

# **FIERTÉ SUDBURY PRIDE BY-LAWS**

*Amended by the Annual General Meeting on the 13th of November, 2019*

## **Head Office**

1. The head office of Sudbury Pride shall be located in the City of Greater Sudbury, in the Province of Ontario, at a location designated by the Board.

## **Fiscal Year**

2. The financial year of Fierté Sudbury Pride shall terminate on the first (1st) day of September in each year or on such other date as the Board of Directors may, from time to time, by resolution determine.

## **Membership**

3. The membership of Fierté Sudbury Pride shall consist of such individuals whose application for admission to the membership has received, in its sole discretion, the approval of the Board of Directors in each fiscal year.

4. The term of annual membership starts at the beginning of one AGM and ends at the beginning of the next AGM. Individuals shall be eligible for annual membership in Fierté Sudbury Pride if they meet the following criteria:

a) Support the objects and activities, including the Mission of Fierté Sudbury Pride; and

b) Be approved for membership by the Board

5. There shall be no membership fees or dues.

6. Every member in good standing of each year is entitled to:

a. Attend General Meetings of Fierté Sudbury Pride;

- b. Vote at General Meetings of Fierté Sudbury Pride; and
- c. Hold office of Fierté Sudbury Pride.

7. Membership in Fierté Sudbury Pride is not transferable.

8. Each member is entitled to one vote. In the event of a tie vote, the Chair breaks the tie.

9. Membership shall cease:

- a) upon the death of a member;
- b) if the member resigns by written notice given to the Secretary of Fierté Sudbury Pride; or
- c) if the member takes any action which, in the sole discretion of the Board of Directors, is deemed to be contrary to the objects, activities or interests of Fierté Sudbury Pride. Such members may be removed by resolution of a majority of the Board of Directors at a meeting for which notice of the intent to remove the member has been given. Notice of the meeting shall be served upon the member in accordance with these bylaws not less than seven (7) days prior to the meeting and shall set out the grounds for the proposed termination of his or her membership and advising the member of the right to make representations to the Board of Directors prior to voting on the resolution.

### **Annual and General Meetings**

10. The annual general meeting of Fierté Sudbury Pride shall be held no later than eighteen (18) months after incorporation and no later than four (4) months following the Corporation's annual celebration and cultural event and in any event no later than fifteen (15) months after the last annual general meeting in subsequent years. The following business shall be conducted at the annual general meeting:

- a) Report of the Chair;
- b) Report of the Committee Chairs;
- c) Presentation of the financial reports;
- d) Election of Directors;

- i. Any member of Fierté Sudbury Pride can self-nominate or nominate any other member of Fierté Sudbury Pride for the position of Director.
- e) Appointment of auditors and fixing or authorising the Board of Directors to fix the remuneration of the auditor, should an audit become necessary; and
- f) Any other business that may properly be brought before the meeting.

11. The members of Fierté Sudbury Pride shall elect Directors by standard ballot process.

a) When the number of nominees standing for election is less than or equal to the number of vacant seats, a simple majority voting system shall be employed. Those nominees receiving a simple majority of votes in favour of their election will be deemed elected to a term.

b) When the number of nominees standing for election is more than the number of vacant seats, a preferential voting system shall be employed. Nominees will be ranked from highest to lowest based on the number of preferential votes received. Those nominees with an ordinal rank greater than or equal to the number of vacant seats will be deemed elected to a term.

12. Directors shall call a General Meeting:

a) At their discretion, as suits the needs of Fierté Sudbury Pride; or

b) If at least ten (10) percent of the members of Fierté Sudbury Pride request that a General Meeting be called.

13. The Secretary shall give notice to the members of the Annual General Meeting or of a General Meeting at least ten (10) days before the date of the meeting

14. Quorum for the Annual General Meeting or for a General Meeting shall be equal to the number of Board members present, plus a greater number of present general members.

15. All meetings shall have recorded minutes.

## **Notice of Meetings**

16. No public notice or advertisement of meetings of the members, annual, special or general, shall be required. Any other notice required to be given under the Act, the Letters Patent, the by-laws or otherwise by a member, Director, officer or auditor shall be deemed to have been given in one of the following situations (provided consent has been given):

- a) Delivered personally to the person to whom it is to be given;
- b) Delivered to the person's address as recorded in the Corporation's records;
- c) Mailed to the person's address as recorded by prepaid ordinary mail; or
- d) Sent to the person's address as recorded in the Corporation's records by any means of prepaid transmittal, delivery or recorded communication.
- e) Sent via email to the member email address in the register.

17. A notice shall be deemed to have been given when it is delivered personally or to the person's address, or three (3) days after it was mailed or transmitted to the person's address.

18. The notice shall specify the time, place and purpose of the meeting.

## **Board of Directors**

19. The affairs of Sudbury Pride shall be managed by a Board of Directors of a minimum of three members and a maximum of ten members, not including the Youth Representative(s), of which one shall be the Chair of Sudbury Pride, one shall be the Treasurer of Sudbury Pride and one shall be the Secretary of Sudbury Pride as described in the section entitled Officers of the Board of Directors.

20. Directors shall hold each term of office for a period of two (2) years, terminating at the conclusion of the Annual General Meeting of the second fiscal year from the date of election. Members shall be elected to one of the following offices of the Board of Directors

- a) Chair;

- b) Vice Chair;
- c) Treasurer;
- d) Secretary;
- e) Indigenous Liaison;
- f) Communications Lead;
- g) Volunteer Coordinator;
- h) Activism & Outreach Lead;
- i) Diversity Representative;
- j) Sponsorship Lead; and
- k) Youth Representative(s) (at least one);

- i) The newly-elected Board from the 2019 Annual General Meeting shall nominate youth to sit on the Board in an advisory capacity;

- ii) Following the 2019 Annual General Meeting, Youth Representatives shall be elected by other youth during Pride Prom, or an equivalent youth-centered event, organized during Pride Week, for two-year mandates.

21. Directors may hold office no more than two consecutive terms.

22. No Director of the board may serve for more than eight (8) consecutive fiscal years.

23. Directors shall:

- a) Be at least eighteen (18) years of age; and

- b) Be a member of Fierté Sudbury Pride at the time of his or her election and shall remain a member throughout their term of office.

24. General duties of a Director include:

- a) Attending regularly scheduled meetings of the Board of Directors and the General Meetings of Fierté Sudbury Pride;

- b) Attending, important functions of Fierté Sudbury Pride (including, but not limited to, fundraising events and press conferences);
- c) Maintaining confidentiality of all board discussions except those identified explicitly by the Board for public or private disclosure, and showing high levels of discretion regarding the affairs of Fierté Sudbury Pride;
- d) Undertaking such other responsibilities as may from time to time be assigned to them by the Board of Directors; and
- e) Disclosing any conflict of interest as defined in the article entitled Conflict of Interest.

25. If a Director ceases to be a member of the Corporation, they shall thereupon cease to be a Director and the vacancy so created may be filled in the manner prescribed by the section entitled Vacancies on the Board of Directors.

### **Vacancies on the Board of Directors**

26. So long as a quorum of Directors remains in office, a vacancy on the Board of Directors may be filled by the Directors of the Corporation who remain in office by appointment from the members of Fierté Sudbury Pride. Any Director appointed to fill a vacancy shall hold office for the unexpired term of the Director's predecessor. A candidate must meet the requirements set out in the section entitled Requirements of a Director. If fewer than a quorum of Directors exists, the remaining Directors shall forthwith call a special general meeting of members to fill the vacancies on the Board of Directors. If there are no Directors in office, then the meeting shall be called by any member. If the maximum number of Directors is increased between elections, a vacancy or vacancies shall be deemed to have occurred in the number of the authorised increase and any such vacancy or vacancies shall be filled in accordance with this paragraph.

### **Complaint Process / Removal of Directors**

27. The removal of a Director shall begin with a written and signed complaint (email from a clearly identified source is acceptable, but will be verified by the Board). The following outlines the complaint process:

a) Any complaint concerning the conduct or possible conflict of interest of a Director shall be submitted in writing to the Chair. If the matter relates to the Chair, the complaint shall be submitted to the Vice Chair.

b) Upon receipt of a complaint, the Chair or Vice Chair shall call a meeting of the Board of Directors within seven (7) days to discuss the complaint. This meeting shall occur within one (1) month of receipt of the complaint and may take place at a regularly scheduled Board meeting. Following discussion of the complaint, the Board shall either dismiss the complaint or launch an investigation. The Board may decide to suspend the Director from her/his duties pending the outcome of the investigation. A Director cannot vote while suspended.

c) Based on the investigation, the Board shall vote on a motion to:

i. Dismiss the complaint;

ii. Impose disciplinary action internally; or

iii. Remove the Director

d) A vote to remove a Director will trigger a special General Meeting of the membership.

e) The permanent removal of a Director shall be decided by a majority vote of the Board.

### **Meetings of the Board of Directors**

28. Meetings of the Board of Directors may be called by the Chair or the Vice Chair of Fierté Sudbury Pride or any two Directors of the Board of Directors for the purpose of considering such business as may be set out in the notice. All meetings shall have recorded minutes.

29. The Board of Directors shall meet no less than once a quarter. The Board of Directors may appoint a day or days in any month or months for regular meetings at an hour to be named. If regular meetings are scheduled, no additional notice is required.

30. The Board of Directors may, on behalf of Fierté Sudbury Pride, exercise all the

powers that Fierté Sudbury Pride may legally exercise under the Act, the Letters Patent or otherwise, unless the Directors are restricted by law or by the members from exercising those powers. These powers include, but are not limited to, the power to:

- a) Enter into contracts or agreements;
- b) Make banking and financial arrangements;
- c) Execute documents;
- d) Direct the manner in which any other person or persons may enter into contracts or agreements on behalf of Fierté Sudbury Pride;
- e) Purchase, lease or otherwise acquire, sell, exchange or otherwise dispose of real or personal property, securities or any rights or interests for such consideration and upon such terms and conditions as the Directors may consider advisable;
- g) Purchase insurance to protect the property, rights and interests of the Corporation and to indemnify Fierté Sudbury Pride, its members, Directors and officers from any claims, damages, losses or costs arising from or related to the affairs of the Corporation;
- i) Make any changes to the corporation's organizational structure; and
- j) Determine the organization's strategic priorities and direction.

31. A quorum for the transaction of business at meeting of the Board of Directors shall be 50% of the current number of serving Directors. The Board of Directors may hold its meetings at any place in Ontario as it may, from time to time, determine.

32. No error or omissions with respect to notice for a meeting of the Board of Directors shall invalidate the meeting or invalidate or void any proceedings taken or had at the meeting. However, if a Director was not present at a meeting due to an error or omission of notice and wishes to revisit any issue or vote from that meeting, he or she may compel the Board to do so.

33. The Directors shall vote on any resolutions arising at any meeting of the Board of Directors. A majority of votes shall decide the resolution. In case of a tie vote, the Chair of the meeting shall have a casting vote in addition to her or his original vote.



34. A declaration by the Secretary that a resolution has been carried and an entry to that effect in the minutes, as approved by the Board, shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the vote recorded in favour or against any resolution.

### **Officers of the Corporation**

35. The officers of the Corporation shall have the following duties:

a) The Chair and Vice Chair shall have general supervision of the Corporation and of the Board of Directors, including:

i. Signing all by-laws and execute any documents with the Secretary;

ii. Serving as the official spokespersons for the Corporation;

iii. Acting as a liaison between the Board, staff, membership and community;

iv. Performing any other duties which the Board of Directors may, from time to time, assign; and

v. The Chair or Vice Chair shall chair all meetings of the Corporation and of the Board of Directors when present in person and able. This duty can be delegated to any other Director.

b) The Secretary shall:

i. Keep and maintain the records and books of the Corporation, including the registry of Officers and Directors; the registry of members; the minutes of the Annual General Meeting, General Meetings and meetings of the Board of Directors; the by-laws and resolutions, and the certification of copies of any record, registry, by-law, resolution or minutes;

ii. Give any notices required for the Annual General Meeting, General Meetings and meetings of the Board of Directors; and

iii. Perform any other duties which the Board of Directors may, from time to time, assign.

c) The Treasurer shall have oversight of the finances of the Corporation. They shall:

- i. Ensure the completeness and accuracy of all financial records and books of the Corporation;
- ii. Assist the auditor in the preparation of the financial statements of the Corporation; and
- iii. Perform any other duties which the Board of Directors may, from time to time, assign.

### **Indemnification**

36. Fierté Sudbury Pride shall indemnify and save harmless the Directors, their heirs, executors and administrators, and estates and effects, respectively from time to time and at all times from and against:

a) All costs, charges and expenses whatsoever that she or he sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against her or him, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by her or him in the execution of the duties of her or his office; and

b) All other costs, charges and expenses that she or he sustains or incurs in or about or arising from or in relation to the affairs except costs, charges or expenses thereof as are occasioned by her or his own wilful neglect or default.

### **Conflict of Interest**

37. Every Director who has any direct or indirect interest in a contract or proposed contract with the Corporation shall:

- a) Declare her or his interest at the first meeting of the Directors after which they became interested or aware of any such interest;
- b) Request that their declaration be recorded in the minutes of the meeting; and
- c) Not vote on any resolution or participate in any discussion with respect to the

resolution concerning the contract or proposed contract.

### **Board Committees**

38. The Board of Directors shall maintain a standing committee of Audit/Finance.

39. The Board of Directors shall, when appointing any committee, set out the purpose of the committee and its procedures and its powers, provided that the committee shall not exercise any of the powers or carry out any duties that are legally required to be exercised or carried out by the Board of Directors.

40. The Board of Directors may, from time to time, appoint any committee or committees that it considers necessary or appropriate.

### **Agents and Employees**

41. The Board of Directors may appoint and retain any agents, employees and advisors that it considers necessary. The persons appointed or retained shall have the authority and shall perform the duties prescribed by the Board of Directors.

### **Banking Arrangements**

42. The Board of Directors shall designate the officers and any other persons who are authorized to transact the banking affairs of the Corporation. The resolution shall provide to the designated officer or other person the power to:

- a) Operate the Corporation's accounts with financial institutions
- b) Make, sign, draw, accept, endorse, negotiate, lodge, deposit or transfer any cheque, promissory notes, drafts, acceptances, bills of exchange and orders for the payment of money;
- c) Issue receipts for and orders with respect to the property of Fierté Sudbury Pride;
- d) Execute any agreements with respect to the banking affairs of Fierté Sudbury Pride; and

e) Authorise any officer of the financial institution to do any act or thing on Fierté Sudbury Pride's behalf to facilitate the banking affairs.

43. The securities of Fierté Sudbury Pride shall be deposited for safekeeping with one or more financial institutions or security dealers, as the Board of Directors may, from time to time, determine.

## **Dissolution**

44. In the event that Sudbury Pride dissolves, and, after payment of liabilities, all assets, exclusive of archival and library holdings, shall be distributed to Canadian registered charities devoted to queer interests. Archival and library holdings shall be offered to the Canadian ArQuives on a first-right-of-refusal basis. Upon refusal, or in the absence of the Canadian ArQuives, a situation suitable to the permanent preservation of such holdings.

## **Amendments**

45. By-laws of Fierté Sudbury Pride may be enacted, repealed, amended, added to or re-enacted by the Board of Directors in accordance with the provisions of the Corporation Act.

46. Any amendment to the bylaws approved by the Board of Directors shall be brought forward to the membership at the next General Meeting. In this General Meeting, the membership may bring a motion requesting that the Board of Directors reconsider any or all amendments to the bylaws. If this motion passes by a majority vote, the Board of Directors must reconsider the amendment(s) and at the next General Meeting present the outcome of its deliberations.

a) Between the two General Meetings, the amended bylaw(s) remain in effect unless the Board of Directors chooses to repeal the amendment(s).

b) If the Board of Directors chooses to retain the amendment(s), the membership may bring forward a motion at the second General Meeting to repeal the amendment(s). If this motion passes by a majority vote, the amendment(s) are repealed effective immediately.

c) If the Board of Directors chooses to amend the amendment(s), the membership may bring forward a motion to reconsider the amendment(s) which must pass by majority vote to take effect, or may bring forward a motion to repeal the amendment(s) which must pass by a 2/3rd majority vote to take effect.

47. Decisions made by the Board under the authority of any amendment(s) subsequently repealed by the membership through the process set out in Bylaw 46 shall, in the general case, remain in effect.

48. The Board may correct any spelling or typographical errors within the current by-laws without the modifications needing to be ratified by the general membership during the Annual General Meeting, insofar as the corrections do not substantially affect the intended meaning or sense of the Article in question.

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Enacted on the 13th of November, 2019

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Danielle Valcheff, Chairperson of the Board of Directors, 2019

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Alex Tétreault, Secretary of the Board of Directors, 2019