

Schedule “A”

SOCIETIES ACT BYLAWS OF GREENTREE VILLAGE COMMUNITY CENTRE ASSOCIATION

Part 1 — Definitions And Interpretation

- 1.1 In these Bylaws, unless the context otherwise requires,
- a) “Community Centre” or “Community Center” means the Greentree Village Community Centre;
 - b) “Directors” or “Board” means the Directors of the Society for the time being;
 - c) “Societies Act” means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it;
 - d) “Registered Address” of a member means that member’s civic address as well as the email address as recorded in the register of members;
 - e) “Bylaws” means these Bylaws as altered from time to time;
 - f) Words importing the singular include the plural and vice versa.

Definitions In Act Apply

- 1.2 The definitions in the Act apply to these Bylaws.

Conflict With Act Or Regulations

- 1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 — Members

Application For Membership

- 2.1.a. There shall be four classes of membership in the Society:

- i. Strata Corporation Membership – A non-voting membership for strata corporations created pursuant to the Condominium Act of British Columbia;
 - ii. Personal Membership – A non-voting membership for individuals who own detached dwellings in Greentree Village or who own lots in the Owners Strata Plan LMS 2165, provided that only one membership shall be granted in respect of any such dwelling or strata lot;
 - iii. Regular Membership - A voting membership for individuals who own strata lots in Strata Corporation Memberships, provided that only one membership shall be granted in respect of any such strata lot; and,
 - iv. Special Membership - A non-voting membership for individuals who are not Regular or Personal Members.
- 2.1.b. A person or strata corporation may apply to the Directors for membership in the Society and on acceptance by the Directors shall be a member, provided that Directors shall admit the following:
- i. The Owners Strata Plan N.W. 194, the Owners Strata Plan N.W. 208, the Owners Strata Plan N.W. 603, the Owners Strata Plan N.W. 310, the Owners Strata Plan N.W. 440 and no other strata corporations as Strata Corporation Members;
 - ii. Each owner of a detached dwelling located in Greentree Village, or each owner of a lot in Owners Strata Plan LMS 2165 as a Personal Member, provided that only one membership shall be granted in respect of each such detached dwelling or strata lot;
 - iii. An owner of each strata lot in a strata corporation that is a Strata Corporation Member, provided that only one membership shall be granted in respect of each such strata lot; and,
 - iv. Special Membership as approved by the Directors at any time during the year, but such membership shall expire on the 31st day of December of the year in which it was granted. The number of Special Members admitted may be re-established from time to time as the Directors see fit.

Duties Of Member

- 2.2.a. Every member shall uphold the Constitution and comply with these Bylaws as well as the policies, rules and/or regulations for the operation of the Community Centre as the Directors may require.
- 2.2.b. Membership is non-transferable.

Amount Of Membership Dues

- 2.3.a. The fiscal year of the Society shall be from January 1 to December 31. The Directors shall, not less than fourteen (14) days before the annual general meeting, deliver a copy, for

approval by the Strata Corporation and Regular Members, of the budget setting forth the anticipated expenses of the Society for the next fiscal year and the anticipated income of the Society from sources other than membership fees. The budget shall include all costs properly attributable in accordance with generally accepted accounting practice, to the operation, control and maintenance of the Community Centre, including without restricting the generality of the foregoing:

- i. such insurance as the Society may affect against public liability and property damage and other casualties properly insured against, including boiler, fire and extended coverage with respect to buildings and the Community Centre;
- ii. repairs and replacement to, and maintenance and operation of, the Community Centre;
- iii. all furnishings;
- iv. policing and supervision;
- v. management;
- vi. salaries of the Community Centre staff including contributions toward usual fringe benefits, unemployment insurance and other contributions toward usual fringe benefits;
- vii. heating and air conditioning, if any;
- viii. taxes;
- ix. licenses;
- x. amounts necessary to establish a reserve fund for contingencies or capital items in such amounts as the Directors may consider reasonable, necessary and appropriate; and,
- xi. other similar costs and all other taxes, utilities and proper costs properly attributable to the Community Centre.

2.3.b. For the purposes of the Bylaw, "Total membership" for a fiscal year means the sum of three hundred and thirty five (335), which is the total of Regular Members, and "Total Expenses" for the fiscal year means the total anticipated expenses of the Society determined in accordance with paragraph 2.3.a. with the deduction of anticipated income from Personal and Special Members fees and other sources.

2.3.c. The Strata Corporation must remit to the Society, on behalf of the members, the annual membership fees as set out in the formula below:

- i. The Owners Strata Plan N.W. 194 shall pay that portion of the Total Expenses for each fiscal year as shown on the budget approved by the members which has as its numerator 72 and its denominator the Total membership for that fiscal year;

- ii. The Owners Strata Plan N.W. 208 shall pay that portion of the Total Expenses for each fiscal year as shown on the budget approved by the members which has as its numerator 40 and its denominator the Total membership for that fiscal year;
 - iii. The Owners Strata Plan N.W 310 shall pay that portion of the Total Expenses for each fiscal year as shown on the budget approved by the members which has as its numerator 85 and its denominator the Total membership for that fiscal year;
 - iv. The Owners Strata Plan N.W. 440 shall pay that portion of the Total Expenses for each fiscal year as shown on the budget approved by the members which has as its numerator 62 and its denominator the Total membership for that fiscal year; and
 - v. The Owners Strata Plan N.W. 603 shall pay that portion of the Total Expenses for each fiscal year as shown on the budget approved by the members which has as its numerator 76 and as its denominator the Total membership for the fiscal year.
- 2.3.d. Each Personal Member shall pay a fee prescribed by the Directors and such fee shall not be less than the fee payable by Regular Members.
- 2.3.e. Each Special Member shall pay a fee prescribed by the Directors and such fee shall not be less than the fee payable by Regular Members.
- 2.3.f. The membership fees payable as aforesaid shall be paid by the members to the Society in 12 equal consecutive monthly installments commencing on the first day of January in each fiscal year and continuing on the first day of each and every month thereafter during the fiscal year.
- 2.3.g. During any fiscal year, the Directors, in extraordinary circumstances, shall call an extraordinary general meeting to propose, by ordinary resolution, special assessments, in excess of five (5%) of the total annual budgeted expenditures, to meet:
- i. any unexpected costs necessary to the immediate or emergent safekeeping of the Community Centre; or,
 - ii. any expenses necessary to comply with law or governmental regulations.

Special Assessments shall be paid by Strata Corporation Members in the same proportions as are the regular membership fees provided in Bylaw 2.3.c. The Directors shall give immediate notice of any special assessment to each Strata Corporation Member specifying a date for payment which shall not be earlier than forty-five (45) days after the date upon which such notice is given. Special Members and Personal Members are exempt from special assessments.

Member Not In Good Standing

- 2.4.a. A member shall be deemed not to be in good standing under the following circumstances:
- i. a Strata Corporation Member shall not be in good standing if it fails to pay membership fees or special assessments or fines in accordance with these Bylaws. If a Strata Corporation Member is not in good standing, all Regular Members who own strata lots

in the Strata Corporation Member shall also not be in good standing;

- ii. a Personal Member or Special Member shall not be in good standing if such member fails to pay membership fees or fines in accordance with these Bylaws; and,
- iii. a Regular Member shall not be in good standing if the Strata Corporation Member in which such member owns a strata lot is not in good standing or if such member is in default of payment of all or any portion of payments for common expenses, penalties, fines or other sums due by such member to the Strata Corporation Member, and such default has been verified by the delivery to the Directors of a written statement signed by two members of the council of the Strata Corporation Member or written notice from the management agent of the Strata Corporation Member.

2.4.b. The Directors shall suspend such rights of a Regular Member if a Strata Corporation Member in which such member owns a strata lot delivers to the Directors a written statement signed by two members of the Strata Council verifying that the Regular Member is in default of payment of all or any portion of payments for common expenses, penalties, or other sums due by the Regular Member to the Strata Corporation Member, in which case such suspension shall remain in effect until all such sums are paid. In all other cases, the period of suspension shall be at the discretion of the Directors.

2.4.c. The Directors may, on or about September 30th of each year, levy a fine on members who are not in good standing. Such fine shall be assessed at the rate charged by the Royal Bank of Canada to its large private commercial customers in the Province of British Columbia together with two (2%) percent per annum, to be calculated monthly, not in advance, on the balance outstanding on the member's assessment account. A member shall not be reinstated as a member in good standing unless and until all outstanding membership fees, special assessments and fines have been paid.

Member Not In Good Standing May Not Vote

2.5 (a) A voting member who is not in good standing:

- i. may not vote at a general meeting; and,
- ii. is deemed not to be a voting member for the purpose of consenting to a resolution of the voting members.

Suspension of Membership for Breach of Rules

2.6 a. The Directors may, in their discretion, suspend the rights of any member to participate in the affairs of the Society including the right to use the Community Centre by such member, and all persons claiming under the auspices of such member, if the member commits a breach of these Bylaws, or any of the policies, rules and/or regulations established by the Board.

2.6.b. A member who commits a breach as set out in 2.6.a. will be suspended and provided with an opportunity to make arguments for the suspension to be lifted at a meeting with the Directors. The Board may reinstate the member with conditions as set out in it's policy.

Termination Of Membership

- 2.7.a. No Regular or Strata Corporation Member may be expelled from the Society. The membership of all Strata Corporation Members, and Regular Members shall cease only upon the dissolution or winding up of the Society.
- 2.7.b. Personal Members shall cease to be members of the Society upon giving notice in writing to the Society that they wish to cease to be members of the Society.
- 2.7.c. Special Members shall cease to be members on the 31st day of December of the year in which their Special Membership was granted.
- 2.7.d. A Personal or Special Members' membership in the Society is terminated if the person is not in good standing for two (2) consecutive months.
- 2.7.e. If a Personal or Special Member of the society is expelled the society must:
 - i. send the member written notice of the proposed expulsion, including reasons; and,
 - ii. give the member a reasonable opportunity to make representations to the Society respecting the proposed discipline or expulsion.

Part 3 — General Meeting Of Members

Time And Place Of General Meeting

- 3.1.a. General meetings of the Society shall be held at such time and place, in accordance with the Societies Act, as the Directors decide.
- 3.1.b. Every general meeting, other than an annual general meeting, is a special general meeting.
- 3.1.c. The Directors shall, on being presented with a requisition stating the purpose of the special general meeting and signed by ten (10%) percent of the Regular Members in good standing, convene a general meeting pursuant to the requirements of the Societies Act.
- 3.1.d. The Directors shall, on being presented with a Regular Member's proposal, signed by at least five (5%) percent of the Regular Members in good standing, add specific issues to the agenda of the annual general meeting. The proposal must be received by the Society at least seven (7) days before notice of the annual general meeting is sent. The Directors have the discretion to reject the proposal if it is substantially similar to an issue that has already been voted on at a member's meeting in the previous two years.
- 3.1.e. The Directors may, whenever they deem fit, convene a special general meeting.
- 3.1.f. Notice of a general meeting shall specify the place, the day and the hour of the meeting, and, in cases of special business, the general nature of the business. The Society shall give no less

than fourteen (14) days notice of a general meeting; provided that such Regular Members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing. Notice of a general meeting may be provided to a member either personally, by mail, by fax, or by e-mail to the member at the member's address, e-mail address, or fax number, as shown in the register of members.

- 3.1.g. The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice, does not invalidate proceedings at the meeting.
- 3.1.h. A general meeting must be held in each calendar year at the Directors' discretion.

Ordinary Business At General Meeting

- 3.2.a. At a general meeting, the following business is ordinary business:
 - i. adoption of rules of order;
 - ii. consideration of any financial statements of the Society present to the meeting;
 - iii. consideration of the reports, if any of the Directors or auditor;
 - iv. introduction of Directors;
 - v. appointment of auditor, if any;
 - vi. business arising out of a report of the Directors not requiring the passing of a special resolution;
 - vii. approval of the proposed budget; and,
 - viii. approval of the Long Range Capital & Expense Plan.
- 3.2.b. Robert's Rules may be adopted by the Society or other rules of procedure at the Director's discretion.

Notice Of Special Business

- 3.3 A notice of a general meeting must state the nature of any business, other than ordinary business to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

Chair Of General Meeting

- 3.4.a. An individual appointed by the Board is entitled to preside as the chair of a general meeting:
- 3.4.b. If the Board has not appointed an individual to preside as the chair or the individual appointed by the Board is unable to preside as the chair then one of the Directors present at the meeting will preside as chair.

- 3.4.c. The chair of any meeting of the members of the Society shall be responsible to ensure that complete and accurate minutes of any meeting chaired by them are taken and forwarded to the address of the Society or to the location from time to time determined by resolution of the Directors of the Society in accordance with the Societies Act.

Alternate Chair Of General Meeting

- 3.5 If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within fifteen (15) minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.

Quorum Required

- 3.6 Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.

Quorum For General Meeting

- 3.7 The quorum for the transaction of business at a general meeting is twenty five (25) Regular Members, in good standing, present or represented through proxy.

Lack Of Quorum At Commencement Of Meeting

- 3.8 If within thirty (30) minutes from the time set for holding a general meeting, a quorum of voting member is not present,
- i. in the case of a meeting convened on the requisition of Regular Members, the meeting is terminated; and,
 - ii. in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within thirty (30) minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.

If Quorum Ceases To Be Present

- 3.9 If, at any time, during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Adjournments By Chair

- 3.10 The chair of a general meeting may, or, if so directed by the voting members of the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be

transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

Notice Of Continuation Of Adjourned General Meeting

3.11 It is not necessary to give notice of a continuation of an adjourned general meeting or the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for thirty (30) days or more, notice of the continuation of the adjourned meeting must be given.

Order Of Business At General Meeting

3.12.a. The order of business at a general meeting is as follows:

- i. elect an individual to chair the meeting, if necessary;
 - ii. determine that there is a quorum;
 - iii. approve the agenda;
 - iv. approve the minutes from the last general meeting;
 - v. deal with unfinished business from the last general meeting;
 - vi. if the meeting is an annual general meeting:
 - A. receive the Directors' report on the financial statements of the Society for the previous financial year and the auditor's report, if any, on those statements;
 - B. receive the Director's report on the Long Range Capital & Expense Plan;
 - C. receive any other reports of Directors' activities and decisions since the previous annual general meeting;
 - D. introduce Directors; and,
 - E. appoint an auditor, if any;
 - vii. deal with new business, including any matters about which notice has been given to the Regular Members in the notice of meeting;
 - viii. terminate the meeting.
- 3.12.b. Prior to being considered by a meeting of the members, all resolutions must be proposed by a member entitled to vote at the meeting and must be seconded by another member entitled to vote at the meeting. The chair of a meeting may move, propose or second a resolution if they are also a voting member.

Methods Of Voting

- 3.13.a. A resolution put to a vote at any meeting shall be decided on a show of hands unless any Regular Member demands a poll in which case it shall be by poll. If before such a vote, two or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.
- 3.13.b. In any case there shall be an equality of votes, the chair shall not have a casting or second vote in addition to the vote to which they may be entitled as a member.
- 3.13.c. Members in good standing shall have or not have voting rights as follows:
- i. Strata Corporation Members—no vote;
 - ii. Personal Members—no vote;
 - iii. Regular Members—one vote each;
 - iv. Special Members—no vote.

Announcement Of Result

- 3.14 The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.

Proxy Voting Permitted

- 3.15.a. Every member entitled to vote at a meeting of the members may, by means of a proxy, appoint a person (who need not be a member) as their nominee to attend, act and vote for them on their behalf at the meeting in the manner, to the extent and with the power conferred by the proxy. A proxy shall be in writing dated as the date executed and shall be executed by the member or their authorized agent.
- 3.15.b Form of Proxy

The instrument appointing a proxy must be in the following form, or in any other form that the Board approves:

I, _____, of _____, hereby appoint _____, of _____, as my proxy to vote for me and on my behalf at the general meeting of the Society on the ___ day of ___, 20___, and at any adjournment thereof.

Signed at _____ this _____ day of _____, 20___.

A proxy must be received not fewer than 15 minutes before the time set for the start of a general meeting.

A proxy is only valid for the meeting for which the proxy is given, and any adjournment of that meeting.

Matters Decided At A General Meeting By Ordinary Resolution

- 3.16 A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Part 4 — Directors

Directors' Powers And Limitations

- 4.1.a. The Directors may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not be these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Society in general meeting, but subject, nevertheless to the provisions of:
- i. all laws affecting the Society;
 - ii. these Bylaws; and,
 - iii. rules, not being inconsistent with these Bylaws, which are made from time to time by the Society in general meetings.
- 4.1.b. No rule, made by the Society in general meeting, invalidates a prior act of the Directors that would have been valid if that rule had not been made.

Number Of Directors On The Board

- 4.2. The number of Directors shall be five (5).

Appointment Of Directors

- 4.3.a All Directors must be appointed by their respective Strata Corporation Members in a manner consistent with section 4.3.b.
- 4.3.b. Each Strata Corporation, in good standing shall, by its Strata Council, appoint two (2) members to the Board of Directors at the Strata's annual general meeting. One of the Directors shall be designated as an alternate. Notice of the appointed Directors shall be delivered to the existing Board of Directors signed by two members of its Strata Council immediately. Each Director so appointed shall hold office until the next annual general meeting of their Strata Corporation.
- 4.3.c. The Directors shall retire from office at their Strata Corporation Member's annual general meeting when their successors shall be appointed as herein provided.

- 4.3.c. A Director who was appointed at an annual general meeting of a Strata Corporation may be removed from office by special resolution.
- 4.3.d. A Director who, for any reason, ceases to be a member of the Society, shall automatically cease to be a Director of the Society and a new Director shall be appointed in accordance with 4.4.

Filling Vacancy On The Board

- 4.4.a A Strata Corporation Member may, by written notice to the Board of Directors signed by two members of its Strata Council, remove a Director appointed by it.
- 4.4.b If a Director appointed by a Strata Corporation Member resigns, is removed or otherwise ceases to hold office, the Strata Corporation Member shall immediately appoint a new Director by written notice to the Board of Directors signed by two members of its Strata Council to fill the vacancy and to hold office until the next following annual general meeting.
- 4.4.c In the event that the Strata Corporation Member is unable to appoint an individual to fill the vacancy within two (2) weeks of having been advised of the vacancy, the remaining Directors shall fill the vacancy from the regular membership of that Strata Corporation member.

Part 5 — Directors Meetings

Calling Directors' Meeting

- 5.1 A Director may at any time convene a meeting of the Directors.

Notice Of Directors' Meeting

- 5.2 At least two (2) days notice of a Directors' meeting must be given unless all the Directors agree to a shorter notice period.

Proceedings Valid Despite Omission To Give Notice

- 5.3 The accidental omission to give notice of a Directors' meeting to a Director; or the non-receipt of a notice by a Director, does not invalidate proceedings at the meeting.

Conduct Of Directors' Meeting

- 5.4.a The Directors may meet together at such places as they think fit for dispatch of business, adjourn, and otherwise regularly regulate their meetings and proceedings as they see fit.
- 5.4.b Directors may pass a Directors' resolution without a meeting. A resolution in writing, signed by all the Directors and placed within the minutes of the Directors is as valid and effective as if regularly passed at a meeting of Directors.

- 5.4.c. The Directors shall elect one of their members or the Property Manager, to chair all meetings of the Directors and the chairs so elected shall be responsible to ensure that complete and accurate minutes of all meetings of the Directors chaired by them are taken and forwarded to the address of the Society or to the location from time to time determined by resolution of the Directors of the Society in accordance with the Societies Act.
- 5.4.d. The Directors may delegate any, but not all, of their powers to committees consisting of such Director or Directors as they deem fit. The Directors may also delegate volunteer members from Owners Strata Plan N.W. 194, the Owners Strata Plan N.W. 208, the Owners Strata Plan N.W. 310, the Owners Strata Plan N.W. 440 and the Owners Strata Plan N.W. 603 to committees, if they deem the member's skills and experience will benefit the committees. A committee must have at least one Director sitting on it.
- 5.4.e. A committee so formed in the exercise of the powers so delegated shall conform to any rules that may from time to time be imposed on it by the Directors, and shall report every act or thing done to exercise of those powers to the earliest meeting of the Directors to be held after it has been done.
- 5.4.f. For a first meeting of Directors held immediately following the appointment of a Director or Directors by a Strata Corporation Member, it is not necessary to give notice of the meeting to the newly appointed Director or Directors for a meeting to be duly constituted if a quorum of the Directors is present.
- 5.4.g. Questions arising at any meeting of the Directors or committee of the Directors shall be decided by a majority of votes cast.
- 5.4.h. In case of an equality of votes, the chair does not have a second or casting vote.
- 5.4.i. Prior to being considered by a meeting of the Directors, all resolutions must be proposed by a Director entitled to vote at the meeting and must be seconded by another Director entitled to vote at the meeting. The chair, if a Director, of a meeting may move, propose or second a resolution.
- 5.4.j. No Director appointed by a Strata Corporation Member shall be entitled to vote at meetings of the Directors if the Strata Corporation by whom such Director was appointed is not in good standing.

Part 6 — Board Positions

Election Or Appointment To Board Positions

- 6.1 At the first Board meeting following the Annual General Meeting the Directors may appoint from among their number individuals to fill the following Board positions;
 - i. president

- ii. vice-president
- iii. secretary
- iv. treasurer

A Director, other than the President, may hold more than one position.

- 6.2 Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as Directors at large.

Description of Board Positions

6.3.a Role of president

The president is the chair of the Board and is responsible for supervising the other Directors in the execution of their duties.

6.3.b Role of vice-president

The vice-president is the vice-chair of the Board and is responsible for carrying out the duties of the president if the president is unable to act.

6.3.c Role of secretary

The secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and Directors' meetings;
- (b) taking minutes of general meetings and Directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.

6.3.d Absence of secretary from meeting

In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

6.3.e Role of treasurer

The treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) receiving and banking monies collected from the members or other sources;
- (b) keeping accounting records in respect of the Society's financial transactions;
- (c) preparing the Society's financial statements;
- (d) making the Society's filings respecting taxes.

Part 7 — Remuneration Of Directors And Signing Authority

Remuneration Of Directors

- 7.1 No Director shall be remunerated for being or acting as a Director, but a Director may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Society.

Signing Authority

- 7.2.a. A contract or other record to be signed by the Society must be signed on behalf of the Society by the president together with one other Director.
- 7.2.b. If the president is unable to provide a signature, then by the vice-president together with one other Director.
- 7.2.c. If the president and vice-president are both unable to provide signatures, then by one or more individuals authorized by the Board to sign the record on behalf of the Society.

Part 8 — Borrowing

- 8.1.a. Subject to Article 8.1.b. in order to carry out the purposes of the Society, the Directors may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in such manner as they decide.
- 8.1.b. The Regular Members may by special resolution restrict the borrowing powers of the Directors, but a restriction so imposed expires at the next annual general meeting.

Part 9 — Auditor

- 9.1 This part applies only where the Society is required or has resolved to have an auditor.
- 9.2 At each annual general meeting, the Society shall appoint an auditor to hold office until re-elected or a successor elected at the next annual general meeting.
- 9.3 An auditor may be removed by ordinary resolution.
- 9.4 An auditor may be informed forthwith in writing of appointment or removal.
- 9.5 No Director, employee or member of the Society shall be an auditor.
- 9.6 The auditor may attend general meetings.

Part 10 — Notice To Members

- 10.1 A notice may be given to a member, either personally, by mail or email to the member's registered street or email addresses.
- 10.2 A notice sent by mail shall be deemed to have been given on the fourth day following that on which the notice is posted, and in proving that it was addressed and put in a Canadian post office receptacle. Email shall be deemed to have been given the same day it was sent.
- 10.3.a. Notice of a general meeting shall be given to:
- i. every Regular Member and Strata Corporation Member as shown on the register of members on the day notice is given; and,
 - ii. the auditor, if Part 9 applies.
- 10.3.b. No other person is entitled to receive a notice of general meeting.

Part 11 — Official Records

- 11.1 On being submitted to membership, each member is entitled to and the Society shall give such member, without charge, a copy of the Constitution and Bylaws of the Society.
- 11.2 These Bylaws shall not be altered or added to except by special resolution.
- 11.3 The official records of the Society pursuant to 20(1) of the Societies Act will be open to the inspection of and disclosure to the members of the society. A member or Director who wishes to make such inspection, or seek such disclosure, shall apply in writing to the secretary-treasurer. The official records will be made available for inspection at such time and place as is reasonably practicable. Access to, including inspection or disclosure, of any other society record by a member, Director or other person will be at the sole discretion of the Board of Directors.