

## Governance

### Access to Memory (AtoM) Foundation By-Laws

A by-law relating generally to the conduct of the affairs of the Access to Memory (AtoM) Foundation (the "Corporation").

**BE IT ENACTED** as a by-law of the Corporation as follows:

1. **Definitions.** In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:
  - (a) "**Act**" means the Canada Not-For-Profit Corporations Act S.C. 2009, c. 23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
  - (b) "**articles**" means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Corporation;
  - (c) "**board**" means the board of directors of the Corporation and "director" means a member of the board;
  - (d) "**by-law**" means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;
  - (e) "**meeting of members**" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;
  - (f) "**members**" means those individuals or institutions who have become Members in accordance with these bylaws, and, in either case, have not ceased to be Members;
  - (g) "**ordinary resolution**" means a resolution passed by a majority of more than 50% of the votes cast on that resolution;
  - (h) "**proposal**" means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
  - (i) "**Regulations**" means the regulations made under the Act, as amended, restated or in effect from time to time; and
  - (j) "**special resolution**" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

2. **Interpretation.** In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.
3. **Execution of Documents.** Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons 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 signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.
4. **Financial Year.** The financial year end of the Corporation shall be determined by the board.
5. **Banking Arrangements.** The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.
6. **Borrowing Powers.** The directors of the Corporation may, by way of a vote of the board:
  - (a) borrow money on the credit of the corporation;
  - (b) issue, reissue, sell, pledge or hypothecate debt obligations of the corporation;
  - (c) give a guarantee on behalf; and
  - (d) mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the corporation, owned or subsequently acquired, to secure any debt obligation of the corporation.
7. **Annual Financial Statements.** The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.
8. **Membership Conditions.** Subject to the articles, there shall be two classes of members in the Corporation, namely, Institutional members and Individual members. The board may require payment of membership dues upon application for membership and such dues shall be set, in the board's sole discretion, in accordance with paragraph 13. Each member is entitled to any benefits as established by the board, appropriate to their class of

membership. The term of membership shall be annual, subject to renewal in accordance with the policies of the Corporation. The following conditions of membership shall apply:

(a) **Institutional Members:**

- (i) Institutional Members shall be institutions or organizations that have paid the prescribed membership fee to the Corporation.
- (ii) Each Institutional Member is entitled to receive notice of, attend and vote at all meetings of members, and each Institutional Member shall be entitled to one (1) vote at such meetings.
- (iii) Institutional Members will forward the details to the Corporation of one individual from their institution/organization who will act as the voting member.

(b) **Individual Members:**

- (i) Individual Members shall be individuals who have paid the prescribed membership fee to the Corporation.
- (ii) Individual Members are not entitled to receive notice of, attend or vote at any meeting of members; however, the board may extend an invitation to Individual Members to attend a meeting of members for information purposes.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendments to this section of the by-laws if those amendments affect membership rights and/or conditions described in paragraphs 197(1)(e), (h), (l) or (m).

9. **Membership Transferability.** A membership may only be transferred to the Corporation. Pursuant to Section 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to add, change or delete this section of the by-laws.
10. **Notice of Members Meeting.** Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by email to the member at the email address given by the member to the Corporation. It is a continuing obligation of each member to ensure that the Corporation has an updated email address. The notice shall be delivered during a period of 21 to 35 days before the day on which the meeting is to be held. A member may request that the notice be given by non-electronic means by delivering a written request to the chair of the board of the Corporation in which case the notice will be sent by mail, courier or personal delivery. A notice will only be delivered by non-electronic means upon such written request.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change the manner of giving notice to members entitled to vote at a meeting of members.

11. **Members Calling a Members' Meeting.** The board of directors shall call a special meeting of members in accordance with Section 167 of the Act, on written requisition of members carrying not less than 5% of the voting rights. If the directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.
12. **Absentee Voting at Members' Meetings.** Pursuant to section 171(1) (Absentee Voting) of the Act, a member entitled to vote at a meeting of members may vote by mailed-in ballot or by means of a telephonic, electronic or other communication facility if the Corporation has a system that:
  - (a) enables the votes to be gathered in a manner that permits their subsequent verification; and
  - (b) permits the tallied votes to be presented to the Corporation without it being possible for the Corporation to identify how each member voted.

Pursuant to subsection 197(1) (Fundamental Change) of the Act, a special resolution of the members is required to make any amendment to the by-laws of the Corporation to change this method of voting by members not in attendance at a meeting of members.

13. **Membership Dues.** The board may, in its sole discretion, require the payment of membership dues and the board may set such membership dues on a case by case basis in accordance with any policies of the board. Members shall be notified in writing of the membership dues at any time payable by them and, if any are not paid within ninety (90) days of the membership renewal date, the members in default shall automatically cease to be members of the Corporation.
14. **Termination of Membership.** A membership in the Corporation is terminated when:
  - (a) the member dies, or, in the case of a member that is a corporation, the corporation is dissolved;
  - (b) a member fails to maintain any qualifications for membership described in the section on membership conditions of these by-laws;
  - (c) the member resigns by delivering a written resignation to the chair of the board of the Corporation in which case such resignation shall be effective on the date specified in the resignation;
  - (d) the member is expelled in accordance with any discipline of members section or is otherwise terminated in accordance with the articles or by-laws;
  - (e) the member's term of membership expires; or

- (f) the Corporation is liquidated or dissolved under the Act.
15. **Effect of Termination of Membership.** Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.
16. **Discipline of Members.** The board shall have authority to suspend or expel any member from the Corporation for any one or more of the following grounds:
- (a) Violating any provision of the articles, by-laws or written policies of the Corporation;
  - (b) Carrying out any conduct which may be detrimental to the Corporation as determined by the board in its sole discretion;
  - (c) For any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Corporation.

In the event that the board determines that a member should be expelled or suspended from membership in the Corporation, the president, or such other officer as may be designated by the board, shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the president, or such other officer as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received by the president, the president, or such other officer as may be designated by the board may proceed to notify the member that the member is suspended or expelled from membership in the Corporation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submission. The board's decision shall be final and binding on the member, without any further right of appeal.

17. **Proposals Nominating Directors at Annual Members' Meetings.** Subject to the Regulations under the Act, any proposal may include nominations for the election of directors if the proposal is signed by not less than two (2) members entitled to vote at the meeting at which the proposal is to be presented. This does not preclude nominations made at a meeting of members.
18. **Cost of Publishing Proposals for Annual Members' Meetings.** The member who submitted the proposal shall pay the cost of including the proposal and any statement in the notice of meeting at which the proposal is to be presented unless otherwise provided by ordinary resolution of the members present at the meeting.
19. **Place of Members' Meeting.** Subject to compliance with section 159 (Place of Members' Meetings) of the Act, meetings of the members may be held at any place within Canada determined by the board or, if all of the members entitled to vote at such meeting so agree, outside Canada.

20. **Chair of Members' Meetings.** In the event that the chair of the board and the vice-chair of the board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.
21. **Persons Entitled to be Present at Members' Meetings.** The only persons entitled to be present at a meeting of members shall be the Institutional Members, the directors, the officers and such other persons who are entitled or required under the Act or Bylaws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members of the board.
22. **Quorum at Members' Meetings.** A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be a 5% of the members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.
23. **Votes to Govern at Members' Meetings.** At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the questions. The chair shall not exercise a vote but in the case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting shall have a casting vote.
24. **Participation by Electronic Means at Members' Meetings.** If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.
25. **Members' Meeting Held Entirely by Electronic Means.** If the directors or members of the Corporation call a meeting of members pursuant to the Act, those directors or members, as the case may be, may determine that the meeting shall be held, in accordance with the Act and the Regulations, entirely by means of a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during the meeting.
26. **Number of Directors.** The board shall consist of the number of directors specified in the articles. If the articles provide for a minimum and maximum number of directors, the board shall be comprised of the fixed number of directors as determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board. In the case of a soliciting corporation the minimum number of directors may not be fewer than three (3), at least two of whom are not officers or employees of the Corporation or its affiliates.

27. **Term of Office of Directors:** The directors shall be elected to hold office for a two year term expiring not later than the close of the second annual meeting of members following the election.
28. **Calling of Meetings of Board of Directors.** Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time; provided that for the first organization meeting following incorporation, such meeting may be called by any director or incorporator.
29. **Notice of Meeting of Board of Directors.** Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in the section on giving notice of meeting of directors of this by-law to every director of the Corporation not less than 14 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.
30. **Votes to Govern at Meetings of the Board of Directors.** At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. The chair shall not exercise a vote but in the case of an equality of votes, the chair of the meeting shall have a casting vote.
31. **Quorum for Meetings of the Board.** A majority of the number of directors in office constitutes a quorum of any meeting of directors.
32. **Directors' Acts Valid Despite Vacancy.** An act or proceeding of the directors is not invalid merely because fewer than the number of directors set or otherwise required under these Bylaws or the Articles of Incorporation are in office.
33. **Regular Meetings of the Board of Directors.** The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) (Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.
34. **Committees of the Board of Directors.** The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the

board may from time to time make. Any committee member may be removed by resolution of the board of directors.

35. **Appointment of Officers.** The board may designate the offices of the Corporation, appoint officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the affairs of the Corporation. A director may be appointed to any office of the Corporation. An officer may, but need not be, a director unless these by-laws otherwise provide. Two or more offices may be held by the same person.
36. **Description of Offices.** Unless otherwise specified by the board (which may, subject to the Act modify, restrict or supplement such duties and powers), the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:
- (a) **Chair of the Board** – The chair of the board, if one is to be appointed, shall be a director. The chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The chair shall have such other duties and powers as the board may specify.
  - (b) **Vice-Chair and Secretary of the Board** – The vice-chair of the board, if one is to be appointed, shall be a director. If the chair of the board is absent or is unable or refuses to act, the vice-chair of the board, if any, shall when present, preside at all meetings of the board of directors and of the members. The vice-chair shall have such other duties and powers as the board may specify,
  - (c) **Executive Director** – If appointed, the executive director shall be the chief executive officer of the Corporation and shall be responsible for implementing the strategic plans and policies of the Corporation. The executive director shall, subject to the authority of the board, have general supervision of the affairs of the Corporation. Any responsibilities of the secretary, treasurer or secretary/treasurer, as hereinafter defined, may be delegated by the board to the executive director.
  - (d) **Secretary** – If appointed, the secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Corporation's minute book, minutes of all proceedings at such meetings. The secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees. The secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Corporation.
  - (e) **Treasurer** – The Treasurer, if appointed, shall be responsible for the maintenance of proper accounting records in compliance with the Act as well as the deposit of money, the safekeeping of securities, oversight of investments and investment policy and the disbursement of funds of the Corporation; whenever required, the treasurer shall render to the board an account of all such person's transactions as treasurer and of the financial position of the Corporation.



- (f) Secretary /Treasurer – The offices of the secretary and treasurer may be held by one person who shall be known as the secretary/treasurer.

The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board or president requires of them. The board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

37. **Vacancy in Office.** In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:
- (a) the officer's successor being appointed;
  - (b) the officer's resignation;
  - (c) such officer ceasing to be a director (if a necessary qualification of appointment);  
or
  - (d) such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy.

38. **Method of Giving Any Notice.** Any notice (which term includes any communication or document), other than notice of a meeting of members or a meeting of the board of directors, to be given (which term includes sent, delivered or served) pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:
- (a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors) and received by the Director;
  - (b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
  - (c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
  - (d) if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid, a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box, and a notice so sent by any means

of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped type-written or printed.

39. **Invalidity of any Provisions of this By-law.** The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.
40. **Omissions and Errors.** The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.
41. **Mediation and Arbitration.** Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as soon as possible to be resolved in accordance with mediation and/or arbitration as provided in the section on dispute resolution mechanism of this by-law.
42. **Dispute Resolution Mechanism.** In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committees, members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolutions as follows:

The dispute or controversy shall first be submitted to a panel of mediation whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.

The number of mediators may be reduced from three to one or two upon agreement of the parties.

If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall get settled by arbitration before a single arbitrator, who shall

not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Corporation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.

All costs of the mediator appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

43. **By-laws and Effective Date.** Subject to the articles, the board of directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) (fundamental change) of the Act because such by-law amendments or repeals are only effective when confirmed by members.