



**By Laws for the  
Canadian College and University Environmental Network  
Réseau Canadien des Collèges et des Universités en  
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Environnement**

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BY-LAW NO. 1 – Amended December 13, 2012 and Submitted with Articles of Continuance (Transition) January 20, 2013.

BY-LAW NO. 2 - Amended May 25, 2018

A by-law relating generally to the conduct of the affairs of the **Canadian College and University Environmental Network - Réseau Canadien des Collèges et des Universités en Environnement** (the "Corporation").

BE IT ENACTED as a by-law of the Corporation as follows:

#### **CORPORATE SEAL**

1. The seal, an impression whereof is stamped in the margin hereof, shall be the seal of the Corporation.

#### **HEAD OFFICE**

2. The head office of the Corporation shall be situated in the place or municipality and the province specified in the Letters Patent, at such address as the board may, by resolution, determine. Subject to the Act, the Corporation may, by a by-law, change the place or municipality and the province in which the registered office of the Corporation shall be situated. A copy of the by-law approved by 2/3 of the votes cast in favour of the by-law shall be filed with the Minister.

#### **CONDITIONS OF MEMBERSHIP**

3. Membership in the Corporation shall be limited to persons interested in furthering the objects of the Corporation and shall consist of anyone whose application for admission as a member has received the approval of the board of directors of the Corporation.
4. There shall be no membership fees or dues unless otherwise directed by the board of directors.
5. Any member may withdraw from the Corporation by delivering to the Corporation a written resignation and lodging a copy of the same with the secretary of the Corporation.
6. Any member may be required to resign by a vote of three-quarters (3/4) of the members at a special meeting of members or an annual meeting.
7. Members shall be notified in writing of the membership fees at any time payable by them and, if any are not paid within one (1) calendar month of the membership renewal date, as the case may be, the members in default shall automatically cease to be members of the Corporation.

## **MEMBERS' MEETINGS**

8. The board of directors or the chairperson or vice-chairperson shall have power to call, at any time, a general meeting of the members of the Corporation.
9. Subject to the Act, a member may, if all participating members consent prior to the meeting, participate in a meeting of members using telephonic, electronic or another communication facility that permits all participants to communicate adequately with each other during the meeting. A member participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting.
10. The annual or any other general meeting of the members shall be held at the head office of the Corporation or at any place in Canada as the board of directors may determine and on such day as the said directors shall appoint. The members may resolve that a particular meeting of members be held outside of Canada.
11. The board of directors shall call a special meeting of members on written requisition of fifteen (15) members. Notice stating the business of such a meeting shall be sent in writing to every member by the Secretary or Secretary/Treasurer at least fourteen (14) days prior to the meeting. Written notice may be by mail, electronic mail or facsimile transmission.
12. Fourteen (14) days' written notice shall be given to each voting member of any annual or general meeting of members. Written notice may be by mail, electronic mail or facsimile transmission. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the member to form a reasoned judgement on the decision to be taken. Notice of any meeting of members must remind the members that they have the right to vote by proxy.
13. At every annual meeting, in addition to any other business that may be transacted, the financial statements and the report of the auditors shall be presented and auditors appointed for the ensuing year. The members may consider and transact any business either special or general at any meeting of the members. A minimum of 10 members present in person or represented by proxy at an annual, general or special meeting will constitute a quorum for any such meeting.
14. Each member present at special meetings or annual meetings shall be entitled to one vote. A member may, by means of a written proxy, appoint a proxyholder to attend and act at a specific meeting of members, in the manner and to the extent authorized by the proxy. A proxyholder must be a member of the Corporation. Votes shall be cast by a show of hands or ballot, as determined by the board of directors.
15. A majority of the votes cast by the members present and carrying voting rights shall determine the questions in meetings unless the Act or these by-laws otherwise provide. In the event of a tie vote the chairperson for the meeting will cast a second vote. Votes shall be recorded by the secretary or secretary-treasurer and kept with the records of the corporation for a minimum of three (3) months.

16. No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the members of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For the purpose of sending notice to any member, director or officer for any meeting or otherwise, the address of the member, director or officer shall be his last address recorded on the books of the Corporation.

### **BOARD OF DIRECTORS**

17. The property and business of the Corporation shall be managed by a board of directors, comprised of a minimum of three directors. The number of directors shall be determined from time to time by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the votes cast in favour of the resolution at a meeting of members duly called for the purpose of determining the number of directors to be elected to the board of directors. Directors must be individuals, 18 years of age, with power under law to contract. Directors need not be members.
18. The applicants for incorporation shall become the first directors of the Corporation whose term of office on the board of directors shall continue until their successors are elected.

At the first meeting of members, the board of directors then elected shall replace the provisional directors named in the Letters Patent of the Corporation.

19. Directors shall be elected for a term of 2 years by the members at an annual meeting of members.
20. The Directors will make reasonable effort to:
  - a. have at least one representative from each province and territory;
  - b. have representation which reflects the number of post-secondary institutions and relevant programming present in each province or territory; and
  - c. seek an equal number of College and University Directors, excluding the co-Chairs.

21. The office of director shall be automatically vacated:
  - a. if at a special general meeting of members, a resolution is passed by three quarters (3/4) of the votes cast in favour of the removal of the director;
  - b. if a director has resigned his office by delivering a written resignation to the secretary of the Corporation;
  - c. if he is found by a court to be of unsound mind;
  - d. if he becomes bankrupt or suspends payment or compounds with his creditors;

- e. on death;
  - f. provided that if any vacancy shall occur for any reason in this paragraph contained, the board of directors by majority vote, may, by appointment, fill the vacancy with a member of the Corporation.
22. The directors shall serve as such 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 duties. Nothing herein contained shall be construed to preclude any director from serving the Corporation as an officer or in any other capacity and receiving compensation therefor.
23. A retiring director shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is elected.

#### **POWERS OF DIRECTORS**

24. The directors of the Corporation may administer the affairs of the Corporation in all things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the Corporation is by its charter or otherwise authorized to exercise and do.
25. The directors shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate by resolution to an officer or officers of the Corporation the right to employ and pay salaries to employees. The directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the Corporation in accordance with such terms as the board of directors may prescribe.

The board of directors is hereby authorized, from time to time

- a. to borrow money upon the credit of the Corporation, from any bank, corporation, firm or person, upon such terms, covenants and conditions at such times, in such sums, to such an extent and in such manner as the board of directors in its discretion may deem expedient;
  - b. to limit or increase the amount to be borrowed;
26. The board of directors shall take such steps as they may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.

27. The board of directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.
28. Remuneration for all officers, agents and employees and committee members shall be fixed by the board of directors by resolution.

#### **DIRECTORS' MEETINGS**

29. There shall be at least one (1) meeting per year of the board of directors.
30. Meetings of the board of directors may be held at any time and place to be determined by the directors provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each director. Written notice, other than by mail, may be by electronic mail or facsimile transmission. Notice by mail shall be sent at least fourteen (14) days prior to the meeting. In any event, notice of meeting may be waived by directors who attend the meeting.
31. No error or omission in giving notice of any meeting of the board of directors or any adjourned meeting of the board of directors of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
32. Subject to the Act, a director may, if all directors are in agreement, and have provided their consent, participate in a board meeting using telephonic, electronic or another communication facility that permits all participants to communicate adequately with each other during the meeting. A director participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting. A consent pursuant to this section may be given before or after the meeting to which it relates and may be a "blanket" consent, relating to all meetings of the board .
33. A majority of directors in office, from time to time, but no less than three directors, shall constitute a quorum for meetings of the board of directors. For the purpose of determining quorum, a director may be present in person, or if authorized under section 31, by teleconference and/or by other electronic means. Any meeting of the board of directors at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the by-laws of the Corporation.
34. Each director is authorized to exercise one (1) vote. In the event of a tie vote the chairperson for the meeting will cast a second vote. Votes shall be recorded by the secretary or secretary-treasurer and kept with the records of the corporation for a minimum of three (3) months.

#### **INDEMNITIES TO DIRECTORS AND OTHERS**

35. Every director of the Corporation and their 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 the Corporation, from and against;

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

### **OFFICERS**

36. The officers of the Corporation shall be a chairperson, vice-chairperson, past-chairperson and either a secretary and treasurer, or secretary-treasurer, and any such other officers as the board of directors may by by-law determine. Any two offices may be held by the same person except for the offices of chairperson and vice-chairperson. The chairperson and vice-chairperson serving at the same time will not both represent either colleges or universities. Officers need not be directors, nor members.
37. Officers of the Corporation shall be appointed by resolution of the board of directors at the first meeting of the board of directors following an annual meeting of members.
38. Officer may receive remuneration, and their remuneration may be set from time to time, by a vote of three-quarters (3/4) of the board of directors
39. The officers of the Corporation shall hold office for one (1) years from the date of appointment or election or until their successors are elected or appointed in their stead. Officers shall be subject to removal by resolution of the board of directors at any time.

### **DUTIES OF OFFICERS**

40. The chairperson shall be the chief executive officer of the Corporation. He shall preside at all meetings of the Corporation and of the board of directors. He shall have the general and active management of the affairs of the Corporation. He shall see that all orders and resolutions of the board of directors are carried into effect.
41. The vice-chairperson shall, in the absence or disability of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall from time to time be imposed upon him by the board of directors.
42. The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank of trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time. He shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the chairperson and directors at the regular meeting of the board of directors, or whenever they may require it, an

accounting of all the transactions and a statement of the financial position, of the Corporation. He shall also perform such other duties as may from time to time be directed by the board of directors.

43. The secretary, when in attendance, shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The secretary shall give or cause to be given notice of all meetings of the members and of the board of directors, and shall perform such other duties as may be prescribed by the board of directors or chairperson, under whose supervision the secretary shall be. The secretary shall be the custodian of the seal of the Corporation.
44. The secretary-treasurer shall be responsible for the duties of secretary and treasurer as described in paragraphs 42 and 43.
45. The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board of directors requires of them.

#### **COMMITTEES**

46. The board of directors may appoint committees whose members will hold their offices at the will of the board of directors.

#### **EXECUTIVE COMMITTEE**

47. There shall be an executive committee composed of the officers appointed by the board of directors. The executive committee shall exercise such powers as are authorized by the board of directors. Any executive committee member may be removed by a majority vote of the board of directors. Executive committee members shall receive no remuneration for serving as such. The Board of Directors may determine what reasonable expenses may be paid to officer(s) in the exercise of their duty. Reasonable expenses authorized by the Board of Directors shall be preapproved by the chairperson (vice-chairperson in case of the chairperson) and shall be detailed in the financial report to the board at the AGM.
48. Meetings of the executive committee shall be held at any time and place to be determined by the members of such committee provided that forty-eight (48) hours written notice of such meeting shall be given, other than by mail, to each member of the committee. Written notice, other than by mail, may be by electronic mail or facsimile transmission. Notice by mail shall be sent at least 14 days prior to the meeting. In any event, notice of meeting may be waived by directors who attend the meeting.
49. Subject to the Act, members of the committee may, if all members of the committee are in agreement, and have provided their consent, participate in meetings of the executive committee using telephonic, electronic or another communication facility that permits all participants to communicate adequately with each other during the meeting. A member of the committee participating in the meeting by such means shall be deemed for the purposes of the Act to have been present at that meeting. A consent pursuant to this section may be given before or after the



meeting to which it relates and may be a “blanket” consent, relating to all meetings of the committees of the board.

50. No error or omission in giving notice of any meeting of the executive committee or any adjourned meeting of the executive committee of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such committee may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.
51. Not less than two (2) members of such committee shall constitute a quorum. For the purpose of determining quorum, a director may be present in person, or if authorized under section 48, by teleconference and/or by other electronic means.

#### **EXECUTION OF DOCUMENTS**

52. Contracts, documents or any instruments in writing requiring the signature of the Corporation, shall be signed by any two officers and 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. The directors may give the Corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the Corporation. The seal of the Corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the board of directors.

#### **MINUTES OF BOARD OF DIRECTORS (AND EXECUTIVE COMMITTEE)**

53. The minutes of the board of directors (or the minutes of the executive committee) shall not be available to the general membership of the Corporation but shall be available to the board of directors, each of whom shall receive a copy of such minutes.

#### **FINANCIAL YEAR**

54. The financial year of the Corporation shall be determined by the board of directors

#### **AMENDMENT OF BY-LAWS**

55. The by-laws of the Corporation not embodied in the Letters Patent may be repealed or amended by by-law, or a new by-law relating to the requirements of subsection 155(2) of the *Canada Corporations Act* may be enacted by a majority of the directors at a meeting of the board of directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the votes cast in favour of the by-law at a meeting of members duly called for the purpose of considering the said by-law, provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.

## **AUDITORS**

56. The members shall, at each annual meeting, appoint a public accountant if revenues exceed \$50,000 in the previous year or are expected to exceed \$50,000 in the next year. The remuneration of the public accountant shall be fixed by the board of directors.

### **BOOKS AND RECORDS**

57. The board of directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

### **RULES AND REGULATIONS**

58. The board of directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the members of the Corporation when they shall be confirmed, and failing such confirmation at such annual meeting of members, shall at and from that time cease to have any force and effect.

### **INTERPRETATION**

59. Definitions:

Act	The <i>Canada Corporations Act</i> , including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
Articles	The original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
Corporation	Canadian College and University Environmental Network - Réseau Canadien des Collèges et des Universités en Environnement;
Board	The board of directors of the Corporation and "director" means a member of the board;
By-laws	This by-law and all other by-laws of the Corporation as amended and which are, from time to time, in force and effect;
College	As defined by the Association of Canadian Community Colleges / Association des collèges communautaires du Canada, or amended by its board of directors
Environmental Education	Developing people with adaptable skills who have globally transferable abilities to succeed in employment sectors related to environmental protection, research and critical analysis relating

to the environment and environmental affairs, conservation and preservation of natural resources, and environmental sustainability.

Environmental Programs	A suite of courses offered at a public or private institution that has authorization from the appropriate provincial or territorial or national government to grant a credential such as a certificate, diploma or degree.
Meeting of Members	An annual meeting of members or a special meeting of members.
Member	A person who applies for and is granted membership in the Corporation by the Board of Directors and in accordance with the Act.
Special meeting of members	A special meeting of all members entitled to vote at an annual meeting of members and a meeting of any class or classes of members entitled to vote on the question at issue.
Special Resolution	A resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.
University	As defined by the Association of Universities and Colleges of Canada / Association des universités et collèges du Canada, or amended by its board of directors

60. In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

#### **EFFECTIVE DATE**

61. This by-law shall come into force when enacted, subject to the provisions of the Act.

**ENACTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Secretary