

Updated
June 29,
2022



Legislation and By-Laws

Table of Contents

- 1.1 Legislation and By-Laws..... 1
 - Preamble 1
 - Incorporation 1
 - Powers of College 1
 - Others may become members 3
 - Members may resign 3
 - Council of Management 3
 - Exemption from Taxation 3
- THE CATHOLIC COLLEGE OF REGINA..... 4
- SECTION ONE: THE COUNCIL..... 4
 - 1.01 ACTIVITIES AND AFFAIRS 4
 - 1.02 MEETINGS OF THE MEMBERS OF THE COUNCIL 4
 - 1.03 EXTRAORDINARY MEETINGS 4
 - 1.04 NOTICE OF MEETINGS 4
 - 1.05 NON-RECEIPT OF NOTICE 4
 - 1.06 MEETINGS WITHOUT NOTICE..... 4
 - 1.07 QUORUM 4
 - 1.08 CHAIRMAN AND VICE-CHAIRMAN, SECRETARY, AND TREASURER OF COUNCIL..... 5
 - 1.09 ADJOURNMENT..... 5
 - 1.10 SHOW OF HANDS..... 5
 - 1.11 VOTES TO GOVERN 5
 - 1.12 PROXIES..... 5
 - 1.13 VACATION OF OFFICE 6
 - 1.14 VACANCIES..... 6
- SECTION TWO: BOARD OF REGENTS..... 6
 - 2.01 MEMBERSHIP OF THE BOARD OF REGENTS 6
 - 2.02 APPOINTMENT AND TERM..... 6
 - 2.03 DUTIES OF THE BOARD..... 7
 - 2.04 QUORUM 7
 - 2.05 REMOVAL OF REGENT..... 7

2.06 CREATION OF VACANCY	7
2.07 FILLING OF VACANCIES	7
2.08 RESCINDED	7
2.09 NOTICE OF MEETINGS AND DISTRIBUTION OF AGENDA MATERIALS.....	7
2.10 NUMBER OF MEETINGS.....	8
2.11 MEETING BY ALTERNATIVE MEANS.....	8
2.12 CHAIR AND VICE-CHAIR.....	8
2.13 SECRETARY.....	8
2.14 VACANCY OF CHAIR OR VICE-CHAIR	8
2.15 ABSENCE OF CHAIR, VICE-CHAIR, OR SECRETARY	8
2.16 DUTIES OF CHAIR	9
2.17 DUTIES OF THE VICE-CHAIR.....	9
2.18 CHAIR OF MEETINGS	9
2.19 VOTES TO GOVERN	9
2.20 COMMITTEES.....	9
2.21 THE MEETINGS OF THE BOARD	9
2.22 ATTENDANCE AT MEETINGS.....	10
2.23 EX CORDE ECCLESIAE.....	10
SECTION THREE: CAMPION COLLEGE FACULTY FORUM.....	10
3.01 CAMPION COLLEGE FACULTY FORUM.....	10
3.02 COMPOSITION	10
3.03 DUTIES OF THE FORUM.....	11
3.04 MEETINGS.....	11
3.05 CHAIR	11
3.06 VOTING	11
3.07 COMMITTEES.....	12
SECTION FOUR: NOTICE.....	12
4.01 METHOD OF GIVING NOTICE.....	12
SECTION FIVE: EXECUTION OF INSTRUMENTS	12
5.01 EXECUTION OF INSTRUMENTS	12
SECTION SIX: AMENDMENT	13
6.01 AMENDMENT	13
SECTION SEVEN: RESCISSION	13

7.01 RESCISSION OF BY-LAW	13
7.02 RESCISSION OF BY-LAW	13
7.03 RESCISSION OF BY-LAW	13
7.04 RESCISSION OF BY-LAW	13
7.05 RESCISSION OF BY-LAW	14
7.06 RESCISSION OF BY-LAW	14
SECTION EIGHT: EFFECTIVE DATE	14
8.01 EFFECTIVE DATE OF BY-LAW	14

1.1 Legislation and By-Laws

Date initially approved: 1917

Date revised: May 30, 1985, November 18, 1986, September 22, 1994, May 14, 1997, May 10, 2006, January 9, 2008, May 14, 2008, May 13, 2009, June 28, 2017, June 29, 2020, June 29, 2022

An Act to Incorporate The Catholic College of Regina (assented to December 15, 1917).

Preamble

WHEREAS Right Reverend Olivier Elzear Mathieu, Archbishop of Regina, Reverend George Daly, C.S.S.R., priest, and Reverend George Grandbois, bursar of the Archdiocese of Regina, all of Regina in the Province of Saskatchewan, have presented a petition praying for the incorporation of a college to be conducted under the authority of the Roman Catholic Church: and

WHEREAS it is expedient to grant the said prayer: Therefore his Majesty, by and with the advice and consent of the Legislative Assembly of Saskatchewan, enacts as follows:

Incorporation

1. The Right Reverend Olivier Elzear Mathieu, Reverend George Daly and Reverend George Grandbois, and such others as shall hereafter from time to time be associated with or substituted for them shall be and are hereby constituted a body corporate and politic under the name of "The Catholic College of Regina," and shall under said name have power to establish, maintain and conduct at the City of Regina a college and school or schools where students may obtain a liberal education in the arts and sciences, and to promote the study, practice, and knowledge of such arts and sciences, and for such purposes formulate courses of study and rules of discipline for the students and provide for the delivery of lectures and the holding of exhibitions, classes and conferences calculated directly or indirectly to advance the cause of education whether general, professional or technical: to award certificates and diplomas for merit and efficiency and to appoint such professors, associate professors, lecturers, instructors, and other officers and servants as may be necessary to carrying into effect the objects and purposes of the corporation, and to cancel or rescind such appointments at pleasure.

Powers of College

2. In addition to the powers, rights and privileges conferred upon or vested in corporations by the laws of Saskatchewan the said corporation shall have full power and authority:

May hold land etc.

- (a) to acquire by gift, devise, purchase, exchange, lease or otherwise, real and personal property of any and every nature and kind whatsoever and to possess, hold and enjoy the same as owner: Provided, however, that the said corporation shall not acquire or hold as purchaser any land (except for the actual use and occupation of the corporation, or for the purposes of the corporation), exceeding in the whole at any one time the annual value of five thousand dollars, and that lands, tenements or hereditaments acquired by gift, devise or bequest and not required for the actual use and occupation of the corporation, or for the purposes of the corporation, the annual value of which together with the other land of the corporation exceeds five thousand dollars, shall not be held by the corporation for a longer period than seven years and within such period the same shall be absolutely disposed of by the corporation, and in case of failure to dispose of the same within such seven years such land shall revert to the Crown in the right of the Province.

May dispose of land etc.

- (b) to sell, mortgage, lease, exchange or otherwise deal with or dispose of its real and personal property or any portion of either and with the proceeds thereof to acquire other real and personal property to such extent as may be deemed advisable or desirable, and to make and execute all necessary or proper conveyances, transfers, or other instruments for carrying the same into effect;

May invest in property or security

- (c) to invest all or any sums of money belonging to the corporation in any property or security whatsoever for the use and purposes of the corporation;

May acquire pledged property

- (d) to acquire, take possession of and hold as the corporation may deem proper all such property (real, personal or mixed) as may at any time be mortgaged hypothecated or pledged to the corporation by way of security or conveyed to it in satisfaction of obligations or debts due or owing to it from any person, firm or corporation:

Provided that the corporation shall sell any real estate required in satisfaction of any debt due to itself within seven years after such acquisition unless such term is extended by Order of the Lieutenant Governor in Council, otherwise such real estate shall revert to the Crown in the right of the province;

May borrow money

- (e) to borrow from any person, firm or corporation such sum or sums of money as may be found or deemed to be necessary for the purposes of the corporation and to secure any loans to the lender or lenders by bills of exchange, promissory notes, mortgages or any other instrument or instruments that may be required or deemed necessary or desirable by the lender or lenders;

May erect buildings

- (f) to acquire, by purchase or otherwise, build and erect and to manage and conduct all such halls, houses and other buildings as may be found or deemed necessary or convenient for carrying on the educational work of the corporation, including the organization, conduct and management of boarding schools, houses and halls of residence for students;

May collect fees

- (g) to fix, charge and collect fees for any services rendered by the corporation, including fees for the instruction and for the board and lodging of students;

May affiliate

- (h) to make and enter into treaties, contracts and arrangements for affiliating with the said corporation and its educational work any other schools and colleges.

Others may become members

3. The persons named in the first section hereof may with the consent of any other person or persons of the Roman Catholic faith, resident in the Province of Saskatchewan, declare such person or persons to be member or members of said corporation; and thereafter such person or persons shall for all purposes be a member or members of said corporation.

Members may resign

4. Any of the persons named in section 1 hereof any other person who has become a member of the said corporation under section 3 hereof may by writing under his hand, resign his membership in said corporation, and from and after the receipt of such resignation by the corporation, such person shall cease to be a member of said corporation.

Council of Management

5. The affairs of the said corporation shall be managed by a council composed in the first instance of the persons named in section 1 hereof; the council shall have power to make rules and regulations for the management of the affairs of the corporation, and for the election of successors to said persons as members of said council.

Exemption from Taxation

6. All property (real and personal) of the said corporation now or hereafter acquired shall while used for college purposes be exempt from all taxes, rates, levies and assessment of every nature, and kind save and except special frontage assessment taxes under part XII of The City Act.

THE CATHOLIC COLLEGE OF REGINA

(called "the College")

GENERAL BY-LAW NO. 7/2009

A By-Law relating generally to the activities and affairs of the College.

SECTION ONE: THE COUNCIL

1.01 ACTIVITIES AND AFFAIRS

The activities and affairs of the Corporation shall be managed and Controlled by a Council, as defined under The Act to incorporate The Catholic College of Regina (1917 Second Session Chapter 76 Province of Saskatchewan). Said Council shall be elected by members of the Corporation at General Annual Meetings of the Corporation.

1.02 MEETINGS OF THE MEMBERS OF THE COUNCIL

A General Annual Meeting of the Members of the Council shall be held at such time in each year and at such place as the Council may from time to time determine.

1.03 EXTRAORDINARY MEETINGS

Extraordinary meetings of the Members of the Council shall be held from time to time at such time and place as the Council may determine.

1.04 NOTICE OF MEETINGS

Notice of the time and place of each meeting of the Members of the Council shall be given in the manner provided in Section Four (4) not less than one (1) day before the date of the meeting to each member specifying the place, the day, and the hour of the meeting and in the case of an extraordinary meeting shall state the nature of such business in sufficient detail to permit the Member to form a reasoned judgment thereon.

1.05 NON-RECEIPT OF NOTICE

Non-receipt of notice by any member of the Council shall not invalidate the proceedings of any Annual General Meeting.

1.06 MEETINGS WITHOUT NOTICE

A meeting of the members of the Council may be held without notice at any time and place if all the members entitled to vote thereat are present in person or represented by proxy or if those not present or represented by proxy waive notice of or otherwise consent to such meeting being held.

1.07 QUORUM

A quorum for the transaction of business at any meeting of the Members of the Council shall be three members present either personally or by proxy.

1.08 CHAIRMAN AND VICE-CHAIRMAN, SECRETARY, AND TREASURER OF COUNCIL

A Chairman, Vice-Chairman, Secretary, and Treasurer shall be elected as officers of the Council at general Annual Meetings of the Corporation. The Chairman, Vice-Chairman, Secretary, and Treasurer are required to be Members of the Council. The term of office for the Chairman, Vice-Chairman, Secretary, and Treasurer shall be three (3) years, excepting in the case of a Member of the Council who has been elected to fill a vacancy, in which case such Member of the Council shall act for the unexpired term of the said officer of the Council who has ceased to act. An officer of the Council may serve only two (2) consecutive terms.

1.09 ADJOURNMENT

The Chairman, with the consent of Members of any meeting at which a quorum is present (and shall as so directed by such Members) shall adjourn the meeting, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When the meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

1.10 SHOW OF HANDS

Any question at a meeting of the Members of the Council shall be decided by a show of hands, a declaration by the Chairman of the meeting that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of number or any resolution or other proceeding in respect of the said question, and the result of the vote so taken shall be the decision of the Members of the Council upon the said question.

1.11 VOTES TO GOVERN

At any meeting of the Members of the Council every question shall be determined by the majority of the votes cast on the question. Every member of the Council present either in person or by proxy shall have one (1) vote and in case of an equality of votes the Chairman shall be entitled to a second or casting vote.

1.12 PROXIES

Every member of the Council entitled to vote at a meeting of Members of the Council may appoint a proxy holder, or one or more alternative proxy holders, who shall be a Member or Members to attend and act at the meeting in the manner and to the extent authorized and with the authority conferred by the proxy. A proxy shall be in writing executed by the Member or his attorney.

1.13 VACATION OF OFFICE

An officer of the Council ceases to hold office when he dies or when he is removed from office by the Members of the Corporation or when he ceases to be qualified for election as a Member of the Council.

1.14 VACANCIES

A quorum of the Members of the Corporation may fill a vacancy in the Corporation from its ranks to fill a vacancy in the Council regardless of the manner in which the vacancy in the Council occurs.

SECTION TWO: BOARD OF REGENTS

2.01 MEMBERSHIP OF THE BOARD OF REGENTS

There shall be a Board of Regents (referred to as "the Board") composed as follows, namely:

- a) The President of the College, *ex officio*;
- b) The President of the Campion College Students' Union or designee, as identified at the annual general meeting of the Board, *ex officio*;
- c) The Dean of the College, *ex officio*;
- d) The Executive Director of the College, *ex officio*;
- e) One (1) member of the faculty and one (1) member of the staff of the College elected by the faculty and staff, respectively, on the initiation of the President of the College;
- f) Three (3) members appointed by the Corporation of Owners, preferably members of the Society of Jesus;
- g) One (1) member appointed by the Archbishop of the Roman Catholic Archdiocese of Regina who is not a member of the College;
- h) Seven (7) members elected by the Board of Regents and approved by the Corporation of Owners;
- i) The Past Chair of the Board of Regents, *ex officio*, for a period of one year in the event of serving two consecutive terms as described in 2.02.

(each member of the Board is hereinafter referred to as a "Regent")

2.02 APPOINTMENT AND TERM

Subject to the confirmation of the appointment of the Regents by the Corporation of Owners, the term of office of a Regent shall be three (3) years or thereabouts. A Regent may serve three (3) consecutive terms, with the exception of the *ex officio* members of the Board and members appointed by the Corporation of Owners as described in clause 2.01 (f).

2.03 DUTIES OF THE BOARD

The Board shall assume the duties of Council, as defined under the Act to incorporate the Catholic College of Regina (1917 Second Session Chapter 76 Province of Saskatchewan). Without limiting the foregoing, the Board is responsible for overseeing and directing all matters respecting the management, administration and control of the property, revenues, business, appointments, and affairs of the College in a manner consistent with the mission of the College. The Board is the final centre of authority and accountability pertaining to those matters found within the Legislation and the By-Laws. Board members work with the Chair and the President to ensure that the Board functions effectively and meets its obligations and responsibilities.

2.04 QUORUM

A quorum for the transactions of business at any meeting of the Board shall be a simple majority of Regents which must include four of the members appointed pursuant to clause 2.01 (h). Board members shall attend in person or in accordance with 2.11.

2.05 REMOVAL OF REGENT

The Corporation of Owners shall take seriously any concern raised about the suitability of a Regent. The Corporation of Owners may remove any Regent from office, and the vacancy created by such removal shall be filled in accordance with 2.07.

2.06 CREATION OF VACANCY

A Regent ceases to hold office when he or she dies; is removed from office by the Corporation of Owners; or submits a written resignation to the Board. If a time is specified in such resignation, at the time so specified.

2.07 FILLING OF VACANCIES

For vacancies created under 2.01 (f), the Corporation of Owners may appoint a replacement at their discretion. For vacancies created under 2.01 (h), the Board shall elect a replacement that will then be approved by the Corporation of Owners. If a vacancy created under 2.01 (h) results in the Board being unable to achieve Quorum, the Corporation of Owners shall appoint a replacement in consultation with and at the recommendation of the Board.

2.08 RESCINDED

2.09 NOTICE OF MEETINGS AND DISTRIBUTION OF AGENDA MATERIALS

Notice of the time and place of each meeting of the Board shall be provided as per 4.01.

Regular Meetings: Notice of meeting and agenda material shall be provided a

minimum of five (5) calendar days in advance of the meeting.

Special Meetings: A Special meeting of the Board may be called by the Chair, on the written request of six (6) Regents, or by the Corporation of Owners. The purpose of the special meeting shall be stated in the written call to Board members and no other business shall be conducted. Notice of the meeting and agenda material shall be provided a minimum of two (2) calendar days in advance of the meeting. The special meeting may be held without formal notice if all members of the Board are present or those absent have waived the requirement for notice in writing.

2.10 NUMBER OF MEETINGS

The Board shall meet a minimum of four (4) times per academic year.

2.11 MEETING BY ALTERNATIVE MEANS

A Regent may participate in a meeting of the Board by means of teleconference or videoconference, so long as it permits all Regents to actively participate.

2.12 CHAIR AND VICE-CHAIR

The Chair and the Vice-Chair shall be elected as officers of the Board at an Annual Meeting of the Board. The Chair and Vice-Chair are required to be members of the Board. The term of office of the Chair is for two (2) years and shall be renewable for an additional two (2) years by election. The term of office for the Vice-Chair shall be one (1) year, and may be re-elected for three (3) additional one-year terms.

2.13 SECRETARY

Where desirable, the Board may appoint a Secretary who need not be a member of the Board.

2.14 VACANCY OF CHAIR OR VICE-CHAIR

Where for any reason a vacancy arises in the office of Chair or Vice-Chair the Board shall fill the vacancy at the next meeting of the Board. The individual so elected shall be a member of the Board and their term shall be for the unexpired portion of the term of the officer being replaced.

2.15 ABSENCE OF CHAIR, VICE-CHAIR, OR SECRETARY

In the case of the inability to act or absence of the Chair, the Vice-Chair shall temporarily assume responsibilities of the Chair, as per By-Law 2.17. In the event of the Vice-Chair's inability to act or absence, the Board may authorize a remaining Regent to temporarily assume their responsibilities.

Regarding the Secretary, the Board may appoint some other person to act as Secretary during their inability to act or absence.

2.16 DUTIES OF CHAIR

The Chair of the Board shall manage the affairs of the Board and ensure that the Board is organized properly, functions effectively, and meets its obligations and responsibilities. The Chair works with the President to ensure effective relations with Board members, stakeholders, and the public. The Chair maintains regular communications with the Secretary and interacts with members of senior administration of the College on a needs basis. The Chair shall cause proper notice to be given of all meetings. The Chair shall carry out further duties that are assigned by the Board.

2.17 DUTIES OF THE VICE-CHAIR

The Vice-Chair shall, in the absence of the Chair or in the case of the inability of the Chair to act, carry out all the duties and assume all the responsibilities of the Chair.

2.18 CHAIR OF MEETINGS

The Chair, or, in their absence, the Vice-Chair, shall chair any meeting of the Board. If no such officer is present, the Board shall appoint a Regent to chair the meeting.

2.19 VOTES TO GOVERN

Each member of the Board, except for the Dean and the Executive Director, shall have the right to vote on all resolutions. Except where otherwise provided, questions shall be decided by a simple majority. The Chair of the meeting is entitled to vote. In the case of an equality of votes, the question is deemed to be negated.

2.20 COMMITTEES

The Board may appoint standing and ad hoc committees to assist in carrying out its business. Members of such committees need not be members of the Board. The Board shall elect a committee Chair and establish Terms of Reference that define purpose, composition, responsibilities, and accountabilities. Ad hoc committees are established to address specific issues and are dissolved after completion of their mandate.

Unless otherwise determined by the Board, quorum for the transaction of business shall be a simple majority of members. Questions arising at a committee meeting shall be determined by a simple majority of the members present. The Chair of the meeting is entitled to vote. In the case of an equality of votes, the question is deemed to be negated.

Meetings of committees are confidential and decisions and discussion taken in those meetings are only to be shared with Regents or as approved by the Board.

2.21 THE MEETINGS OF THE BOARD

Meetings of the Board are normally open to the public. *In camera* sessions are held on a regular basis and are normally scheduled at the end of meetings. Only voting members of the Board and invited guests are entitled to attend *in camera* sessions. *In camera* sessions are structured in two parts: one with the President present and one

where the President is excused.

Robert's Rules of Order (latest Canadian revision) shall govern the meetings of the Board, except where otherwise stipulated in these By-Laws or as determined by the Board.

2.22 ATTENDANCE AT MEETINGS

Any Regent who fails to attend three (3) consecutive meetings of the Board, or misses more than 50 percent of the regularly scheduled meetings within a 12-month period, without the consent of the Chair, shall be deemed to have resigned from the Board.

2.23 EX CORDE ECCLESIAE

The "General Norms of the Apostolic Constitution of the Supreme Pontiff John Paul II Ex Corde Ecclesiae" as they apply to Campion College are appended to these By-Laws and form part of these By-Laws. The "Ordinances Issued by the Canadian Conference of Catholic Bishops in View of the Correct Application of the Apostolic Constitution Ex Corde Ecclesiae" and the document "Campion College Adoption of the CCCB's Ordinances" are attached to the By-Laws as a guide to the local application of the General Norms.

SECTION THREE: CAMPION COLLEGE FACULTY FORUM

3.01 CAMPION COLLEGE FACULTY FORUM

To assist in the academic planning process and other related affairs of the College, there shall be a Campion College Faculty Forum (referred to as "the Forum").

3.02 COMPOSITION

The composition of the Forum shall be as follows:

- (a) The President of the College, *ex officio*;
- (b) The Dean, *ex officio*;
- (c) All those who hold an academic appointment at the College;
- (d) The College Librarian;
- (e) The College Campus Minister(s);
- (f) A student member elected by and from full-time students registered through the College;
- (g) One University of Regina faculty representative from each of the Faculties of Arts, Science, and Fine Arts;
- (h) By invitation of the Forum, representatives from Faculties in which the College does not teach, who have the right to voice, without vote.

3.03 DUTIES OF THE FORUM

It is the duty of the Forum to discuss and deliberate upon all matters pertaining to the academic and pastoral mission of the College and make whatever recommendations it deems advisable.

Its deliberations shall include, but not necessarily be restricted to, the following:

- (a) To make recommendations to the appropriate academic bodies at the University of Regina on any matter of academic policy or principle that bears on the academic mission of the College;
- (b) To make recommendations to the President relating to the academic policies of the College;
- (c) To deliberate on the future directions of the College and make appropriate recommendations to the President and the Board;
- (d) To participate in the consultative process leading to recommendations for the appointment of all faculty and professional librarians and campus ministers;
- (e) To participate in the process outlined in the Procedure for the Appointment of Administrative Officers passed on May 8, 1996 by the Board for the appointment of a campus minister(s) of the College;
- (f) To review and comment upon the proposed budget annually before it is presented to the Board;
- (g) To exchange information in a collegial environment that might facilitate the mission of the College;
- (h) To offer advice on any matter on which the President or the Dean seeks advice.

3.04 MEETINGS

(a) Regular meetings

Regular meetings shall be held twice a semester in Fall and Winter and once in the Spring (May). An agenda shall be circulated in advance informing the members of the Forum of the matters to be discussed.

(b) Special Meetings

Special meetings may be called by the Dean at any time. When such meetings are called, members of the Forum shall be notified in advance of the matters to be considered at the meeting.

(c) The Forum may hold *in camera* meetings on internal matters at the discretion of the Dean, which the University of Regina representatives do not attend.

3.05 CHAIR

The meetings of the Forum shall be chaired by the Dean of the College. In the absence of the Dean, the members of the Forum shall select a chair *pro tem*.

3.06 VOTING

Each member of the Forum, with the exception of the President and the Dean, shall have the right to vote on all resolutions put to the members of the Forum provided that he or she is present at the meeting at which the resolution is put. Tie votes, which are recommendations to the President, shall be forwarded to the President with the notation that the vote was a tie. Tie votes on other recommendations shall be deemed

to have failed.

Further voting privileges will be as determined by the current guidelines for a working academic relationship between Campion College, Luther College, and the University of Regina.

3.07 COMMITTEES

The Forum may appoint committees to assist in carrying out its business. It is not necessary that all of the members of these committees be members of the Forum. Such committees shall meet at the request of the Forum, select their own Chairs (unless this has already been done in establishing their terms of reference), arrive at a determination of the matters referred to it by the Forum by majority rule and report back to the Forum.

(a) Standing Committees

Standing Committees shall be created by the Forum to provide advice to the members of the Forum on matters of on-going concern. Such committees shall be provided with a regular place on the agenda to facilitate the reporting process.

(b) Ad hoc Committees

Ad hoc committees shall be created by the Forum to address special issues that may arise from time to time. These committees shall be dissolved when the matter has been resolved.

SECTION FOUR: NOTICE

4.01 METHOD OF GIVING NOTICE

The Board Secretary, on behalf of the Board Chair, shall provide notice as per the requirements of By-Law 2.09. Notice shall be considered sufficient if delivered to the individual's recorded address, either electronically via an email address or physically via a mailing address. Notice is deemed to have been given if there is an electronic record, the notice was delivered personally to the mailing address, or has been transferred to a courier.

SECTION FIVE: EXECUTION OF INSTRUMENTS

5.01 EXECUTION OF INSTRUMENTS

The Corporation of Owners shall have the power from time to time by resolution to appoint any person or persons, on behalf of the College, either to sign contracts, documents or other instruments in writing generally or to sign specific contracts, documents or other instruments in writing. The Seal of the College may, when required, be affixed to contracts, documents, or other instruments in writing, signed as aforesaid by a person or persons, appointed by resolution of the College

SECTION SIX: AMENDMENT

6.01 AMENDMENT

These By-Laws and associated board policies may only be amended with the approval of the Corporation of Owners.

SECTION SEVEN: RESCISSION

7.01 RESCISSION OF BY-LAW

DATED November 5, 1921 as Amended by By-Law dated May 30, 1985
The By-Law of the College dated November 5, 1921 (being general By-Law No. 1/21) as amended by By-Law dated May 30, 1985 (being general By-Law No. 2/85) is hereby rescinded.

7.02 RESCISSION OF BY-LAW

DATED May 30, 1985 as Amended by By-Law dated November 18, 1986
The By-Law of the College dated May 30, 1985 (being general By-Law No. 2/85) as amended by By-Law dated November 18, 1986 (being general By-Law No. 3/86) is hereby rescinded.

7.03 RESCISSION OF BY-LAW

DATED November 18, 1986 as Amended by By-Law dated September 22, 1994
The By-Law of the College dated November 18, 1996 (being general By-Law No. 3/86) as amended by By-Law dated September 22, 1994 (being general By-Law No. 4/94) is hereby rescinded.

7.04 RESCISSION OF BY-LAW

DATED September 22, 1994 as Amended By By-Law dated May 14, 1997
The By-Law of the College dated September 22, 1994 (being general By-Law No. 4/94) as amended by By-Law Dated May 14, 1997 (being general By-Law No. 5/97) is hereby rescinded.

7.05 RESCISSION OF BY-LAW

DATED May 14, 1997 as Amended by By-Law dated May 14, 2008
The By-Law of the College dated May 14, 1997 (being general By-Law No. 5/97) as amended by By-Law dated May 14, 2008 (being general By-Law No. 6/2008) is hereby rescinded.

7.06 RESCISSION OF BY-LAW

DATED May 14, 2008 as Amended by By-Law dated May 13, 2009
The By-Law of the College dated May 14, 2008 (being general By-Law No. 6/2008) as amended by By-Law dated May 13, 2009 (being general By-Law No. 7/2009) is hereby rescinded.

SECTION EIGHT: EFFECTIVE DATE

8.01 EFFECTIVE DATE OF BY-LAW

This By-Law shall come into force and be effective on the date approved by the Corporation of Owners.

Enacted by the College the 25th day of May, 2009.

Chair of the Corporation
of Owners

Vice-Chair of the Corporation
of Owners