing signed by all of the members entitled to vote on that resolution at a meeting of members, or committees of members, is as valid as if it had been passed at a meeting of members or committees of members.

SECTION 13

CUSTODY AND VOTING OF SHARES AND SECURITIES

- 13.01 Voting Shares and Securities. All of the shares or other securities carrying voting rights or any company or corporation held from time to time by the Corporation may be voted at any and all meeting of shareholders, bondholders, debenture holders or holders of other securities (as the case may be) of such company or corporation and in such manner and by such person or persons as the board of directors of the Corporation shall from time to time determine. The duly authorized signing officers of the corporation may also from time to time execute and deliver for and on behalf of the Corporation proxies and/or arrange for the issuance of voting certificates and/or other evidence of the right to vote in such names as they may determine without the necessity of a resolution or other action by the board of directors.
- 13.02 Custody of Securities.
- (a) All shares and securities owned by the Corporation shall be lodged (in the name of the Corporation) with a chartered bank or a trust company or in a safety deposit box or, if so authorized by resolution of the board of directors, with such other depositories or in such other manner as may be determined from time to time by the board of directors.
 - (b) All share certificates, bonds, debentures, notes or other obligations belonging to the Corporation may be issued or held in the name of a nominee or nominees of the Corporation (and if issued or held in the names of more than one nominee shall be held in the names of the nominees jointly with the right of survivorship) and shall be endorsed in blank with endorsement guaranteed in order to enable transfer to be completed and registration to be effected.

SECTION 14

EXECUTION OF INSTRUMENTS

14.01 Execution of Instruments.

- (a) Contracts, documents or instruments in writing requiring the signature of the Corporation may be signed by the Executive Director together with any one of the Chair or the Vice-Chairs, Treasurer or Secretary, and all contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.
- (b) The board of directors shall have power from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Corporation either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.
- (c) The terms “contracts”, “documents” or “instruments in writing” as used in this By-law shall include but not be limited to 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, share warrants, stocks, bonds, debentures or other securities and all paper writings.
- (d) The seal of the Corporation when required may be affixed to any instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

SECTION 15

CHEQUES, DRAFTS, NOTES, ETC.

- 15.01 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 such officer or officers or person or persons, whether or not officers of the Corporation, and in such manner as the board of directors may from time to time designate by resolution.

SECTION 16

NOTICES

- 16.01 Service. Any notice or other document required by the Act, the Regulations, the Letters Patent, or the By-laws to be sent to any member or director or to the auditor shall be delivered personally or sent by prepaid mail or by telegram or cable or facsimile to any such member or director at their latest address as shown in the records of the Corporation and to the auditor at its business address, or if no address be given therein then to the last address of such member or director known to the Secretary; provided always that the 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.
- 16.02 Signature to Notices. The signature of any director or officer of the Corporation to any notice or document to be given by the Corporation may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.
- 16.03 Computation of Time. Where a given number of days' notice or notice extending over a period is required to be given under the By-laws, letters patent or supplementary letters patent of the Corporation 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.

- 16.04 Proof of Service. With respect to every notice or other document sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice or other document was properly addressed as provided in section 16.01 of this By-law and put into a Post Office or into a letter box. A certificate of an officer of the Corporation in office at the time of the making of the certificate as to facts in relation to the sending or delivery of any notice or other document to any member, director, officer or auditor or publication of any notice or other document shall be conclusive evidence thereof and shall be binding on every member, director, officer or auditor of the Corporation as the case may be.

SECTION 17

AUDITORS

- 17.01 Auditors. Unless the Corporation qualifies under the exemption in section 93.1 of the Act, the members shall at each annual meeting appoint an auditor to audit the accounts of the Corporation for report to members who shall hold office until the next following annual meeting; provided, however, that the directors may fill any casual vacancy in the office of the auditor. If an appointment is not so made, the auditor in office must continue until a successor is appointed.
- 17.02 Remuneration. The remuneration of the auditor shall be fixed by the members or by the directors if they are authorized to do so by the members and the directors shall fix the remuneration of an auditor appointed by the directors.
- 17.03 Removal. The members may by resolution passed by at last two-thirds (2/3) of the votes cast at a general meeting of which notice of intention to pass the resolution has been given, remove any auditor before the expiration of the auditor's term of office and shall be a majority of the votes cast at that meeting appoint another auditor in such auditor's stead for the remainder of the term.

SECTION 18

RULES, REGULATIONS, POLICIES AND GUIDELINES

- 18.01 *Robert's Rules of Order* (latest edition) shall govern the affairs of the Corporation and the conduct of all meetings, provided that any of the rules therein may be altered by a resolution of the board of directors.
- 18.02 The board of directors may prescribe such rules, regulations, policies and guidelines not inconsistent with the By-laws relating to the management and operation of the Corporation and other matters provided for in this By-law as they may deem expedient. Such rules, regulations, policies and guidelines shall deal with, among other things, conflicts of interest and confidentiality.

SECTION 19

FINANCIAL YEAR

- 19.01 Financial Year. The financial year of the Corporation shall terminate on the 31st day of March in each year or on such other date as the directors may from time to time by resolution determine.

SECTION 20

TRANSITION PROVISIONS

- 20.01 Repeal of Previous By-laws. This By-law #1 repeals and replaces all previously adopted by-laws of the Corporation.

ENACTED as of this 29th day of June, 2022.

WITNESS the seal of the Corporation.

Leila Bocksch
Board Chair

Signature

Daniel Roach
Board Secretary

Signature