

**By-Laws of
Nova Scotia Agricultural College Alumni Association**
(December 14, 2007)

1. In these by-laws unless there be something in the subject or context inconsistent therewith
 - (a) "Society" means Nova Scotia Agricultural College Alumni Association
 - (b) "Registrar" means the Registrar of Joint Stock companies appointed under the Nova Scotia Companies Act
 - (c) "Special Resolution" means a resolution passed by not less than three-fourths of such members entitled to vote as are present in person or by proxy, where proxies are allowed, at a general meeting of which notice specifying the intention to propose the resolution as a special resolution has been duly given.

MEMBERSHIP

2. The subscribers to the Memorandum of Association and such other persons as shall be admitted to membership in accordance with these by-laws, and none others, shall be members of the Society and their names shall be entered in the Register of Members accordingly.
3. For the purposes of registration the number of members of the Society is unlimited.
4. Every member of the Society shall be entitled to attend any meeting of the Society and to vote at any meeting of the Society and to hold any office, but there shall be no proxy voting.
5. Membership in the Society shall not be transferable.
6. The following shall be admitted to membership in the Society: -
 - (a) any person who has completed at least one academic year as a student at the Nova Scotia Agricultural College
 - (b) any person who has been approved and designated by the Board of Directors as an associate member or honorary member
7. No formal admission to membership shall be required and entry in the Register of Members by the Secretary of the name and address of any organization or individual shall constitute an admission to membership in the Society.
8. Membership in the Society shall cease upon the death of a member or if, by notice in writing to the Society, he/she resigns his membership, or if he/she ceases to qualify for membership in accordance with these by-laws.

MEMBERSHIP FEES

9. The support of the organization will be through a minimum yearly or life membership fee as set from time to time by the Board of Directors

FISCAL YEAR

10. The fiscal year of the Society shall be the period from April 1st, in any year to March 31st, in the year next following.

MEETINGS

11. (a) The ordinary or annual general meeting of the Society shall be held within nine months after the end of each fiscal year of the Society;
- (b) An extraordinary general meeting of the Society may be called by the Chair or by the Directors at any time, and shall be called by the Directors if requisitioned in writing by at least twenty-five per centum (25%) in number of the members of the Society.
11. Three days notice of a meeting, specifying the place, day and hour of the meeting and, in the case of special business, the nature of such business, shall be given to the members. Notice shall be given in writing and by sending it through the post in a prepaid letter addressed to each member at his last known address. Any notice shall be deemed to have been given at the time when the letter containing the same would be delivered in the ordinary course of post and in proving such service it shall be sufficient to prove that the envelope containing the notice was properly addressed and placed in the post office. The non-receipt of any notice by any member shall not invalidate the proceedings at any general meeting. Where the member has an e-mail address listed on their file, electronic notice will be considered equivalent to that of regular post.
12. At each ordinary or annual meeting of the Society, the following items of business shall be deemed to be ordinary business:-
- Minutes of preceding general meeting;
 - Consideration of the annual report of the Directors;
 - Consideration of the financial statements, including balance sheet and operating statement and the report of the auditors thereon;
 - Election of Directors of the ensuing year;
 - Appointment of Auditors

All other business transacted at an ordinary or annual general meeting shall be deemed to be special business and all business shall be deemed special that is transacted at an extraordinary general meeting of the Society.

13. No business shall be transacted at any ordinary or annual meeting of the Society unless a quorum of members is present at the commencement of such business and quorum shall consist of fifteen (15) members.
14. If within one-half hour from the time appointed for the meeting, a quorum of members is not present, the meeting, if convened upon the requisition of the members, shall be dissolved. In any other case, it shall stand adjourned to such time

and place as a majority of the members then present shall direct and if at such adjourned meeting a quorum of members is not present, it shall be adjourned sine die.

15. (a) The Chair of the Society shall preside as Chair at every general meeting of the Society;
 - (b) If there is no Chair or if at any meeting he/she is not present at the time of holding the same, the Vice-Chair shall preside as Chair.
 - (c) If there is no Chair or Vice-Chair or if at any meeting neither the Chair nor the Vice-Chair is present at the holding of the same, the members present shall choose someone of their number to be Chair.
16. The Chair shall have no vote except in the case of an equality of votes. In the case of an equality of votes, he/she shall have a casting vote.
 17. The Chair may, with the consent of the meeting, adjourn any meeting from time to time and from place to place, 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, unless notice of such new business is given to the members.
 18. At any general meeting, unless a poll is demanded by at least three members, a declaration by the Chair that a resolution has been carried and an entry to that effect in the book of the proceedings of the Society shall be sufficient evidence of the fact, without proof of the number or proportion of the members recorded in favor of or against such resolution.
 19. If a poll is demanded in manner aforesaid, the same shall be taken in such manner as the Chair may prescribe and the result of such poll shall be deemed to be the resolution of the Society in general meeting.

VOTES OF MEMBERS

20. Every member shall have one vote and no more

DIRECTORS

21. The Board of Directors shall be constituted of five (5) members. All Directors will serve a three year term.
22. Any member of the Society shall be eligible to be elected a Director of the Society.
23. Directors shall be elected by the members at each ordinary or annual general meeting of the Society.
24. In the event that a Director resigns his office or ceases to be a member in the Society, whereupon his office as Director shall ipso facto be vacated, the vacancy thereby created may be filled for the unexpired portion of the term by the Board of Directors from among the members of the Society.

25. The Society may, by special resolution, remove any Director before the expiration of the period of office and appoint another person in his stead. The person so appointed shall hold office during such time only as the Director in whose place he/she is appointed would have held office if he/she had not been removed.
26. Meetings of the Board of Directors shall be held as often as the business of the Society may require and shall be called by the Secretary. A meeting of directors may be held at the close of every ordinary or annual general meeting of the Society without notice. Notice of all other meetings, specifying the time and place thereof, shall be given either orally or in writing to each director within a reasonable time before the meeting is to take place, but non-receipt of such notice by any Director shall not invalidate the proceedings at any meeting of the Board of Directors.
27. No business shall be transacted at any meeting of the Board of Directors, unless at least three (3) of the Directors are present at the commencement of such business.
28. The Chair or, in his absence, the Vice-Chair or, in the absence of both of them, any director appointed from among those directors present shall preside as Chair at meetings of the Board.
29. The Chair shall be entitled to vote as a director and, in the case of an equality of votes, he/she shall have a casting vote in addition to the vote to which he/she is entitled as a director.

POWERS OF DIRECTORS

30. The management of the activities of the Society shall be vested in the directors who, in addition to the powers and authorities by these by-laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Society and are not hereby or by statute expressly directed or required to be exercised or done by the Society in general meeting. In particular, the directors shall have power to engage a coordinator and to determine his duties and responsibilities and his remuneration. The directors may appoint an executive committee, consisting of the officers and such other persons as the directors decide.

OFFICERS

31. The officers of the Society shall be a Chair, a Vice-Chair, a Treasurer and a Secretary. The offices of Treasurer and Secretary may be combined.
32. The Chair shall have general supervision of the activities of the Society and shall perform such duties as may be assigned to him by the Board of Directors from time to time
33. The Directors shall elect one of their number to be the Chair of the Society.

34. The Directors may also elect from their number a vice-chairman. The vice-chairman shall at the request of the Board and subject to its directions, perform the duties of the chairman during the absence, illness or incapacity of the chairman, or during such period as the chairman may request him so to do.
- 35.
- a) There shall be a Secretary of the Society who shall keep the minutes of the meetings of members and directors and shall perform such other duties as may be assigned to him by the Board. The Board shall appoint the Secretary and may also appoint a Treasurer of the Society to carry out such duties as the Board may assign. If the Directors think fit, the same person may hold offices of Secretary and Treasurer.
 - b) The Directors may appoint a temporary substitute for the Secretary who shall, for the purpose of these by-laws, be deemed to be the secretary.

AUDIT OF ACCOUNTS

36. The auditor of the Society shall be appointed annually by the members of the Society at the ordinary or annual general meeting and, on failure of the members to appoint an auditor, the directors may do so.
37. The Society shall make a written report to the members as to the financial position of the Society and the report shall contain a balance sheet and operating account. The auditors shall make a written report to the members upon the balance sheet and operating account and, in every such report, he/she shall state whether, in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the Society and properly drawn up so as to exhibit a true and correct view of the Society's affairs, and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditure in the preceding year, audited by the auditor, shall be filed with the Registrar within fourteen days after the annual meeting in each year, as required by law.

REPEAL AND AMENDMENT OF BY-LAWS

38. The Society has power to repeal or amend any of these by-laws by a resolution passed in the manner prescribed by law.

MISCELLANEOUS

39. The Society shall file with the Registrar with its Annual Statement a list of its directors with their addresses, occupations and dates of appointment or election, and within fourteen days of a change of directors, notify the Registrar of the change.

40. The Society shall file with the Registrar a copy in duplicate of every special resolution within fourteen days after the resolution is passed.
41. The seal of the Society shall be in the custody of the Secretary and may be affixed to any document upon resolution of the Board of Directors.
42. Preparation of minutes, custody of the books and records, and custody of the minutes of all the meetings of the Society and of the Board of Directors shall be the responsibility of the Secretary.
43. The books and records of the Society may be inspected by any member at any reasonable time within two days prior to the annual general meeting at the registered office of the Society.
44. Contracts, deeds, bill of exchange and other instruments and documents may be executed on behalf of the Society by the Chair or the Vice-Chair and the Secretary, or otherwise as prescribed by resolution of the Board of Directors.
45. The borrowing powers of the Society may be exercised by special resolution of the members.