



BY-LAWS

The name of the Corporation shall be the **CANADIAN QUILTERS’ ASSOCIATION/ASSOCIATION CANADIENNE DE LA COURTEPOINTE**

The purpose of the Corporation is to promote excellence in quilt making and to foster a climate of sharing among Canadian quilt makers and enthusiasts.

Section 1 – General

1.01 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- a) “Act” means the *Canada Not-for-profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- b) “articles” means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
- c) “board” means the board of directors of the Corporation and “director” means a member of the board elected by the members to supervise the management of the corporation;

- d) "officer" means the person(s) appointed by the directors whose duties are related to managing specific aspects of the corporation's daily activities and affairs;
- e) "by-law" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;
- f) "meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes and a special meeting of all members entitled to vote at an annual meeting of members;
- g) "ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
- h) "proposal" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 of the Act;
- i) "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time; and
- j) "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in these by-laws.

1.03 Corporate Seal

The Seal, an impression whereof is stamped in the margin hereof, shall be the seal of the CANADIAN QUILTERS' ASSOCIATION/ASSOCIATION CANADIENNE DE LA COURTEPOINTE. The secretary of the Corporation shall be the custodian of the corporate seal.

1.04 Execution of Documents

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the Corporation, shall be signed by any two (2) Directors or Officers. All contracts, documents and instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality. The Directors shall have power from time to time by resolution to appoint an Officer or Officers on behalf of the Corporation to sign specific contracts, documents and instruments in writing. Any person authorized to sign any document may affix the corporate seal to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the corporation to be a true copy thereof.

1.05 Financial Year end

The financial year-end of the Corporation shall be December 31.

1.06 Banking Arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to

time by resolution. The banking business or any part of it shall be transacted by the treasurer of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

1.07 Annual Financial Statements

The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements of the Act) to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available and any member may, on request, obtain a copy free of charge by electronic mail or by prepaid surface mail.

Section 2 – Membership

2.01 Membership Conditions

Subject to the articles, there shall be five classes of members in the Corporation, namely Individual Members, Guild Members, Professional Members, Shop Members and Institution Members. The board of directors of the Corporation may, by resolution, approve the admission of the members of the Corporation. Members may also be admitted in such other manner as may be prescribed by the board by ordinary resolution. The following conditions of membership shall apply:

Individual Member

(1) Individual Membership shall be available only to individuals interested in furthering the object of the Corporation and who have applied and have been accepted for Individual Member voting membership of the Corporation.

(2) The term of membership of an Individual member shall be annual, subject to renewal in accordance with the policies of the Corporation.

(3) As set out in the articles, each Individual Member is entitled to receive notice of, attend and vote at all meetings of members and each such Individual Member shall be entitled to one (1) vote at such meetings.

Guild Member

(1) Non-voting Guild Memberships shall be available to quilt guilds and who have applied and have been accepted for non-voting Guild membership in the Corporation.

(2) The term of membership of the non-voting Guild membership shall be annual, subject to renewal in accordance with the policies of the Corporation.

(3) Subject to the Act and the articles, a non-voting Guild member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Corporation.

Professional Member

(1) Professional Membership shall be available only to individuals interested in furthering the object of the Corporation and who have applied and have been accepted for Professional Member voting membership of the Corporation.

(2) The term of membership of a Professional member shall be annual, subject to renewal in accordance with the policies of the Corporation.

(3) As set out in the articles, each Professional Member is entitled to receive notice of, attend and vote at all meetings of members and each such Professional Member shall be entitled to one (1) vote at such meetings.

Shop Member

(1) Shop Membership shall be available only to quilt stores interested in furthering the object of the Corporation and who have applied and have been accepted for Shop Member voting

membership of the Corporation.

(2) The term of membership of a Shop Member shall be annual, subject to renewal in accordance with the policies of the Corporation.

(3) As set out in the articles, each Shop Member is entitled to receive notice of, attend and vote at all meetings of members and each such Shop Member shall be entitled to one (1) vote at such meetings

Institutional Member

(1) Non-voting Institutional Memberships shall be available to institutions and who have applied and have been accepted for non-voting Institutional membership in the Corporation.

(2) The term of membership of the non-voting Institutional membership shall be annual, subject to renewal in accordance with the policies of the Corporation.

(3) Subject to the Act and the articles, a non-voting Institutional member shall not be entitled to receive notice of, attend or vote at meetings of the members of the Corporation.

2.02 Notice of Meeting of Members

Notice of the time and place of the Annual General Meeting or Special Meetings of members shall be given to each member entitled to vote at the meeting by the following means:

- a) by mail, courier or personal delivery to each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- b) by telephonic, electronic or other communication facility to each member entitled to vote at the meeting, at least 21 days prior to the day on which the meeting is to be held; or
- c) by publication, in one publication before the day on which the meeting is to be held.

Section 3 – Membership Dues, Termination and Discipline

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3.01 Membership Dues

Members shall be notified in writing of the membership dues at any time payable by them, and, if any are not paid within one (1) calendar month of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.

3.02 Termination of Membership

A membership in the Corporation is terminated when:

- a) the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
- b) a member fails to maintain any qualifications for membership described in Section 2.01 of these by-laws;
- c) the member resigns by delivering a written resignation to the President of the Board of Directors of the Corporation in which case such resignation shall be effective on the date specified by the resignation;
- d) the member is expelled in accordance with section 3.03 below or is otherwise terminated in accordance with the articles or by-laws;
- e) the member's term of membership expires; or
- f) the Corporation is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

3.03 Discipline of Members

The board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:

a) violating any provision of the articles, by-laws or written policies of the Corporation; b) carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion; c) for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submission to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board, may proceed to notify the member that the member is suspended or expelled from membership in the Corporation, If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

Section 4 – Meetings of Members

4.01 Meeting Place

The board of directors can determine that the annual general meeting or special meeting of members shall be held entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each

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other during the meeting

4.02 Persons Entitled to be Present

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meetings, the directors and the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

4.03 Chair of the Meeting

In the event that the President of the Board and the Vice-President of the Board are absent, the Past President will chair the meeting.

4.04 Quorum

A quorum at any meeting of the members shall be calculated by totaling the number of members present at the meeting who are entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

4.05 Votes to Govern

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting shall not cast a vote except to break a tie.

Section 5 – Directors

5.01 Election and Term

Election and Term Subject to the articles, the members will elect the directors at the first meeting of members and at each succeeding annual meeting at which an election of directors is required, and the directors shall be elected to hold office for a one or two year term. Directors must be a member in good standing prior to being elected. If a meeting of members fails to elect a specific director, the directors may appoint a director for that position, who shall hold office for a term expiring not later than the close of the next annual meeting of members.

5.02 Director Names

Name of Directors

The Directors shall include President, Vice-President, Secretary, Treasurer, and up to six other directors, including the Past President, who are not officers.

5.03 Term Period of a Director

Term Period - A Director shall hold office for thirty days following the close of the Annual General Meeting. A retiring Director shall remain in office for thirty days following the close of the annual meeting at which her retirement is accepted and her successor is elected. The Directors, with exception of the Vice President and President, shall have a term of two years with an option of up to an additional two-year term upon approval of the Board of Directors.

Section 6 – Meetings of Directors

6.01 Call of Meetings

Meetings of the Board of Directors may be called by the President, the Vice-President or any two (2) directors at any time.

6.02 Notice of Meeting

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in Section 8.01 of this by-law to every director of the Corporation not less than 7 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting, Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

6.03 Votes to Govern

At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the president or chair of the meeting will not exercise a vote except to break a tie.

6.04 Remuneration

Directors shall not receive any stated remuneration for their services but by resolution of the Board of Directors, expenses of their attendance may be allowed for their attendance at each regular or special meeting of the Board of Directors. Nothing herein contained shall be

construed to preclude any Director from serving the Corporation in any other capacity and receiving compensation therefore. The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive and profit from **their** position as such; provided that a director may be paid reasonable expenses incurred by **them** in the performance of **their** duties, and provided further that any Director who is engaged in or is a member of a firm engaged in any business or profession may act in and be paid the usual professional costs and charges for any professional business required to be done in connection with the administration of the affairs of the Corporation.

6.05 Committees

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject, to the Act, with such 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.

Section 7 – Officers

7.01 Description of Officers

Unless otherwise specified by the board which may, subject to the Act modify, restrict or supplement such duties and powers, the officers of the Corporation shall have the following duties and powers associated with these positions:

- a) **President** – The president shall be a director as elected by the membership or appointed under subsection 5.01 of these by-laws. The president if any, shall, when present, preside at all meetings of the board of directors and of the members. The president shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the corporation. The president shall, subject to the authority of the board, have general supervision of the affairs of the Corporation.

- b) **Vice-President** – The vice president shall be a director as elected by the membership or appointed under subsection 5.01 of these by-laws. If the president is absent or is unable or refuses to act, the vice-president, if any, shall, when present, preside at all meeting of the board of directors and of the members. The vice-president shall have such other duties and powers as the board may specify. They shall be responsible for all fund-raising activities of the Corporation.
- c) **Secretary** – The secretary shall be a director as elected by the membership or appointed under subsection 5.01 of these by-laws. Records all minutes and votes at all Online or in-person Board meetings and at the Annual General Meeting; Documents and records results of all email motions; Documents and records all action items arising from the meetings; After approval by the President and Executive Director, sends copies of the minutes of the in-person Board meetings to all Board members, includes, the Minutes, all Directors activity reports, contract position reports and email motions; provides a copy of the AGM minutes for inclusion in the Autumn issue of the Canadian Quilter magazine.
- d) **Treasurer** – The treasurer shall be a director as elected by the membership or appointed under subsection 5.01 of these by-laws. The Treasurer shall be involved with 1) the selection of bookkeeper contractor by review of bookkeeper’s responsibilities, recommendations to the board regarding appointment and retention of the bookkeeper; 2) policy and procedures development regarding financial transactions; 3) contracts for positions that have any financial transactional responsibility; 4) recommendation annually for the appointment of an auditor; 5) assist committees/groups with the development of an annual budget (to be approved before the beginning of the relevant fiscal year) and the ongoing administration of the budget; 6) prepare a cash flow analysis as requested by and for the board; 7) present at each meeting of the board a summarized financial report including the actual financial position (no more than 30 days old) and the current budget.

e) **Executive Director** – The Executive Director, a non-voting position, is appointed by the board as an employee of the Corporation. The Executive Director is responsible for the day-to-day operations of the Corporation.

The Executive Director duties include: 1) Acts as an advisor to the board on all aspects of CQA/ACC's activities; 2) provides support for all/new members of the board; 3) assists the board with development and implementation of the strategic plan; 4) develops with the Board, a plan for managing the website; 5) recruits, interviews and selects contractors and employees with board; 6) manages staff and acts as liaison to contractors; 7) assists in preparation of a comprehensive annual budget, with the Treasurer and President; 8) assists in securing adequate funding for the operation of the Corporation; 9) responsible for the fiscal management that generally anticipates operating within the annual approved budget, ensures maximum resource utilization and maintenance of the organization in a positive financial position; 10) acts as a spokesperson for the Corporation when requested by the President; 11) attends all board meetings, and provides input and feedback; 12) supervises or undertakes all responsibilities related to acquiring facilities for and operations of Quilt Canada; 13) Serves as a liaison between the Board and the Regional Representatives (RR's) and works to recruit a full complement of Regional Representatives.

Section 8 – Notices

8.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members or a meeting of the board of directors, pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be efficiently given:

- a) If delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of director); or
- b) If mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
- c) If sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- d) If provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

8.02 Invalidity of any provision of this by-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provision of this by-law.

8.03 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, committee members, or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

Section 9 – Dispute Resolution

9.01 Mediation and Arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in Section 9.02 of this by-law.

9.02 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a lawsuit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

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- a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
- b) The number of mediators may be reduced from three to one or two upon agreement of the parties.
- c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact or law.
- d) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

Section 10 – Effective Date

10.01 Effective Date

Subject to matters requiring a special resolution of the members, this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 11th day of January, 2021. And confirmed by the members of the Corporation by special resolution on the 26th day of March, 2021.