
**The Alberta Woodland
Trainers Association**

The Bylaws

March 23, 2001

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Bylaws

Submitted Under the Societies Act of Alberta:

Article 1: Preamble

1.1 The Society

The name of the Society is **The Alberta Woodland Trainers Association.**

1.2 The Bylaws

The following articles set forth the Bylaws of The Alberta Woodland Trainers Association.

Article 2: Defining and Interpreting the Bylaws

2.1 Definitions

In these Bylaws, the following words have these meanings

- 2.1.1 *Act* means the Societies Act R.S.A. 1980, Chapter 2-18 as amended, or any statute substituted for it.
- 2.1.2 *Annual General Meeting* means the annual general meeting described in Article 5.1
- 2.1.3 *Board* means the Board of Directors of this Society as listed in Article 6.1.3.
- 2.1.4 *Bylaws* means the Bylaws of this Society as amended.
- 2.1.5 *Director* means any person elected or appointed to the Board.
- 2.1.6 *General Meeting* means the Annual General Meeting and any Special General Meeting.
- 2.1.7 *Member* means a Member in good standing of the Society as described in Article 4.
- 2.1.8 *Officer* means any officer listed in Article 6.2.
- 2.1.9 *Registered Office* means the registered office for the Society.
- 2.1.10 *Register of Members* means the register maintained by the Board of Directors containing the names of the Members of the Society.
- 2.1.11 *Year* means Fiscal Year which will be from April 1 to March 31.
- 2.1.12 *Special Meeting* means the special general meetings described in Article 5.2.
- 2.1.13 *Special Resolution* means a special resolution as described in Article 8.4.

2.2 Interpretation

The following rules of interpretation must be applied in interpreting these Bylaws.

- 2.2.1 ***Singular and Plural:*** words indicating the singular number also include the plural, and vice-versa.
- 2.2.2 ***Masculine and Feminine:*** words indicating the masculine gender also include the feminine gender and vice-versa.
- 2.2.3 ***Corporation:*** words indicating persons also include corporations.
- 2.2.4 ***Headings*** are for convenience only. They do not affect the interpretation of these Bylaws.
- 2.2.5 ***Liberal interpretation:*** These Bylaws must be interpreted broadly and generously.

Article 3: Objects of the Society

- 3.1 The objects of the Society** are contained in the application to the Corporate Registry of Alberta for Society status. **Amendments to the objects should only be made in that document in order to be legally recognized.**

Article 4: Membership

4.1 There are four categories of Members:

- (a) Adult;
- (b) Corporate;
- (c) Honorary; and
- (d) Institutional.

- 4.1.1 Classification of Voting Members
Each category is entitled to one vote.

4.1.1.a Adult

To become a Adult Member, an individual must:

- (i) be 18 years of age or over; and
- (ii) pay the annual membership fee for Adult Members.

4.1.1.b Corporate

To become a Corporate Member, a business or company must:

- (i) be a registered company under provincial and federal laws;
- (ii) be amenable to donate funds, time, material, kind or in-kind, from time to time;
- (iii) pay the annual membership for Corporate Members.

4.1.1.c Honorary

An individual may become an Honorary Member if the Board of Directors pass a resolution recognizing the contributions of the individual to:

- (i) the society or its objects; and/or
- (ii) to the Alberta Woodland Trainers Association.

4.1.1.d Institutional/Professional

To become an Institutional or Professional Member, an individual, group or organization must:

- (i) be registered as a professional, a not-for-profit organization or society under provincial or federal laws and regulations;
- (ii) demonstrate their community- and/or education-oriented service;
- (iii) pay the annual membership for Institutional/Professional Members.

4.1.2 Admission of Members

Any individual may become a Member in the appropriate category by meeting the requirements in Article 4.1. The individual will be entered as a Member under the appropriate category in the Register of Members.

4.2 Other Memberships

The Board may create other types of voting or non-voting memberships but in the creation of them, the Board shall establish and specify all necessary terms and conditions as it may deem proper and applicable to such memberships.

4.3 Membership Fees

4.3.1 Membership Year

The membership year is consistent with the fiscal year of the society. Memberships are valid from April 1 of the year application is made up to and including March 31 of the following year.

4.3.2 Setting Membership Fees

The Board decides annual membership fees and services, if any, for each category of membership.

4.3.3 Payment Date for Fees

The annual membership fees of the Society must be paid within 90 calendar days of the start of the fiscal year of which application is made.

4.4 Rights and Privileges of Members

4.4.1 Any Member in good standing is entitled to:

- (a) receive notice of General Meetings of the Society;
- (b) attend any of those meetings of the Society invited to;
- (c) attend any of those meetings of the Society; and
- (d) exercise other rights and privileges given to Members in these Bylaws.

4.4.2 Member in Good Standing

A Member is in good standing when:

- (a) the Member has paid membership fees or other required fees to the Society; and
- (b) the Member is not suspended as provided for under Article 4.5.

4.5 Suspension of Membership

4.5.1 Decision to Suspend

The Board, at a Special Meeting for that purpose, may suspend a Member's membership not more than three (3) months, for one or more of the following reasons:

- (a) if the Member has failed to abide by the Bylaws;
- (b) if the Member has been disloyal to the Society;
- (c) if the Member has disrupted meetings or functions of the society; or
- (d) if the Member has done or failed to do anything judged to be harmful to the Society.

4.5.2 Notice to the Member

4.5.2.1 The affected Member will receive written notice of the Board's intention to deal with the suspension of the Member. The Member will receive at least two (2) weeks notice before the Special Meeting.

4.5.2.2 The notice will be sent by single registered mail to the last known address of the Member shown in the records of the Society. The notice may also be delivered by an Officer of the Board.

4.5.2.3 The notice will state the reasons by suspension is being considered.

4.5.3 Decision of the Board

4.5.3.1 The Member will have an opportunity to appear before the Board to address the matter. The Board may allow another person to accompany the Member.

4.5.3.2 The Board will determine how the matter will be dealt with, and may limit the time given to the Member to address the Board.

4.5.3.3 The Board may exclude the Member from its discussion of the matter, including the deciding vote.

4.5.3.4 The decision of the Board is final.

4.6 Termination of Membership

4.6.1 Resignation

4.6.1.1 Any Member may resign from the Society by sending or delivering a written notice to the Secretary of the Society.

4.6.1.2 Once the notice is received, the Member's name is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his name is removed from the Register of Members.

4.6.2 Death

The membership of a Member is ended upon his death.

4.6.3 Deemed Withdrawal

4.6.3.1 If a Member has not paid the annual membership fees within three (3) months following the date the fees are due, the Member is considered to have submitted his resignation.

4.6.3.2 In this case, the name of the Member is removed from the Register of Members. The Member is considered to have ceased being a Member on the date his name is removed from the Register of Members.

4.6.4 Expulsion

4.6.4.1 The Society may, by Special Resolution at a Special Meeting called by the Board of Directors for such a purpose, expel any Member for any cause which is deemed sufficient in the interests of the Society.

4.6.4.2 This decision is final.

4.6.4.3 On passage of the Special Resolution, the name of the Member is removed from the register of Members. The Member is considered to have ceased being a Member on the date his name is removed from the Register of Members.

4.7 Transmission of Membership

No right or privilege of any Member is transferable to another person not withstanding those in the Corporate category. All rights and privileges cease when the Member resigns, dies, or is expelled from the Society.

4.8 Continued Liability for Debts Due

Although a Member ceases to be a member, by death, resignation or otherwise, he is liable for any debts owing to the Society at the date of ceasing to be a Member.

4.9 Limitation on the Liability of Members

No member is, in his individual capacity, liable for any debt or liability of the Society within the regulations set out in the Societies Act.

Article 5: Meetings of the Society

5.1 The Annual General Meeting

- 5.1.1 The Society holds its Annual General Meeting no later than March 30 of each calendar year, in Hinton, Alberta. The Board sets the place, day and time of the meeting.
- 5.1.2 The Secretary mails or delivers a notice to the Members at least twenty-one (21) days before the Annual General Meeting. This notice states the place, date and time of the Annual General Meeting.
- 5.1.3 Agenda for the *Annual General Meeting*
The Annual General Meeting deals with the following matters:
- (a) adopting the agenda;
 - (b) adopting the minutes of the last Annual General meeting;
 - (c) considering the Chairperson's report;
 - (d) reviewing the financial statements setting out the Society's income, disbursements, assets and liabilities and the auditor's report;
 - (e) appointing the auditors;
 - (f) electing the Chairperson;
 - (g) electing the Members of the Board; and
 - (h) considering matters specified in the meeting notice.
- 5.1.4 Quorum
Attendance by a simple majority of the Members of the Board of Directors and at least five members at large at any meeting is a quorum.

5.2 Special General Meeting of the Society

- 5.2.1 Calling of Special General Meeting.
A Special General Meeting may be called at any time:
- (a) by resolution of the Board of Directors to that effect; or
 - (b) on the written request of at least **three (3)** Directors. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting.
 - (c) At least one special general meeting of the Society should be held before the end of September of each calendar year.
- 5.2.2 Notice
The Secretary mails or delivers a notice to each member of the Board at least twenty-one (21) days before the Special General Meeting. This notice states the place, date, time, and purpose of the Special General Meeting.
- 5.2.3 Agenda for Special General Meeting
Only the matter(s) set out in the notice for the Special General Meeting are considered at the Special General Meeting.
- 5.2.4 Procedure at the Special General Meeting
Any Special General meeting has the same method of voting and the same quorum requirements as the General Meeting.

5.3 Proceedings at the Annual or a Special General Meeting

5.3.1 Attendance by the Public

General Meetings of the Society are open to all members in good standing. A majority of the Voting Members present may ask any persons who are not Members to leave.

5.3.2 Failure to Reach Quorum

The Chairperson cancels the General Meeting if a quorum is not present within one-half (2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (2) hour after the set time of the second meeting, the meeting will proceed with the Members in attendance.

5.3.3 Presiding Officer

5.3.3.1 The Chairperson chairs every General Meeting of the Society. The Vice-Chairperson chairs in the absence of the Chairperson.

5.3.3.2 If neither the Chairperson nor the Vice-Chairperson is present within one-half (2) hour after the set time for the General meeting, the Directors present choose one (1) of the board members to chair.

5.3.4 Postponement

5.3.4.1 The Chairperson may postpone any General Meeting with the consent of the Directors at the meeting. The postponed General Meeting conducts only the table business from the initial Meeting.

5.3.4.2 No notice is necessary if the General Meeting is postponed for less than thirty (30) days or more. Notice must be the same as for any General Meeting.

5.3.5 Voting

5.3.5.1 Each Voting Member has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least four (4) Voting Members request it.

5.3.5.2 The Chairperson does not have a second or casting vote in the case of the tie vote. If there is a tie vote, the motion is defeated.

5.3.5.3 A Voting Member may vote by proxy.

5.3.5.4 The majority of the votes of the Members present decides each issue and resolution, unless the issue needs to be decided by a Special Resolution.

5.3.5.5 The Chairperson declares a resolution carried or lost. This statement is final, and does have to include the number of votes for and against the resolution.

- 5.3.5.6 A minimum of four (4) Members of the board of directors are required to request a ballot vote. In such a case, the Chairperson or the presiding officer may set the time, place and method for a ballot vote. The result of the ballot is the resolution of the General Meeting.
- 5.3.5.7 Members may withdraw their request for a ballot.
- 5.3.5.8 The Chairperson decides any dispute on any vote. The Chairperson decides in good faith, and this decision is final.
- 5.3.6 Failure to Give Notice of Meeting
No action taken at a General Meeting is invalid due to:
- (a) accidental omission to give any notice to any Member;
 - (b) any Member of the Board not receiving any notice; or
 - (c) any error in any notice that does not affect the meaning.
- 5.3.7 Written Resolution of All the Board Members
All Members of the Board may agree to and sign a resolution. This resolution is as valid as one passed at a General Meeting. It is not necessary to give notice or to call a General Meeting. The date on the resolution is the date it is passed.

Article 6: The Governance of the Society

6.1 The Board of Directors

- 6.1.1. Governance and Management of the Society
The Board governs and manages the affairs of the Society. The Board may hire a paid administrator to carry out management functions under the direction and supervision of the Board, subject to the direction of the Board.
- 6.1.2 Power and Duties of the Board
The Board has the powers of the Society, except as stated in the Societies Act. The powers and duties of the Board include:
- (a) promoting the Objects of the Society;
 - (b) promoting membership in the Society;
 - (c) hiring employees, to operate the Society;
 - (d) regulating employees' duties and setting their salaries;
 - (e) maintaining and protecting the Society's assets and property;
 - (f) approving an annual budget for the Society;
 - (h) paying persons for services and protecting persons from debts of the Society;
 - (i) investing any extra monies;
 - (j) financing the operations of the Society, and borrowing or raising monies;
 - (k) making policies for managing and operating the Society;
 - (l) approving all contracts for the Society;
 - (m) maintaining all accounts and financial records of the Society;
 - (n) appointing legal counsel as necessary;
 - (o) making policies, rules and regulations for operating the Society and using its facilities and assets,

- (p) selling, disposing of, or mortgaging any or all of the property of the Society; and
- (q) without limiting the general responsibility of the Board, delegating its powers and duties to an appointed committee or the paid administrator of the Society.

6.1.3 Composition of the Board Directors

6.1.3.1 The Board of Directors consists of:

- (a) the Chairperson;
- (b) the past chairperson;
- (c) the Vice-Chairperson;
- (d) the Secretary;
- (e) the Treasurer;
- (f) four (4) Directors-at-large.

6.1.4 Election of the Directors of the Board

6.1.4.1 At the **first** Annual General Meeting, the Members shall elect eight (8) Directors, plus one (1) chairperson each serving a term that ends at the close of the third Annual General Meeting following the Annual General meeting at which these Directors were elected;

6.1.4.2 At all future Annual General Meetings where elections are being held and where a new chairperson is to be elected, the members shall elect seven (7) directors, plus one (1) chairperson. The past chairperson shall be appointed as the ninth Director, each serving a terms that ends at the close of the third Annual General Meeting following the Annual General meeting at which these Directors were elected or appointed;

6.1.4.3 Members may elect any Director of the Board for a maximum of three (3) consecutive terms.

6.1.5 Resignation, Death or Removal of a Director of the Board

6.1.5.1 A Director of the Board may resign from office by giving one (1) month's notice in writing. The resignation takes effect either at the end of the month's notice, or on the date the Board accepts the resignation.

6.1.5.2 Voting Members may remove any Director of the Board before the end of his term. There must be a majority vote at a Special General Meeting called for this purpose.

6.1.5.3 If there is a vacancy on the Board, the remaining Directors may appoint a Member in good standing to fill that vacancy for the remainder of the term.

6.1.6 Meetings of the Board

6.1.6.1 The Board holds at least five (5) meetings each year.

6.1.6.2 The Chairperson calls the meetings. The Chairperson also calls a meeting is any two (2) directors make a request in writing and state the business for the meeting.

6.1.6.3 Ten (10) days notice for Board meetings is mailed to each Board Member. There

may be five (5) days' notice by telephone or fax. Board Members of the Board of Directors may waive formal notice for themselves.

- 6.1.6.4 A simple majority of the Directors present at any Board meeting is a quorum.
- 6.1.6.6 Each Director, including the Chairperson, has one (1) vote.
- 6.1.6.7 The Chairperson does not have a second or casting vote in the case of a tie vote. A tie vote means the motion is defeated.
- 6.1.6.8 Meetings of the Board are closed to Members of the Society except by invitation. Only Directors may vote. A majority of the Directors present may ask any Members to leave.
- 6.1.6.9 It is not necessary to give notice or to call a Board meeting for Directors of the Board to agree to or to sign resolution. The date on the resolution is the date it is passed. This resolution is as valid as one passed at any one Board meeting.
- 6.1.6.10 A Meeting of the Board may be held by a conference call. Directors who participate in this call are considered present for the meeting.
- 6.1.6.11 Irregularities or errors done in good faith do not invalidate acts done by any meeting of the Board.

6.2 Officers of the Society

- 6.2.1 There are nine (9) Officers of the Society. They are the seven (7) Directors of the Board including the past chairperson.
- 6.2.2 The Voting Members elect the Chairperson at the Annual General Meeting.
- 6.2.3 At its first meeting after the Annual General Meeting, the Board elects from among the Directors, a Vice-Chairperson, Secretary, and Treasurer for the following year.
- 6.2.4 The elected Officers hold office until re-elected or until a successor is selected.

6.3 Duties of the Officers of the Society

- 6.3.1 The Chairperson:
- supervises the affairs of the Board;
 - when present, chairs all meetings of the Society and the Board;
 - is an ex-officio Member of all Committees;
 - acts as the spokesperson for the Society; and
 - carries out other duties assigned by the Board.
- 6.3.2 The Vice-Chairperson
- presides at meetings in the Chairperson's absence. If the Vice-Chairperson is absent, the Directors elect a Chairperson for the meeting;
 - replaces the Chairperson at various functions when asked to do so by the Chairperson of the Board; and
 - carries out other duties assigned by the Board.
- 6.3.3 The Past Chairperson:
- advises Chairperson on policy matters and past decisions;
 - maintains the historical perspective and continuity of the Board; and
 - accepts responsibilities and duties as required.
- 6.3.4 The Secretary:
- attends all meetings of the Society and the Board;
 - keeps accurate minutes of these meetings;
 - has charge of the Board's correspondence;
 - makes sure a record of names and addresses of all Members of the Society is kept;
 - make sure all notices of various meetings are sent;
 - makes sure annual fees are collected and deposited;
 - keeps the Seal of the Society;
 - files the annual return with the Treasurer, changes in the Directors of the organization, amendments in the Bylaws and other incorporating documents with the Corporate Registry; and
 - carries out other duties assigned by the Board.

6.3.5 The Treasurer

- makes sure all monies paid to the Society are deposited in a chartered bank;
- makes sure a detailed account of revenues and expenditures is presented to the Board as requested;
- makes sure an audited statement of the financial position of the Society is prepared and presented to the Annual General Meeting;
- makes sure an Annual Return is submitted to the Corporate Registry by the last day of the month, not more than one month after the end of the fiscal year of the Society; and
- carries out other duties assigned by the Board.

6.3.6 The Four Directors-at-Large

- chair various committees of the Board as assigned; and
- carries out other duties assigned by the Board.

6.4 Board Committees

6.4.1 Establishing Committees

The Board may appoint committees to advise the Board.

6.4.2 General Procedures for Committees

6.4.2.1 The Board will appoint chairs to each Committee created by the Board.

6.4.2.2 The Committee Chairperson calls Committee meetings. Each Committee:

- records and distributes the minutes of its meetings to Committee Members and to the chairpersons of all other Committees;
- provides reports to each Board meeting at the Board's request.

6.4.2.3 Two (2) days notice is given to each Member of the Committee. The notice states the date, place and time of the Committee meeting. Committee Members may waive formal notice for themselves.

6.4.2.4 A simple majority of the Committee Members present in a meeting is a quorum.

6.4.2.5 Each member of the Committee, including the Chairperson, has one (1) vote at the Committee meeting. The Chairperson does not have a casting vote in case of a tie. A tie indicates a defeated motion or resolution.

6.5 The General Manager

6.5.1 The Board may hire a General Manager as required to carry out assigned duties.

6.5.2 The General Manager reports to and is responsible to the Board of Directors, and acts as an advisor to all Board Committees. The General Manager does not vote at any meeting.

6.5.3 Acting as the Administrative Officer of the Society, the General Manager: attends all meetings of the Board of Directors, and the general meetings of the Society; is an ex-officio member of all committees of the Board, unless a designate is chosen; hires, supervises, evaluates, and releases all other paid staff;

- applies the Board's policies;
- keeps the Board informed about the affairs of the Society;
- maintains the Society's books;
- prepares the budget for Board approval;
- plans programs and services based on the Board's priorities;
- carrying out other duties assigned by the Board including application of the Society's policies.

Article 7: Finance and Other Management Matters

7.1 The Registered Office

The Registered Office of the Society is located c/o Environmental Training Centre, 1176 Switzer Drive in Hinton, Alberta, postal code T7V 1V3. Another place may be established at the Annual General Meeting or by resolution of the Board.

7.2 Finance and Auditing

7.2.1 The fiscal year of the Society ends on **March 31** of each year.

7.2.2 There must be an audit of the books, accounts or records of the Society at least once each year. A qualified accountant or any two members in good standing appointed at each Annual General Meeting must do this audit. At each Annual General Meeting of the Society, the auditor(s) submits a complete statement of the books for the previous year.

7.3 Seal of the Society

7.3.1 The Board may adopt a seal as the Seal of the Society.

7.3.2 The Secretary has control and custody of the seal, unless the Board decides otherwise.

7.3.3 The Seal of the Society can only be used by officers authorized by the Board.

7.3.4 The Board must pass a motion to name the Authorized Officer(s).

7.4 Cheques and Contracts of the Society

7.4.1 Directors of the Board will be designated to sign all cheques drawn on the monies of the Society. These Directors will be the Treasurer, Chairperson and Vice Chairperson. Two signatures are required on all cheques. The Board may authorized the General Manager to sign cheques for certain amounts and circumstances. The General Manager may not sign his own pay cheque.

7.4.2 All contracts of the Society must be signed by designated Directors or other persons authorized to do so by resolution of the Board.

7.5 The Keeping and Inspection of the Books and Records of the Society

7.5.1 The Secretary keeps a copy of the Minute Books and records minutes of all meetings of the members and of the Board.

7.5.2 The Secretary keeps the original Minute Books at the Registered Office of the Society. This record contains minutes from all meetings of the Society, the Board and the Standing and Ad hoc Committees.

7.5.3 The Board keeps and files all necessary books and records of the Society as required by the Bylaws, the Societies Act, or any other statutes or laws.

7.5.4 The society members have the right to inspect the books and records at any general meeting.

7.6 Borrowing Powers

7.6.1 The Society may borrow or raise funds to meet its objects and operations. The Board recommends the amounts and ways to raise money, including giving or granting security.

7.6.2 The Society may issue debentures to borrow only by resolution of the Board confirmed by a Special Resolution of the Society.

7.7 Payments

7.7.1 No Member, Director or Officer of the Society receives any payment for his services as a Member, Director or Officer.

7.7.2 Reasonable expenses incurred while carrying out duties of the Society may be reimbursed upon Board approval.

7.8 Protection and Indemnity of Directors and Officers

7.8.1 Each Director or Officer holds office with protection from the Society. The Society indemnifies each Director or Officer against all costs or charges that result from any act done in his role for the Society. The Society does not protect any Director or Officer for acts of fraud, dishonesty or bad faith.

7.8.2 No Director or Officer is liable for the acts of any other Director, Officer or employee. No Director or Officer is responsible for any loss or damage due to bankruptcy, insolvency, or wrongful act to any person, firm or corporation dealing with the Society. No Director or Officer is liable for any loss due to an oversight or error in judgement, or by an act in his role for the Society, unless the act is fraud, dishonesty or bad faith.

7.8.3 Directors or Officers can rely on the accuracy of any statement or report prepared by the Society's auditor. Directors or Officers are not held liable for any loss or damage as a result of acting on the statement or report.

Article 8: Amending the Bylaws

- 8.1 These Bylaws may be cancelled, altered or added to by a Special Resolution at any Annual General or Special General Meeting of the Society.
- 8.2 The twenty-one (21) days notice of the Annual General or Special General Meeting of the Society must include details of the proposed resolution to change the Bylaws.
- 8.3 The amended Bylaws take effect after approval of the Special Resolution of the Annual General Meeting or Special General Meeting and accepted by the Corporate Registry of Alberta.
- 8.4 Special Resolution means:
- (a) a resolution passed at a General Meeting of the membership of this Society. There must be twenty-one (21) days notice for this meeting. The notice must state the proposed resolution. There must be approval by a vote of 75% of the Members who vote in person;
 - (b) a resolution proposed and passed as a Special Resolution at a General Meeting with less than twenty-one (21) days notice. All the Members eligible to attend and vote at the General Meeting must agree; or
 - (c) a resolution agreed to in writing by all Members who are eligible to vote on the resolution in person at a General Meeting.

Article 9: Distributing Assets and Dissolving the Society

- 9.1 The Society does not pay any dividends or distribute its property among its members.
- 9.2 If the Society is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization. Members select this organization by Special Resolution. In no event do any Members receive any assets of the Society.

DATED at the _____, in the Province of Alberta,
this _____ day of _____, 20____.

(Signatures of five (5) incorporators plus witnesses are needed.)

Incorporator: _____ Witness: _____

Address: _____ Address: _____

Incorporator: _____ Witness: _____

Address: _____ Address: _____

Incorporator: _____ Witness: _____

Address: _____ Address: _____

Incorporator: _____ Witness: _____

Address: _____ Address: _____

Incorporator: _____ Witness: _____

Address: _____ Address: _____

Incorporator: _____ Witness: _____

Address: _____ Address: _____