

GREATER CHARLOTTETOWN AREA CHAMBER OF COMMERCE



GREATER CHARLOTTETOWN AREA
CHAMBER OF COMMERCE

BY-LAWS

Approved 5/14/2018

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**GREATER CHARLOTTETOWN AREA CHAMBER OF COMMERCE
BY-LAWS**

ARTICLE 1.00 DEFINITIONS

1.01 "Act" means the Boards of Trade Act (Canada);

1.02 "**Board of Directors**" or "Board" or Directors means the Board of Directors of the Greater
Charlottetown Area Chamber of Commerce, referred to in the *Boards of Trade Act* as a
"Council of the Board of Trade";

- 1.03 "**Chamber**" or the "Chamber of Commerce" means the Greater Charlottetown Area Chamber of Commerce;
- 1.04 "**Executive Committee**" means the committee of the officers of the Greater Charlottetown Area Chamber of Commerce;
- 1.05 "**Past President**" means any person who has held the office of President of the Greater Charlottetown Area Chamber of Commerce;
- 1.06 "**Person**" means and includes an individual of the age of majority, a partnership, an association, a body corporate, a government, a government department or agency, and such other bodies or classes of bodies as may from time to time be designated by the Directors to be a person.

ARTICLE 2.00 OBJECTS

- 2.01 The objects of the Greater Charlottetown Area Chamber of Commerce shall be to advance the interest of its members and provide leadership to the business community but not so as to restrain the generality of the foregoing shall include:
- a) To promote and improve trade in commerce and the economic, civic and social welfare of the Greater Charlottetown Area;
 - b) To advise or make representations to all levels of government on any matters affecting the objectives of the Chamber;
 - c) To make available where possible sources of information to its members respecting general regulations affecting business and industry in the Greater Charlottetown Area;
 - d) To exchange information with the other Chambers of Commerce and Boards of Trade and other organizations;

- e) To secure to its Members the benefits of co-operation in the furtherance of their legitimate pursuits to provide leadership which will give business a strong collective voice;
- f) To provide a forum through which the business community initiates and promotes objectives for the economic and social progress of the Greater Charlottetown Area;
- g) To effectively express the views of the business community on matters of local, regional and national importance;
- h) To conduct promotional, fund-raising and other activities as deemed appropriate by the Board.

ARTICLE 3.00 PARTICIPATION

3.01 Participation

The Greater Charlottetown Area Chamber of Commerce shall be non-partisan, non-sectional, and non-secretarian and shall not lend its support to any candidate for public office.

ARTICLE 4.00 MEMBERSHIP

4.01 Eligibility

Any person who subscribes to the objects of the Chamber of Commerce shall be eligible for membership.

4.02 Membership

Any eligible person, who makes application for membership, pays the annual and any other prescribed fees, shall become a member.

4.03 Non-Individual Members

Where a member is not an individual, it shall be represented as a member by individual(s) designated by it in such number as it is eligible to designate based upon its class of membership.

4.04 Classes of Membership

The Chamber of Commerce by by-law may amend, from time to time, the classes of membership and the rights and privileges attaching thereto.

4.05 Annual Fees

- a) The Board may, by a vote of two-thirds of those cast at a meeting of the Board, determine from time to time:

- (i) the amount of the annual fee payable by each class of membership;
 - (ii) where the member is not an individual, the number of representatives the member is entitled;
 - (iii) the amount of the annual fee payable by a member for representatives in addition to those
 - (iv) determined pursuant to the preceding paragraph the amount of any other assessment to be levied against all members;
- b) until otherwise determined, the classes of membership, number of representatives, and fees for membership and representatives are as set out in Schedule "A".

4.06 Status of Representatives

In these By-Laws, a person designated as a representative, or additional representative, for so long as such person continues to be so designated, shall be deemed to be a member for purposes of being eligible for election or appointment to any office, board or committee of the Chamber.

4.07 Payment of Annual Fee

Annual fees are due and payable within thirty (30) days of the date upon which an account for same has been mailed to the member at the address of the member as it appears in the records of the Chamber.

4.08 Non Payment

The membership of any person who is more than six (6) months in arrears in payment of its annual fee or of an other amounts due to the Chamber, may be terminated by the CEO.

4.09 Honorary Life Membership and Honorary Memberships

- a) Upon the recommendation of the Board, Honorary Life Membership may be conferred upon any person by a vote of two-thirds of the members present at a General Meeting of the Chamber. Honorary Life Members shall have all the privileges of members of the Chamber. The Honorary Life Member shall be exempt from the payment of fees or assessments.
- b) Honorary Membership may be conferred by the Board on any person upon a two-thirds vote of the Directors present at any meeting of the Board. Honorary Members shall have all the privileges of other members except they shall not have the right to make or second motions, vote, or hold office. The Honorary Member shall be exempt from the payment of fees or assessments.

4.10 Termination and Suspension of Membership

Any member may withdraw from membership by submitting to the President or CEO a written resignation.

The membership of any member, or the representation of any member by a designated person, may be terminated by a vote of two-thirds of those cast at a meeting of the Board; provided that the Board, after having afforded the member an opportunity to show cause why such membership or representation should not be terminated, find that such membership or representation is prejudicial to the best interests of the Chamber. The finding of the Board shall be final and binding.

Upon termination of a membership, as provided in the preceding paragraph, any fees paid for the current year shall be refunded.

Any Officer, Director, or member of any committee who has been charged with a criminal offence, may by two-thirds vote of the Board, be suspended as an Officer, Director, or member of a committee, as the case may be, and if:

- (i) convicted of the offence, the suspension shall be made permanent;
- (ii) acquitted of the offence, they shall have full privileges reinstated.

ARTICLE 5.00 BOARD OF DIRECTORS

5.01 Composition

The Board of Directors shall consist of:

- (i) the officers of the Chamber as provided in Article 6.01, with voting privilege; and
- (ii) no less than eight, and no greater than fifteen, other members of the Chamber, with voting privilege.

5.02 Term of Service

Subject to Article 5.03, Directors (other than Officers) shall serve a two-year term for a maximum of two consecutive two-year terms and, thereafter, are not eligible for re-election for two years unless elected as an Officer.

5.03 Removal of Directors

A Director may be removed before the expiration of their term of office by the members by a vote of two-thirds of those cast at a meeting of the members called for the purpose of removing the Director.

5.04 Remuneration of Directors

A Director shall be entitled to no remuneration for performing duties as a Director.

5.05 Election Process

- a) The Nominating Committee shall be composed of:
 - (i) the immediate Past President who will be chairperson;
 - (ii) the President;
 - (iii) the First Vice President;
 - (iv) the Second Vice President; and
 - (v) the Vice President of Finance.

In the event that any of the foregoing Officers are for any reason not able to sit as a member of the Nominating Committee then the Board shall appoint another member in their stead.

- b) The Nominating Committee shall prepare a list of nominees for Directors and Officers (except for the CEO and the Immediate Past President).
- c) In preparing a list of nominees for Directors, the Nominating Committee shall ensure that in their judgment, reasonably exercised, they have proposed a list of nominees that substantially satisfies the following criteria:
 - (i) Recognizing that the Chamber represents various geographic business communities within the Greater Charlottetown Area.
 - (ii) Recognizing that the Chamber is to diligently and appropriately represent all types of business within the Greater Charlottetown Area, it shall ensure that its selection of nominees fairly represents a wide cross section of businesses with the emphasis on business leaders from a diverse range of business and ensuring that no one type of business has any significant or undue representation.
 - (iii) Recognizing that the Chamber is to diligently and appropriately represent all sizes of business within the Greater Charlottetown Area, it shall ensure that its selection of nominees fairly represents all sizes of businesses with the emphasis being on business leaders from a wide range of different size businesses and ensure that large companies do not dominate or have undue representation and that small business is appropriately represented.

- d) The report of the Nominating Committee shall be delivered to the CEO one month prior to the annual meeting, who shall send it to all members, not less than three weeks prior to the annual meeting.
- e) At any time prior to fourteen days before the annual meeting, additional nominations may be made by a presentation in writing at the office of the Chamber, setting forth:
 - (i) the name and address of the person to be nominated and the position or office to which they are being nominated;
 - (ii) confirmation by the person nominated of their willingness to serve if elected;
 - (iii) the signatures of endorsement of not less than five members in good standing of the Chamber.
- f) An elections committee of three members shall be appointed by the Board and shall be responsible for the balloting and counting process.

5.06 Vacancies

- a) In the event of a vacancy occurring on the Board for any reason, the same may be filled by appointment of the Directors upon recommendation by the Executive Committee; provided that the person so recommended shall meet all eligibility requirements that would apply if the person was nominated for election.
- b) Persons so appointed shall serve out the balance of term of the person who is being replaced.

5.07 Attendance Requirement

- a) A member of the Board who misses the regularly scheduled meeting for three consecutive months may be advised in writing by the President that failure to attend the next regular meeting could result in his removal from the Board.
- b) If a Director has been advised in writing, as provided in subparagraph (a) above, and fails to attend the next regular meeting of the Board, then such Director may be removed from the Board of Directors by a vote of two-thirds of those casts at any subsequent meeting of the Board.
- c) If a Director fails to attend at least 75% of the regularly scheduled meetings of the Board during their term, then they may be determined to be ineligible for re-election to the Board for a period of two years by a vote of two-thirds of those cast at any subsequent meeting of the Board.

5.08 Powers of the Directors

The affairs and business of the Chamber shall be managed by the Board, which shall have authority for and on behalf of and in the name of the Chamber to authorize the taking of all such actions and doing of all such things as the Directors deem appropriate in furtherance of the objects and purposes of the Chamber and, not to limit the generality of the foregoing, the Board shall:

- (i) have the sole control and management of all real and personal property now or hereafter acquired by the Chamber, including the authority to acquire, let, sell, mortgage or otherwise dispose or charge any such real or personal property on behalf of and in the name of the Chamber;
- (ii) have authority on behalf of and in the name of the Chamber to borrow money and to secure the repayment thereof in such manner as it sees fit;
- (iii) have the authority to hire a CEO and any other employees as deemed necessary to assist in the work of the Chamber and, in doing so, may set the salary and all terms of employment. The Board may delegate to the CEO the responsibility for the hiring, supervision and dismissal of other employees of the Chamber.

5.09 Submissions to Government

The Board may delegate authority to the CEO to make or authorize petitions, briefs, or submissions to all levels of government or other bodies without reference to the membership of the Chamber.

5.10 Correspondence

The Board may print and circulate documents, publish articles in the press, conduct correspondence and devise and execute such other measures as the Directors may deem expedient to promote the objects of the Chamber.

5.11 Reporting to Membership

The Board shall cause a general report of the business of the Chamber to be presented in writing at each Annual Meeting of the Chamber. Members may obtain a copy of the annual report from the Chamber office.

5.12 Appointments to Other Organizations

- a) The Board may appoint members to serve and represent the Chamber with other organizations.

- b) The Board shall determine the responsibilities of a member appointed in accordance with Clause (a) when appointing the member.

ARTICLE 6.00 OFFICERS AND EXECUTIVE COMMITTEE

6.01 Officers

The Officers shall consist of the following:

- (i) President;
- (ii) First Vice President;
- (iii) Second Vice President;
- (iv) Vice President Finance
- (v) Immediate Past President of the Chamber; and
- (vi) CEO who shall also be the Secretary (non-voting)

6.02 Election of Officers

- a) With the exception of the CEO and the Immediate Past President, the Officers shall be elected annually by the members.
- b) The nomination and election process shall be identical to, and run concurrently with, the election of the members of the Board as provided in Article 3.06.

6.03 Term of Service

- a) Officers shall be elected for a term of one year and may be elected for a maximum of three consecutive terms, with the exception of the CEO who shall to serve at the pleasure of the Board.
- b) the President shall serve for a one-year term only, but may be eligible for election as another Officer if that member has been a member of Board for less than one year.

6.04 Attendance Requirement

To be eligible for re-election to an office an Officer must, unless excused by a majority vote of the Directors, attend at least 50 percent of the regular meetings of the Executive Committee and the Board during the immediately preceding year.

6.05 Ceasing to be Member of Executive Committee

On ceasing to be an Officer, a person shall cease to be a member of the Executive Committee.

6.06 Duties of Officer

- a) The President of the Chamber shall be the Chair of the Chamber, an ex-officio member of all committees of the Chamber, and shall have the following functions and responsibilities:
 - (i) To preside at all meetings of the Chamber and the Board;
 - (ii) To serve as the principal spokesperson to other organizations and media;
 - (iii) To ensure all policies and actions decided at meetings;
 - (iv) To chair the Executive Committee and ensure its decisions;
 - (v) To assign tasks to other Officers;
 - (vi) To present a report on the state of the Chamber at the Annual Meeting of the organization; and
 - (vii) Chair internal personnel committee; and
 - (viii) Evaluate CEO's performance
- b) The CEO shall be appointed by the Board and shall have the following functions and responsibilities:
 - (i) shall be in charge of the administration and management of the Chamber and shall report to the Board;
 - (ii) shall exercise authority over the affairs and personnel of the Chamber offices and publications, subject to the direction of the Board;
 - (iii) shall keep, or have kept, minutes of the proceedings of the Chamber, the Board, and the Executive Committee, have the care and custody of its records, and attend to the publication of its reports;
 - (iv) shall be an ex-officio (non-voting) member of all committees of the Chamber; and shall be the Secretary of the Chamber
 - (v) shall implement all policies and actions decided at meetings subject to the direction of the Board.
- c) The other Officers shall have such duties as are designated, from time to time, by the Board.

6.07 Removal of Officers

The Board may, by a majority vote, remove an Officer before the expiration of their term of office at a meeting of the Board called for the purpose of removing the Officer.

6.08 Vacancy

In the event of the removal, resignation or death of an Officer, the Board may by a majority vote appoint another person in that Officer's stead. The person appointed to fill a vacancy shall hold office only during such time as the vacating Officer would have held office if the office had not been vacated.

6.09 Remuneration of Officers

No Officer shall be entitled to remuneration for performance of their duties as an Officer except for the CEO who shall be paid out of the funds of the Chamber for their service, such sums, if any, as the Board may determine from time to time.

6.10 Eligibility

Any member of the Chamber shall be eligible for election as an Officer.

6.11 Executive Committee

By virtue of their office, the Officers, except for the CEO and Secretary, shall be members of the Board and shall constitute the Executive Committee.

ARTICLE 7.00 COMMITTEES

7.01 Appointment of Committees

- a) Standing committees, ad hoc committees, and task forces may be established by the Board or the Executive Committee and are responsible to the Board.

7.02 Meeting Requirements & Attendance

- a) Committees shall meet at least six (6) times per year.

7.03 Public Statements

Public statements may only be made with the approval of the Board, the Executive Committee or such person or group of persons to whom the Board or the Executive Committee has delegated this authority.

7.04 Chairpersons of Committees

Chairpersons of standing committees shall be appointed annually by the Board or the Executive Committee on the recommendation of the President and may serve one 2-year term renewable for two additional terms up to a maximum of 6 years.

7.05 Membership

- a) All members of the Chamber are eligible for committee membership and are encouraged to attend committee meetings. Committee members shall be appointed by the chairperson of the committee or by such other means as may be determined by the Board when establishing the committee.
- b) Any committee member who has missed five consecutive meetings called by the committee may have their name removed from the committee mailing list by a majority vote of the committee members at any meeting of the committee.

7.06 Sub-Committees

Committee Chairpersons may appoint sub-committees for specific purposes and such sub-committees are responsible to the committee that appointed them.

7.07 Special Committees

Matters referred to ad hoc committees and task forces shall be reviewed annually by the Board or Executive Committee to determine their status and continuity. Chairpersons of ad hoc committees and task forces shall be appointed by the Board or Executive Committee on the recommendation of the President.

7.08 Removal of Members of Other Committees

Members of committees other than the Executive Committee may be removed by a majority vote of the Directors at any meeting of the Board.

7.09 Remuneration of Members of Committees

Except as otherwise provided, members of committees shall receive no remuneration for their service on the committee.

7.10 Duties of Committees

a) The duties and decision making authorities of the Executive Committee and other committees shall be as assigned by the Board from time to time.

ARTICLE 8.00 MEETINGS

8.01 General Meeting

An annual meeting shall be held on or before May 31st in each year.

8.02 Special General Meetings

Special general meetings shall be called at any time upon a majority vote of the Directors or shall be called upon the written request bearing the signatures of fifteen (15) or more members presented to the President.

8.03 Notice

Notice of any general or special meeting may be given by:

- (i) a notice inserted in one or more newspapers published in the Charlottetown Area at least seven (7) days prior to the date of the meeting; or
- (ii) by letter signed by the President or CEO and mailed, faxed or e-mailed at least seven (7) days prior to the date of the meeting to each member at their address as shown in the records of the Chamber.
- (iii) notice of any meeting where special business shall be transacted shall contain sufficient information to permit a member to make a reasoned judgment in the decision to be taken.

8.04 Quorum

Fifteen (15) members personally present and entitled to vote shall constitute a quorum for a general meeting .

8.05 Meetings of the Directors

The Directors shall meet in the Province of Prince Edward Island at least eight times during the year. At least twenty-four (24) hours notice, by email, of the time and place of Board meetings shall be given to each Director. Five members of the Directors present in person shall constitute a quorum.

8.06 Executive Committee Meetings

The Executive Committee shall meet at Charlottetown at least eight times during the year. At least twenty-four (24) hours notice, by email, of the time and place of Executive Committee Meetings shall be given to each Officer. A majority of the Executive Committee present in person shall constitute a quorum.

8.07 Telephone Meetings

- a) Only meetings of the Board, the Executive Committee, and any Committees of the Chamber may be held as telephone meetings, subject to this section;
- b) For the purposes of these By-laws, persons participating in a telephone meeting shall be deemed to be present in person at the meeting;
- c) No meeting shall be held as a telephone meeting unless notice that such a meeting is to be held by telephone is delivered with the notice of the meeting, and in accordance with the procedure for service of notice for such a meeting and all directors or committee members consent. For the purposes of this section, such notice must include the starting time of the meeting.
- d) The procedure to be used in a telephone meeting is to be the same as in other meetings of the same committee or Board.

8.08 Resolutions

For matters requiring resolutions of the Directors or the Executive Committee, a resolution approved by email by every Director or officer, as the case may be, who would be entitled to vote on the resolution at a meeting of the Board or the Executive Committee is as valid as

if it were passed by such Directors or officers at a duly constituted meeting of the Board of Executive Committee. A copy of every such resolution shall be kept with the minutes of proceedings of the Board or Executive Committee thereof, as the case may be.

ARTICLE 9.00 VOTING

9.01 Member Voting

Every member in good standing represented at any general meeting shall be entitled to one vote, provided that the vote of an association, corporation, society or partnership shall, in each such case, be assigned to an individual.

9.02 Tie Vote

The presiding officer shall vote only in case of a tie. Upon an appeal being made from a decision of the presiding officer, the vote of the majority shall decide.

9.03 Motions or Amendments

Motions or amendments shall be carried by any Board or meeting of the Members by majority vote unless otherwise provided in the by-laws.

9.04 Alternate Method Voting

- a) "Alternate method voting" is any manner by which a given vote may be cast, that differs from the standard procedure under these by-laws, and that is approved by the Board;
- b) Alternate method voting can not derogate from the principle (where applicable) that each member is entitled to one vote;
- c) Alternate method voting can not derogate from the principle of majority rule under these by-laws;
- d) Alternate method voting can not be used in place of any vote other than a vote taken at a general meeting or a special meeting of the members, subject to this section;
- e) Alternate method voting cannot be used where expressly precluded by these by-laws, or by a resolution of the members;

- f) Alternate method voting can not be used unless the specific procedure of the alternate method is approved by the Board at a Directors' meeting which is not less than two weeks before the date of the meeting at which the alternate method vote will be taken;
- g) Where the Directors have approved the use of an alternate method vote for a meeting, notice that such method will be used, and the details of the procedure, must be given to all members together with the notice of the meeting, and in accordance with the procedure for service of notice for such a meeting.
- h) The outcome of an alternate method vote shall be available to all members as soon as is reasonably possible.
- i) Without limiting the generality of the foregoing, alternate method voting could include a vote by telephone or email, except where the Act requires a meeting. Furthermore, if voting by mail at the annual meeting, the member must receive fourteen (14) days notice of such a vote prior to the deadline for the acceptance of the vote. The notice shall include sufficient information to permit a member to make a reasoned judgment in the decision to be taken, the ballot must provide for the member's signature, and the ballot must clearly indicate the deadline for the acceptance of votes.

ARTICLE 10.00 FINANCIAL

10.01 Financial Records

The Board shall cause proper books of account to be kept of receipts and disbursements and of all assets, credits and liabilities of the Chamber.

10.02 Annual Statement

- a) The Board shall cause to be prepared in accordance with general accepted accounting principles and laid before the members at each annual meeting:
 - (i) an income and expense statement covering the period from the date at which the last statement was made up to the date of the most recent fiscal year end of the Chamber;
 - (ii) a balance sheet as at the date of the most recent fiscal year end of the Chamber, accompanied by the auditor's report thereon.

10.03 Auditor

The members, at each annual meeting, shall appoint an auditor or auditors to hold office until the next annual meeting.

10.04 Auditor's Access

The auditors shall have a right of access at all times to the books, accounts and vouchers of the Chamber, and shall be entitled to require from the Directors and Officers of the Chamber such information and explanations as they may deem necessary for the performance of their duties as auditors.

10.05 Fiscal Year

The fiscal year of the Chamber shall be the calendar year.

ARTICLE 11.00 OATH OF OFFICE

11.01 The Officers of the Chamber shall, before entering on the duties of his/her office, take and subscribe before the mayor of the City of Charlottetown, or before a judge of the Supreme Court of Prince Edward Island, a justice of the peace, or a commissioner of oaths, an oath in the form in Schedule "B" of these by-laws.

ARTICLE 12.00 SEAL

12.01 Common Seal

The Chamber shall have a common seal on which the name of the Greater Charlottetown Area Chamber shall be engraved.

12.02 Custody

The Board shall arrange for the safe custody of the Common Seal of the Chamber with the Secretary of the Chamber.

12.03 Execution of Instrument

The Common Seal may be affixed to any instrument in the presence of and contemporaneously with the attesting signatures of any two (2) Officers of the Chamber.

12.04 Certification

For purposes of certifying documents or proceedings of the Chamber, the Common Seal may be affixed in the presence of and contemporaneously with the attesting signature of one (1) Officer of the Chamber or the CEO.

12.05 Board Resolution

The Common Seal of the Chamber shall not be affixed to any other instrument by any other person without authorization by resolution of the Board appointing that person for such purpose.

ARTICLE 13.00 INDEMNIFICATION

13.01 Limitation of Liability

Every Director and Officer of the Chamber in exercising his powers and discharging his duties shall act honestly and in good faith with a view to the best interests of the Chamber, shall exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances and shall comply with the Act, the regulations pursuant to the Act and the constituting documents of the Chamber including these By-laws. Subject to the Act, no Director or Officer, former Director or Officer or person who acts or acted at the Chambers request as a Director of Officer of a body corporate, partnership or other association of which the Chamber is or was a shareholder, partner, member or creditors, in the absence of any dishonesty on his part, shall be liable for the acts, receipts, neglects or defaults of any other director, officer or such person, or for joining in any receipt of other act for conformity or for any loss, damage or expense happening to the Chamber through the insufficiency or deficiency of title to any property acquired for or on behalf of the Chamber, or through the insufficiency or deficiency of any security in or upon which any of the monies of the Chamber are invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person with whom any money, securities or effects of the Chamber shall be deposited, or for any loss occasioned by error of judgment or oversight, whether gross or otherwise, on his part, or for any loss, damage or misfortune whatsoever which shall happen in the execution of the duties of his office or in relation thereto.

13.02 Indemnity

The Chamber shall indemnify a Director or Officer, a former Director or Officer, or person who acts or acted at the Chambers request as a director or officer of a body corporate, partnership or other association of which the Chamber is or was a shareholder, partner, member or creditors, and his heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment and including

any income tax applicable to any payment made pursuant to this paragraph, reasonably incurred by him in respect of any civil, criminal or administrative action or proceeding to which he is made a party by reason of being or having been a director or officer of the Chamber or such body corporate, partnership or other association if (a) he acted honestly and in good faith with a view of the best interests of the Chamber; and (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, he had reasonable grounds for believing that his conduct was lawful. The Chamber shall also indemnify such person in other circumstances as the Act or law permits or requires. Nothing in these By-laws shall limit the right of any person entitled to indemnity to claim indemnity apart from the provisions of these By-laws.

ARTICLE 14.00 GENERAL

14.01 Amendment of By-Laws

These By-Laws may be added to, repealed or amended by a vote of two-thirds (2/3) of all the members present at any general meeting of the Chamber provided that due notice of such amendment has been given and emailed to all members at least one week prior to the meeting at which the same is to be voted upon.

14.02 Procedure

Parliamentary procedure shall be followed at all Board meetings of The Chamber in accordance with Robert's Rules of Order.

**SCHEDULE “A”
2018 MEMBERSHIP CATEGORIES & DUES**

Number of Employees	Number of Voting Chamber Reps	2018 Dues + HST
1-5	1	\$254.62
6-10	2	\$355.40
11-25	2	\$493.32
25-50	3	\$562.28
51-75	3	\$721.41
76-100	3	\$822.20
101-150	4	\$976.03
151-500	4	\$1177.60
501+	5	\$1257.17
Honorary Life Membership*	1	\$0
Student Membership**	0	\$10.00

*Honorary Life Membership shall be entitled to vote at meetings and shall include all the privileges of active membership, and shall be exempt from the obligation to pay annual dues.

**Student Members shall not be entitled to vote at meetings, but shall enjoy other rights and privileges of membership in the Chamber.

SCHEDULE "B"
OATH OF OFFICE

I swear that I will faithfully and truly perform my duty as
..... of the Greater Charlottetown Area Chamber, and that
I will, in all matters connected with the discharge of that duty, do all things,
and only such things, as I truly and conscientiously believe to be adapted to
promote the objects for which the Chamber was constituted, according to the
true intent and meaning of the same. So help me God.