

**By – Laws
Of
Chebucto Communities Development Association**

1. In these by-laws unless there be something in the subject or context inconsistent therewith
 - (a) “Society” means Chebucto Communities Development Association.
 - (b) “Registrar” means the Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act.
 - (c) “Special Resolution” means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

MEMBERSHIP

2. The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance to these by-laws, and none other, shall be members of the Society.
3. For the purposes of registration, the number of members of the Society is unlimited.
4. Every member of the Society shall be entitled to attend any meeting of the Society and to vote at any meeting of the Society and to hold office, but there shall be no proxy voting.
5. Membership in the Society shall not be transferable.
6. The following shall be members in the Society:
 - a. Any individual over the age of 18 years residing in those areas of Municipal Districts 17 and 18 and bounded by the Armdale Rotary, St. Margaret’s Bay Road to the Northwest Arm Drive, Northwest Arm Drive, both sides of Old Sambro Road to West Pennant and the waterfront from West Pennant to the Rotary.

- b. Any person over the age of 18 that does not live within the geographic area referred to in section 6 (a) above that has demonstrated a commitment and support of the goals of the organization and has taken the step to have their name entered on the Society's membership rolls.
- 7. No formal admission to membership shall be required.
- 8. Membership in the Society shall cease upon the death of a member, or if, by notice in writing to the Society, she/he resigns her/his membership, or if she/he ceases to qualify for membership in accordance with these by-laws.

FISCAL YEAR

- 9. The fiscal year of the Society shall be the period from April 1 in any year to March 31 in the year next following.

MEETING

- 10.(a) The ordinary or annual general meeting of the Society shall be held within three months after the end of each fiscal year of the Society;
- (b) An extraordinary general meeting of the Society may be called by the Chair or by the Chair or by the directors at any time, and shall be called by the directors if requisitioned in writing by at least five per centum (5%) in number of the members of the Society.
- 11. One week's notice of a meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the Members. Notice shall be given using at least one, wide-spread public medium. Other means of notification may also be used.
- 12. At each ordinary or annual general meeting of the Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:
 - Minutes of preceding general meeting;
 - Consideration of the annual report of the directors;
 - Consideration of the financial statements, including balance sheet and operating statement and the report of the auditors thereon'

Election of directors for the ensuring year;
Appointment of auditors.

All other business transacted at an ordinary or annual general meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of the Society.

13. No business shall be transacted at any meeting of the Society unless a quorum of members is present at the commencement of such business and such quorum shall consist of five members.
14. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any case, it shall stand adjourned to such time and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned sine die.
15. (a) The Chair of Society shall preside as Chair at every general meeting of the Society

(b) If there is no Chair or if at any meeting she/he is not present at the time of holding the same, the Vice-Chair shall preside as Chair;

(c) If there is no Chair or Vice-Chair or if at any meeting neither the Chair nor the Vice-Chair is present at the holding of the same, the members present shall choose someone or their number it be Chair.
16. The Chair shall have no vote except in the case of an equality of votes. In the case of an equality of votes, she/he shall have a casting vote.
17. The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting, other than the business left unfinished at the meeting from which the adjournment took place, unless notice of such new business is given to the members.
18. At any meeting, unless a poll is demanded by at least three members, a declaration by the Chair that a resolution has been carried and an entry to that effect in the book of proceedings of the Society shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favour of or against such resolution.

19. If a poll is deemed in manner aforesaid, the same shall be such manner as the Chair may prescribe and the result of such poll shall be deemed to be the resolution of the Society in general meeting.

VOTES OF MEMBERS

20. Every member shall have one vote and no more.

DIRECTORS

21. Unless otherwise determined by general meeting, the number of directors shall be not less than five or more than twelve.
22. Any member of the Society shall be eligible to be elected a director of the Society.
23. Directors shall be elected by members at each ordinary or annual general meeting of the Society.
24. The members shall elect as directors up to a total of twelve members as defined by these Bylaws to serve as directors of the Society.
25. At the first ordinary or annual general meeting of the Society and at every succeeding ordinary or annual general meeting, all the directors whose terms have expired according to the regulations shall retire from office but shall hold office until the dissolution of the meeting at which their successors are elected.
26. In the event that a director resigns his/her office or ceases to be member in the Society, whereupon his/her office as director shall **ipso facto** be vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the Board of Directors from among the members of the Society according to the regulations.
27. The Society may, by special resolution, remove any director before the expiration of the period of office and appoint another person in his/her stead. The person so appointed shall hold office during such time only as the director in whose place he/she is appointed would have held office if he/she had not been removed.

28. Meetings of the board of Directors shall be held as often as the business of the Society may require and shall be called by the Secretary. A meeting of directors may be held at the close of every ordinary or annual general meeting of the Society without notice. Notice of all other meetings, specifying the time and place reasonable item before the meeting is to take place, but non-receipt of such notice by any director shall not invalidate the proceedings at any meeting of the Board of Directors.
29. No business shall be transacted at any meeting of the Board of Directors unless at least one-third number of the elected directors are present at the commencement of such business.
30. The Chair or, in her/his absence, the Vice-Chair or, in the absence of both of them, any director appointed from among those directors present shall preside as Chair at meetings of the Board.
31. The Chair shall be entitled to vote as a director and, in the case of an equality of votes, she/he shall have casting vote in addition to the vote to which she/he is entitled as a director.

POWERS OF DIRECTORS

32. The management of the activities of the Society shall be vested in the directors who, in addition to the powers and authorities by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not hereby or by Statute expressly directed or required to be exercised or done by the Society in general meeting. In particular, the directors shall have power to engage a coordinator and to determine his/her duties and responsibilities and his/her remuneration. The directors may appoint an executive committee, consisting of the officers and such other persons as the directors decide.

OFFICERS

33. The officers of the Society shall be a Past Chair, a Chair, a Vice-Chair, a Treasurer and a Secretary. The officers of Secretary and Treasurer may be combined.

34. The directors shall elect one of their number to be the chair of the Society. The Chair shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to him/her by the members from time to time.
35. The directors may also elect from their number a Vice-Chair. The Vice-Chair shall, at the request of the members and subject to its directions, perform the duties of the Chair during the absence, illness or incapacity of the Chair, or during such period of the Chair may request him/her to do so.
36. (a) There shall be a secretary of the Society who shall keep the minutes of the meetings of members and directors and shall perform such other duties as may be assigned to him/her by the members. The directors shall appoint the secretary and may also appoint a treasurer of the Society to carry out such duties as the directors may assign. If the directors think fit, the same person may hold both offices of secretary and treasurer.
- (b) The directors may appoint a temporary substitute for the secretary who shall, for the purpose of these by-laws, be deemed to be the secretary.

AUDIT OF ACCOUNTS

37. The auditor of the Society shall be appointed annually by the members of the Society at the ordinary or annual general meeting and, on failure of the members to appoint an auditor, the directors may do so.
38. The Society shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and operating account. The auditors shall make a written report to the members upon the balance sheet and operating account, and in every such report, he/she shall state whether, in his/her opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditure in the preceding year, audited by the auditor, shall be filed with the Registrar within fourteen days after the annual meeting in each year as required by law.
39. The Society has power to repeal or amend any of these by-laws by a special resolution passed in the manner prescribed by law.

MISCELLANEOUS

40. The Society shall file with the Provincial Registrar its Annual Statement a list of its directors with their addresses, occupations, and dates of appointment or election, and within fourteen day of a change of directors, notify the Registrar of the change.
41. The Society shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
42. The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.
43. Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary.
44. The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.
45. Contracts, deeds, bills of exchange and other instruments and documents may be executed on behalf of the Society by the Chair or Vice-Chair and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.
46. The borrowing powers of the Society may be exercised by special resolution of the members.
47. The society shall be carried on without purpose of gain for its members, and any profits or other gains to the charity shall be used in promoting its purposes.

REGULATIONS

1. The terms of office shall be for two years. No director may serve more than three consecutive two-year terms.
2. The persons in the following positions shall be appointed by the Board of Directors as non-voting ex-officio Directors:
 - The Senior Staff of the Association;

- The Past Chair if the term of office of the member has expired.

3. Vacancies on the Board of Directors may be filled by the Directors from the catchment area as described.