

CANDACE HOUSE GENERAL BY-LAWS

Enacted June 18, 2013

Last Amended September 20, 2017

A by-law relating generally to the transaction of the business and affairs of Candace House.

BE IT ENACTED as a by-law of Candace House as follows:

1 **Head Office**

1.1 The head office of Candace House shall be in the City of Winnipeg in the Province of Manitoba, at such place therein as the Board (as hereinafter defined) may from time to time by resolution determine.

2 **Seal**

2.1 The corporate seal of Candace House shall be such as the Board may by resolution from time to time adopt, and shall be entrusted to the Secretary of Candace House for its use and safekeeping.

3 **Directors**

3.1 **Board of directors.** The affairs of Candace House shall be managed by a board of directors (herein referred to as the "Board") consisting of no fewer than five (5) nor more than twelve (12) directors, who may exercise all such powers and do all such acts and things as may be exercised or done by Candace House and are not by the by-laws or any resolution of Candace House or by statute expressly directed or required to be done by Candace House at a meeting of members.

3.2 **Qualification of directors.** Directors shall be individuals, eighteen or more years of age and shall, at the time of their election or within ten days thereafter and throughout the term of their office, be members of Candace House.

3.3 Election of directors and term of office.

- (a) The directors' term of office (subject to the provisions, if any, of the letters patent or any supplementary letters patent issued to the Corporation) shall be from the date of the meeting at which they are elected or appointed until the annual meeting three years next following or until their successors shall have been duly elected or appointed, whichever comes first.
- (b) Directors shall be elected by the members in a general meeting on a show of hands unless a poll is demanded and if a poll is demanded such election shall be by ballot. Subject to the provisions of this by-law, directors shall be eligible for re-election.

- (c) The outgoing Board shall fix, to a number not to exceed the maximum number set forth in article 3.01, the maximum number of directors who may be appointed for the term immediately following.
- (d) From time to time in the event of any vacancy however caused occurring in the Board (except through an increase in the number of directors), such vacancy may, as long as there is a quorum of directors then in office, be filled by the directors if they shall see fit to do so; otherwise, such vacancy may be filled at the next meeting of members; and any director appointed or elected to fill any such vacancy shall hold office for the unexpired term of the director who ceased to be a director and who caused such vacancy.

3.4 Vacation of office. A person ceases to be a director of Candace House:

- (a) if he or she becomes a bankrupt or is declared insolvent;
- (b) if he or she is found by a court to be mentally incompetent or of unsound mind;
- (c) if by notice in writing to the Secretary of Candace House he or she resigns his office;
- (d) if he or she ceases to be a member of Candace House; or
- (e) if he or she dies.
- (f) if he or she fails to attend three consecutive meetings without notice.

3.5 Removal of directors. The members of Candace House may, by resolution passed by at least two-thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any director before the expiration of his or her term of office and may, by majority of the votes cast at such meeting, elect any member in his or her stead for the remainder of his or her term.

3.6 Remuneration of directors. The directors of Candace House shall serve without remuneration and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid reasonable expenses incurred by him in the performance of his or her duties.

4 Meetings of Directors

4.1 Place of meeting and notice.

- (a) Meetings of the Board may be held either at the head office of Candace House or at any place within Canada. A meeting of the Board may be convened by the President or any two directors at any time and the Secretary by direction of the President or any two directors shall convene a meeting of directors.
- (b) Notice of any meeting of the Board shall be delivered or mailed or sent by telecopier or otherwise communicated to each director not less than seven days if mailed and not less than two days if delivered, sent by telecopier or otherwise communicated (exclusive of the day on which the notice is delivered or mailed or sent by telecopier

or otherwise communicated but inclusive of the day for which notice is given) before the meeting is to take place; provided always that meetings of the Board may be held at any time without formal notice if all the directors are present or those absent have waived notice or have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any director.

- (c) For the first meeting of the Board to be held immediately following the election of directors at an annual or general meeting of the members or for a meeting of the Board at which a director is appointed to fill a vacancy in the Board, no notice of such meeting need be given to the director or directors so elected or appointed in order for the meeting to be duly constituted, provided that a quorum of the directors is present.

4.2 Chairperson. The President shall serve as a Chairperson of the Board who shall, when present, preside at all meetings of the Board and of the members. In the absence of the Chairperson of the Board at a meeting of the Board, the directors present shall choose one of their number to be Chairperson of the meeting.

4.3 Quorum. A quorum at any meeting of the Board shall be the presence in person of at least one-half of the directors.

4.4 Voting.

- (a) Questions arising at any meeting of the Board shall be decided by a majority of votes. In case of an equality of votes, the Chairperson of the meeting, in addition to his or her original vote, shall have a second or casting vote.
- (b) At any meeting unless a poll is demanded, a declaration by the Chairperson that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

5 Officers

5.1 Officers. The Board shall annually or as often as may be required, appoint a President, one or more Vice-Presidents and a Secretary and if deemed advisable may appoint annually or as often as may be required a Treasurer and one or more Assistant Secretaries. The offices of Secretary and Treasurer may, in the discretion of the Board, be held by the same person who may but need not be known as the Secretary/Treasurer. The Immediate Past President shall also serve as an officer of Candace House. A Board position shall always be held by a member of, or appointee of, Candace Derksen's family. The Board may appoint such other officers and agents as it shall deem necessary who shall have such authority and shall perform such duties as may from time to time be prescribed by the Board. The Executive Director shall be an officer of Candace House.

5.2 Removal of officers. All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the Board at any time with or without cause.

5.3 Delegation of duties of officers. In the case of absence or inability to act of the President, a Vice-President or any other officer of Candace House, or for any other reason that the directors may deem sufficient, the directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being.

5.4 President. From time to time the Board shall elect from among its members a President of the Board. The President of the Board shall, when present, preside at all meetings of the Board and of the members. In the absence of the President of the Board at a meeting of the Board, the directors present shall choose one of their number to be President of the meeting.

5.5 Executive Director.

- (a) From time to time the Board shall hire an Executive Director who shall be responsible to the Board for the co-ordination of all affairs of Candace House and who shall be an officer of Candace House. In all matters affecting Candace House, the Executive Director shall be deemed to be an agent of Candace House acting under the authority and at the express intention and express direction of the Board or any committee thereof, as the case may be. The Executive Director shall sign such contracts, documents or instruments in writing as require his or her signature.
- (b) In addition to any other authority or duties conferred by direction of the Board, the Executive Director shall exercise general supervision over:
 - (i) the selection, employment, supervision and discharge of all employees;
 - (ii) the preparation and submission of such reports and statements as the Board may from time to time direct be prepared and submitted to the Board, to any director or officer of Candace House or to any meeting of the members of Candace House;
 - (iii) the preparation of the annual budget for Candace House, showing expected revenues and expenditures;
 - (iv) the safe keeping and good state of repair of all physical properties of Candace House; and
 - (v) such matters as the Board may from time to time direct.

5.6 Immediate Past President. The Immediate Past President shall chair the Nominating Committee, serve as a member of the Executive Committee and perform other duties as may be assigned by the Board.

5.7 Vice-President. The Vice-President or, if more than one, the Vice-Presidents in order of seniority, shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President. The Vice-President or, if more than one, Vice-Presidents, shall sign such contracts, documents or instruments in writing as require his, her or their signatures and shall have such other powers and duties as may from time to time be assigned to him, her or them by the Board.

5.8 Secretary. Subject to the provisions of any resolution of the Board, the Secretary shall, when present, act as secretary of all meetings of directors and members, shall have charge of the minute books of Candace House and the documents and registers referred to in s. 109 of the Canada Corporations Act, R.S.C. 1970, c. C-32. The Secretary shall sign such contracts, documents or instruments in writing as require his or her signature and shall have such other powers and duties as may from time to time be assigned to him or her by the Board or as are incident to his or her office.

5.9 Treasurer. Subject to the provisions of any resolution of the Board, the Treasurer shall have the care and custody of all the funds and securities of Candace House and shall deposit the same in the name of Candace House in such bank or banks or with such depositary or depositaries as the Board may direct. The Treasurer shall sign such contracts, documents or instruments in writing as require his or her signature and shall have such other powers and duties as may from time to time be assigned to him or her by the Board or as are incident to his or her office. The Treasurer may be required to give such bond for the faithful performance of his or her duties as the Board in their uncontrolled discretion may require, but no director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of Candace House to receive any indemnity thereby provided.

5.10 Vacancies. If the office of the President, Vice-President, Secretary or Treasurer, shall be or become vacant by reason of death, resignation, disqualification or otherwise, the directors may elect or appoint an officer to fill such vacancy.

6 Committees

6.1 The Board may from time to time constitute such committees as it deems necessary to assist the directors in carrying on the affairs of Candace House and shall prescribe the duties of any such committees.

7 Indemnities to Directors, Officers and Others

7.1 Every director or officer of Candace House or any other person who has undertaken or is about to undertake any liability on behalf of Candace House and his or her heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of Candace House, from and against,

- (a) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by him or her, in or about the execution of the duties of his or her office; and
- (b) all other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.

8 For the Protection of Directors and Officers

8.1 No director or officer for the time being of Candace House shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage or expense happening to Candace House through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of Candace House or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to Candace House shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or company with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of such director's or officer's respective office or trust or in relation thereto unless the same shall happen by or through such director's or officer's own wrongful and wilful act or through his or her own wrongful and wilful neglect or default.

9 Membership

9.1 **Qualification.** The members of Candace House shall be those persons who are from time to time enrolled as members of Candace House at its head office. There shall be maintained at the head office of Candace House a list of members in good standing enrolled at such office. Save as otherwise expressly herein provided, the fee for membership in Candace House, for each class of member (as hereinafter provided for), shall be such sum per annum as may be fixed from time to time by the members.

9.2 **Classes of membership.** There shall be two classes of membership in Candace House, namely:

- (a) Individual Members;
- (b) Group Members

9.3 **Individual Members.**

- (a) Any individual who has complied with the conditions set out herein and who has paid the Individual Membership fee shall be a member;
- (b) Individual members may withdraw from the Corporation by delivering to the Corporation a written resignation.

9.4 **Group Members.**

- (a) Any community organization and/or business who has complied with the conditions set out herein and who has paid the fee is eligible for Group Membership upon approval of the Board of Directors;
- (b) Group Members may withdraw from Candace House by delivering to the Corporation a written resignation.

9.5 **Termination of membership.** The membership of any member shall be automatically terminated if such member fails to pay any fee within sixty days after it is due. Such termination

of membership shall not prejudice the member's right to apply for re-admission. The Board may, by a resolution passed by a two-thirds majority vote, terminate any membership for just cause, provided, however, that the membership of any director of Candace House shall not be terminated unless such director has first been removed as a director of Candace House pursuant to Section 3.05 of this By-law.

9.6 Resignation. Any member of Candace House may resign as a member of Candace House by letter addressed to the Secretary of Candace House at the head office of Candace House. The Board may, by resolution passed by a majority vote, request any member to resign.

9.7 Membership Fees.

- (a) The fee for Individual and Group Membership shall be set each year by the vote of the members at the annual general meeting;

10 Meetings of Members

10.1 Annual meetings. Candace House shall hold an annual meeting of its members not later than eighteen months after its incorporation and subsequently not more than fifteen months after the holding of the last preceding annual meeting. The annual meeting of the members shall be held at the head office of Candace House, or such other place within Canada, on such day in each year and at such time as the Board may by resolution determine. At annual meetings there shall be presented a report of the directors of the affairs of Candace House for the previous year, a financial statement of Candace House, the auditor's report and such other information or reports relating to Candace House's affairs as the directors may determine.

10.2 General meetings. Other meetings of the members (to be known as "general meetings") may be convened by order of the President or by the Board to be held at any date and time and at any place within Canada. In addition, the President shall call a general meeting of the members upon receipt of a written requisition to do so of not less than 5% of the members entitled to vote at such meeting.

10.3 Notice. A printed, written or typewritten notice stating the day, time and place of a meeting of the members and the general nature of the business to be transacted shall be served by sending such notice to each member of such meeting and to the auditor of Candace House through the post in a prepaid wrapper or letter not less than twenty one days nor more than fifty days (exclusive of the day of mailing but including the day for which notice is given) before the date of every meeting directed to such address of each such member and of the auditor as appears on the books of Candace House, or if no address is given therein, then to the last address of each such member or auditor known to the Secretary; provided always that a meeting of members may be held for any purpose at any date and time and at any place within Canada without notice if all the members are present in person at the meeting or if all the absent members shall have signified their assent in writing to such meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or by the auditor of Candace House.

10.4 Omission of notice. The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or by the auditor of Candace House shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

10.5 Contents of notice. Notice of any meeting of members shall include a statement of the right of such member to appoint a proxy, who need not be a member, to exercise the same voting rights that the member appointing such proxy would be entitled to exercise if present at the meeting. The notice of such meeting shall contain sufficient information concerning such business to permit the member to form a reasoned judgment on the decision to be taken.

10.6 Proxies. At any meeting of members, a proxy duly and sufficiently appointed by a member shall be entitled to exercise, subject to any restrictions expressed in the instrument appointing such proxy, the same voting rights that the member appointing him or her would be entitled to exercise if present at the meeting. A proxy need not be a member of Candace House.

10.7 Chairperson. In the absence of the President of the Board, the members present at any meeting of members shall choose another director to act as Chairperson of the meeting and if no director is present or if all the directors present decline to act as Chairperson, the members present shall choose one of their number to be Chairperson of the meeting.

10.8 Voting.

- (a) Every question submitted to any meeting of members shall be decided by a majority of votes given on a show of hands unless otherwise specifically provided by statute or by these by-laws. In case of an equality of votes, the Chairperson of the meeting shall have, both on a show of hands and on a poll, have a second or casting vote. Each member shall be entitled to one vote if present at a meeting in person or by proxy.
- (b) At any meeting, unless a poll is demanded, a declaration by the Chairperson that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

10.9 Polls. If at any meeting a poll is demanded on the election of a Chairperson or on the question of adjournment, it shall be taken forthwith without adjournment. If a poll is demanded on any other question it shall be taken in such manner and either at once or later at the meeting or after adjournment as the Chairperson directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

10.10 Quorum. A quorum for the transaction of business at any meeting of members shall consist of at least one-half of the Directors present in person or represented by proxy.

11 Enactment, Repeal and Amendment of By-Laws

11.1 By-laws of Candace House may be enacted, and the by-laws of Candace House repealed or amended, by by-law enacted by a majority of the Board at a meeting of the Board and sanctioned

by an affirmative vote of a majority of the members at a meeting of members duly called for the purpose of considering such by-law.

- (a) Notice of any by-law to be sanctioned at an annual or general meeting of members (including a by-law which amends or repeals an existing by-law) shall be sent to every member of Candace House with the notice of such meeting.

12 Auditors

12.1 The members shall at each annual meeting appoint an auditor to audit the accounts of Candace House to hold office until the next annual meeting provided that the directors may fill any casual vacancy in the office of the auditor. The remuneration of the auditor shall be fixed from time to time by the Board.

13 Notices

13.1 **Service.** Any notice to be given to any member or director or auditor shall be served by sending it via electronic mail, through the mail in a prepaid envelope or wrapper addressed to such member, director or auditor at his or her address as the same appears in the books of Candace House or, if no address be given therein, then to the last address of such member, director or auditor known to the Secretary of Candace House. With respect to every notice sent by electronic mail, it shall be sufficient that an electronic receipt is provided; or by mail, it shall be sufficient to prove that the envelope or wrapper containing the notice was properly addressed and put into a Post Office or into a Post Office letter box.

13.2 **Signatures to notices.** The signature to any notice may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

13.3 **Computation of time.** Where a given number of days notice or notice extending over any period is required to be given, the day of service or posting of the notice shall, unless it is otherwise provided herein, be counted in such number of days or other period.

13.4 **Proof of service.** A certificate of the President, a Vice-President, the Secretary or the Treasurer or of any other officer of Candace House in office at the time of the making of the certificate as to facts in relation to the mailing or delivery of any notice to any member, director, officer or auditor or publication of any notice shall be conclusive evidence thereof and shall be binding on every member, director, officer or auditor of Candace House, as the case may be.

14 Cheques, Drafts, Notes, etc.

14.1 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by the Executive Director and one other officer, or if he/she is unavailable by any two officers of Candace House, and in such manner as the Board may from time to time designate by resolution.

15 Execution of Contracts, etc.

15.1 Contracts, documents or instruments in writing requiring the signature of Candace House may be signed by (a) any officer of Candace House under seal or (b) by any two directors under seal, and all contracts, documents or instruments in writing so signed shall be binding upon Candace House without any further authorization or formality. The Board is authorized from time to time by resolution to appoint any officer or officers or any person or persons on behalf of Candace House either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

15.2 The corporate seal of Candace House may when required be affixed to contracts, documents or instruments in writing signed as aforesaid, by any officer or officers, person or persons, appointed as aforesaid by resolution of the board of directors.

15.3 The term "contracts, documents or instruments in writing" as used herein shall include deeds, mortgages, hypothecations, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.

15.4 In particular, without limiting the generality of the foregoing, (i) the President or Vice-President, together with the Secretary or Assistant Secretary or (ii) any two directors are authorized to sell, assign, transfer, exchange, convert or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of Candace House and to sign and execute under the corporate seal of Candace House or otherwise all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, bonds, debentures, rights, warrants or other securities.

16 Financial Year

16.1 The Board may by resolution fix the financial year end of Candace House and the Board may from time to time by resolution change the financial year end of Candace House.

17 Interpretation

17.1 In all by-laws and special resolutions of Candace House, the singular shall include the plural and the plural the singular; the word "person" shall include firms and corporations, and the masculine shall include the feminine and the neuter. Whenever reference is made in any by-law or any special resolution of Candace House to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

WITNESS the corporate seal of Candace House.

[Signature of Vice-President]

[Signature of Secretary]

By-Laws for Candace House.doc