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A CHAPTER OF THE COLLEGE OF FAMILY PHYSICIANS OF CANADA  
UNE SECTION DU COLLÈGE DES MÉDECINS DE FAMILLE DU CANADA

2021  
Approved Bylaws

A bylaw relating generally to the transaction of the business and affairs of  
The Manitoba College of Family Physicians

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## Part I Title, Interpretation & General

### Definitions

- 1.1 **“Act”** means The Corporations Act (Manitoba), or any statute that may be substituted therefore, and the regulations to the Act, as from time to time amended.
- 1.2 **“Board”** means the Board of Directors of The Manitoba College of Family Physicians Inc.
- 1.3 **“Bylaw”** means this bylaw and any bylaw of the College in force and effect.
- 1.4 **“CFPC or National College”** means The College of Family Physicians of Canada.
- 1.5 **“Committee”** unless otherwise specified means any Committee, subcommittee, working group, or task force of the Corporation.
- 1.6 **“Corporation”** means the Corporation incorporated by Certificate and Articles of Incorporation as THE MANITOBA COLLEGE OF FAMILY PHYSICIANS INC. The Corporation may also be referred to as “the College” in these Bylaws.
- 1.7 **“Director”** means an elected Member of the Board.
- 1.8 **“Executive Committee”** means the Executive Committee of the Board, more specifically described in Section Seven of this Bylaw, and “Executive” means any Member of the Executive Committee of the College.
- 1.9 **“Executive Director”** means the person appointed by the Board to act as the chief executive Officer of the College.
- 1.10 **“In-Camera Meeting”** means a confidential meeting of the Board or any of its committees at which attendance is restricted to voting Directors/Committee Members plus others specifically invited by the Chair.
- 1.11 **“Certificate of Incorporation”** means the Certificate and Articles of Incorporation granted under The Corporations Act (Manitoba)
- 1.12 **“Meeting of Members”** means an Annual Meeting of Members or a Special Meeting of Members.
- 1.13 **“Member”** means a person assigned to one of the College’s classes of membership.
- 1.14 **“Ordinary Resolution”** means a resolution passed by a majority of the votes cast on that resolution.
- 1.15 **“Officer”** means a person elected to one of the offices established by the Bylaws.
- 1.16 **“President”** means the Member elected as senior Officer and a designated spokesperson for the College.
- 1.17 **“Special Meeting”** includes a Meeting of the Board or any class or classes of Members entitled to vote at an annual meeting other than a regularly scheduled Board meeting or annual meeting.

1.18 **“Special Resolution”** means a resolution passed by not less than two-thirds of the votes cast on that resolution by the Members entitled to vote on such resolution at a Meeting of Members duly called for that purpose.

## **Interpretation**

### **1.19 Interpretation**

All personal pronouns used in this document, whether used in the masculine, feminine or neutral gender, shall include all other genders and singular shall include the plural and vice versa.

## **General Provisions**

### **1.20 Head Office**

The Registered Office of the College shall be located in Manitoba.

### **1.21 Coat of Arms, Crest, Corporate Seal, and Logo**

The College’s Coat of Arms, Crest, Corporate Seal, and Logo shall each exist in a form approved by the Board. The custody of the Corporate Seal shall be entrusted to the Executive Director or designate to be affixed to documents as directed by the Executive, the Board, or the President.

### **1.22 Ethics**

The Code of Ethics of the Canadian Medical Association (CMA) shall be adopted as the Code of Ethics of the College.

### **1.23 Equity and Diversity**

The College, its Board, Committees, and employees shall act in accordance

### **1.24 Rules of Order and Meeting Procedure**

All Board Meetings, Annual or Special Meetings of Members, and Committee Meetings shall follow Canadian Parliamentary procedure, as described in Robert’s Rules of Order with the National College’s policies on equity and diversity.

## **Part II Amendments**

### **2.1 Amendments require National Board approval**

Any amendments to the College's Bylaws must first be approved by the CFPC Board of Directors before being presented to the College's Members, to ensure that the Bylaws remain consistent with CFPC's bylaws.

### **2.2 Make, Amend, or Repeal Bylaws**

The Board of Directors may by resolution, make, amend, or repeal any bylaws that regulate the activities or affairs of the College. Any such bylaw, amendment, or repeal shall be effective from the date of the National Board approval of the resolution of Directors, until the next Meeting of Members where it may be confirmed, rejected, or amended by the Members by ordinary resolution. If the bylaw, amendment, or repeal is confirmed or confirmed as amended by the Members, it remains effective in the form in which it was confirmed. The bylaw, amendment, or repeal ceases to have effect if it is not submitted to the Members at the next Meeting of Members or if it is rejected by the Members at the meeting.

### **2.3 Special Resolution**

Special resolutions apply to increase or decrease the number or the minimum or maximum number of Directors; change the statement of the purpose of the Corporation; change the statement concerning the distribution of property remaining on liquidation after the discharge of any liabilities of the Corporation; change the manner of giving notice to Members entitled to vote at a Meeting of Members; or change the method of voting by Members not in attendance at a Meeting of Members.

### **2.4 Amendments by the Membership**

Any ten (10) or more voting Members in good standing may propose, in writing, an amendment to the bylaws by submitting the same to the Executive Director at least sixty (60) days prior to the meeting of the Members at which the same is to be considered.

### **2.5 Notice for Proposed Amendments**

Notice of such a proposed amendment shall be communicated by the Executive Director to all Members, together with the time and place of the meeting, at least twenty-one (21) days before the meeting at which the proposed amendment is to be considered.

### **2.6 Amendments and the Bylaws Committee**

Every proposal to amend the Bylaws, shall be referred to the Bylaws Committee which, in consultation with the proposer, shall amend any such proposal to the extent necessary to satisfy legal requirements and to ensure that any proposed amendment is not inconsistent with any other provision of the bylaws not intended to be amended.

### **2.7 Amendment and Board Referral**

Any amendment originating by way of these bylaws shall be referred to the Board for its consideration, which may, in consultation with the Bylaws Committee, make such revisions to the proposed amendment as it thinks advisable.

## **Part III Affairs of the Corporation**

### **3.1 Financial Year**

Until changed by the Board, the Financial Year of the Corporation shall end on the last day of October in each year.

### **3.2 Execution of Instruments**

Execution of Instruments. Deeds, transfers, assignments, contracts, obligations, certificates, and other instruments may be signed on behalf of the Corporation by two persons, one of whom holds the office of President or Executive Director, and the other of whom holds the office of Treasurer, or any other office created by Bylaw or by the Board. In addition, the Board or such two persons may from time to time direct the manner in which and the person or persons by whom any particular instrument or class of instruments may or shall be signed. Any signing Officer may affix the corporate seal, if any, to any instrument requiring the seal.

### **3.3 Banking Arrangements**

The banking business of the Corporation, including the borrowing of money and the giving of security therefor, shall be transacted with such banks; trust companies; or other bodies, corporate or organizations, as may from time to time be designated by or under the authority of the Board. 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.

### **3.4 Income & Property**

The income and property of the Corporation shall be applied solely towards the promotion of its purpose/objects.

### **3.5 Books of Account**

The Board shall cause to be kept such books of account as are necessary to give a true picture of the state of the College affairs and to explain its transactions.

### **3.6 External Audit**

The books of account shall be audited annually by an external certified Public Accountant.



## **Part IV Relationship with CFPC**

### **4.1 Paramountcy of National Bylaws**

Should there be any discrepancy between the College Bylaws and CFPC Bylaws, the CFPC Bylaws will prevail provided that the CFPC Bylaw is not contrary to the incorporating statute, or any other laws, rules, or regulations in force in the College's province/territory.

### **4.2 Membership classes**

Special designations and requirements for granting, maintaining, suspending, revoking and restoring membership are established by the CFPC.

### **4.3 Chapter Membership**

College Members residing and/or practicing within Manitoba shall belong to and shall be Members of both the MCFP and the CFPC.

### **4.4 Membership Fees**

College membership fees for Members in the Active class shall be determined by the College. College membership fees for all other classes of membership shall bear the same relationship to the Active membership fee as has been established by the CFPC.

## **Part V Board of Directors**

### **5.1 Qualification**

No person shall be qualified for election as a Director if such person is less than 18 years of age, has been declared incapable by a court in Canada or elsewhere, or has the status of bankrupt. A Director must be a member in good standing.

### **5.2 Consent**

No person shall hold office as a Director unless such person, if present at the Meeting of Members when the election took place, did not refuse to hold office as a Director or, if absent at such Meeting of Members, consented to hold office in writing before the election or within ten (10) days after the election, or acted as a Director after the election.

### **5.3 Composition**

There shall be no less than five (3), no more than seven (9) Directors At Large, the President and either President Elect and/or Past President, Secretary and Treasurer or a combination of Secretary Treasurer.

### **5.4 Election of Directors in Rotation**

The Directors of the Corporation shall be elected and shall retire in rotation. Directors shall be elected to fill the positions of those directors whose term of office have expired and each Director so elected shall hold office until the second annual meeting after such election, except the four (4) Directors who are also officers of the Corporation who shall be entitled to serve for one (1) year while holding such office. A Director shall not be eligible for re-election to the board after serving as a Director for three (3) consecutive two-year terms, unless elected to an Officer position. Such Director shall, however, be eligible for re-election after ceasing to be a Director for one (1) year from the effective date of the expiration of such Director's term. The Board Directors shall assume the duties of their position immediately following election at the Annual Meeting. Officer terms are one (1) year. Director-at-Large terms are two (2) years.

### **5.5 Removal of Directors**

The Members may by ordinary resolution passed at a Special Meeting of Members remove any Director from office and the vacancy created by such removal may be filled at the same Meeting of Members, failing which it may be filled by the Board.

### **5.6 Vacation of Office**

A Director ceases to hold office on death, on removal from office by the Members, on becoming disqualified for election as a Director, on receipt of their written resignation by the Corporation, or, if a time is specified in such resignation, at the time so specified, whichever is later. Subject to the Act, a quorum of the Board may appoint a qualified individual to fill a vacancy in the Board for the unexpired term of their predecessor.

### **5.7 Appointment of Additional Directors**

The Directors may, within the maximum number permitted by the Articles, appoint one (1) or more additional Directors, who shall hold office for a term expiring not later than the close of the next

annual Meeting of Members, but the total number of Directors so appointed may not exceed one-third of the number of Directors elected at the previous annual Meeting of Members.

### **5.8 Action by the Board**

The Board shall manage, or supervise the management of, the activities and affairs of the Corporation. The powers of the Board may be exercised at a meeting at which a quorum is present or by resolution in writing signed by all the Directors entitled to vote on that resolution at a Meeting of the Board. If there is a vacancy in the Board, the remaining Directors may exercise all the powers of the Board so long as a quorum remains in office. Only the Board has the authority to submit to the Members any question or matter requiring the approval of Members: filling a vacancy among the Directors or in the office of Public Accountant or appoint additional Directors; issuing debt obligations except as authorized by the Directors; approving any financial statements; adopting, amending, or repealing Bylaws; or establishing contributions to be made, or dues to be paid, by Members.

### **5.9 Meeting by Means of Electronic Communication**

An incorporated body may provide for attendance or voting, in person or by proxy, at a meeting by means of audio, telephonic, electronic, or other communications facilities.

- (a) A Director may participate in a Meeting of the Board or of a Committee of the Board by means of a telephonic, electronic, or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the meeting and enables the votes to be gathered; and
- (b) A Director participating in such a meeting by such means is deemed to be present at the meeting. Any such consent shall be effective whether given before or after the meeting to which it relates and may be given with respect to all Meetings of the Board and of Committees.

### **5.10 Calling of Meetings.**

Meetings of the Board shall be held from time to time at such time and at such place as determined by the Board, or upon the call of the Chair of the Board.

### **5.11 Notice of Meeting**

Notice of the time and place of each Meeting of the Board shall be given to each Director not less than forty-eight (48) hours before the time when the meeting is to be held if the notice is given personally, is delivered, or is communicated by telephone, facsimile, or other electronic means. A notice of a meeting of Directors need not specify the purpose of or the business to be transacted at the meeting except any proposal to:

- a) Submit to the Members any question or matter requiring approval of the Members
- b) Fill a vacancy among the Directors or in the office of Public Accountant, or appoint additional Directors
- c) Issue debt obligations except as authorized by the Board
- d) Approve any annual financial statements
- e) Adopt, amend, or repeal Bylaws
- f) Establish contributions to be made or dues to be paid by Members.

### **5.12 First Meeting of 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.

### **5.13 Adjourned Meeting**

Notice of an adjourned Meeting of the Board is not required if the time and place of the adjourned meeting are announced at the original meeting.

### **5.14 Chair**

The Chair of any Meeting of the Board shall be the first mentioned of the following Officers as have been appointed and who is a Director and is present at the meeting: President, Past President, and President-Elect. If no such Officer is present, the Directors present shall choose one of such Directors to be Chair.

### **5.15 Quorum**

The quorum for the transaction of business at any Meeting of the Board shall consist of a majority of the Directors or such greater number of Directors as the Board may from time to time determine. No person shall act for an absent Director at a Meeting of the Board.

### **5.16 Guests and Observers**

Guests and observers may attend Board Meetings at the discretion of the Chair but are not permitted to vote.

### **5.17 Votes to Govern**

At all Meetings of the Board every question shall be decided by a majority of the votes cast on the question. The President can vote to make or break a tie vote.

### **5.18 Conflict of Interest**

A Director of the Corporation shall disclose to the Corporation, any interest that such Director has in a material contract or transaction, whether made or proposed, with the Corporation, if such Director:

- a) Is a party to the contract or transaction,
- b) Is a Director or an Officer, or an individual acting in a similar capacity, of a party to the contract or transaction, or
- c) Has a material interest in a party to the contract or transaction. If a conflict exists, the Director shall not vote on any resolution related to that conflict.

### **5.19 Remuneration and Expenses**

Directors shall serve without remuneration other than a reasonable honorarium as approved by the Board on a periodic basis. Directors may be reimbursed for reasonable expenses incurred in the performance of the Director's duties as directed by policy. No Director shall directly or indirectly receive any profit from such position. A Director shall not be prohibited from receiving compensation for services provided to the Corporation in another capacities.

## **5.20 Executive Committee**

The Executive Committee of the College shall serve as the Executive Committee of the Board. Between Meetings of the Board the Executive may act on behalf of the Board to the extent permitted by law.

## **5.21 Board Powers**

The Board may from time to time establish or discontinue a Committee, set, and amend its terms of reference and vary its number and composition.

## **5.22 Agenda**

The agenda of each Board meeting shall include reports from the Executive, Finance Committee, and other Committees, along with other business as determined by the Board.

## **5.23 Motions & Resolutions**

A motion or resolution approved in writing, including electronically transmitted text, so long as it is signed by all Directors, shall be as valid and effective as if it had been passed at a Meeting of the Board, duly called, and constituted. Such resolution may be in two (2) or more counterparts, which together shall be deemed to constitute one (1) resolution in writing. Such resolution shall be filed with the minutes of the proceedings of the Board and shall be effective on the date stated thereon or on the latest date stated on any counterpart."

## **5.24 Attendance**

Without good cause for his or her absence, each Director shall be required to attend all Board Meetings.

## **Part VI Election of Directors**

### **6.1 Elections at the Annual Meeting**

The Directors at Large of the Corporation shall be elected and shall retire in rotation. Directors at Large shall be elected to fill the positions of those directors whose term of office has expired or whose representative position has ceased. Directors shall retire in rotation. At the Annual Meeting of the Corporation a motion to accept the slate will occur including any new members or term renewals and this will be entered into the minutes of the meeting.

### **6.2 Nominees for Board Vacancies**

A Call for Interest shall be circulated for vacancies in Board Director positions. Indications of Interest will be submitted at least 60 days prior to the Annual Meeting of Members. The Nominating Committee shall propose a slate of Members for election as Directors at the Annual Meeting of Members. Members shall vote by ordinary resolution to elect the slate of Directors as presented by the Nominating Committee. If the resolution to elect the slate of Directors presented by the Nominating Committee is not passed by a majority of the votes cast by the Members present in person, electronically or represented by proxy at the Annual Meeting, the incumbent Directors shall continue in office until their successors are elected and the Board shall instruct the Nominating Committee to solicit new candidates and present a new slate to the Members for election at a Special Meeting of Members either in person or electronically, called for such purpose.

### **6.3 Number of Nominations**

The President and Past-President positions will be acclaimed. One (1) nomination will be put forward by the Board for a combined role of Secretary/Treasurer or one (1) nomination for Secretary and one (1) nomination for Treasurer and the President-Elect positions. One (1) or more nomination will be put forward for vacancies in the Director-at-Large positions or term renewals.

### **6.4 Term for Board of Directors**

Board Directors shall assume the duties of their positions immediately following election at the Annual Meeting. For Directors-at-large it will be a term of two (2) years, renewable three (3) times. For Officers it will be a term of one (1) year other than the President which will be a term of two (2) years. The exception for some of the Director-at-large terms will be at the time of the first election of the newly constituted Board, in order to establish a stagger in end dates of directors going forward. Each Director-at-Large, shall hold office until the second annual meeting after such stand for re-election of up to three (3) terms of two (2) years each and not more than six (6) years in duration.

## **Part VII Officers**

### **7.1 Appointment**

The Officers of the College shall be those individuals elected at the Annual Meeting to the following offices: President, President Elect and/or Past President, President of the Board, Secretary, Treasurer or Secretary/Treasurer as a combined position. The Board may specify the duties of and, in accordance with this Bylaw and subject to the Act, delegate to such Officers powers to manage the activities and affairs of the Corporation.

### **7.2 President**

The President shall be the senior Officer and a designated spokesperson for the College and, subject to the authority of the Board, shall have general supervision of the activities of the Corporation and such other powers and duties as the Board may specify. The President shall chair the Board of Directors, the Executive Committee and an ex officio on all committees.

### **7.3 President-Elect**

In the absence or disability of the President the President-Elect or Past President shall perform the duties of the President. In the absence or disability of the Treasurer, the Secretary or the President Elect or Past President shall perform the duties of this Officer.

### **7.4 Treasurer**

The Treasurer shall be responsible for keeping proper accounting records and shall be responsible for the deposit of money, the safekeeping of securities, and the disbursement of the funds of the Corporation. The Treasurer shall render to the Board whenever required an account of all transactions as Treasurer and of the financial position of the Corporation and shall have such other powers and duties as may be specified by the Board. In the absence or disability of the Treasurer, the Secretary or the President Elect or Past President shall perform the duties of this Officer.

### **7.5 Secretary**

The Secretary shall enter or cause to be entered in records kept for that purpose minutes of all Board proceedings and shall give or cause to be given, as and when instructed, all notices to Members, Directors, Officers, and Public Accountants. In the absence or disability of the Secretary the Treasurer or the President Elect or Past President shall perform the duties of this Officer.

### **7.6 Executive Director**

The Executive Director shall be the Chief Executive Officer and subject to the authority of the Board, shall have general supervision of the activities and affairs of the Corporation and such other powers and duties as the Board may specify.

### **7.7 Powers and Duties of Officers**

The powers and duties of all Officers shall be such as the terms of their engagement call for or as the Board or (except for those whose powers and duties are to be specified only by the Board) or the President may specify. The Board and (except as aforesaid) the President may, from time to time, vary, add to, or limit the powers and duties of any Officer.

## **7.8 Terms of Office**

The Board, in its discretion, may remove any Officer of the Corporation. Each Officer appointed by the Board shall hold office until a successor is appointed, the Officer resigns, or the Board removes the Officer, whichever occurs first.

# **Part VIII College Committees**

## **8.1 Executive Committee**

The Corporation shall have an Executive Committee comprised of the Past President; the President; the President-Elect; the Treasurer; the Secretary; and the Executive Director, who shall be non-voting.

## **8.2 Committees of the Board**

The Board may appoint one (1) or more Committees of the Board, however designated, and delegate to any such Committee any of the powers of the Board except those which pertain to actions which, a Committee of the Board has no authority to exercise. Rules of order are as outlined in 1.24. The Board may from time to time appoint such advisory bodies as it may deem advisable.

## **8.3 Transaction of Business**

The powers of a Committee of the Board may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all Members of such Committee who would have been entitled to vote on that resolution at a meeting of such Committee

## **8.4 Quorum and Procedure**

Unless otherwise determined by the Board, each Committee and advisory body shall have power to fix its quorum at not less than a majority of its Members, and to regulate its procedure.

# **Part IX Indemnification: Protection of Directors, Officers and Others**

## **9.1 Limitation of Liability**

All Directors and Officers of the Corporation in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the Corporation and exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances. Subject to the foregoing, and without limiting any defenses available to a Director or an Officer, no Director or Officer shall be liable for:

- a) The acts, omissions, failures, neglects, or defaults of any other Director, Officer, or employee;
- b) Any loss, damage, or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation;
- c) The insufficiency or deficiency of any security in or upon which any of the moneys of the Corporation shall be invested;
- d) Any loss, damage, or expense arising from the bankruptcy, insolvency, or tortious acts of any person with whom any of the moneys, securities, or effects of the Corporation shall be deposited;



e) Any loss, damage, or expense arising from any error of judgment or oversight on the part of such Director or Officer; and

f) Any other loss, damage, or expense arising from the execution of the duties of office or in relation thereto.

## **9.2 Indemnity**

The Corporation shall indemnify a Director or Officer, a former Director or Officer, or another individual who acts or acted at the Corporation's request as a Director or Officer or in a similar capacity of another entity, and their heirs and legal representatives, against all costs, charges, and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative, or other proceeding in which the individual is involved because of that association with the Corporation or such other entity.

## **9.3 Advance of Costs**

The Corporation shall advance moneys to a Director, Officer or other individual for the costs, charges, and expenses of a proceeding referred to in 9.2 hereof. The individual shall repay the moneys if the individual does not fulfil the conditions of acting honestly and in good faith with a view to the best interests of the Corporation.

## **9.4 Limitation**

The Corporation shall not indemnify an individual unless a) the individual acted honestly and in good faith with a view to the best interests of the Corporation, or, as the case may be, to the best interests of the other entity for which the individual acted as Director or Officer or in a similar capacity at the Corporation's request, and b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that the individual's conduct was lawful.

## **9.5 Additional Circumstances**

The Corporation shall also indemnify an individual referred to in 9.2 in such other circumstances as the law permits or requires. Nothing in this Bylaw shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of this Bylaw.

## **9.6 Insurance**

The Corporation may purchase and maintain insurance for the benefit of Directors and Officers as the Board may from time to time determine.

## **Part X Meetings of Members**

### **10.1 Annual Meetings**

The Board shall call an Annual Meeting of Members a) not later than eighteen (18) months after the Corporation comes into existence, and b) subsequently, not later than fifteen (15) months after holding the last preceding Annual Meeting of Members but no later than six (6) months after the end of the Corporation's preceding financial year. The Annual Meeting of Members shall be held for the purpose of considering the financial statements and reports, electing Directors and Officers, appointing a Public Accountant, receiving Executive Committee Reports, and for the transaction of such other business as may properly be brought before the Meeting of Members

### **10.2 Special Meetings**

The Board shall have power to call a Special Meeting of Members at any time.

### **10.3 Member of Requisition Meetings**

Members of the Corporation holding five (5) per cent or more of the votes that may be cast at a Meeting of Members may requisition the Directors to call a Meeting of the Members for the purposes stated in the requisition.

### **10.4 Place of Meetings**

Meetings of Members shall be held in locations determined by the Board. If the Directors call a Meeting of Members under the Act, those Directors may determine that the meeting shall be held, in accordance with the Act, entirely by means of a telephonic, an electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.

### **10.5 Audited Report to Members**

A copy of the audited annual report must be sent out to Members no less than twenty-one (21) days before the Annual Meeting.

### **10.6 Participation in Meeting by Electronic Means**

Any person entitled to attend a Meeting of Members may participate and vote at a Meeting of Members, by means of a telephonic, electronic, or other communication facility, if the Corporation makes available such a communication facility, which facility permits all participants to communicate adequately with each other during the Meeting of Members, enables the votes to be gathered in a manner that permits their subsequent verification, and permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each Member votes. A person participating in a Meeting of Members by such means is deemed to be present at the Meeting of Members.

### **10.7 Notice of Meetings**

Notice in writing of the time and place of each Meeting of Members shall be given not less than twenty-one (21) days before the date of the Meeting of Members to each Director, to the Public Accountant, and to each Member who at the close of business on the day immediately preceding the day on which notice is given is entered in the register of Members of the Corporation. Notice of a Meeting of Members called for any purpose other than consideration of the financial statements and Public Accountant's report and Board's report, election of Directors, and

reappointment of the incumbent Public Accountant shall state the general nature of the business to be transacted at the Meeting in sufficient detail to permit the Members to form a reasoned judgment thereon and shall state the text of any special resolution to be submitted to the Meeting of Members. Notice of a Meeting of Members adjourned for less than thirty (30) days is not required if the time and place of the adjourned Meeting of Members is announced at the original Meeting of Members.

#### **10.8 Chair, Secretary, and Scrutineers**

The Chair of any Meeting of Members shall be the first mentioned of such of the following Officers as have been appointed and who is present at the Meeting of Members: President, President-Elect, and Past President. If no such Officer is present within fifteen (15) minutes from the time fixed for holding the Meeting of Members, the persons present and entitled to vote shall choose one of their number to be Chair. If the Secretary of the Corporation is absent, the Chair shall appoint some person, who need not be a Member, to act as Secretary of the Meeting of Members. If desired, one or more scrutineers, who need not be Members, may be appointed by a resolution or by the Chair with the consent of the Meeting of Members.

#### **10.9 Persons Entitled to be President**

The only persons entitled to be present at a Meeting of Members shall be those entitled to vote at such Meeting of Members; the Directors; the Public Accountant of the Corporation; and others who, although not entitled to vote, are entitled, or required to be present at the Meeting of Members. Any other person may be admitted only on the invitation of the Chair of the Meeting of Members or with consent of the Meeting of Members.

#### **10.10 Quorum**

The quorum for the transaction of business at any Meeting of Members shall be 25 persons, each being a Member entitled to vote at a Meeting of Members or a duly appointed proxyholder or representative for a Member so entitled. If a quorum is present at the opening of any Meeting of Members, the Members present may proceed with the business of the Meeting of Members notwithstanding that a quorum is not present throughout the Meeting of Members. If a quorum is not present at the opening of any Meeting of Members, the Members present may adjourn the Meeting of Members to a fixed time and place but may not transact any other business.

#### **10.11 Right to Vote**

At any Meeting of Members every person shall be entitled to vote who is at the time of the Meeting of Members entered in the books of the Corporation as a Member of the following classes: Active, Affiliate Specialist, Life, Resident, Retired, Senior, and Sustaining.

#### **10.12 Proxies**

Subject to the right of individual Members to be represented at a Meeting of Members, Members not in attendance may vote by appointing in writing a proxyholder, and one or more alternate proxyholders, who are not required to be Members, to attend and act at the Meeting of Members in the manner and to the extent authorized by the proxy and with the authority conferred by it, subject to the following requirements:

- a) A proxy is valid only at the Meeting of Members in respect of which it is given or at a continuation of such Meeting of Members after an adjournment
- b) A Member may revoke a proxy by depositing a proxy form in writing executed or signed by the Member or by their agent or mandatary:

(i) At the registered office of the Corporation no later than the last business day preceding the day of the Meeting of Members at which the proxy is to be used, or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members

OR

(ii) With the Chair of the Meeting of Members on the day of the Meeting of Members or the day of the continuation of such Meeting of Members after an adjournment of such Meeting of Members

AND  
c) A proxyholder or an alternate proxyholder has the same rights as the Member by whom they were appointed, including the right to speak at a Meeting of Members in respect of any matter, to vote by way of ballot at the Meeting of Members, to demand a ballot at the Meeting of Members and, except where a proxyholder or an alternate proxyholder has conflicting instructions from more than one Member, to vote at the Meeting of Members by way of a show of hands.

### **10.13 Votes to Govern**

Unless any Bylaw otherwise provides for approval by special resolution, at any Meeting of Members every question shall be determined by the majority of the votes duly cast on the question.

### **10.14 Show of Hands**

Any question at a Meeting of Members shall be decided by a show of hands unless, after a show of hands, a ballot on such question is required or demanded. Upon a show of hands every person who is present and entitled to vote shall have one vote. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot on such question is so required or demanded, a declaration by the Chair of the Meeting of Members that the vote upon the question has been carried, carried by a particular majority, or not carried. An entry to that effect in the minutes of the Meeting of Members shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against any resolution or other proceeding in respect of such question, and the result of the vote so taken shall be the decision of the Members upon such question.

### **10.15 Ballots**

On any question proposed for consideration at a Meeting of Members, and whether or not a show of hands has been taken on such question, the Chair may require, or any Member who is present and entitled to vote may demand, a ballot on such question. A ballot so required or demanded shall be taken in such manner as the Chair shall direct. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot. Upon a ballot each Member present in person or represented by proxy and entitled to vote shall have one vote and the result of the ballot shall be the decision of the Members upon such question.

### **10.16 Casting Vote**

In the case of an equality of votes at any Annual or Special Meeting of the Members, whether by a show of hands or at a closed ballot, the person chairing the Meeting shall cast a second or tie-breaking vote.

### **10.17 Adjournment.**

The Chair at a Meeting of Members may, with the consent of the Members and subject to such conditions as the Members may decide, adjourn the Meeting of Members from time to time and from place to place.

## **Part XI Notices**

### **11.1 Method of Giving Notices.**

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered, or served) pursuant to the Bylaws, or otherwise to a Member, Director, Officer, or Member of a Committee of the Board or to the Public Accountant shall be sufficiently given:

- a) If sent to the intended recipient by telephone, facsimile, or other electronic means to the intended recipient's recorded address for that purpose, provided that any notice given in the form of an electronic document, during a period of twenty-one (21) days before the meeting
- b) By notice in a publication of the Corporation that is sent to all its Members twenty-one (21) days before the day on which the meeting is held;
- c) By affixing the notice, no later than thirty (30) days before the Meeting, to a notice board where information about the Corporation's activities is regularly posted in a location that is frequented by the Members. A notice so sent by means of telephone, facsimile, or other electronic means shall be deemed to have been given when transmitted, dispatched, or delivered for dispatch. The secretary may change or cause to be changed the recorded address of any Member, Director, Officer, Public Accountant, or Member of a Committee of the Board in accordance with any information believed by the secretary to be reliable.

### **11.2 Computation of Time**

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

### **11.3 Undelivered Notices**

If any notice given to a Member is returned on two (2) consecutive occasions because the Member cannot be found, the Corporation shall not be required to give any further notices to such Member until informed in writing by the Member of a new address.

### **11.4 Omissions and Errors**

The accidental omission to give any notice to any Member, Director, Officer, Public Accountant or Member of a Committee of the Board or the nonreceipt of any notice by any such person or any error in any notice not affecting the substance of the notice shall not invalidate any action taken at any Meeting held pursuant to such notice or otherwise founded on such notice.

### **11.5 Waiver of Notice**

Any Member, Director, Officer, Public Accountant or Member of a Committee of the Board, or any other person entitled to receive notice of a Meeting of Members or any other notice from the Corporation, may at any time waive any notice, or waive or abridge the time for any notice, required to be given to such person under the Bylaws, or otherwise. Any such waiver or abridgement, whether given before or after the Meeting of Members or other event of which notice is required to be given, shall cure any default in the giving or in the time of such notice, as the case may be. Any such waiver or abridgement shall be in writing except a waiver of notice of a Meeting of Members or of the Board or a Committee of the Board which may be given in any manner.

## **Part XII Effective Date and Reappear**

### **12.1 Effective Date**

This bylaw shall come into force when made by the Board in accordance with the Act and shall be effective until the next Meeting of Members where it may be confirmed, rejected, or amended by the Members by ordinary resolution. If the bylaw is confirmed or confirmed as amended by the Members, it remains effective in the form in which it was confirmed. This bylaw ceases to have effect if it is not submitted to the Members at the next Meeting of Members or if it is rejected by the Members at the meeting.

### **12.2 Repeal of Bylaws**

All previous bylaws are repealed as of the coming into force of this bylaw. Such repeal shall not affect the previous operation of any bylaw so repealed or affect the validity of any act done or right, privilege, obligation, or liability acquired or incurred under, or the validity of any contract or agreement made pursuant to, or predecessor charter documents of the Corporation obtained pursuant to, any such bylaw prior to its repeal. All Officers and persons acting under any bylaw so repealed shall continue to act as if appointed under the provisions of this bylaw and all resolutions of the Members or the Board or a Committee of the Board with continuing effect passed under any repealed bylaw shall continue to be good and valid except to the extent inconsistent with this bylaw and until amended or repealed.

APPROVED by the Directors of the Corporation this 25<sup>th</sup> day of January 2021.

ENACTED by the Directors of the College of Family Physicians of Canada this 4<sup>th</sup> day of March 2021.

APPROVED by the Members of the Corporation this 24<sup>th</sup> day of March 2021.