



ALBERTA FUNERAL
SERVICE ASSOCIATION
BY-LAWS – 2025

THE ALBERTA FUNERAL SERVICE ASSOCIATION BY-LAWS

	INDEX	PAGE
ARTICLE 1	NAME AND PURPOSE	2
ARTICLE 2	DEFINITIONS	2
ARTICLE 3	CATEGORIES OF MEMBERSHIP AND THEIR RIGHTS AND OBLIGATIONS	3
ARTICLE 4	APPLICATION FOR MEMBERSHIP AND MEMBERSHIP FEES	4
ARTICLE 5	BOARD OF DIRECTORS	5
ARTICLE 6	ELECTION AND TERM OF BOARD OF DIRECTORS	5
ARTICLE 7	OFFICERS	6
ARTICLE 8	EXECUTIVE ADMINISTRATOR AND/OR ASSOCIATION MANAGEMENT COMPANY	7
ARTICLE 9	STANDING COMMITTEES	7
ARTICLE 10	MEETINGS OF THE BOARD OF DIRECTORS	8
ARTICLE 11	MEETINGS OF MEMBERS	8
ARTICLE 12	MEMBER RESIGNATION, SUSPENSION AND EXPULSION	9
ARTICLE 13	RESIGNATION AND TERMINATION OF DIRECTORS AND OFFICERS	9
ARTICLE 14	DISCIPLINE	9
ARTICLE 15	NOTICES OF MATTERS	9
ARTICLE 16	FISCAL YEAR	9
ARTICLE 17	AUDIT	10
ARTICLE 18	SEAL	10
ARTICLE 19	INSPECTION OF BOOKS	10
ARTICLE 20	NOTICES	10
ARTICLE 21	ASSOCIATION OFFICE	10
ARTICLE 22	BORROWING POWERS	10
ARTICLE 23	AMENDMENT OF BY-LAWS	10
ARTICLE 24	WINDING UP	10
ARTICLE 25	EFFECTIVE DATE OF BY-LAWS	11

ARTICLE 1 – NAME AND PURPOSE

- 1.01** The name of the Association shall be **ALBERTA FUNERAL SERVICE ASSOCIATION**. The purpose of the Alberta Funeral Service Association is to advance the profession of funeral service in Alberta. We are committed to providing high quality services to our members and representing their interest through constructive dialogue and liaisons with all levels of government offices, offering professional development to members and supporting the public.

ARTICLE 2 - DEFINITIONS

2.01 In these By-laws:

- (1) **“ASSOCIATION”** means Alberta Funeral Service Association.
- (2) **“AFFILIATED GROUP”** means two or more funeral homes operated or controlled by one proprietor, firm or corporation.
- (3) **“BUSINESS MANAGER”** means a person who holds a business manager’s license pursuant to the Alberta Funeral Services Regulatory Board authority under the Funeral Services Act of Alberta.
- (4) **“COMMITTEE OF THE WHOLE”** means an assembly may move to commit to the Committee of the Whole, or simply to go into a committee of the whole at the suggestion of the presider and without objection. The committee may proceed on the referred matter by debating it, considering amendments, then coming out of the committee of the whole and putting forth recommendations.
- (5) **“EMBALMER”** means a person who holds an embalmer license issued pursuant to the Alberta Funeral Services Regulatory Board authority under the Funeral Services Act of Alberta.
- (6) **“FUNERAL DIRECTOR”** means a person who holds a funeral director's license pursuant to the Alberta Funeral Services Regulatory Board authority under the Funeral Services Act of Alberta.
- (7) **“FUNERAL SERVICES BUSINESS”** means a sole proprietorship, partnership or corporation that holds a license issued pursuant to the Alberta Funeral Services Regulatory Board authority under the Funeral Services Act of Alberta.
- (8) **“MEMBER”** includes any of the following:
 - (a) Firm Member
 - (b) Individual Member
 - (c) Affiliate Member
 - (d) Associate Member
 - (e) Honourary Member
 - (f) Honourary Life Member
- (9) **“MAJORITY”** means fifty (50) percent plus one (1).
- (10) **“MEMBER IN GOOD STANDING”** means all levels of membership whose fees are not in arrears and who is in compliance with the Alberta Funeral Service Association’s Code of Ethics.
- (11) **“MEETING”** means any meeting of the Board of Directors, Committees or Members and can be held in person or by virtual means.
- (12) **“SPECIAL RESOLUTION”** means:
 - (a) a resolution passed at a general meeting of which twenty-one (21) days notice has been given specifying the intention to propose the resolution has been duly given,

and (ii) by the vote of not less than seventy-five (75) percent of those members in attendance, who if entitled to do so, vote in person or by proxy.

- (b) a resolution proposed and passed as a special resolution at a general meeting of which less than twenty-one (21) days' notice has been given, if all the members entitled to attend and vote at the general meeting so agree, or
- (c) a resolution consented to in writing by all the members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy.

ARTICLE 3 - CATEGORIES OF MEMBERSHIP AND THEIR RIGHTS AND OBLIGATIONS

3.01 There shall be the following categories and rights and restrictions of membership in the Association:

- (a) **FIRM MEMBER** - An active Funeral Services Business licensed by the Alberta Funeral Services Regulatory Board, in good standing, to provide funeral services. If a proprietor, partnership or corporation operates or controls more than one active Funeral Services Business in the Province of Alberta, each Funeral Services Business operated or controlled by the same entity must individually apply for and be admitted as a separate Firm Member. The delegate for the Firm Member shall be the Business Manager who shall be entitled to receive notice of and to attend all meetings of Members and shall carry the vote for the Firm Member at any such meeting providing the Firm Member is in good standing with the Association. A Firm Member delegate may vote by proxy provided the holder of the proxy is an Individual Member in good standing.
- (b) **INDIVIDUAL MEMBER** – An Individual who is a licensed Business Manager, Embalmer and/or Funeral Director associated with a Firm Member. Individual Members shall be entitled to receive notice of and attend all meetings of Members and shall be entitled to vote at any such meeting. An Individual Member may vote by proxy provided the holder of the proxy is an Individual Member in Good Standing.
- (c) **AFFILIATE MEMBER** - A person who is either:
 - (i) an Individual Member who is now retired from the funeral service profession in Alberta; or
 - (ii) a person working in a field related to the funeral service profession inside Alberta; or
 - (iii) a student currently registered in a funeral service school program recognized by the Alberta Funeral Services Regulatory Board.An Affiliate Member shall be entitled to receive notice of and attend all meetings of Members but shall not be entitled to vote at any such meeting.
- (d) **ASSOCIATE MEMBER** - A proprietor, partnership or corporation engaged in the business of providing supplies or services to funeral homes. An Associate Member shall be entitled to receive notice of and attend all meetings of Members and shall be entitled to vote at any such meeting. The voting delegate for the Associate Member shall be the owner/manager or delegated staff member. An Associate Member may vote by proxy provided the holder of the proxy is an Associate Member in good standing.
- (e) **HONOURARY MEMBER** - A person to whom the freedom of the Association is being presented because of significant contributions made and time given to funeral service and the Association. Honourary Members shall be chosen by the Board of Directors. Honourary members shall be entitled to receive notice of and to attend all meetings of Members, but shall not be entitled to vote at meetings unless active in funeral service with a Firm Member in Good Standing.

- (f) **HONOURARY LIFE MEMBER** - A person to whom the freedom of the Association for life is presented for extraordinary services rendered to the Association. Honourary Life Members shall be chosen by the Honourary Life Member Committee and approved by majority vote of that Committee. The Honourary Life Member Committee shall be comprised of three (3) or five (5) Past-Presidents of the Board of Directors serving on the Committee for a three (3) year term. Honourary Life Members shall be entitled to receive notice of and to attend all meetings of Members, but shall not be entitled to vote at meetings unless active in funeral service with a Firm Member in Good Standing.

3.02 It shall be the obligation of every Firm Member or its agencies who chooses to provide services in the Province of Alberta to honour and respect all contracts negotiated by the Association with the Province of Alberta on behalf of and for the Firm Members of the Association.

ARTICLE 4 - APPLICATION FOR MEMBERSHIP AND MEMBERSHIP FEES

4.01 The Association's membership fees are based on membership categories annually.

- (a) Firm Member fees are based on the number of calls in the previous calendar quarter. Where a Funeral Services Business has not operated for an entire calendar year, the New Membership Application Fee as set by the Board of Directors will be charged for the first year. A Funeral Services Business, having previously held membership in the Association, shall be required to pay a reapplication fee, as set by the Board of Directors, as well as a fee based on the number of calls in the previous calendar quarter.
- (b) Individual Member fees are to be paid annually at the onset of the fiscal year.
- (c) Affiliate Member fees are to be paid annually at the onset of the fiscal year.
- (d) Associate Member fees are to be paid annually at the onset of the fiscal year.
- (e) Honourary Members shall be exempt from paying individual membership fees.
- (f) Honourary Life Members shall be exempt from paying individual membership fees.

4.02 Any proprietor, partnership, corporation or person desiring to become a Member of the Association shall apply in writing to the Executive Administrator and/or Association Management Company indicating the category of membership being applied for and enclosing the appropriate fees as set by the Board of Directors.

4.03 If the application is for a Firm Membership and the proprietor, partnership, or corporation operates or controls more than one Funeral Services Business in the Province of Alberta, each Funeral Services Business operated or controlled by the same entity must individually apply for and be admitted as a separate Firm Member.

4.04 The Executive Administrator and/or Association Management Company shall submit all applications received since the last meeting to the Board of Directors at its next board meeting. The Board of Directors may admit an applicant to membership, direct the application to be set over to a subsequent meeting of the Board or reject the application for good and sufficient reason. No applicant shall be rejected by reason of race, religious beliefs, colour, sex, physical disability, marital status, age, ancestry or place of origin.

4.05 Where Article 4.03 applies, the Board of Directors shall admit to membership all or none of the applicants.

4.06 If the Board of Directors rejects an application and the Executive Administrator and/or Association Management Company receives, within fifteen (15) days of the date of the rejection, a written

request from the applicant, with a letter of support signed by a Member in Good Standing requesting an appeal by the Board of Directors.

- 4.07** On perspective admission to membership, the Executive Administrator and/or Association Management Company shall notify the Member in writing of their admission and request remittance of the membership fees. Until fees are paid in full, the Member shall not be entitled to any privileges of membership. If fees remain unpaid for more than thirty (30) days after the request for remittance, the perspective admission of the Member may be nullified by the Board of Directors.
- 4.08** Fees shall be as prescribed by the Board of Directors and shall be due and owing upon confirmation of membership.
- 4.09** All Memberships are to be considered in arrears thirty (30) days after quarterly call volumes or annual membership fees are requested by the Association.
- 4.10** When an existing member is in arrears of fees, no representative of that Member shall be eligible to attend Association events, hold office in the Association, be eligible for membership privileges or be entitled to vote on the business of the Association. The Board of Directors may, after thirty (30) days notice in writing to that Member of its intention to do so, cancel its membership in the Association.
- 4.11** Any Membership may be cancelled for just and reasonable cause by a majority vote of the Board of Directors as outlined in Article 12 of these By-laws.

ARTICLE 5 – BOARD OF DIRECTORS

- 5.01** The Association shall be governed by a ten (10) member Board of Directors, consisting of 6 Directors and 4 Directors who also hold the position of Officer. One (1) Director position shall be filled by a representative from an Associate Member, being either the owner, manager, or staff member of the Associate Member. The Associate Member Director shall not be eligible to serve as an Officer of the Board of Directors. The Board of Directors shall have no fewer than three (3) directors at any given time.
- 5.02** The Board of Directors shall have all of the powers of the Association except such as are herein or by Statute reserved to the Members. The Board of Directors may appoint any Member to be placed on such committees, as it deems necessary. The Board of Directors may delegate any of its powers to such committees.
- 5.03** When a vacancy on the Board of Directors, either in the position of Director or Officer, is created for any reason, the Board of Directors may fill the vacancy by appointing a Member as Director or Officer who meets the requirements under Articles 6.01 or 7.02(a) of the Bylaws to hold the position of Director or Officer respectively. A Director so appointed shall hold office until the next election of the Board of Directors held at the annual meeting of the Members. An Officer so appointed shall hold the office for the remainder of the initial one (1) year term and at the conclusion of the term, shall take the next Officer position, in accordance with Articles 7.02, 7.03 or 7.04, as the case may be, so long as such next Officer position is ratified at the next annual meeting of the Members by a majority of those entitled to vote on the election of the Board of Directors under Article 6.06.
- 5.04** A Member of the Board of Directors who is absent from two (2) consecutive meetings shall be contacted by the President. If the Member is absent from three (3) consecutive meetings without valid excuse, as determined by the Board of Directors, the Board of Directors may declare the position vacant.
- 5.05** Directors and Officers may be paid such fees or remuneration as may be determined by the Board of Directors and approved by a two-thirds (2/3) majority vote of Members at a meeting.

ARTICLE 6 - ELECTION AND TERM OF BOARD OF DIRECTORS

- 6.01** Any Associate Member or any Individual Member who is employed by a Firm may be elected to the Board of Directors if the Associate Member, Individual Member, and Firm are in good standing.
- 6.02** Directors shall hold office for a term of two (2) years. Director positions shall be filled by election at an annual meeting of the Members.
- 6.03** Unless elected as an Officer of the Board of Directors, no Director shall serve on the Board of Directors for more than two (2) consecutive terms. Following a one (1) year absence from the Board of Directors, a Member is eligible to be re-nominated to the board.
- 6.04** Nominations for the election of Individual Members to Treasurer or Director positions shall be made by the Nominating Committee. Nominations shall be accepted from the floor. The Treasurer position shall be filled prior to the election of the Directors. The Executive Administrator and/or Association Management Company shall prepare the ballots. Scrutineers shall be appointed at the meeting to count the ballots.
- 6.05** Only two (2) Individual Members from the same Affiliated Group may serve on the Board of Directors at any time. If three (3) or more Individual Members from the same Affiliated Group are nominated for election to the Board of Directors at an annual meeting of the Members, only the two (2) receiving the highest number of votes may be elected to the board and only one (1) may vote on any issue.
- 6.06** All Individual and Associate Members are entitled to vote on the election of the Board of Directors, and may vote by proxy in accordance with Article 3.01 (b) and Article 3.01 (d).
- 6.07** Nominees with the highest votes will fill vacant positions on the Board of Directors followed by the next highest vote until all Director positions are filled. Where there is a tie vote for only one available Director position, then there shall be another vote of the membership as between the nominees with the same number of votes.
- 6.08** If there is any doubt or dispute as to which nominee has been elected to the Board of Directors, or as to the legality of the election of any member of the Board of Directors, the Governance Committee shall hold an inquiry and decide the question at issue. The Governance Committee may deem a nominee duly elected or order a new election.

ARTICLE 7 - OFFICERS

- 7.01** The Officers of the Association shall be:
- (a) The President;
 - (b) Vice-President;
 - (c) Treasurer;
 - (d) Past President.
- 7.02** The Treasurer shall hold office for a term of one (1) year. The position of Treasurer shall be filled by election at the annual meeting of the Members as presented by the Nominating Committee. At the end of the one (1) year term, the Treasurer shall become Vice-President for a one (1) year term.
- (a) Nominations for the position of Treasurer will be restricted to those Individual Members who have served on the Board of Directors for the previous year.
- 7.03** The Vice-President shall hold office for a term of one (1) year. At the end of the one (1) year term, the Vice-President shall become President for a one (1) year term.
- 7.04** The President shall hold office for a term of one (1) year. The President, upon expiry of their term shall hold office as Past President for a term of one (1) year.
- 7.05** The President shall preside at all meetings of the Association and Board of Directors and shall perform all duties incidental to the office. Together with the Executive Administrator and/or Agent of the Association Management Company, the President and one other Officer shall sign

necessary agreements and documents, including cheques, bills of exchange and other negotiable instruments or appoint the Vice-President and/or Treasurer to act in their stead.

- 7.06** In the absence of the President, the Vice-President shall perform all duties of the President. In the absence of both the President and the Vice-President, the Past President shall assume the responsibilities of both.
- 7.07** The Past President shall assist the President, Vice-President and Treasurer with their duties; promote the continuity and development of leadership in the Association and on the Board; attend meetings of the Board, the Officers and the membership of the Association; serve as Chair of the Nominations Committee; and assume other responsibilities as assigned by the Board.
- 7.08** In the absence of the President, Vice-President and the Past President, the Board of Directors shall reschedule any meetings of the Board of Directors.

ARTICLE 8 - EXECUTIVE ADMINISTRATOR AND/OR ASSOCIATION MANAGEMENT COMPANY

- 8.01** The Executive Administrator and/or the appointed Agent of the Association Management Company shall not be a member of the Board of Directors or a member of the Association.
- 8.02** The Executive Administrator and/or the appointed Agent of the Association Management Company shall not sign contracts or instruments, or bind the Association to any contracts, without the written consent of the President and Vice-President.
- 8.03** The Executive Administrator and/or Association Management Company, shall be responsible for:
- (a) managing the Association's Office in accordance with the hours of operation and the broad direction of the Board of Directors;
 - (b) responding in a timely way to requests for information from members and routine inquiries from the public;
 - (c) maintaining an accurate, up-to-date registry of Association Members;
 - (d) receiving, depositing and dispersing Association funds as directed by the Officers of the Board;
 - (e) preserving and maintaining accurate financial records on behalf of the Association in a form that enables effective external review;
 - (f) keeping custody of the Corporate Seal;
 - (g) facilitating the work of the Board of Directors and committees by preparing accurate and timely meeting notices, agendas, and minutes;
 - (h) helping the Board of Directors manage the ongoing cycle of Association events and activities, and taking a lead role in the planning of the annual meeting of the Members;
 - (i) preparing clear and accurate correspondence on behalf of the President and Board of Directors;
 - (j) employing e-mail, web-based and other technologies to enhance the Association's ability to provide information to Members and the public;
 - (k) representing the Association in a positive, professional and tactful manner; and
 - (l) any other duties as required and/or outlined in associated contracts.

ARTICLE 9 – STANDING COMMITTEES

- 9.01** The standing committees of the Association shall be the Governance Committee, the Finance Committee, and the Nominating Committee.

- 9.02** There shall be a Governance Committee consisting of a Director and at least two (2) members at large but no more than four (4) members at large, all appointed by the Board of Directors.
- (a) The role of the Governance Committee is to assist the Board in fulfilling its oversight responsibilities by developing and maintaining a healthy and effective corporate governance framework and culture.
- 9.03** There shall be a Finance Committee consisting of the Treasurer two (2) members at large, all appointed by the Board of Directors.
- (a) The role of the Finance Committee is to provide financial oversight for the Association.
- (b) Tasks shall include budgeting and financial planning, financial reporting and the creation and monitoring of internal controls and accountability policies.
- 9.04** There shall be a Nominating Committee consisting of the immediate Past President of the Association, one (1) other Past President and up to two (2) members at large appointed by the immediate Past President. In the event that either Past President is not available to serve on the Nominating Committee, vacancies on the Nominating Committee shall be filled by appointment by the President from the members at large.
- (a) The Nominating Committee shall be responsible for bringing forward nominations of eligible candidates for Treasurer and Directors at the annual meeting of the Members.
- (b) A list of nominees in each category, accompanied by Consent to Act, signed by the nominee, shall be delivered by the Nominating Committee to the Board of Directors thirty (30) days prior to the annual meeting of the Members.

ARTICLE 10 - MEETINGS OF THE BOARD OF DIRECTORS

- 10.01** The Board of Directors shall hold at least four (4) meetings each fiscal year at such time and place as the Board of Directors determine.
- 10.02** A majority of the Board of Directors shall constitute a quorum.
- 10.03** Motions arising at any meeting shall be decided by a majority of votes cast.
- 10.04** The Board of Directors may act notwithstanding with one (1) or more vacancies in its membership.
- 10.05** Directors shall attend meetings personally, by telephone or videoconference, but not by proxy.

ARTICLE 11 - MEETINGS OF MEMBERS

- 11.01** An annual meeting of Members shall be held at such place and on such date in each year as the Board of Directors may determine.
- 11.02** A general meeting of Members or a special meeting of Members may be held at such place and on such date as the Board of Directors may determine. A meeting may also be held upon the request in writing to the President at the Association Office, signed by at least ten (10) Members in Good Standing, specifying the purpose for which the meeting is to be called. A special meeting shall be called by the Board of Directors to be held within one (1) month from the receipt of the request. Members shall be notified of any general meetings or special meetings via email, fax or mail.
- 11.03** Twenty-one (21) days notice for a meeting of Members shall be given.
- 11.04** Excluding the members of the Board of Directors in attendance, fifteen (15) Members in Good Standing, personally present, shall constitute a quorum at a special meeting.
- 11.05** No business shall be transacted at a special meeting except that set forth in the Notice of Meeting calling it.

- 11.06** Excluding the members of the Board of Directors in attendance, fifteen (15) Members in Good Standing, personally present, shall constitute a quorum at an annual general meeting of the Members.
- 11.07** At all meetings, the vote of the majority of Members entitled to vote at the meeting is conclusive of all matters brought before the meeting, except where it is proposed to pass a Special Resolution.
- 11.08** Proxies shall be in writing, with a signature, and shall be provided to the Association office no less than seven (7) days prior to a meeting.
- 11.09** The President, or any Individual Member appointed by the President, shall preside at the annual general or special meetings of Members.
- 11.10** If a meeting of Members goes into a Committee of the Whole, all non-voting members may be asked to leave until the regular meeting re-convenes.
- 11.11** Minutes of all meetings will be prepared by the Executive Administrator and/or the Agent of the Association Management Company, or as appointed by the President. The minutes shall be kept at the registered office of the Association.

ARTICLE 12 – MEMBER RESIGNATION, SUSPENSION AND EXPULSION

- 12.01** Members shall resign in writing to the President at the Association Office.
- 12.02** The Board of Directors have the power, by a vote of three-fourths (3/4) of those present at a meeting of the Board of Directors, to expel or suspend any Member whose conduct shall have been determined by the Board of Directors to be improper, unbecoming or likely to endanger the interest or reputation of the Association, or who willfully commits a breach of the By-laws of the Association. No Member shall be expelled or suspended without seven (7) days written notice to the Member of the charge or complaint against the Member and without having first been given an opportunity to be heard by the Board of Directors at a meeting called for this purpose.
- 12.03** Any Member who resigns, is suspended or expelled from the Association forfeits all rights or claims in or to the Association and its assets. Except as provided in Article 4.07, a Member who fails to pay fees within sixty (60) days after receiving a request for remittance shall be suspended for non-payment of fees. At the discretion of the Board of Directors, the Member may be reinstated upon payment of arrears plus such reinstatement fee as the Board of Directors may prescribe.

ARTICLE 13 – RESIGNATION AND TERMINATION OF DIRECTORS AND OFFICERS

- 13.01** A Director or Officer ceases to be a member of the Board and a vacancy shall exist if:
- (a) The Director or Officer provides written notice of resignation to the President;
 - (b) The Director is absent from 3 meetings as per article 5.04 and the Board of Directors have declared that position vacant.
 - (c) No Director or Officer shall be removed from the Board or office without seven (7) days notice to the Director or Officer of the charge or complaint against them and without having first been given an opportunity to be heard by the Members at the special meeting called for the purpose. A Director or Officer may be removed by a vote of three-fourths (3/4) of those present at a special meeting of Members.

ARTICLE 14 - DISCIPLINE

- 14.01** Discipline will be actioned by the Board of Directors based on the policies and procedures governing the professional conduct of the Members. The policies and procedures shall be binding

on the Members. The policies and procedures may be rescinded, altered or added to by a vote of three-fourths (3/4) of the Board of Directors.

ARTICLE 15 - NOTICES OF MATTERS

- 15.01** All notices of grievances, resolutions, motions or any other matters to be brought before any meeting of Members shall be made in writing and delivered by registered mail, email or fax to the Association office at least thirty (30) days before the meeting

ARTICLE 16 - FISCAL YEAR

- 16.01** December 31st of each year shall be the end of the fiscal year.

ARTICLE 17 - AUDIT

- 17.01** An audit shall be made of the books and the accounts within ninety (90) days of the fiscal year end by a duly qualified accountant elected at the annual meeting of the Members. The report shall be presented at the next annual meeting.

ARTICLE 18 – CORPORATE SEAL

- 18.01** The Board of Directors may adopt a seal, which shall be the Corporate Seal of the Association.
- 18.02** The use of the corporate seal shall be determined by the Board of Directors.

ARTICLE 19 - INSPECTION OF BOOKS

- 19.01** The books and records of the Association may be inspected by any Member in Good Standing upon giving reasonable notice and arranging a time and place satisfactory to the Executive Administrator and/or Association Management Company.

ARTICLE 20 - NOTICES

- 20.01** Subject to any provisions to the contrary herein, whenever Notice is required to be given to any Member, such Notice may be given by pre-paid mail, courier, or electronic transmission addressed to the Member at their last registered address that appears on the books of the Association. Such Notice shall be deemed to be given on the next business day following the posting of such Notice.

ARTICLE 21 – ASSOCIATION OFFICE

- 21.01** The location of the Association office shall be determined by the Board of Directors. The Association office shall not be located on the premises of any funeral home and the Association shall not lease or rent any premises, which are owned in whole or in part by any Member of the Association.

ARTICLE 22 - BORROWING POWERS

- 22.01** For the purpose of carrying out its objects, the Association may borrow or raise or secure the payment of money in such manner as it thinks fit, and in particular by the issue of debentures, but

this power shall be exercised only under the authority of the Association, and in no case shall debentures be issued without the sanction of a Special Resolution.

22.02 The Association may invest its money for the purposes of generating additional income only under the following conditions:

- (a) the principal amount is guaranteed in the investment or there is no risk of loss of the principal amount;
- (b) the Board of Directors in consultation with the Finance Committee and a financial advisor determines the amount and length of an investment;
- (c) the investment is approved unanimously by the Board of Directors.

ARTICLE 23 - AMENDMENT OF BY-LAWS

23.01 These By-laws may be rescinded, altered, or added to by a Special Resolution of the Members.

ARTICLE 24 - WINDING UP

24.01 A Special Resolution of the Members will authorize the Board of Directors to cause the Association to distribute all property and discharge all liabilities.

ARTICLE 25 - EFFECTIVE DATE OF BY-LAWS

25.01 These By-laws shall come into effect upon approval of the membership and will be registered with Service Alberta.

Approved and confirmed by the members on April 27, 2024.

President

Please Print Name

Vice-President

Please Print Name

Treasurer

Please Print Name