

# NORTHWESTERN ONTARIO PROSPECTORS ASSOCIATION

## BY-LAWS

### ARTICLE I – OFFICIAL NAME

The name of the Association shall be the “*NORTHWESTERN ONTARIO PROSPECTORS ASSOCIATION*”.

### ARTICLE II – OBJECTIVES

The objectives of the Association are to represent and further the interests, serve the needs, and support the aspirations of the individual prospectors in Northwestern Ontario.

### ARTICLE III – MEMBERSHIP

#### **Section 1**

Membership in the Association shall be open to those individuals who are interested in the furtherance of the objectives of the Association.

#### **Section 2**

All applications for membership shall be accompanied by the current annual subscription fee and shall be submitted to the Treasurer or the entrusted entity administering the memberships on behalf of the Association. The Board of Directors shall have the authority to delegate, to a sub-committee of its Members or to an Officer of the Association, the duty to question the intention of an applicant as it relates to the interest of the Association and recommend to accept or reject the application to the Board.

All applications shall support the objectives of the Northwestern Ontario Prospectors Association which are to represent and further the interests, serve the needs, and support the aspirations of the individual prospectors in Northwestern Ontario.

#### **Section 3**

The Board of Directors shall, from time to time, establish classes of membership (e.g. Life Members) and establish, for each class, the annual membership fee.

#### **Section 4**

- i. One’s membership in the Association shall cease upon the resignation of a Member, failure to renew one’s membership within the new calendar year, or upon the Member’s death. Membership shall not be transferable or

assignable. Any Member may resign at any time upon written notice. Upon such resignation, no refund of membership fees or other monies paid in the connection therewith shall be given;

- ii. A membership may be terminated by the affirmative vote of a majority of the Directors present at a meeting, called for such purpose, and provided a quorum is present.

#### ARTICLE IV – OFFICE

##### **Section 1**

The head office of the Association shall be located in the municipality of Thunder Bay, in the District of Thunder Bay, in the Province of Ontario, Canada, at the place therein appointed where the business of the Association may, from time to time, be conducted.

#### ARTICLE V – MEETING OF MEMBERS

##### **Section 1 – Annual Meeting**

The Annual Meeting of the Members of the Association shall be held in each calendar year at such time and place as may be fixed by the Board of Directors. The agenda of the Annual Meeting may include presentation of the Association's financial statements with the election of Directors.

##### **Section 2 – Meeting of Members**

A regular meeting of the Members will be held during the year as arranged by the Board. Notices will be sent out to the general membership at least 10 working days prior to the next meeting. Chairs will be responsible for taking brief minutes as well as documenting attendees. Presentation of the Association's financial statements may be given at these meetings.

##### **Section 3 – Special Meetings**

Special Meetings may be convened by the Secretary on requisition of any of:

- a. The President or Vice-President;
- b. Fifty percent (50%) of the Board of Directors;
- c. Ten percent (10%) of the Members in good standing at the date of delivery of such requisition.

In each case, the requisition and the notice calling such Special Meeting shall contain a brief summary of the purpose for which the meeting is being called and the business to be transacted thereat.

#### **Section 4 – Quorum**

The presence in person of ten (10) Members shall be necessary and sufficient to constitute a quorum for the transaction of any business at any meeting of Members. In the event of a quorum not being present within half an hour of the time for which the meeting is called, the meeting shall stand adjourned to the next available date, time and place and the Members then present shall constitute a sufficient quorum for the transaction of all business properly brought before the meeting.

#### **Section 5 – Voting**

Each individual Member in good standing shall be entitled to one (1) vote in person at any Annual or Special Meeting or Regular Meeting of Members of the Association. A Member in good standing is defined as a fully paid up Member prior to such Annual, Regular or Special Meeting. Corporate memberships are non-voting memberships.

### **ARTICLE VI – OFFICERS AND DIRECTORS**

#### **Section 1**

The Association shall be administered by a Board of Directors (the Board) which shall consist of all Directors including all Officers. A Member may be assigned a specific committee to chair. These assignments shall be made by the Board shortly after elections have been held.

At the Annual General Meeting, the general membership in good standing shall elect, re-elect or acclaim for a two-year term five (5) Directors and for a one-year term additional Directors as necessary to fill up to ten (10) Directorships on the Board. Terms for nominations may be adjusted if the full complement of ten (10) Directors cannot be met in order to maintain the balance of new (incoming) and old (continuing) Directors.

At the first meeting of the Board following the Annual General Meeting the Directors shall elect, re-elect or acclaim for a one-year term Officers as follows:

President;  
Vice-President;  
Secretary;  
Treasurer;

And such other Officers or assistant Officers as the Board may from time to time determine.

It is the express intent of the Association to use the office of Vice-President as part of its succession strategy with the incumbent being deemed the President-Elect.

The President shall not be eligible for re-election to a sixth consecutive one-year term in office as president at the discretion of the Board. If the immediate past president continues to serve on the Board as a duly elected Director, then that Director shall be deemed to hold office as Past-President.

## **Section 2**

Any Officer or Director may be removed from office at any time by a resolution to the Board. An Officer may resign at anytime, provided such resignation is in writing, and the office shall be vacated on receipt of such resignation by the President or Secretary without formal acceptance thereof by the Board.

## **Section 3**

It shall be the duty and responsibility of all Officers to implement the policies and instruction of the Board of Directors, as defined in the minutes of their proceedings. Subject to the foregoing, the Officers shall have the duties normally attached and incidental to their office.

The President shall be responsible for serving as Chair of meetings of the Board of Directors and the Annual Meeting, and for representing the Board of Directors and Members of the Association when necessary to do so for the orderly conduct of business of the Association. The President shall be responsible for leading the Board of Directors to work together as a team on behalf of Members to achieve the goals and objectives of the Association.

The Vice-President shall be responsible for fulfilling the duties of the President in the absence of the President or when called upon to do so by the President or Board of Directors.

The Secretary shall be responsible for preparing and circulating the notice, agenda and minutes for meetings of the Board of Directors, preparing and circulating a notice for all regular Meetings of Members and preparing and circulating the notice, agenda and minutes and for the Annual Meeting.

The Treasurer shall be responsible for all financial transactions on behalf of the Association. The Treasurer shall present a financial report to Directors at meetings of the Board of Directors, and an annual financial report to Members at the Annual Meeting.

#### **Section 4**

All exercisable powers required by the laws of the Country and by these By-laws shall, on behalf of the Members, be exercised by the Board.

#### **Section 5**

The office of a Director shall be automatically vacated:

- i. If the Director shall resign from office by delivering a written resignation to the President or the Secretary of the Association;
- ii. If the Director ceases to be a Member of the Association in good standing;
- iii. If the Director is found to be of unsound mind or incoherent from drugs or alcohol;
- iv. If a Special Meeting of Members, duly called and held, a resolution is passed by three-quarters of the Members present, that the Director be removed from office;
- v. On death of the Director.

#### **Section 6**

The Director's primary responsibility is to ensure the Association is adequately represented in the field over which the Director has dominion and that the general membership is apprised of developments as they relate to the Association. A Director's ancillary function is to establish the short and long term objectives within the normal scope of the Association and then, with the approval of the Board of Directors, implement such policies necessary to achieve those objectives.

#### **Section 7**

Regular meetings of the Board may be held at such place and times as shall be fixed by a resolution of the Board. Special Meetings of the Board shall be convened by the Secretary on the instruction of the President, Vice-President or fifty percent (50%) of the Board of Directors.

#### **Section 8**

In circumstances which are deemed by the President or fifty percent (50%) of the Members of the Board to be urgent, the President or fifty percent (50%) of the Members may themselves, or through the Secretary or the President, communicate to the Members of the Board the terms of a resolution for consideration by the Directors and if sixty

percent (60%) of the Directors signify by letter, e-mail or telefacsimile approval of such resolution, the resolution shall be fully passed by the Board of Directors without amendment and shall have the same force and effect as if it had been passed at a meeting of the Board duly called and held for that purpose.

### **Section 9**

On any resolution to come before the Board of Directors, the Chairperson shall be entitled to vote and in addition, in the case of a tie vote, shall have an additional or casting vote.

### **Section 10**

Any meeting of the Board of Directors whose Agenda includes the administration of Association business will not be deemed effective unless a quorum [fifty percent (50%) or simple majority of Officers and Directors] is actually in attendance at such a meeting. In addition to “in person”, attendance can also include “electronic communication”, for example, telephone, Internet applications, etc.

## **ARTICLE VII – DIRECTORS EMERITUS**

### **Section 1**

At its sole discretion, the Nominating Committee reserves the right to nominate from the membership-at-large, individuals for the positions of Directors Emeritus, to recognize either long-standing service or extraordinary contributions to the Association. Nominees permitting their names to stand for election will be voted in by simple majority at the Annual General Meeting of Members of the Association.

### **Section 2**

The positions of Directors Emeritus are normally to be conferred for a lifetime or some portion thereof as directed by consent of either the Directorship or Director Emeritus. As honoraria, the title “Director Emeritus” conveys neither obligations or authorities to the recipient.

## **ARTICLE VIII – NOMINATING COMMITTEE**

### **Section 1**

The Board of Directors shall appoint a nominating committee, whose duty it shall be to present at the Annual Meeting, a list of Members duly nominated and seconded for each and every Directorship open for election that year.

## **Section 2**

At the Annual Meeting, the Nominating Committee Chairperson shall preside over the election of incoming Directors. In accordance with normal election proceedings, the Nominating Committee Chairperson shall take the necessary measures to ensure the requisite Directorships are filled. During the course of the election, the Chairperson shall announce sequentially the names of those Members duly nominated who have let their names stand for election. Upon announcing each category of Directorship, the Nominating Committee Chairperson shall call for further nominations from the floor. Any two Members, present and in good standing, may nominate and second from the floor during the election's proceedings, any other qualified Member for any Directorship open for election.

## **ARTICLE IX – FUNDS OF THE ASSOCIATION**

### **Section 1**

Money received by the Association shall be under the control of the Directors who shall:

- A. Designate the bank or banks, trust company, or trust companies to act as bankers or depositories to the Association;
- B. Delegate the Officers who shall have custody of monies, signing authority or securities and the mode of operation of bank account or accounts of the Association.

### **Section 2**

Single item expenditures in excess of three-hundred dollars (\$300) require prior approval by a simple majority of the Board of Directors.

### **Section 3**

The Directors shall each year at the Annual Meeting of Members, present financial statements showing the financial status and operations of the Association for the previous fiscal period (January 1-December 31).

### **Section 4**

Attendance at a conference or meeting by a Member of the Board with costs exceeding \$300 shall be discussed and voted upon at a board meeting; acceptance will require a simple majority. A meeting shall be established before approval.

ARTICLE X – AUTHENTICATION OF DOCUMENTS

Contracts and obligations on behalf of the Association may be signed by the President or Treasurer. Notwithstanding any provisions to the contrary contained in the By-laws of the Association, the Board may at any time and from time to time direct the manner in which, and the person or persons by whom, any particular instrument may or shall be signed.

ARTICLE XI – RULES AND REGULATIONS

The Board of Directors may prescribe such rules and regulations not inconsistent with these By-laws relating to the management and operation of the Association as they deem expedient, provided that such rules and regulations shall have force and effect only until the next Annual Meeting of the Association when they shall be confirmed, and in default of confirmation, at such Annual Meeting of Members, shall at and from that time cease to have force and effect.

ARTICLE XII – AMENDMENT OF BY-LAW

These By-laws may be amended by a By-law passed at an Annual or special General Meeting of Members provided notice of the proposed amendment is mailed or e-mailed to the Members with the notice calling the meeting, and provided the same is sanctioned by at least two-thirds of the votes cast at such General Meeting.

ARTICLE XIII – LANGUAGE OF THESE BY-LAWS

In all sections of these BY-LAWS, words such as he, his, him, and others denoting only masculine gender, must be interpreted as indicating all genders with no intent to discriminate.

AMENDMENTS/ADDITIONS:

Approved at Annual General Meeting dated:	April 3, 2007
Approved at General Meeting dated:	May 15, 2008
Approved at Special Meeting dated:	November 11, 2010
Approved at Annual General Meeting dated:	April 2, 2013
Approved at Annual General Meeting dated:	April 3, 2018
Approved at Annual General Meeting dated:	April 2, 2019
Approved at Annual General Meeting dated:	October 17, 2024

To be reviewed every 5 years (or amended as required):

Next Review Date:	2028-2029
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