

BY-LAWS RELATING GENERALLY TO  
THE TRANSACTIONS AND AFFAIRS OF:  
THE KINGSTON PRIDE INC. COMMITTEE



## Table of Contents

1	ARTICLE ONE	4
1.1	Mission	4
1.2	Goals	4
1.3	Statement of Principles	4
2	ARTICLE TWO	5
2.1	Definitions	5
2.2	Interpretation	5
2.3	Rules of Order	5
3	ARTICLE THREE	6
3.1	Name	6
3.2	Head Office	6
3.3	Fiscal Year	6
3.4	Books and Records	6
3.5	Execution of instruments	6
3.6	Banking arrangements	6
3.6.1	Cheques, etc.	6
3.7	Public Consultation	6
4	ARTICLE FOUR	7
4.1	Number of directors and quorum	7
4.2	Qualification	7
4.3	Election and term	7
4.4	Ex officio Directors	7
4.5	Removal of Directors	7
4.6	Vacation of office	7
4.7	Vacancies	8
4.8	Calling of Meetings	8
4.9	Errors in Notice	8
4.10	First meeting of a new board	8
4.11	Place of meeting	8
4.12	Voting	8
4.13	Interest of directors in contracts	9
4.14	Declaration of interest	9
4.15	Remuneration	9
4.16	Committees	9
4.16.1	Standing Committees (if any)	<b>Error! Bookmark not defined.</b>
5	ARTICLE FIVE	9
5.1	Board Officers	9
5.2	Board Duties	9
5.2.1	Duties of Chair, Vice Chair	9
5.2.2	Duties of Secretary	10
5.2.3	Duties of Treasurer	10
5.2.4	Duties of Other Officers	11
5.3	Board Officers- General	11
5.4	Removal of officers	11
6	ARTICLE SIX	12
6.1	Limitations of liability	12
6.2	Indemnity	12
6.3	Validity of Actions	12
6.4	Director's reliance	12
7	ARTICLE SEVEN	13

7.1	Members.....	13
7.2	Annual Membership Dues.....	13
7.3	Terms of membership .....	13
7.4	Expiration.....	13
7.5	Resignation.....	13
7.6	Removal .....	13
8	ARTICLE EIGHT .....	14
8.1	Annual meetings.....	14
8.2	Place of meetings.....	14
8.3	Notice of meetings .....	14
8.4	Quorum .....	14
8.5	Right to vote .....	14
8.6	Proxies.....	14
8.7	Votes to govern .....	14
8.8	Casting vote .....	15
8.9	Adjournment .....	15
9	ARTICLE NINE.....	15
9.1	Method of giving notices.....	15
9.2	Computation of time .....	15
9.3	Omissions and errors.....	15
9.4	Waiver of notice.....	15
10	ARTICLE TEN .....	16
10.1	Appointment of auditors .....	16
11	ARTICLE ELEVEN .....	16
11.1	Dissolution.....	16
12	ARTICLE TWELVE.....	16
12.1	Enacting, repealing, and amending bylaws .....	16
12.2	Proposed amendment submission.....	16
12.3	Proposed amendment submissions by the Chair .....	16
12.4	Announcements of proposed amendments .....	16
	Appendix I .....	18
	Appendix II .....	19
	Appendix III.....	20

# 1 ARTICLE ONE

## PURPOSE

### 1.1 Mission

The mission of the Kingston Pride Inc. Committee is to perpetuate the spirit of pride in our community's identity throughout the year culminating in an entertaining, professional Pride Festival, which provides positive economic impact to the region through tourism. [to be discussed at the AGM]

### 1.2 Goals

The establishment and maintenance of the Kingston Pride Inc. Committee for the purposes of:

- a) Promoting, with pride, the positive contribution of the diversity of sexual orientation and gender identity in the Kingston and surrounding Region;
- b) organizing a festival each year to celebrate this diversity;
- c) encouraging the LGBTQ+ community and supporters to celebrate diversity in sexual orientation and gender identity through Pride celebrations, or any other events throughout the year;
- d) fostering a greater understanding and acknowledgement of the positive contribution of people with diverse sexual orientation and gender identity in Kingston;
- e) and any other such complementary purposes not inconsistent with these goals.

### 1.3 Statement of Principles

The Kingston Pride Inc. Committee is dedicated to upholding the following principles:

- a) That diversity of sexual orientation and gender identity represents a positive contribution to society, and it is therefore a matter for pride and celebration;
- b) That a Pride Festival and Pride Day should be set aside in June each year to celebrate this diversity;
- c) That all segments of the LGTBQ+ who support these principles are encouraged to participate in all pride celebrations; and
- d) That the members of the community who support these principles are encouraged to become members of Kingston Pride Inc and to help organize and participate in pride celebrations.

## **2 ARTICLE TWO**

### **INTERPRETATION**

#### **2.1 Definitions**

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

"Act" means the Corporations Act of Ontario and any act that may be substituted therefor, as from time to time amended;

"Board" means the Board of Directors for the Corporation:

"By-laws" means this by-law and all other by-laws of the Corporation from time to time in force and effect;

"Corporation" means the corporation without share capital incorporated under the Act by letters patent;

"Letters patent" means the letters patent incorporating the Corporation, as from time to time amended and supplemented by supplementary letters patent;

"LGBTQ+" is an all encompassing term that for the purposes of these bylaws means Lesbian, Gay, Bi-Sexual, Transgender, Queer, with the plus indicating inclusion of Two Spirited, Questioning, Inter-sex, Asexual, Pansexual and any other Gender Variant.

"Meeting of members" includes an Annual Meeting of members and a Special Meeting of members;

"Regulations" means the regulations made under the Act and every regulation that may be substituted therefor, as from time to time amended.

#### **2.2 Interpretation**

Words importing the singular number or the masculine gender shall include the plural number or ~~the feminine~~ all genders, as the case may be, and vice versa, and references to persons shall include firms and corporations.

#### **2.3 Rules of Order**

In areas of dispute or omission not previously covered by the by-laws, the recent edition of Robert's Rules of Order will be used.

### **3 ARTICLE THREE BUSINESS OF THE CORPORATION**

#### **3.1 Name**

The name of the Corporation shall be Kingston Pride Inc.

#### **3.2 Head Office**

The head office of the Corporation shall be in the City of Kingston in the Province of Ontario, as may be determined by the board.

#### **3.3 Fiscal Year**

Until otherwise ordered by the board, the financial fiscal year of the Corporation shall end on the 31<sup>st</sup> day of August in each year.

#### **3.4 Books and Records**

The 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.

The directors shall further ensure that such records are transferred between appointed officers of the corporation in perpetuity until the corporation is dissolved.

#### **3.5 Execution of instruments**

Contracts in the ordinary course of the Corporation's operations may be entered into in writing on behalf of the Corporation by two members of the Board or any other person designated by a recorded vote of the Board. All instruments in writing so signed shall be binding upon the Corporation without any further authorization or formality.

Contracts not in the ordinary course of the Corporation's operations including but not limited to deeds, transfers, licenses, contracts, engagements and other instruments shall be signed on behalf of the Corporation by two members of the Executive Committee.

#### **3.6 Banking arrangements**

The banking business of the Corporation shall be transacted with such banks, trust companies or other firms or corporations as may from time to time be designated by or under the authority of the board as documented in the minutes. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegations of powers as the board may from time to time prescribe or authorize.

##### **3.6.1 Cheques, etc.**

All cheques, bills of exchange or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be documented in minutes and signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by resolution of the board of directors.

#### **3.7 Public Consultation**

The Corporation shall hold at least one (1) public consultation annually as directed by the Board of Directors providing notice in accordance with *Appendix I*

## **4 ARTICLE FOUR**

### **DIRECTORS**

#### **4.1 Number of directors and quorum**

The affairs of the Corporation shall be managed by its board of directors. The number of directors shall be a minimum of five (5) and maximum total of ten (10), all of whom shall be elected by the members as hereinafter specified. The present committee is grandfathered under this clause. Quorum for the transaction of business shall be by majority of the total number of directors and coordinators. Notwithstanding vacancies, the remaining directors may act if constituting a quorum. *See Appendix II.*

#### **4.2 Qualification**

No person shall be qualified as a director unless he or she shall be eighteen or more years of age and shall at the time of election, and throughout the term of office be a member of the Corporation.

#### **4.3 Election and term**

Directors shall be elected to a minimum two-year term of office and a maximum of five-year term of office at the Annual Meeting, As per appendix II. The directors shall continue in office for a maximum of six years.

The retiring directors shall be eligible for re-election after one year if otherwise qualified.

#### **4.4 Ex officio Directors**

The members of the Board of Directors may, from time to time, appoint members of the Corporation to serve as ex officio members of the Board of Directors. An ex officio member is a non-voting position.

Such ex officio members appointed by the Board of Directors shall, ex officio, participate in the matters of the Corporation and shall serve until the subsequent Annual Meeting, or until otherwise replaced by the Board of Directors.

#### **4.5 Removal of Directors**

The failure to participate in four (4) board meetings or three (3) consecutive board meetings, in one (1) board year, may result in an automatic removal of the respective director without the meeting of the membership for such a purpose. In order to be reinstated, a quorum of the Board of Directors must vote in favour of reinstatement by a two thirds (2/3) vote at the meeting following the attendance failures.

#### **4.6 Vacation of office**

The office of a director shall be vacated upon the occurrence of any of the following events:

- a) if a receiving order is made against him or her or if she or he makes an assignment under the Bankruptcy Act;
- b) if an order is made declaring him or her to be a mentally incompetent person or incapable of managing her or his affairs;
- c) if she or he shall be removed from office as provided in section 4.5; or
- d) if by notice in writing to the Corporation he or she resigns her or his office and such resignation, if not effective immediately, becomes effective in accordance with its terms: or
- e) if he or she dies.

#### **4.7 Vacancies**

In the case of any vacancy, however caused, among the directors elected pursuant to paragraph 4.3 hereof or their successors (unless a replacement has been elected by the members as permitted in paragraph 4.5 hereof), the remaining directors entitled to the vote pursuant to this by-law or any other by-law of the Corporation shall use reasonable efforts to appoint replacements within 60 days of the occurrence of the vacancy, unless the vacancy occurs within 60 days before the Annual Meeting, in which event the replacement director will be elected by the membership. The term of office of Appointed Directors shall end at the next Annual Meeting.

#### **4.8 Calling of Meetings**

Meetings of the board shall be held monthly at the call of the board or the Chair or any two (2) directors. Notice of the time and place of every meeting so called shall be emailed or via phone call to each director not less than two (2) days before the time when the meeting to take place. No notice of a meeting shall be required if all the directors are present or if those absent waive notice or otherwise signify their consent to such meeting being held. The statutory declaration of the Secretary or Chair that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent.

#### **4.9 Errors in Notice**

No error or omission in giving such notice for a meeting of directors shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting and any director may at any time waive notice of any such meeting and may ratify and approve of any or all proceedings taken or had thereat.

#### **4.10 First meeting of a new board**

Provided a quorum of directors is present, each newly elected board may without notice hold its first meeting immediately following the meeting of members at which such board is elected.

#### **4.11 Place of meeting**

Meetings of the board shall be held at such place as the board may from time to time determine.

#### **4.12 Voting**

All duly elected directors except the Chair of the meeting shall be entitled to one (1) vote on each question to be decided by the board. In the case of an equality of votes, the Chair of the meeting shall have the deciding vote. At all meetings of the board every question shall be decided by a majority of the votes cast upon the question, unless these by-laws require a special resolution in which case two-thirds (2/3) of the votes cast shall be required. All votes at any such meeting shall be taken by ballot if so demanded by any director present, but if no demand be made, the vote shall be taken the usual way by assent or dissent. A declaration by the Chair that a resolution has been carried and an entry to the effect in the minutes shall be admissible evidence as prima facie proof of the fact without proof of the number or proportion of the votes recorded in favour or against such resolution.



In the absence of the Chair their duties may be performed by the Vice-Chair, or such other director as the board may from time to time appoint for the purpose.

#### **4.13 Interest of directors in contracts**

Subject to the provisions of the Act, no director shall be disqualified by his office from contracting with the Corporation nor shall any contract or arrangement entered into by or on behalf of the Corporation with any director or in which any director is in any way interested be liable to be avoided nor shall any director so contracting or being so interested be liable to account to the Corporation or any of its members or creditors for any profit realized from any such contract or arrangement by reason of such director holding that office or the fiduciary relationship thereby established. See *Appendix III*

#### **4.14 Declaration of interest**

It shall be the duty of every director of the Corporation who is in any way, whether directly or indirectly, interested in a contract or arrangement or proposed contract or proposed arrangement with the Corporation to declare such interest to the extent, in the manner and at the time required by the Act.

#### **4.15 Remuneration**

The directors shall serve as such without remuneration but may, at the discretion of the board, be entitled to be paid their traveling and other expenses properly incurred by them in attending meetings of the board or of the members or other meetings on behalf of the board.

#### **4.16 Committees**

The Board may from time to time create standing committees and shall prescribe their duties to assist the directors in carrying on the affairs of the Corporation. Each standing committee will include, but is not limited to, members of the board.

Within 30 days of an Annual Meeting, the board may appoint members of the Corporation to standing committees, and may designate the Chair of the Committee. The Chair of the Corporation shall be an ex officio member of each Committee but shall not be included in the numbers referred herein.

The Standing Committees shall meet to consider any business before the committee as they see fit except provided for within these by-laws. The majority of the members of the committee shall constitute a quorum. Questions to be decided by consensus and taken to the Board of Directors.

## **5 ARTICLE FIVE BOARD OFFICERS**

### **5.1 Board Officers**

The Board shall appoint annually (if required), directors to fill the following board offices: Chair of the Board, Vice Chair, Treasurer, and Secretary. No person may hold more than one (1) office.

### **5.2 Board Duties**

#### **5.2.1 Duties of Chair, Vice Chair**

The Chair shall, when present, preside at all meetings of the members of the Corporation and of the board of directors.

The Chair shall also be charged with the general management and supervision of the affairs and operations of the Corporation.

The Chair, with the Secretary or with another officer appointed by the board for the purpose, shall sign all by-laws, minutes and membership certificates.

During the absence or inability of the Chair, their duties and powers may be exercised by the Vice Chair, or another director as the board may from time to time appoint for the purpose.

### **5.2.2 Duties of Secretary**

The Secretary shall be clerk of the Board of Directors.

They shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books kept for that purpose.

They shall give all notices required to be given to members and to directors.

They shall be the custodian of the seal of the Corporation (if any) and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which they shall deliver up only when authorized to do so by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution, and he shall perform such other duties as may from time to time be determined by the Board of Directors.

### **5.2.3 Duties of Treasurer**

The Treasurer or person performing the usual duties of a Treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account and shall ensure deposit of all moneys or other valuable effects in the name and to the credit of the Corporation.

They shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of them, an account of all their transactions as Treasurer, and of the financial position of the Corporation.

They shall be Chair of the Finance Committee (if any).

They shall also perform such other duties as may from time to time be determined by the Board of Directors.

#### **5.2.4 Duties of Other Officers**

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.

### **5.3 Board Officers- General**

Officers shall hold office until removed in the manner hereinafter specified or until their replacement by election as hereinafter specified. An officer's term of office shall also be terminated by such officer's written resignation which may be effective immediately or upon a date named therein, provided that a resignation naming an effective date later than the date of the election of officers following the next Annual Meeting shall not have the effect of extending such officer's term beyond the date of such election. Officers shall be elected or appointed by the board at its first meeting following each Annual Meeting of members and thereupon the term of office of the previously existing officers (except such of them as have been re-elected to their previous positions) shall cease, provided that in default of such election, the existing officers shall continue to hold office until such election is held. Vacancies among the officers, however caused, shall be filled by election by the board within 60 days after the vacancy occurs. The election of officers by the directors may be by show of hands or by resolution unless a ballot be demanded by any director. Any director who is removed as a director pursuant to this by-law who is also an officer of the Corporation shall cease to be an officer upon removal as a director.

### **5.4 Removal of officers**

Any Board officer of the Corporation may be removed by a two-thirds (2/3) vote of a quorum of Directors those present and entitled to vote at a special meeting of the board called for such purpose upon the giving of written notice as specified in this by-law, which notice shall be served upon the directors and upon the officer whose removal is proposed and shall specify the proposed removal as the subject matter of such meeting.

## **6 ARTICLE SIX**

### **PROTECTION OF DIRECTORS AND OFFICERS**

#### **6.1 Limitations of liability**

No director or officer of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act for conformity, or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the board for or on behalf of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Corporation shall be invested, or for any loss or damage arising from bankruptcy, insolvency or tortious act of any person with whom any of the monies, securities or effects of the Corporation shall be deposited, or for any other loss occasioned by any error of judgement or oversight on her or his part, or for any other loss, damage or misfortune whatsoever which shall happen in the execution of his or her office or in relation thereto unless the same are occasioned by her or his own willful neglect.

#### **6.2 Indemnity**

Every director and officer of the Corporation 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 the Corporation from and against:

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

#### **6.3 Validity of Actions**

No act or proceeding of any director or Board of Directors shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualification of such director or board of directors.

#### **6.4 Director's reliance**

Directors may rely upon the accuracy of any statement or report prepared by the Corporation's auditors and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.

## **7 ARTICLE SEVEN**

### **MEMBERS**

#### **7.1 Members**

The members shall consist of those persons who declare that they support the mission and goals of the Corporation and have paid the annual membership dues established by the board from time to time by resolution, provided that the board may waive such membership fees in particular cases where it, in its sole discretion, determines that there is just cause for doing so.

There shall be maintained at the head office of the Corporation a list of members in good standing as a register. Members must be accepted by the Board of Directors.

The Secretary shall notify the members of the dues or fees at any time payable by them and, if any are not paid within 30 days of the date of such notice the members in default shall thereupon automatically cease to be members of the Corporation, but any such members may on payment of all unpaid dues or fees be reinstated by unanimous vote of the Board of Directors.

#### **7.2 Annual Membership Dues**

The annual membership dues shall be determined from time to time by resolution of the Board and is valid until the end of the fiscal year. Membership renewal is the sole responsibility of the member.

#### **7.3 Terms of membership**

The interest of a member in the Corporation is not transferable and lapses and ceases to exist upon his or her death or when she or he ceases to be a member by resignation or otherwise in accordance with the by-laws of the Corporation.

#### **7.4 Expiration**

All memberships expire at the end of the Corporation fiscal year. All memberships are renewable at the start of the fiscal year.

#### **7.5 Resignation**

Members may resign by resignation in writing which shall be effective upon any date or time on or after the execution of the instrument of resignation.

#### **7.6 Removal**

Upon 30 days written notice to a member of the Corporation, the board may, by resolution passed by majority of the votes cast thereon at a meeting of the board held after such notice period has expired, remove such member from the register of members of the Corporation and thereupon such person shall cease to be a member of the Corporation. In order for such resolution to be effective it must contain a statement that the members of the board voting in favour thereof have formed the opinion that such member is working contrary to the aims and objectives of the Corporation or is seeking to interfere with ability of the Corporation to function effectively. Any such member may re-apply for membership in the Corporation, but if his or her re-application occurs within 24 months of the member's removal, he or she shall not become a member until the membership re-application is approved by resolution of the board. Each such applicant shall be informed promptly by the Secretary of the outcome of her or *his* application.

## **8 ARTICLE EIGHT**

### **ANNUAL AND OTHER MEETING OF MEMBERS MEETING OF MEMBERS**

#### **8.1 Annual meetings**

The Annual Meeting of members shall be held at such time and on such day in each year as the Board of Directors or the Chair may determine, for the purpose of receiving the reports and statements required by the Act to be placed before the Annual Meeting, electing directors, appointing auditors (if any), and for the transaction of such other business as may be properly brought before the meeting.

#### **8.2 Place of meetings**

Meetings of the members of the Corporation shall be held at the head office of the Corporation or elsewhere in the municipality where the head office is situated or, pursuant to section 7.5 or if the board shall so determine, at some other place in Ontario.

#### **8.3 Notice of meetings**

Notice of the time and place of each meeting of members shall be given in the manner hereinafter provided not less than 14 days before the day on which the meeting is to be held to each member of record at the close of business on the day on which the notice is given who is entered on the books of the Corporation. Notice of an annual meeting of members shall state the general nature of the business to be transacted at it. The auditors of the Corporation are entitled to receive all notices and other communications relating to any meetings of members that any member is entitled to receive. The notice shall include the date, place and time of the meeting as well as an agenda of proposed items with sufficient information concerning such business to permit the members to form a reasoned judgement of the decision to be taken.

#### **8.4 Quorum**

A quorum for the transaction of business at any meeting of members shall be the majority of persons present in person and entitled to vote thereat.

#### **8.5 Right to vote**

At any meeting of members every person shall be entitled to vote who has been a member of the Corporation for a period of not less than 30 days prior to the date of the meeting and continues as of the date of the meeting to be qualified as a member.

#### **8.6 Proxies**

Voting by proxy shall not be permitted at any meeting of the members. At any meeting of the members, each member who is present and entitled to vote may vote.

#### **8.7 Votes to govern**

At any meeting every question shall, unless otherwise required by the letters patent or by-laws of the Corporation or the law, be determined by the majority of votes duly cast on the question.

## **8.8 Casting vote**

In case of an equality of votes at any meeting of members either upon a show of hands or upon a poll, the Chair of the meeting shall be entitled to an additional or casting vote.

## **8.9 Adjournment**

The Chair at any meeting of members may, with the consent of the Executive at such meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.

Such adjournment may be made notwithstanding that no quorum *is* present.

# **9 ARTICLE NINE**

## **NOTICES**

### **9.1 Method of giving notices**

Any notice (which term in this article 10 includes any communication or document) to be given (which term in this article 10 includes sent, delivered or served) pursuant to the Act, the letters patent, the by-laws or otherwise to a member, director, officer or auditor shall be sufficiently given if delivered personally to the person to whom it is to be given or if delivered to his or her last address or as recorded in the books of the Corporation or if mailed by prepaid ordinary mail to her or him at his or her said address or if sent to her or him at his or her said address by any means of wire or wireless or any other form of transmitted or recorded communication. The Secretary may change the address on the Corporation's books of any member, director, officer or auditor in accordance with any information believed by her or him to be reliable. A notice so served shall be deemed to have been given when it is delivered personally or at the address 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 sent by any means of wire or wireless or any other form of transmitted or recorded communication shall be deemed to have been given when delivered to the appropriate communication company or agency or its representative for dispatch.

### **9.2 Computation of time**

In computing the date when notice must be given under any provision requires a specified number of days, notice of any meeting or other event, the date of giving the notice shall be excluded and the date of the meeting or other event shall be included.

### **9.3 Omissions and errors**

The accidental omission to give any notice to any member, director, officer or auditor or the non-receipt of any notice by any member, director, officer or auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

### **9.4 Waiver of notice**

Any member, director, officer or auditor may waive any notice required to be given to *him* or her under the provisions of the Act, the letters patent, the by-laws or otherwise and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in giving such notice.

## **10 ARTICLE TEN**

### **AUDITORS**

#### **10.1 Appointment of auditors**

The members shall at each Annual Meeting appoint an auditor (if any) to audit the accounts of the Corporation, 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 auditors shall be fixed by the board.

## **11 ARTICLE ELEVEN**

### **DISSOLUTION**

#### **11.1 Dissolution**

In the event that the Corporation dissolves, after payment of liabilities, all assets or the proceeds from the sale thereof shall be distributed to registered charities serving the Kingston area. The Board will be responsible for ensuring the appropriate distribution of assets.

## **12 ARTICLE TWELVE**

### **TRANSITIONAL PROVISIONS ENACTMENT; REPEAL AND AMENDMENT OF BY-LAWS**

#### **12.1 Enacting, repealing, and amending bylaws**

By-laws of the Corporation may be enacted, and the by-laws of the Corporation repealed or amended, by by-law by a two-thirds (2/3) 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 copy of any by-law to be sanctioned at an Annual Meeting of members shall be sent to every member of the Corporation with notice of such meeting.

#### **12.2 Proposed amendment submission**

All amendments will be submitted to the Board of Directors for processing. Any member in good standing can submit amendments. This does not preclude amendments being proposed, seconded and voted on to an existing by-law amendment already under consideration at an Annual Meeting or Special Meeting called for the purpose of considering By-law Amendments.

#### **12.3 Proposed amendment submissions by the Chair**

The Chair may submit a list of proposed amendments annually no later than 14 days before the Annual Meeting. Furthermore, the Chair can request that the Board of Directors call a Special Meeting to consider the list of proposed amendments if in the opinion, of the board it is the best interests of the Corporation. If a Special Meeting is called, notice shall be given as outlined in Appendix I.

#### **12.4 Announcements of proposed amendments**

Copies of the list of proposed amendments will be available to any member at the Pride Committee office 14 days prior to meeting and electronically available once a meeting has been called to consider the list. The board will submit the list of amendments for decision by the membership at the Annual Meeting or the Special Meeting called for this purpose.



Approved by the Executive Members of the Corporation the      th Day of October,  
2017

DRAFT

## Appendix I

### KINGSTON PRIDE INC.

#### POLICY PERTAINING TO MEETING

The Kingston Pride Inc. Committee shall hold at least one (1) public general consultation annually, notice will be given in the same manner as the Annual Meeting.

Meetings of the board shall be held at least monthly at the call of the board or the Chair. Notice of the time and place of every meeting so called shall be given to each director not less than one (1) day before the time when the meeting is to be held or shall be mailed/emailed to each director not less than five (5) days before the meeting is to take place. The board may appoint a day or days in any month or months for regular meetings at an hour to be named and of such regular meeting no notice need be sent.

The Annual Meeting of members shall be held at such time and on such day in each year as the Board of Directors or the Chair may determine, for the purpose of receiving the reports and statements required by the Act to be placed before the Annual Meeting, electing directors, appointing auditors, and for the transaction of such other business as may be properly brought before the meeting. Notice for this meeting shall be no less than 30 days and the memberships shall be contacted based on the information provided on their membership form. As well notice will be posted on the website and in community newspapers and other media (where appropriate).

Members in good standing (paid in full and having renewed their membership 30 days prior to the Annual Meeting or Special Meeting) are entitled to one (1) vote on all matters put forth by the Board of Directors and board elections.

All Board and Committee meetings are open to the Membership. Members are requested to submit their request to attend and any agenda items to the Pride Committee three (3) days prior to any meeting by e-mail at [secretary@kingstonpride.ca](mailto:secretary@kingstonpride.ca). However they shall have no voting power at all Board and Committee meetings.

## Appendix II

### **KINGSTON PRIDE INC. COMMITTEE.**

#### **BOARD OF DIRECTORS OF THE KINGSTON PRIDE INC. COMMITTEE.**

The Board of the Kingston Pride Inc. Committee shall consists of at least five (5) to a maximum of (10) members and three (3) coordinator who are duly elected by the membership of the Pride Committee. However, the present committee is grand-father under this clause.

The Chair of the Board of the Kingston Pride Inc. Committee is elected from among the members of the Board for a term of at least three (3) years, renewable by election. The Vice-Chair of the Board of the Kingston Pride Inc. Committee is elected from among the members of the Board for a term of at least three (3) years, renewable by election every other year.

The Treasurer of the Board of the Kingston Pride Inc. Committee is elected from among the members of the Board for a term of at least three (3) years, renewable by election every third year.

The Secretary of the Board of the Kingston Pride Inc. Committee is elected from among the members of the Board for a term of at least three (3) years, renewable by election every second year.

Membership is for a term of one (1) year, renewable.No person shall hold more than one (1) position on the Board of the Kingston Pride Inc. Committee.

Budgets of the Kingston Pride Inc. Committee are approved by the Board.

Expenditures of funds within budget shall be the responsibility of the Board Executive.

Summaries of revenues and disbursements shall be provided annually to the membership.

The Kingston Pride Inc. Committee may appoint such committees and sub-committees, as it considers necessary.

The Chair of the Kingston Pride Inc. Committee is an ex officio member on all committees.

- Membership
  - Terms for the Board Executive (10 members)
    - Chair: 3 years (Renewable for one additional term)
    - Vice-Chair: 3 years (Renewable for one additional term)
    - Treasurer: 3 years (Renewable for one additional term)
    - Secretary: 3 years (Renewable for one additional term)
  - Terms for Members
    - Members: 1 year (Renewable)

## Appendix III

### **KINGSTON PRIDE INC. COMMITTEE. ETHICAL GUIDELINES AND CODE OF CONDUCT FOR BOARD MEMBERS**

IT IS UNDERSTOOD THAT any duly elected or appointed Board Member of the Kingston Pride Inc. Committee is a representative of the entire Membership and Community and has a fiduciary and ethical responsibility to maintain the highest possible standards of behaviour and commitment. As such, the following policies are in place to outline their responsibilities and assure the highest possible standards of conduct by the Board Members and Board Executive.

1) Financial and Fiduciary Responsibilities

All Board Members should adhere to the financial systems put in place by the Treasurer for allocation of funds and contract negotiations. The Board as a whole or at the very least, the Board Executive, must approve any and all contracts; a minimum of two members of the Board Executive must sign all contracts. Any breach of policy may result in the cancellation of the contract. All fundraising activities or sponsorship packages/contracts must be approved by the Director of Events, and submitted for approval of the Board. A Board member who is in breach of approved policies and procedures may be requested to resign their position as a Board member.

2) Media Relations and Communication with Outside Agencies

All Board Members are to refrain from making public statements to the media or any outside agency without the express approval of the Board. A member of the Board Executive or minuted delegate will issue all public or media statements by Press Release or verbally. If members of the press, other media and outside agencies contact individual members of the Board, all inquiries are to be referred to the Chair or a minuted delegate for comment. A Board member who is in breach of approved policies and procedures may be requested to resign their position as a Board member.

3) Board Member Commitments and Attendance

All Board Members must commit sufficient time and effort to support the entire Board's activities. It is understood that there are numerous tasks and duties involved with organizing Pride events, as such, it is imperative that the Board Members commit to the mandate of the Pride Committee and participate fully in their capacity of representative of the Membership and the Community. If a Member cannot fulfill their duties as elected representatives, they may be asked to step down from their position to allow for a new Board Member who can provide the time required to maintain a high level of productivity. Any Member who does not or cannot participate for a majority of meetings, Committee activities and event activities may be asked to cede their position on the Board.

4) Conflict of Interest and Financial Remuneration

Board Members shall not be entitled to financial remuneration or in kind donations without the express, written approval of the Board. Such remunerations shall only be permitted for "special service" rendered outside the role and responsibilities of your position as a Board Member. Such activities, where a Member would request remuneration, must be approved prior to implementation and any payment will be remitted only after the "special service" has been completed.

Any solicitation of funds or in kind donations by ANY Member of the Board from suppliers, sponsors or individuals on behalf of the Pride Committee must be

authorized in advance by the Board, – and documented and/or remitted to the Pride Committee at its next meeting. Failure to do so will result in disciplinary action up to and including immediate expulsion and action may be taken to retrieve such funds or goods.

From time to time a Member may find themselves in a personal or business related "conflict of interest", this being defined as: "a personal or business relationship with any individual or business in which the Pride Committee is conducting business and soliciting funds or donations". A Board Member who finds themselves in a "conflict of interest" must declare the conflict to the Board immediately and may be requested to refrain from discussions at meeting regarding the issue/contract etc. This does not necessarily mean that activities/meetings will be held with the exclusion of the Member, but they will not be permitted to speak to, vote upon or bring new information to the Board at any time during decision-making process.

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