

Prescott Group Society  
Policy Manual

SECTION A: ADMINISTRATION

**Number: A-5**

Subject: By-Laws of Prescott Group Society

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**BY-LAWS  
OF  
PRESCOTT GROUP SOCIETY**

1. In these by-laws unless there be something in the subjector context inconsistent therewith
  - (a) "Society" means Prescott Group Society.
  - (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 three fourths of such members entitled to vote as are present in person at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.
  - (d) "Members' Meeting" means the annual general meeting or any extraordinary general meeting called to address the membership.
  - (e) "Directors' Meeting" means the regular meetings of the Board of Directors of the Society.

**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, and their names shall be entered in the Register of Members accordingly.
3. For the purposes of registration, the number of members of the Society is unlimited.
4. Every member of the Society shall subject to these by laws be entitled to attend any general meeting of the Society and to vote at any general meeting of the Society and to hold any office, but there shall be no proxy voting.
5. Membership in the Society shall not be transferable.
6. The following shall be admitted to membership in the Society: any individual who or organization which upholds the objects of the Society and contributes to the support of the Society an amount to be determined annually at the General Meeting.

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7. No formal admission to membership shall be required and the entry in the Register of Members by the Secretary of the name and address of any organization or individual shall constitute an admission to membership in the Society.
8. Membership in the Society shall cease upon the death of a member or by the ceasing of operations if the member is an organization, or if, by notice in writing to the Society, the member resigns from membership in the Society, or if the member 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 the first day of April in any year to the last day of March in the year next following.

### MEMBER MEETINGS

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 Chairman or by the Directors at any time, and shall be called by the Directors if requisitioned in writing by at least one third (1/3) in number of the members of the Society.
11. Five days 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 sent through post** unless the member opts to receive notice of a meeting through e-mail instead. If sent through post, the notice shall be in a prepaid letter addressed to the member at his last known address. If the member opts to receive notice via e-mail, the notice shall be sent to an e-mail address provided by the member. Any notice shall be deemed to have been given and received by each member two days after posting by regular mail or sending by e-mail and in providing such service it shall be sufficient to prove that the envelope containing the notice was properly addressed and placed in the post office, or that the e-mail notice was sent to the correct e-mail address. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting.
12. At each annual meeting of the Society, the following items of business shall be dealt with and shall be deemed to be ordinary business:

Minutes of preceding annual general meeting; Consideration of the annual report

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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 ensuing year; Appointment of Auditors.

All other business transacted at an annual general 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 (5) members or ten percent (10%) of all members listed in the Register of Members, whichever is greater.
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 other 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 **Chairman** of the Society shall preside as Chairman at every members' meeting of the Society including annual general meeting and any extraordinary general meetings;
  - (b) If there is no Chairman or if at any meeting him or she is not present at the time of holding the same, the Vice-Chairman shall preside as Chairman;
  - (c) If there is no Chairman or Vice-Chairman or if at any meeting neither the Chairman nor the Vice-Chairman is present at the holding of the same, the members present shall choose someone of their number to be Chairman.
16. The Chairman shall have no vote except in the case of an equality of votes. In the case of an equality of votes, he or she shall be entitled to cast a vote.
17. The Chairman 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 Chairman 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

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the fact, without proof of the number or proportion of the members recorded in favor of or against such resolution.

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

**1. VOTES OF MEMBERS**

20. Every member shall have one vote and no more; provided, however, that those members which are employed by the Society and remunerated in respect of such employment or members who are direct recipients of service from the Society shall not be entitled to vote; notwithstanding the foregoing, those members who are direct recipients of service from the Society and are elected or appointed as Directors pursuant to paragraph 23 hereof shall be entitled to vote. No member may vote by proxy.

**DIRECTORS**

21. Except as provided in paragraph 23 hereof, any member of the Society, except those members who are employed by the Society and remunerated in respect of such employment or members who are direct recipients of service from the Society, shall be eligible to be elected a Director of the Society.
22. The subscribers to the Memorandum of Association of the Society shall be the first Directors of the Society. Thereafter, unless otherwise determined by a general meeting, the number of Directors shall not be less than five or more than sixteen.
23. At the first ordinary or annual general meeting of the Society all the Directors shall retire from office and there shall be established a Board of Directors of the Society comprised of the following:
- (a) four members of the Society appointed by Resolution of the Board of Directors of the Halifax branch of the Canadian Association for Community Living, who shall be entitled to vote;
  - (b) the senior staff person employed by the Society, who shall have no vote;
  - (c) a direct recipient of service from the Society elected from among their number, who shall be entitled to vote; ten members elected from among their number, who shall be entitled to vote.
24. All the Directors shall retire from office on the second anniversary of the ordinary

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- or annual general meeting at which they were appointed or elected, but shall hold office until the dissolution of the meeting at which their successors are elected. Retiring Directors shall be eligible for re-election.
25. In the event that a Director resigns his or her office or ceases to be a member in the Society, whereupon his other 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. Anyone "appointed" between AGM's can only hold office via board appointment until the appointment is ratified at the next annual general meeting.

### Director Meetings

26. The Society may, by special resolution, remove any Director before the expiration of the period of office and appoint another person in his or her stead. The person so appointed shall hold office during such time only as the Director in whose place he or she is appointed would have held office if he had not been removed.
27. Meetings of the Board of Directors shall be held as often as the business of the Society may require and shall be called by any Director. 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 thereof, shall be given either orally or in writing, or via e-mail to each Director within a reasonable time 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.
28. No business shall be transacted at any meeting of the Board of Directors unless at least one half in number of the Directors who are entitled to vote are present at the commencement of such business.
29. The Directors shall by resolution appoint a Chairman and Vice-Chairman from among their number, each of whom shall act in such capacity until the end of the meeting at which a successor Chairman and a successor Vice-Chairman is appointed by resolution.
30. The Chairman or, in his or her absence, the Vice-Chairman, in the absence of both of them, any Director appointed from among those Directors present shall preside as Chairman at meetings of the Board; provided, however, that no members which are employed by the Society and remunerated in respect of such employment, or members who are direct recipients of service from the Society, shall be entitled to preside as Chairman.
31. The Chairman shall not be entitled to vote as a Director except in the case of an

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equality of votes in which case the Chairman shall be entitled to cast a vote.

**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 Stature 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 or her duties and responsibilities and his or her remuneration. The Directors may appoint an executive committee, consisting of the officers and/or such other persons as the Directors decide.

**OFFICERS**

33. The Chairman of the Board of Directors shall be the Chairman of the Society and the Vice-Chairman of the Board of Directors shall be the Vice Chairman of the Society.
34. The Chairman shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to him or her by the Directors from time to time.
35. The Vice-Chairman shall, at the request of the Directors and subject to its directions, perform the duties of the Chairman during the absence, illness or incapacity of the Chairman, or during such period of the Chairman may request him or her to do so.
36. (a) A person designated by the Board of Directors shall keep the minutes of the meetings of members and Directors and shall perform such other duties as may be assigned to him or her by the Directors. The Directors may appoint the secretary and may also appoint a treasurer of the Society to carry out such duties as the Directors may assign.
- (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.

**COMMITTEES**

37. **The standing committees of the Society shall be as follows:**

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- (a) The Operations Committee, whose objects shall include general administration of the Society and the development and implementation of policies relating to personnel and the maintenance and operation of the physical plant(s) of the Society.
- (b) The Program Committee whose objects shall include the development and implementation of policies relating to the design and delivery of services to be provided by the Society and the admission and review process relating to the individuals who receive services provided by the Society.
- (c) The Finance Committee, whose objects shall include the development and implementation of fiscal policies designed to achieve all or any of the objects of the Society.
38. Where conditions warrant, the Directors may establish special committees to deal in specialized areas of activity of the Society.
39. The Directors shall name a Chairperson of each special committee which Chairperson shall, in turn, have the power to add to the committee as may be required.
40. Each committee shall file a report for each annual general meeting and may file a specific report at the request of the Directors.

## AUDIT OF ACCOUNTS/REVIEW ENGAGEMENT

41. The auditor/accountant 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/accountant, the Directors may do so.
42. 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 a statement of revenue and expenditure. The auditors/accountant shall make a written report to the members upon the balance sheet and statement of revenue and expenditure, such report to be an Audit Report/Review Engagement Report. 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/reviewed by the auditor/accountant, shall be filed with the Registrar within fourteen days after the annual meeting in each year, as required by law.
43. The Society has power to repeal or amend any of these by laws by a special

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resolution passed in the manner prescribed by law.

## MISCELLANEOUS

44. The Society shall file with the Registrar with its Annual Statement a list of its Directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of Directors, notify the Registrar of the change.
45. The Society shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
46. 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.
47. 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 a person chosen by the Board of Directors.
48. 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.
49. Contracts, deeds, bills or exchange and other instruments and documents may be executed on behalf of the Society by either the Chairman or the Vice-Chairman and the Treasurer, or otherwise as prescribed by resolution of the Board of Directors.
50. The borrowing powers of the Society may be exercised by resolution of the Board of Directors.



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