



Ontario Association for Impact Assessment

General Organizational Bylaw 2

2024

Prepared by:

Updated and Approved by the 2024 Board of Directors

General Organizational Bylaw 2

December 11, 2024



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General Organizational Bylaw 2

This Bylaw was amended on October 24, 2006, October 22, 2009, October 23, 2015, and most recently amended on December 11, 2024, by the general membership of the Ontario Association Impact Assessment (OAIA) at the Annual General Meetings (AGM) held on those dates. OAIA is an affiliate of the International Association for Impact Assessment (IAIA) pursuant to the Memorandum of Understanding (MOU) between OAIA and IAIA executed on September 3, 2014.

Section 1 – GENERAL

1.1 Definitions

In this Bylaw, unless the context otherwise requires:

- a) 'Act' means Part III of the *Corporations Act*, R.S.O. 1990, c.38 or the *Not-for-Profit Corporations Act* S.O. 2010, c.15 as applicable, and, where the context requires, includes the regulations made under them, as amended or re-enacted from time to time.
- b) 'Articles' means any instrument that incorporates a corporation or modifies its incorporating instrument, including articles of incorporation, restated articles of incorporation, articles of amendment, articles of amalgamation, articles of arrangement, articles of continuance, articles of dissolution, articles of reorganization, articles of revival, letters patent, supplementary letters patent or a special Act.
- c) 'Corporation' means the OAIA that has passed these Bylaws under the Act.
- d) 'Board' means the Board of Directors (BOD) of the Corporation.
- e) 'Bylaw' means this Bylaw (including the schedules to this Bylaw) and all other Bylaws of the Corporation as amended and which are, from time to time, in force.
- f) 'Chair' means the Chair of the Board.
- g) 'Director' means an individual occupying the position of Director of the Corporation by whatever name the individual is called. This includes the President, Past-President and President-Elect.
- h) 'Member' means a Member of the Corporation.
- i) 'Members' means the collective membership of the Corporation.
- j) 'Officer' means an Officer of the Corporation.

1.2 Interpretation

Other than as specified in Section 1.1, all terms contained in this Bylaw that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.3 Severability and Precedence

The invalidity or unenforceability of any provision of this Bylaw shall not affect the validity or enforceability of the remaining provisions of this Bylaw. If any of the provisions contained in the Bylaw are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

1.4 Seal

The seal of the Corporation, if any, shall be in the form determined by the BOD.

1.5 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two of those of its Officers or Directors who have been authorized by the BOD to sign any document on behalf of the Corporation. In addition, the BOD may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer authorized by the BOD to sign any document on behalf of the Corporation may certify a copy of any instrument, resolution, Bylaw or other document of the Corporation to be a true copy thereof.

SECTION 2 – DIRECTORS

2.1 Authority

The BOD shall have the authority to set OAIA policy, priorities and budgets, approve financial transactions, and approve the creation and staffing of operational positions required to carry out the work of OAIA, subject to the Act and to OAIA's purpose statement.

2.2 Eligibility

Any individual member of OAIA may serve as a Director or an Officer. Termination of membership shall automatically terminate eligibility to be a Director or an Officer.

2.3 Number

Subject to the Articles, the Board shall be composed of a minimum of eight (8) and a maximum of twelve (12) Directors.

2.4 Election and Term

Directors shall be elected by the Members. The term of office of Directors shall be two years, expiring at the second AGM following the meeting at which, or immediately prior to which, they are elected, or until their successors are elected or appointed. Directors shall be eligible for re-election for additional terms of one or two years.

2.5 Vacancies

The office of a Director shall be vacated immediately:

- a) If the Director resigns office by written notice to the Secretary, which resignation shall be effective at the time it is received by the Secretary or at the time specified in the notice, whichever is later.
- b) If the Director dies or becomes bankrupt.
- c) If the Director is found to be incapable of managing property by a court or under
- d) Ontario law.
- e) If at a meeting of the Members, a resolution is passed by at least a majority of the votes cast by the Members removing the Director before the expiration of the Director's term of office.
- f) If the Director ceases to be a Member of the Corporation.

2.6 Filling Vacancies

A vacancy on the Board shall be filled as follows:

- a) A quorum of Directors may fill a vacancy among the Directors.
- b) If there is not a quorum of Directors or there has been a failure to elect the minimum number of Directors set out in the Articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member.
- c) If the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by a majority vote and any Director elected to fill the vacancy shall hold office for the remainder of the removed Director's term.
- d) The Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating Director. After that, the appointee shall be eligible to be elected as a Director.

2.7 Committees

Committees may be established by the Board as follows:

- a) The Board may appoint an Executive Committee, composed of President, Immediate Past-President, President-Elect, Treasurer, Secretary and Director of Communications. The Executive Committee shall have the decision-making powers of the full Board to decide issues of greater importance or urgency when convoked by the President. Decisions taken by the Executive Committee shall be communicated to the full Board at the next scheduled Board meeting.
- b) Subject to the limitations on delegation set out in the Act, the Board may establish any other committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee. The Board may dissolve any committee by resolution at any time.
- c) Unless OAIA establishes a policy committee as part of its annual strategic planning efforts, or as an Ad Hoc committee throughout the year, OAIA does not provide comment on policy changes of federal, provincial or municipal government, but will endeavor to showcase or highlight these changes through its webinars and conferences.
- d) The Committee Chair is appointed by the Board and should be a Board member. In the event that the Committee Chair is not a Board member, they will report to the President, and in turn, the President will report to the Board and to the AGM. Although OAIA membership is encouraged for all volunteers, it is not required.

2.8 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, provided that:

- a) Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties.
- b) Remuneration of directors, officers and employees is permitted under 47 (1) of the Non-for-Profit Corporations Act, 2010, SO 2010, c 15. OAIA reasonable expenses include:
 - a. Contracts for administrative, bookkeeping, auditing, and legal services, as

- approved by the BOD.
- b. Parking and travel to and from the Annual Strategic Planning Meeting and Annual Conference, if not previously compensated by their employer. Rate to be approved by the BOD.
- c. Accommodation and meal expenses for the President and Conference Planning Committee Chair the Annual Conference, if not previously compensated by their employer. Consideration will be taken for travel greater than an hour each way. Rate to be approved by the BOD.
- c) Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as Directors, provided that the amount of any such remuneration or reimbursement is:
 - a. Considered reasonable by the Board.
 - b. Approved by the Board for payment by resolution passed before such payment is made.
 - c. In compliance with the conflict of interest provisions of the Act.
- d) Notwithstanding the foregoing, no Director shall be entitled to any remuneration for services as a Director or in other capacity if the Corporation is a charitable corporation, unless the provisions of the Act and the law applicable to charitable corporations are complied with.

SECTION 3 – BOARD MEETINGS

3.1 Calling of Meetings

Meetings of the BODs may be called by the President or any two Directors at any time and any place on notice as required by this Bylaw.

3.2 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.3 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this Bylaw to every Director of the Corporation not less than seven days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the AGM of the Corporation.

3.4 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their Directors to Act as the Chair.

3.5 Voting

Each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. If all consent, all Directors may participate in an email vote. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.6 Participation by Telephone or Other Communications Facilities

If all of the Directors consent, all Directors may participate in a meeting of the Board or of a committee of Directors by virtual meetings or by means that permit all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

3.7 Quorum

Quorum for meetings of the BODs is 50% plus one, or seven Directors. Vacant positions are included in quorum.

Quorum for an email vote is considered to have been met if the email is sent to all BODs and the number of filled board member positions is greater than seven.

If there is not a quorum of Directors in office, the Director(s) then in office shall forthwith call a general meeting of the members to fill the vacancies, and, in default or if there are no Directors then in office, the meeting may be called by any Member.

SECTION 4 – FINANCIAL

4.1 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

4.2 Financial Year

The financial year of the Corporation ends on December 31 in each year or on such other dates as the Board may from time to time by resolution determine.

4.3 Fundraising

Under the direction of the Board, and subject to the Act, the Corporation may raise funds for its activities through the collection of membership dues, the selling of advertising (including the advertising of employment opportunities on the OAIA website), the charging of fees for events it sponsors or promotes, and the acceptance of financial support from organizations and individuals in the private and public sectors.

4.4 Membership Dues

General, Student, Indigenous Membership fees shall be fixed from time to time, at the discretion of the Board.

SECTION 5 – OFFICERS

5.1 Officers

- a) The Board shall appoint a President, President-Elect and Immediate Past President annually, at the Board meeting prior to the AGM.
 - a. A President shall be appointed by the BOD from among the Directors for a term of one-year with the possibility of re-election for additional one-year term(s).
 - b. A President-Elect shall be appointed by the BOD from among the Directors at a minimum of one-year prior to their appointment to President.
- b) Once a President's term is complete and they wish to remain on the BOD, the BOD may appoint them as Immediate Past President for a term of one-year.
- c) The President shall also serve as Chair and shall chair Board meetings and shall have the authority to call meetings. The President shall have the authority to appoint another member to chair a meeting, as needed.
- d) The President shall have the authority to approve financial transactions up to \$500 in value, without seeking prior Board approval.
- e) The President-Elect shall function as a voting Director, shall perform all duties of the President in the event of the absence or disability of the President, and shall have other duties and powers as may be assigned by the BODs.
- f) The Immediate Past-President shall function as a voting Director and shall have such duties and powers as may be assigned by the BODs.
- g) A Secretary, Treasurer, Director of Communications, Conference Chair, and other committee leads or directors, as appropriate, shall be appointed by the BODs from among the Directors and shall have such duties and powers as may be assigned by the BODs.
- h) The offices of Treasurer and Secretary may be held by the same person and may be known as the Secretary-Treasurer.
- i) The Board may appoint such other Officers as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.2 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.3 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties.

SECTION 6 - PROTECTION OF DIRECTORS AND OTHERS

6.1 Protection of Directors and Officers

No Director, Officer or committee member of the Corporation is liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- a) Complied with the Act and the Corporation's Articles and Bylaws.
- b) Exercised their powers and discharged their duties in accordance with the Act.

SECTION 7 - CONFLICT OF INTEREST

7.1 Conflict of Interest

A Director who is in any way directly or indirectly interested in a contract or transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the Act. Except as provided by the Act, no such Director shall attend any part of a meeting of Directors or vote on any resolution to approve any such contract or transaction.

7.2 Provision of Technical Comment

OAIA does not provide comment on applications that are under federal, provincial or municipal Impact Assessment or Environmental Assessment review, though encourages proponents to become involved in OAIA through webinar and conference presentations where they can showcase innovative approaches, methodologies or actions.

SECTION 8 – MEMBERS

8.1 Members

Membership in the Corporation shall consist of such persons or organizations, agencies or companies interested in furthering the Corporation's purposes who have been accepted into membership in the Corporation in such manner as the Board decides.

8.2 Membership

Categories of membership in the Corporation include:

- a) General Membership
- b) Student Membership
- c) Indigenous Membership

The eligibility criteria for the categories of membership in the Corporation is as follows:

- a) There is no eligibility criteria for a General Membership to the Corporation.
- b) Eligibility for a Student Membership is based on full-time enrollment, during some period of the membership year, in a program leading to a recognized degree or diploma.
- c) Eligibility for an Indigenous Membership is based on self-identification in an Indigenous Community.

8.4 Membership Dues

Membership dues shall be for 12 months starting the month of payment. Membership in the Corporation shall lapse if fees are not paid within 30 days of the start of the 12 month period. Only paid-up members shall be eligible to nominate a candidate for a Board position, run for office, or vote.

8.5 Disciplinary Act or Termination of Membership for Cause

- a) Upon 15 days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or Bylaws.
- b) The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 days before the end of the 15-day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

SECTION 9 – MEMBERS' MEETINGS

9.1 Annual General Meeting

The Annual General Meeting (AGM) shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than 21 days before the AGM, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the Bylaws or Articles.

The business transacted at the AGM shall include:

- a) Receipt of the agenda.
- b) Receipt of the minutes of the previous AGM and subsequent special meetings.
- c) Consideration of the financial statements.
- d) Report of the auditor or person who has been appointed to conduct a review engagement or compilation of the annual financial statements.
- e) Reappointment or new appointment of the auditor or a person to conduct a review engagement or a compilation of the annual financial statements for the coming year.
- f) Election of Directors.
- g) Such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for AGM unless a Member's proposal has been given to the Secretary prior to the giving of notice of the AGM in accordance with the Act, so that such item of new business can be included in the notice of the AGM.

9.2 Special Meetings

The BODs may call a special meeting of the Members. The Board shall convene a special meeting on written requisition of not less than one-tenth of the Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within 21 days from the date of the deposit of the requisition.

9.3 Notice

Subject to the Act, not less than 10 and not more than 50 days written notice of any AGM or special Members' meeting shall be given by the Secretary or other officer designated by the BODs in the manner specified in the Act to each Member and to the auditor or person appointed to conduct a review engagement or compilation of the financial statements. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Members of the right to vote by proxy.

9.4 Quorum

A quorum for the transaction of business at a Members' meeting is eight (8) Members, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.5 Chair of the Meeting

The Chair shall be the chair of the Members' meeting. In the Chair's absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their Members to chair the meeting.

9.6 Voting of Members

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the Bylaw provided that:

- a) Each Member shall be entitled to one vote at any meeting.
- b) Votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote.
- c) An abstention shall not be considered a vote cast.
- d) Before or after a show of hands has been taken on any question, the Chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the Chair of the meeting shall direct.
- e) If there is a tie vote, the Chair of the meeting shall require a written email ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- f) Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the Chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.7 Adjournments

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time and no notice of such adjournment need be given to the Members, unless the meeting is adjourned by one or more adjournments for an aggregate of 30 days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

9.8 Persons Entitled to be Present

The only persons entitled to attend a Members' meeting are the Members, the Directors, the auditors of the Corporation (or the person who has been appointed to conduct a review engagement, if any) and others who are entitled or required under any provision of the Act or the articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

SECTION 10 – NOTICES

10.1 Service

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, email, delivered personally, or sent by prepaid mail, or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.2 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.3 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

SECTION 11 – ADOPTION AND AMENDMENT OF BYLAWS

11.1 Amendments to Bylaws

The Members may from time to time amend this Bylaw by a majority of the votes cast. The Board may from time to time in accordance with the Act pass or amend this Bylaw other than a provision respecting the transfer of a membership or to change the method of voting by members not in attendance at a meeting of members.

Enacted [December 11, 2024]

X

Beth Williston
President

X

Hayley Austin
Secretary