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Registrar of Corporations Province of Alberta

ALBERTA CONSERVATION ASSOCIATION

SPECIAL RESOLUTION

WHEREAS the Members of the Alberta Conservation Association have reviewed the proposed bylaw change brought forward at the 2012 Annual General Meeting of the Alberta Conservation Association regarding an amendment to the Board Structure;

AND WHEREAS, the Members of the Alberta Conservation Association agree that it is desirable to amend the bylaws to remove the following wording to 3.1 of Article 3 – Board Structure. "or have held such a relationship in the past one year."

NOW THEREFORE, BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE MEMBERS OF THE ALBERTA CONSERVATION ASSOCIATION THAT the Bylaws of the Association be amended by removing the following wording to 3.1 of Article 3 – Board Structure. "or have held such a relationship in the past one year."

AND WHEREAS 3.1 of Article 3 – Board Structure shall read "The Board of Directors shall be established and comprised of: one (1) Director appointed by each Voting Member; one (1) Director appointed by the Minister; and unaffiliated Directors whose numbers shall be determined by the Board (but where the number shall not exceed the number of Voting Members) and who shall be selected and appointed by the Board. Under this Article 3.1, an "unaffiliated Director" shall mean a Director who does not currently hold a paid, contracted, elected or appointed position where the position wields direct or significant influence within the Member Organization."

I hereby certify that the above special resolution was passed at a meeting of the members of the Alberta Conservation Association on the Date the meeting was held, August 15, 2012.

Date:

RECEIVED

OCT 1 5 2012

Corporate Registry

October 9, 2012

Signature:

Printed Name: Todd Zimmerling, President & CEO

Date:

October 9, 2012

BYLAWS OF THE ASSOCIATION

BYLAWS

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ARTICLE 1 – INTERPRETATION

Definitions

- 1.1 In these Bylaws, unless the context otherwise requires:
 - (a) "Act" means the Societies Act, being Chapter S-14, R.S.A. 2000, as amended;
 - (b) "Board of Directors" or "Board" means the Board of Directors of the Society appointed from time to time under these Bylaws;
 - (c) "Delegated Responsibilities" means a power, duty or function delegated to the Society by The Lieutenant Governor in Council pursuant to the *Wildlife Act*, being Chapter W-10, R.S.A. 2000, as amended;
 - (d) "Director" means a member of the Board of Directors from time to time of the Society and includes the Chairperson of the Board;
 - (e) "Honourary Member" means an organization or individual who becomes an Honourary Member in accordance with Article 2.3;
 - (f) "Member" or "Member Organization" means Honourary Members and Voting Members and such other classes of Members as may be established from time to time of the Society;
 - (g) "Minister" means the Minister charged with the administration of the Wildlife Act;
 - (h) "Society" means the society incorporated as the Alberta Conservation Association;
 - (i) "Special Resolution" means
 - (i) a resolution passed
 - (a) at a general meeting of which not less than 21 days' notice specifying the intention to propose the resolution has been duly given, and
 - (b) by a vote of not less than three quarters of those Voting Members who, if entitled to do so, vote in person or by proxy,
 - (ii) a resolution proposed and passed as a Special Resolution at a general meeting of which not less than 21 days' notice has been given, if all the Voting Members entitled to attend and vote at the general meeting so agree, or
 - (iii) a resolution consented to in writing or by electronic verification by all the Voting Members who would have been entitled at a general meeting to vote on the resolution in person or, where proxies are permitted, by proxy; and

(j) "Voting Member" means an organization or individual who becomes a Voting Member in accordance with Article 2.2.

Interpretation

- 1.2 In these Bylaws, unless the context otherwise requires, the *Interpretation Act*, being Chapter I-8, R.S.A. 2000, as amended, applies to these Bylaws.
- 1.3 Words importing the singular include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; and words importing persons include individuals, bodies corporate, partnerships, trusts and unincorporated associations.
- 1.4 The headings used throughout these Bylaws are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms of provisions of any article nor to be deemed in any way to qualify, modify or explain the effect of any such terms or provisions.

ARTICLE 2 – MEMBERSHIP

Membership

- 2.1 The Members of the Society are the applicants for incorporation, and those corporate or unincorporated organizations who subsequently became or become Members in accordance with these Bylaws, as amended from time to time.
- 2.2 A corporation, unincorporated organization, society or government body may apply to the Members for voting membership in the Society and, on payment of the required fees and acceptance by Special Resolution, become a Voting Member.
- 2.3 A corporation, unincorporated organization, society or government body may apply to the Members for honourary membership in the Society and, upon acceptance by at least three quarters of the Members, become an Honourary Member.
- 2.4 Notwithstanding any provision in these Bylaws or otherwise, Honourary Members shall not be entitled to vote at any meeting of the Society or hold any office in the Society.

Representatives

- 2.5 A Member that is a corporation, an unincorporated organization, society or government body shall appoint an individual to act as its representative at meetings of the Society. An individual may be appointed to act as alternative representative at any meeting the representative cannot attend.
- 2.6 The authorized representative or alternative representative is entitled to speak and vote and in all other respects exercise the rights of a Member, and that representative is to be recognized as a Member for all purposes at a meeting of the Society.
- 2.7 Each Member appointing a representative shall notify the Secretary in writing of the name, address, telephone number and occupation of the representative. Each Member appointing

an alternative representative shall notify the Secretary of the Society in writing of the name, address, telephone number and occupation of the alternative representative.

Membership Fees

2.8 Membership fees, and the frequency of their remittance, shall be determined from time to time by the Board.

Compliance with Bylaws

2.9 Every Member shall comply with and is bound by these Bylaws.

Membership Termination

- 2.10 Membership in the Society is terminated:
 - (a) if the Member sends written notice of the resignation to the Secretary;
 - (b) in the case of a corporation, unincorporated organization, government body or society, on dissolution; or
 - (c) at the discretion of the Board, if a Member is in arrears of payment of any fees for more than thirty (30) days.

Membership Suspension

- 2.11 The Members may, by resolution supported by at least three quarters of the Directors, suspend or expel a Member for cause, if:
 - (a) the Member to be expelled or suspended has been given notice of the Members' meeting at which suspension or expulsion is to be considered; and
 - (b) the Member named in such notice is given an opportunity to make representations to the Members at such meeting.

Memberships Not Transferable

2.12 The interest of a Member in the Society is not transferable and lapses and ceases to exist upon death or dissolution or when his period of membership expires (if any) or when he otherwise ceases to be a Member in accordance with these Bylaws of the Society.

ARTICLE 3 - BOARD OF DIRECTORS

Board Structure

3.1 The Board of Directors shall be established and comprised of: one (1) Director appointed by each Voting Member; one (1) Director appointed by the Minister; and unaffiliated Directors whose numbers shall be determined by the Board (but where the number shall not exceed the number of Voting Members) and who shall be selected and appointed by the Board. Under this Article 3.1, an "unaffiliated Director" shall mean a Director who does

not currently hold a paid, contracted, elected or appointed position where the position wields direct or significant influence within the Member Organization.

Appointment

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- 3.2 The appointment of the Directors by Voting Members shall be completed at the annual general meeting. If sufficient appointments are not made by those Voting Members entitled to appoint individuals as Directors pursuant to these Bylaws, the Board of Directors may subject to these Bylaws appoint, as Directors, such individuals as the Board deems fit to serve as Directors.
- 3.3 The appointment of the Director by the Minister may be completed at anytime.

Eligibility

3.4 The Board of Directors shall at all times be comprised of individuals, at least 50% plus one of which are holders of a Wildlife Identification Number Card. At such times when the Board of Directors is comprised of individuals, at least 50% plus one of which are not holders of a Wildlife Identification Card, the Board may declare any of the directorships (other than the directorship that is filled by ministerial appointment or any directorship that is filled by a member organization) to be vacant, following which the Board shall make such appointments to the Board to ensure that the Board of Directors is comprised of individuals, at least 50% plus one of which are holders of a Wildlife Identification Card.

Vacancy on the Board

- 3.5 A vacancy occurring among the Directors shall be filled by the Voting Member who appointed the vacating Director if the vacating Director was appointed by a Member, by the Minister if the vacating Director was appointed by the Minister, or by the Board if the vacating Director was appointed by the Board. A Voting Member who is entitled to replace a vacating Director under this Article 3.5 shall within sixty (60) days of the vacancy arising deliver written notice to the Board naming the individual who will fill the vacancy, failing which the Board may appoint an individual to replace the vacating Director.
- 3.6 When a vacancy occurs on the Board the remaining Directors may exercise all the power of the Board, if a quorum remains in office.

Resignation and Removal from the Board

- 3.7 A Director may resign by giving written notice to either the Secretary or the Chairperson.
- 3.8 The Board may:
 - (a) except for the Director appointed by the Minister, for cause deemed appropriate by the Board, remove a Director from office; or
 - (b) request the Minister to remove or replace the Director appointed by the Minister.

ARTICLE 4 – MANAGEMENT

Management of the Society

- 4.1 The Board is to manage and direct the affairs of the Society in the name of and on behalf of the Society.
- 4.2 Except when the Act or these Bylaws otherwise require, the duties and powers of the Board under the Act and these Bylaws are to be exercised by resolution of the Board.
- 4.3 The Board may enact and enforce policies regarding the direction and management and operation of the Society, and such policies shall be consistent with these Bylaws.
- 4.4 The Board may make policies:

- (a) respecting the carrying out of its duties and powers;
- (b) respecting the calling of meetings pertaining to carrying out its duties and powers the conduct of business at those meetings;
- (c) respecting the appointment, removal, functions, powers, duties, remuneration and benefits of employees and agents of the Society and members of a committee;
- (d) delegating to the Society Directors, officers, employees or agents or a committee of the Society, the carrying out of its duties and powers except the power to make rules under this Article; and
- (e) respecting the establishment, membership, duties and functions of special, standing and other committees with respect to its duties and powers.

ARTICLE 5 - BOARD MEETINGS

Board Meetings

- 5.1 Meetings of the Board are to be called by the Chairperson and held as often as the affairs of the Society require, provided that the Board shall meet not less than on a semi-annually basis.
- 5.2 Meetings of the Board shall be called by giving to each Director at least seven (7) days notice unless the Board unanimously agrees to waive notice of the meeting.
- 5.3 Meetings of the Board may be held anywhere authorized by the Board.
- 5.4 Meetings of the Board may be conducted in person or, if agreed to by the Board, by means of electronic or other communication facilities as permits all persons participating in the meeting to hear each other, and a person participating in such a meeting by such means is deemed to be present at the meeting.
- 5.5 Notwithstanding anything to the contrary in these Bylaws, a resolution in writing signed by all the Directors shall be valid and effectual as if it had been passed at a meeting duly called and constituted.

Board Meetings Requested

- A meeting of the Board may be called at the written request of any two (2) Directors sent to the Chairperson stating the business to be discussed at the meeting.
- 5.7 On receipt of the request, the Chairperson shall call a meeting of the Board.

Quorum at Board Meetings

5.8 A majority of Directors holding office at the time is a quorum at a meeting of the Board, or such greater number as the Board determines.

Decision Making

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- 5.9 Each Director, including the Chairperson, has one (1) vote on matters considered by the Board.
- 5.10 If there is a tied vote, the motion is lost.
- 5.11 Each Director present at a meeting shall, subject to the requirements of law and the objects and Bylaws, vote on all motions.

ARTICLE 6 – OFFICERS

Officers of the Board

- 6.1 The Directors shall elect a Chairperson from among themselves to hold office for such period as the Board determines, but not for longer than that Director's appointment lasts.
- 6.2 The Board shall elect one Director as "Secretary" and one Director as "Treasurer", or shall elect one Director as "Secretary-Treasurer" from among themselves to hold office for such period as the Board determines, but not for longer than that Director's appointment lasts.
- 6.3 The Board shall elect one Director as Vice-Chairperson from among themselves to hold office for such period as the Board determines, but not for longer than that Director's appointment lasts.
- 6.4 The Board may establish other offices, or change the titles of offices, and prescribe the powers, duties and functions of each office.

Non-Voting Board Members

6.5 The Board may appoint such individuals as non-voting members of the Board for such purpose and period as it considers necessary.

ARTICLE 7 – DUTIES OF BOARD MEMBERS

Chairperson

7.1 The Chairperson of the Board:

- (a) shall preside at all meetings of the Board and the Membership;
- (b) is a non-voting member of all committees of the Board and all committees of the Society;
- (c) shall present a report of the activities of the Board to Members of the Society at the annual general meeting;
- (d) may, with approval of the Board, delegate powers and duties as necessary; and
- (e) is responsible for such other matters as the Board determines.

Vice-Chairperson

7.2 The Vice-Chairperson shall assume the duties of the Chairperson where the Chairperson is unavailable or the position of the Chairperson is vacant.

Secretary

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- 7.3 The Secretary is responsible:
 - (a) for ensuring proceedings of all meetings of the Board and the membership are recorded, and for the preparation and custody of the minutes of those meetings;
 - (b) for ensuring that a record of all the Members of the Society and their addresses is maintained;
 - (c) for the custody of the seal of the Society and the books and records of the Society, except financial records;
 - (d) for giving notice of all meetings of the Board and the membership; and
 - (e) for such other matters as the Board determines.

Treasurer

- 7.4 The Treasurer is responsible:
 - (a) for the receipt of all money paid to the Society;
 - (b) for opening and operating accounts and for the deposit of funds in any bank, treasury branch, trust company or credit union of which the Board approves;
 - (c) for accounting for the real and personal property of the Society and the preparation and custody of such financial records as are necessary;
 - (d) for presenting a financial statement to the Board as required;
 - (e) for presenting a financial statement at the annual general meeting; and

(f) for such other matters as the Board determines.

Re-assigning Functions

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7.5 The Board may reassign, in compliance with the terms of Delegated Responsibilities, all or some of the functions of the Board officers, including all or some of the functions of the Chairperson, Secretary or Treasurer to another Member, employee of the Society, or other person designated by the Board.

Agreements, Contracts and Commitments

7.6 An agreement, contract, or other commitment entered into by the Society shall be entered into in accordance with policies established by the Board.

Removal of Offices and Functions

7.7 The Board may remove an office from a Director or other person, or remove all or part of the functions of the office, at its sole discretion.

Committees

7.8 Standing or special committees may be appointed by the Board for any purpose considered necessary or desirable.

Delegation to Committee

7.9 The Board may delegate such of its powers or duties, except the powers to make policies in accordance with sub-article 4.4 of these Bylaws, to a committee appointed by the Board.

Indemnification

- 7.10 No Director, officer or member of a committee of the Society shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or member of a committee, employee of the Society or the Society, or for joining in any receipt or other act of conformity, or for any loss, damage or expense happening to the Society through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Society, or for the insufficiency or deficiency of any security in or upon which any of the monies of the Society shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any of the monies, securities or effects of the Society shall be deposited, or for any loss occasioned by any error of judgment or oversight on their part, or for any other loss, damage, or misfortune whatsoever which shall happen in the execution of the duties of their office or in relation thereto unless the same shall happen through their own willful neglect or default, dishonesty or bad faith.
- 7.11 The Directors and former Directors of the Board, officers and former officers, members and former members of all committees of the Society and each of them, and each of their respective heirs, executors, administrators, successors and assigns, shall from time to time and at all times be indemnified and saved harmless by, and out of the assets and profits of the Society from and against all costs, charges, losses, damages, liabilities, claims and expenses which they, or any of them, or any of their heirs, executors, administrators,

successors and assigns, shall or may incur or sustain by reason of the performance of their duties or purported duty in their respective office, except such (if any) as they shall incur or sustain by or through their own willful neglect or default, dishonesty or bad faith, respectively. This indemnification is in addition to, but not exclusive of, any other rights of indemnification to which the members and former members of the Board, officers and former officers and members and former members of all committees of the Society may be entitled to at law or in equality.

ARTICLE 8 – FINANCE

Expenses

- 8.1 Directors are not to receive any honorarium or remuneration in the course of their duties as directors, unless authorized by the Board.
- 8.2 If a Director is an employee of another entity, that corporation may, on approval of the Board, be reimbursed the equivalent honorarium or remuneration of the Director for the time the Director spends on the business of the Society.
- 8.3 Subject to any policies established by the Board from time to time, Directors shall be reimbursed their traveling and living expenses incurred while on the business of the Society, and any other disbursements expended in the course of performing their duties as Directors.

Fees, Charges and Assessments

- 8.4 The Board may establish or levy fees, charges, enhancement levies and assessments in relation to Delegated Responsibilities and establish or amend the levy Bylaw with respect thereto.
- 8.5 The Board may establish or levy fees, charges, enhancement levies and assessments for any services, functions, activities or information provided by the Society.
- 8.6 Any fees, charges or assessments referred to in Article 8.4 or 8.5 shall be established as a schedule to these Bylaws.
- 8.7 The Board may raise or acquire revenue by any other means it considers appropriate.

Borrowing Powers

- 8.8 For the purpose of carrying out the objects of the Society, the Board may borrow or raise or secure the payment of the money in any manner the Board determines.
- 8.9 In accordance with the Act, no debentures may be issued without the sanction of a Special Resolution of the Members.

No Profit for Members

- 8.10 The Society shall:
 - (a) carry out its powers, duties, functions, services and activities efficiently and effectively, and
 - (b) have due regard to the interests of the general public, of the persons affected by or subject to its decisions and actions.
- 8.11 The operation of the Society shall be carried on without the purpose of gain for its Members, and any accretions to the Society shall be used to promote the objects of the Society.

Financial Year

8.12 The fiscal year of the Society is from April 1 to the following March 31.

Financial Accountability

- 8.13 The financial records of the Society shall be audited at least once each financial year by an independent duly qualified certified general accountant, certified management accountant or chartered accountant appointed by the Members at the annual general meeting.
- 8.14 The auditor's report shall be presented at the annual general meeting or, if it is not then available, made available to the Directors and Members as soon as it is available.

ARTICLE 9 - ANNUAL REPORT

Annual Report

- 9.1 The Society shall prepare an annual report for each financial year of the Society, including:
 - (a) a list of the Members and Directors of the Society;
 - (b) a report on the articles, objects, purposes and Bylaws of the Society and any amendments made to them; and
 - (c) a report on the activities of the Society.

ARTICLE 10 - INSPECTION

Inspection of Society Records by Members

10.1 The books, records and accounts of the Society may be inspected by a Member at any reasonable time by giving reasonable notice and arranging a time satisfactory to the officer having charge of them.

ARTICLE 11 - MEMBERS' MEETINGS

Annual General Meeting

- 11.1 The annual general meeting of the Members shall be held once each calendar year at such time, date and place as the Board specifies.
- 11.2 At each annual general meeting, a report from the Chairperson and Treasurer shall be presented to the Members present.

Special Meeting

- 11.3 Every meeting of the Members that is not an annual general meeting is a special meeting.
- 11.4 A special meeting of the Members may be called:
 - (a) by the Board, at any time, by giving notice in accordance with Article 11.6, or
 - (b) by the Voting Members by at least one-third of the Voting Members notifying the Secretary in writing of their desire to have a special meeting and the purpose of it.
- On receipt of a notice from sufficient Members as outlined in subarticle 11.4(b) herein, requesting a special meeting the Secretary shall arrange for a special meeting and give notice of it in accordance with Article 11.6.

Notice of Meetings

- 11.6 Notice of an annual general meeting or a special meeting shall be given to the Members in writing or by electronic or other means of communication approved by the Board, at least twenty-one (21) days before the date of the meeting. The meeting shall specify the date, time and place of the meeting and the general nature of the business to be conducted.
- 11.7 The accidental omission to give notice of a meeting to a Member or the fact that Member does not receive notice of the meeting does not invalidate the proceedings at the meeting.

Quorum and Voting

11.8 A majority (50% + 1) of Voting Members in good standing and entitled to vote constitute a quorum at any meeting of the Members.

- 11.9 A Voting Member present at a meeting is entitled to one vote on each motion or matter to be voted upon.
- 11.10 Votes may not be made by proxy.
- 11.11 If a vote is tied, the motion is lost

ARTICLE 12 - WINDING UP

Winding Up

- 12.1 The Society shall not be voluntarily wound up unless a Special Resolution is passed by the membership.
- 12.2 The Society shall not surrender its certificate of incorporation in accordance with section 34 of the Societies Act.
- 12.3 Subject to Article 12.4, upon or in contemplation of the winding up of the Society, the Directors shall, to the extent allowed by law, transfer all property of the society to organizations or charities having objects similar to those of the Society, in the case of ecological gifts, to one or more eligible Ecological Gifts Program recipients, before or separate from any payment of the organization's debts.
- 12.4 Upon or in contemplation of the winding up of the Society, the Directors shall, to the extent allowed by law, transfer all conservation easements held by the Society to another qualified organization.

ARTICLE 13 – AMENDMENT TO BYLAWS

Rescission, Alteration or Addition to Bylaws

13.1 These Bylaws may only be rescinded, altered or added to if the rescission, alteration or addition is approved by a Special Resolution.

ARTICLE 14 – HEAD OFFICE AND SEAL

Head Office

14.1 The head office of the Society is to be located at such place in Alberta as the Board determines.

Seal

14.2 The seal of the Society shall be kept in the custody of the Secretary. The seal shall not be affixed to any instrument except by authority of the Board of Directors and in the presence of such officers as the Board may prescribe.

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Notices

- 15.1 A notice required to be given under the Act or these Bylaws:
 - (a) to a Member, shall be given in writing or electronic communication at the address shown in the membership records, or by telephone, to the number recorded in the records of the Society; and
 - (b) to the Society, shall be given in writing to the head office of the Society

DATED at the City of Sherwood Park, in the Province of Alberta this 15 day of August, 2012

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PER: Print Print Witness	Sign Sept 14/2012 Date	
ALBERTA HUNTER EDUCATION INSTRUCTORS' ASSOCIATION PER: Print Sign		
Witness	Date	
ALBERTA PROFESSIONA PER:	L OUTFITTERS' SOCIETY	
Print	Sign	
Witness	Date	

ARTICLE 15 – NOTICE

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SEP 2 0 2012
Alberta Conservation Association

Notices

- 15.1 A notice required to be given under the Act or these Bylaws:
 - (a) to a Member, shall be given in writing or electronic communication at the address shown in the membership records, or by telephone, to the number recorded in the records of the Society; and
 - (b) to the Society, shall be given in writing to the head office of the Society

DATED at the City of Sherwood Park, in the Province of Alberta this 15 day of August, 2012

ALBERTA FISH AND GAME ASSOCIATION PER: Print Sign Witness Date ALBERTA HUNTER EDUCATION INSTRUCTORS,' ASSOCIATION PER: Sign Print Witness Date ALBERTA PROFESSIONAL OUTFITTERS' SOCIETY PER: Print Sign Witness Date



ARTICLE 15 - NOTICE

Notice	<u>es</u>	. 6
15.1	A notice required to be given under t	the Act or these Bylaws:
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	(b) to the Society, shall be given	in writing to the head office of the Society
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	ALBERTA TRAPPERS' ASSOCIATION	
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ALBERTA TRAPPERS' ASSOCIATION

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	(ACA Bylans 2012)

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