



CANADIAN DISASTER CHILD CARE SOCIETY



Edmonton Response – summer 2004

2004 ANNUAL REPORT

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Agenda

2004 Annual General Meeting
Sheraton Wall Centre Hotel
1088 Burrard Street
Vancouver, British Columbia
Tuesday, October 26, 2004 at 6:00 pm

Introductions & Welcome

Reports:

Chairperson – Marlene Mulder
Treasurer – Donna Grobell

Election of Officers - no vacancies at this time

Constitutional Amendments

Other New Business

Adjournment

Board Meeting

Officers Report

Chairperson's Annual Report for Fiscal Year 1/2003 to 1/2004

Marlene Mulder

From 1/2003 to 1/2004 we focused on drawing on past strengths to build our new organization, while maintaining our continuing training obligations in British Columbia and being available to respond as needed. Our initiatives ranged from formalizing our identity to reestablishing our past relationship with Cooperative Disaster Child Care, in New Windsor, Maryland.

I would like to acknowledge the wide range of strengths and abilities of our board and all those volunteers and supporters who make this organization a reality. Although we can always envision a multitude of things we should be doing, when we look at what we have done, all through volunteerism, our accomplishments are truly amazing.

Our initiatives and activities for the year are outlined as follows:

Organizational development

- Charitable organization (with donation tax number)
- Further development of website
- Development of forms and materials that are now online
- Decision to focus development strategies on B.C. and Alberta, while simultaneously working to respond to unsolicited national requests and re-certify volunteers from all provinces
- Contact with volunteers in Creston, B.C. who sew aprons for our volunteers.

Newsletter

- Our first newsletter became a reality – a very informative and professional product that is much appreciated by our volunteers and is their link to the organization. This publication represents countless hours of work by Donna.

Regional Development – British Columbia

- Renewed training agreement with ESS, with an increased budget.
- On stand-by for Fires in Kelowna and Kamloops
- January 2004 meeting (Ivan and Marlene) with representatives from ESS and Children and Family Services regarding exploring a partnership in promoting CDCC throughout the province. We agreed in principle to work together to develop a three hour orientation with the purpose of introducing communities to the needs of children following disaster or trauma. CDCC and ESS to jointly work on curriculum development with financial assistance from Children and Family Services.

Regional Development – Alberta

- CDCC is a member of the Alberta Non-governmental Council (similar to Over B.C.)
- Developed an Alberta working group of five people who assist with development of training materials, promotion of workshops in Alberta, actively participate in the NGO Council, and organize and implement on-going community work in Alberta.

- Our relationship with the Centre for Survivors of Trauma and Torture has been tenuous, mainly due to the intermittent nature of funding for their programs. We worked with a group of newly arrived Afghani families at a local hospital but when funding ran out the program ended.

Development with Disaster Child Care, US

- Donna, Gloria and Marlene attended training for trainers in New Windsor, Maryland in March, 2003. While the training was informative to our development of a similar Canadian training, the larger benefit of our attendance was in developing a working relationship with our American counterparts. We defined and discussed our mutual programs and how we could work together and share information to benefit each other. Donna spent time with Helen Stonesifer, DCC administrator, discussing structure and worked on procedures, while Marlene and Roy Winter, Director DCC discussed working together and development. Gloria's understanding of both programs was truly instrumental to the success of this time together, and much of our progress can be credited to her work. We came away from our meetings agreeing in principle to develop a memorandum of understanding for disaster response, work jointly on higher level training events (training for trainers, project managers, critical response team), work together on curriculum development, and to discuss the development of response procedures.
- Brochure "Helping your child cope" printed with names of both organizations.

Curriculum Development

- Marlene wrote an updated version of the training manual. Due to copyright issues and the substantive changes and additions to the manual, Roy Winter suggested that we hold authorship for the Canadian manual and simply credit DCC for their contribution.
- Marlene integrated ideas and options from the Maryland training, as appropriate within the Canadian context, into the scripted version of the Canadian volunteer trainer's manuscript.

Volunteer Training

- Despite our best efforts, it was difficult to generate sufficient interest to fill volunteer workshops and thus fulfill our commitment of three volunteer training workshops in British Columbia. Volunteer training sessions took place in:
 1. Creston – February 15/16, 2003 at the Lower Kooteny Band Community Hall.
 2. Prince Rupert, B.C. – February 22/23, 2003 at a local school, supported by the local police department.
- Fee for workshop was raised to \$50 per registrant, B.C. ESS will subsidize \$30 for ESS volunteers taking this training.
- CDCC will no longer be responsible for finding a venue and providing meals for the workshop. Host communities will take on this organizational and financial responsibility as their contribution to the training. It is hoped that this change will foster a philosophical shift in taking ownership for the importance of offering the best possible care to children who have experienced disaster.
- CDCC will be available to offer support to communities hosting workshops, in organizing, registering, and promoting workshops.

Treasurer's Report

Donna Grobell

I am pleased to present the Canadian Disaster Child Care Society's (CDCC) financial statement for the fiscal year February 1, 2003 to January 31, 2004. We appreciate the financial contribution we received from US Disaster Child Care and Christian Reformed World Relief Committee for start up of our new Society. The continued support of the British Columbia Emergency Social Services (ESS) Program Office through the Ministry of Human Resources, enables us to provide ongoing training within British Columbia.

CDCC would like to acknowledge of contributions of Babic Dubravka and Marlene Mulder in developing a grant application.

CDCC is embarking on many new initiatives to increase membership and to develop a "Train the Trainer" program. I trust these initiatives will enhance our ability to assist children following a disaster.

Board of Directors

Ivan Carlson

Ivan Carlson has been married for 43 years, and has two sons, and four wonderful grandchildren.

Mr. Carlson obtained a Bachelor of Arts degree from the University of Chicago and a Master of Social Work degree from the University of Denver. He worked as a Child Care Worker at Forest Heights Lodge in Colorado, and the Ryther Child Centre in Seattle, Washington. After working as a child protection social worker in Denver, Colorado, and a psychiatric social worker at the Denver Children's Home, he moved to Victoria, BC in 1970 as Director of the 7-Oaks Treatment Centre. Subsequent positions included Regional Director for the Ministry of Social Services for the Greater Victoria Area and Provincial Director of Emergency Social Services. Mr. Carlson retired in March, 2002 but continues to serve on the planning committee for the Emergency Preparedness Conference, a steering committee for recruiting retired people as mentors, and the Vancouver Island Emergency Preparedness planning committee. Presently, he is working with the Ministry of Children and Family Development training staff to develop the Ministry's policy concerning children in disasters.

Gloria Cooper

Gloria Cooper is a Trainer and Project Manager for Disaster Child Care in the United States and Canada. Gloria is an administrator of educational programs for Special Needs students in California. Gloria is one of the founding members of Canadian Disaster Child Care Society in Canada. Gloria has extensive experience with Disaster Child Care responses:

September 2004

- Project Manager in Orlando, Florida following Hurricane Charlie and Frances.
- Project manager in Pensacola following Hurricane Ivan.

1999 - 2001

- Responder - Disaster Child Care in New York following the November American Airlines crash.
- Administrator - Disaster Child Care in New York at Pier 94 for two weeks following Sept 11 event.
- Project Manager - Disaster Child Care, Tropical Depression, Houston, Texas
- Project Manager - Disaster Child Care, Miami, Florida Floods
- Set up and management - Disaster Child Care Centers in Los Angeles following the Alaska Airlines crash Set up and management - Singapore Air crash in Taipei.
- Administrator - Disaster Child Care Centers for Alaska Airlines memorials in San Francisco and Seattle.
- Responded with child care team to the Egypt Air crash at Newport, Rhode Island.
- Managed and trained volunteers at Fort Dix and in Kingston, Ontario, for Kosovo Albanian Refugee Children, provided child care for the unique needs of refugee children.

Donna Grobell

Donna Grobell is the Administrative Coordinator of Canadian Disaster Child Care and is dedicated to Emergency Preparedness and the care of children in Communities. Donna has been active in Emergency Social Services since 1998 and is presently the ESS Director for the City of Cranbrook, a volunteer trainer for the Justice Institute of British Columbia, and Southeast Regional Representative for the Emergency Social Services Association (ESSA).

In October 2001 Donna volunteered with the American Red Cross in New York City for three weeks after the September 11th tragedy.

Donna has been married for 24 years and has two children.

Humera Ibrahim

Humera Ibrahim has extensive experience in both disaster response and ongoing work with children in the CDCC. She has been a volunteer with CDCC for the past five years and worked with the Kosovar refugees at the Windsor Park Base in Halifax. She holds a Masters Degree in Social Work and has worked extensively with immigrant and refugee communities. She is also on the National Board of the Canadian Council of Muslim Women which works to assist Muslim women in better integrating into Canadian society and to promote understanding of Muslim women and women of other faiths. Through her experience with the CDCC program and her role at the Multiculturalism Program, Canadian Heritage, Humera has a strong background and sensitivity in working cross culturally.

Marlene Mulder

Marlene Mulder has worked with the development of the program since its' beginning. She holds a Masters Degree in Sociology and is presently working on a PhD with an interest in immigrant and refugee issues. She coordinated CDCC responses at the Montreal Ice Storm, Operation Parasol with Kosovar Refugees, and ongoing service at the Centre for Survivors of Trauma and Torture. She is the training coordinator for CDCC.

Bill Potma

J.W. (Bill) Potma attended Disaster Child Care training in 1995 and is one of the founding members of the Canadian Disaster Child Care Society. During the years when Disaster Child Care was sponsored by the Christian Reform World Relief Committee, Bill was a member of the B.C. Diaconal Conference and worked to support and enhance the profile of Disaster Child Care.

Bill and his wife Joan have three married children and ten grand children. Bill is employed by Industrial Equipment Co. Ltd. and has been involved in the design and application of feeding and conveying equipment for mining aggregates, rock products and pulp mills for over forty years.

Statement of Net Assets

For the year ending January 31, 2004

ASSETS

Share Account CU	7.51
Chequing Account CU	639.11
Term Deposits	15,000.00
Equipment	
Office Equipment Org Cost	536.43
Office Equipment Accum Dep	(53.64)
Total Assets	\$16,129.41

LIABILITIES & EQUITY

Loan from Donna Grobell	5.00
GST Paid	(669.48)
Total Liabilities	(664.48)
Equity	
Current Year Earnings	16,793.89
Total Liability & Equity	\$16,129.41

Statement of Revenue & Expenses

For the year ending January 31, 2004

REVENUES

Donations	26,416.68
Workshop Income	2,412.18
Interest Income	40.56
	\$28,869.42

EXPENSES

Amortization	53.64
Apron for Volunteers	109.06
Conference - NGO Alberta	400.00
Dues and Subscriptions	100.00
Education Supplies	1,164.92
Interest	8.74
Legal	160.00
Meals	43.40
Office Supplies	1,492.43
Postage	42.63
Supplies for Reception Centres	17.59
Telephone & Website	1,131.62
Travel	75.82
Travel - Baltimore	997.89

Board Meetings

BM - Lodging	386.28	
BM - Meals	68.00	
BM - Travel	348.82	
Total Board Meetings		803.10

Newsletter

NL - Design	840.00	
NL - Postage	452.95	
NL - Printing	1,139.98	
Total Newsletter		2,432.93

CDCC – ANNUAL REPORT – YEAR 2004

Volunteer Recruitment

VR - Casual Labour	440.00	
VR - Meals	88.68	
VR - Postage	459.85	
VR - Printing / Coping	188.75	
Total Volunteer Recruitment		1,177.28

Workshop

WS - Automotive	144.01	
WS - Freight	38.42	
WS - Lodging	105.88	
WS - Manuals	907.03	
WS - Meals	61.08	
WS - Photo Development	23.06	
WS - Travel	585.00	
Total Workshop		1,864.48

Total Expenses

\$12,075.53

NET REVENUE)

\$16,793.89

Workshop / Newsletter Expense Schedules

2/1/2003 through 1/31/2004

KINGSTON, ONTARIO

Income

Workshop Income	1,322.18	<u>1,322.18</u>
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Expense

WS - Automotive	144.01	
WS - Freight	38.42	
WS - Lodging	105.88	
WS - Manuals	372.64	
WS - Meals	61.08	
WS - Photo Development	23.06	
WS - Travel	585.00	
		<u>1,330.09</u>

Net Profit (Loss)

(\$7.91)

CRESTON, BC

Income

Workshop Income	800.00	<u>800.00</u>
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Expense

WS - Manuals		<u>267.19</u>
		267.19

Net Profit (Loss)

\$532.81

PRINCE RUPERT, BC

Income

Workshop Income	290.00	<u>290.00</u>
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Expense

WS - Manuals	267.20	<u>267.20</u>
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Net Profit (Loss)

\$22.80

**SUMMER 2003
NEWSLETTER**

Expense

NL - Design	840.00	
NL - Postage	452.95	
NL - Printing	1,139.98	
		<u>\$2,432.93</u>

**SEPTEMBER 2003
BOARD MEETING**

Expense

BM - Lodging	386.28	
BM - Meals	68.00	
BM - Travel	348.82	
		<u>\$803.10</u>

Notes to Financial Statements

January 31, 2004

1. OPERATIONS

CDCC is a national organization that responds to the needs of children following a disaster or traumatic event. We provide specialized child care that utilizes specific methods in helping young children work through their traumatic experience. Volunteers, are screened, trained, and mentored into the program. There are no other organizations in Canada that are specialized in this type of support to children.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Revenue Recognition

The Society follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(b) Capital Assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair market value at the date of contribution. Amortization methods and rates are designed to amortize the cost of capital assets over the estimated useful life of an asset. Amortization of office furniture and equipment is calculated on a straight line basis over five years.

(c) Financial Instruments

The Society's financial instruments consist of accounts receivable and accounts payable. Unless otherwise noted, it is management's opinion that the Society is not exposed to significant interest, currency or credit risks arising from these financial statements.

(d) Statement of cash flows

Management has decided not to prepare a statement of cash flows because it would not be meaningful to the users of the financial statements. The relevant information can be obtained from the statement of net assets and the statement of revenues and expenses.

3. LONG TERM LEASE COMMITMENT

Canadian Disaster Child Care Society has no long term lease commitments

BYLAWS

Bylaws of Canadian Disaster Child Care Society

Part 1 – Interpretation

- 1 (1) In these bylaws, unless the context otherwise requires:
“directors” means the directors of the society for the time being;
“Society Act” means the *Society Act of British Columbia* from time to time in force and all amendments to it; “registered address” of a member means the member’s address as recorded in the register of members.
- (2) The definitions in the *Society Act* on the date these bylaws become effective apply to these bylaws.
- 2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

Part 2 – Membership

- 3 The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
- 4 A person may apply to the directors for membership in the society and on acceptance by the directors is a member.
- 5 Every member must uphold the constitution and comply with these bylaws.
- 6 The amount of the first annual membership dues must be determined by the directors and after that the annual membership dues must be determined at the annual general meeting of the society.
- 7 A person ceases to be a member of the society,
 - a) By delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society.
 - b) On his or her death or, in the case of a corporation, on dissolution,
 - c) On being expelled, or
 - d) On having been a member not in good standing for 12 consecutive months.
- 8 (1) A member may be expelled by a special resolution of the members passed at a general meeting.
 - (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
 - (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 9 All members are in good standing except a member who has failed to pay his or her current annual membership fee, or any other subscription or debt due and owing by the member to the society, and the member is not in good standing so long as the debt remains unpaid.

Part 3 – Meetings of Members

- 10 General meetings of the society must be held at the time and place, in accordance with the *Society Act*, that the directors decide.
- 11 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 12 The directors may, when they think fit, convene an extraordinary general meeting.
- 13 (1) Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business,

the general nature of that business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

14 The first annual general meeting of the society must be held not more than 15 months after the date of incorporation and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

Part 4 – Proceedings at General Meetings

15 Special business is

a) all business at an extraordinary general meeting except the adoption of rules of order, and

b) all business conducted at an annual general meeting, except the following:

(i) the adoption of rules of order;

(ii) the consideration of the financial statements;

(iii) the report of the directors;

(iv) the report of the auditor, if any;

(v) the election of directors;

(vi) the appointment of the auditor, if required;

(vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.

16 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.

(2) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

(3) A quorum is 3 members present or a greater number that the members may determine at a general meeting.

17 If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

18 Subject to bylaw 19, the president of the society, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting.

19 If at a general meeting

a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or

b) the president and all the other directors present are unwilling to act as the chair, the members present must choose one of their number to be the chair.

20 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.

(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.

21 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may move or propose a resolution.

- (2) In the case of a tie vote, the chair does have a casting or second vote in addition to the vote to which he or she may be entitled as a member.
- 22 (1) A member in good standing present at a meeting of members is entitled to one vote.
(2) Voting is by show of hands.
(3) Voting by proxy is not permitted.
- 23 A society member may vote by its authorized representative, who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the society.

Part 5 – Directors and Officers

- 24 (1) The directors may exercise all the powers and do all the acts and things that the society may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the society in a general meeting, but subject, nevertheless, to
a) all laws affecting the society
b) these bylaws, and
c) rules, not being inconsistent with these bylaws, that are made from time to time by the society in a general meeting.
(2) A rule, made by the society in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 25 (1) The president, vice president, secretary, treasurer and one or more other persons are the directors of the society.
(2) The number of directors must be 5 or a greater number determined from time to time at a general meeting.
- 26 (1) The directors must retire from office at each annual general meeting when their successors are elected.
(2) Separate elections must be held for each office to be filled.
(3) An election may be by acclamation, otherwise it must be by ballot.
(4) If a successor is not elected, the person previously elected or appointed continues to hold office.
- 27 (1) The directors may at any time and from time to time appoint a member as a director to fill a vacancy in the directors.
(2) A director so appointed holds office only until the conclusion of the next annual general meeting of the society, but is eligible for re-election at the meeting.
- 28 (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director.
(2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- 29 The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office.
- 30 A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society.

Part 6 – Proceedings of Directors

- 31 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
(2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
(3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
(4) A director may at any time, and the secretary, on the request of a director, must, convene a meeting of the directors.

- 32 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
(2) A committee so formed in the exercise of the powers so delegated must conform to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the
- 33 directors held after the act or thing has been done.
A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 34 The members of a committee may meet and adjourn as they think proper.
- 35 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 36 A director who may be absent temporarily from British Columbia may send or deliver to the address of the society a waiver of notice, which may be by letter, telegram, telex or cable, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
a) a notice of meeting of directors is not required to be sent to that director, and
b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 37 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
(2) In the case of a tie vote, the chair does not have a second or casting vote.
- 38 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
- 39 A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

Part 7 – Duties of Officers

- 40 (1) The president presides at all meetings of the society and of the directors.
(2) The president is the chief executive officer of the society and must supervise the other officers in the execution of their duties.
- 41 The vice president must carry out the duties of the president during the president's absence.
- 42 The secretary must do the following:
a) conduct the correspondence of the society;
b) issue notices of meetings of the society and directors;
c) keep minutes of all meetings of the society and directors;
d) have custody of all records and documents of the society except those required to be kept by the treasurer;
e) have custody of the common seal of the society;
f) maintain the register of members.
- 43 The treasurer must
a) keep the financial records, including books of account, necessary to comply with the Society Act, and
b) render financial statements to the directors, members and others when required.
- 44 (1) The offices of secretary and treasurer may be held by one person who is to be known as the secretary treasurer.
(2) If a secretary treasurer holds office, the total number of directors must not be less than 5 or the greater number that may have been determined under bylaw 25 (2).
- 45 In the absence of the secretary from a meeting, the directors must appoint another person to act as secretary at the meeting.

Part 8 – Seal

- 46 The directors may provide a common seal for the society and may destroy a seal and substitute a new seal in its place.
- 47 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the person specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and secretary treasurer.

Part 9 – Borrowing

- 48 In order to carry out the purposes of the society the directors may, on behalf of and in the name of the society, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting that power, by the issue of debentures.
- 49 A debenture must not be issued without the authorization of a special resolution.
- 50 The members may, by special resolution, restrict the borrowing powers of the directors, but a restriction imposed expires at the next annual general meeting.

Part 10 – Auditor

- 51 This Part applies only if the society is required or has resolved to have an auditor.
- 52 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.
- 53 At each annual general meeting the society must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.
- 54 An auditor may be removed by ordinary resolution.
- 55 An auditor must be promptly informed in writing of the auditor's appointment or removal.
- 56 A director or employee of the society must not be its auditor.
- 57 The auditor may attend general meeting.

Part 11 – Notices to Members

- 58 A notice may be given to a member, either personally or by mail to the member at the member's registered address.
- 59 A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
- 60 (1) Notice of a general meeting must be given to
 - a) every member shown on the register of members on the day notice is given, and
 - b) the auditor, if Part 10 applies.
- (2) No other person is entitled to receive a notice of a general meeting.

Part 12 – Bylaws

- 61 On being admitted to membership, each member is entitled to, and the society must give the member without charge, a copy of the constitution and bylaws of the society.
- 62 These bylaws must not be altered or added to except by special resolution.