

***By-Law of
Association of Nigerians in Nova Scotia***

May 2024

"Discipline is the bridge between goal and accomplishment."

Jim Rohn

Original Copy

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Section 1: Introduction

1. Preamble

WE the MEMBERS of the Association of Nigerians in Nova Scotia:

HAVING firmly and solemnly resolved:

The general membership subscribes to and will work diligently to support all the legitimate aspirations of Association of Nigerians in Nova Scotia and in Nigeria; The Association of Nigerians in Nova Scotia exists primarily to serve the interests of its members; The Association of Nigerians in Nova Scotia shall operate as a non-profit society.

Do hereby make, enact and give to ourselves the following By-Law:

2. Purpose

The purpose of this By-Law is to create a regulatory framework that binds members of the Association of Nigerians in Nova Scotia herein referred to as the “Association of Nigerians in Nova Scotia” or “ANNS”.

3. Supremacy

- I. This By-Law is supreme, and its provisions shall be binding on all authorities and persons in the Association of Nigerians in Nova Scotia.
- II. The Association of Nigerians in Nova Scotia shall not be governed, nor shall any person or group of persons take control of the Corporate Governance of the Association of Nigerians in Nova Scotia or its Administration or any of its Committees, except in accordance with the provisions of this By-Law.
- III. Unless the authority for any resolution, action, inaction, bylaw, regulation or otherwise can be traced to the provisions of this By-Law, such action shall be null and void unless it can be grounded by the Registry of Joint Stock Companies, laws of Nova Scotia and Canada.
- IV. In the event of a conflict between the interests of its general Membership and the interest of any individual Member, person, Association or group, the interests of the Association of Nigerians in Nova Scotia shall prevail.

4. Citation

This By-Law may be cited as “By-Law of Association of Nigerians in Nova Scotia”.

5. Effective Date

This reviewed By-Law shall come into force on the **May 26th, 2024**.

6. Definitions

Interpretation: In these by-laws, unless there be something in the subject or context inconsistent therewith:

1. "Society" or "Association" means, except otherwise stated, the Association of Nigerians in Nova Scotia.
2. "Registrar" means Registrar of Joint Stock Companies appointed under the Nova Scotia Companies Act
3. "Board" means the Board of Directors of the Association of Nigerians in Nova Scotia.
4. "By-Law" means regulations and policies that are made to regulate the activities of ANNS. In other words, any regulation or policy that is not founded in this By-Law is unconstitutional. For purposes of clarity, committees and sub-committees that are setup under this By-Law have the power to propose a term of reference that serves to coordinate their own activities.
5. "Director" means a Member of the Board of Directors.
6. "Executive council" means the Executives of the Association of Nigerians in Nova Scotia.
7. "Ex-officio Member" means the immediate past President and Secretary of the Association of Nigerians in Nova Scotia.
8. "HRM" means Halifax Regional Municipality and its environs.
9. "He" or "Himself" or "She" or "Herself" shall denote male or female gender.
10. "House" or "General House" means the Association of Nigerians in Nova Scotia.
11. "Member" means any member of the Association of Nigerians in Nova Scotia, duly admitted under the terms of Section 2 of this By-Law.
12. "Member in Good Standing" means a Member who has paid his/her dues, fees, or levies for all previous years, if applicable, and the current year and shall have attended meetings as specified in the By-Law.
13. "ANNS" or "Association of Nigerians in Nova Scotia" means the Association of Nigerians in all of Nova Scotia.
14. "Officer" means a Member of the Executive Council.
15. "Pledge" means voluntary commitment (material or financial) to the Association of Nigerians in Nova Scotia.
16. "Satellite Organizations" means a Nigerian ethnic group in the Nova Scotia
17. "Welfare Package" means the assistance rendered to members.
18. "Proxy Voting" means to transfer your voting rights to another individual.

7. Recognition of Existing Legal Obligations

- i. Nothing in this By-Law, regulations or the standards or guidelines made under this By-Law diminishes in any way the existing legal obligations of any member, person, Association or Organization with respect to the Association of Nigerians in Nova Scotia.
- ii. In the event of a conflict between this By-Law and any provision of previous ANNS By-Laws, this By-Law shall override.

8. Name, Head Office, Corporate Seal and Fiscal Year

i. NAME

The name of the association shall be the Association of Nigerians in Nova Scotia (hereinafter referred to as “ANNS” or “Association of Nigerians in Nova Scotia”)

ii. HEAD OFFICE

The Head Office of the Association shall be located within the Halifax Regional Municipality, in the Province of Nova Scotia, unless otherwise agreed by the General House.

iii. SEAL

The corporate seal impressed on the right (or left) margin of the Master copy of this By-Law shall be the Corporate Seal of the Association of Nigerians in Nova Scotia.

The corporate seal shall be in the custody of the President, and in his absence, the General Secretary.

iv. FISCAL YEAR

The fiscal year of ANNS shall be April 1st to March 31st.

9. Brand and Logo

The Association colours as represented in the Association’s Logo are Green, White. Blue and Red. These colours represent Nigeria our homeland (Green and White) and Nova Scotia/Canada (White, Blue and Red).

The Association’s logo is a statement of our image and brand:



10. Vision Statement

We are an organization for the preservation and promotion of the socio-economic, cultural and civic interests of all Nigerians by birth, marriage or descent, living in Nova Scotia.

11. Goals

The goals of the Association shall be:

- I. To promote and encourage socio-economic, cultural, and civic activities within the province of Nova Scotia and Canada in general.
- II. To act as a forum to support members living in Nova Scotia as stated in the welfare package.
- III. To act as official spokesperson on behalf of its membership on all matters relevant to Nigeria and Nigerians, from time to time, living in Nova Scotia.
- IV. To promote awareness on the part of Canadians, of the socio-economic, cultural and political issues relevant to Nigeria.
- V. To act as a resource for learning and information on Nigerian issues and affairs.
- VI. To encourage, promote and support research, writing and publication endeavor relating to Nigeria and Nigerian affairs.
- VII. To partner or collaborate with societies or organizations having similar or related objectives.
- VIII. To acquire by way of grant, gift, purchase, bequest, devise, or otherwise, real and personal property and to use and apply such property to the realization of the objective of the Association.
- IX. To buy, own, hold, lease, mortgage, sell and convey such real and personal property as may be necessary or desirable in the carrying out of the objects of the Association.
- X. To organize programs that aim to educate and inform its Members of pertinent issues, current realities as well as development trends in the Canadian and Nigerian Societies.

- XI. To remain connected with Nigerian High Commission, in Ottawa and consult regularly on relevant issues with the High Commission.

12. Core values

The core values of the association would be:

- Teamwork
- Transparency
- Accountability

Section 2: MEMBERSHIP

1. Definition of Membership

The following shall be qualified for admission to membership in the Association:

- I. All Nigerians by birth, marriage or descent resident in Nova Scotia.
- II. The parents, children and spouse of a member. Children under eighteen (18) years may be admitted to membership, but shall not carry any voting rights unless, and until, they attain the age of eighteen years.
- III. This includes Refugee, student, Permanent resident, Nigerian Canadian, Canadian with Nigeria decent that legally reside in Nova Scotia.

To be a registered member

- I. Every Member shall be listed in the database of members, which shall include but shall not be limited to:
 - a. Full legal name
 - b. Contact address
 - c. Telephone number
 - d. Name and telephone number of contact person or next of kin
 - e. Occupation
- II. Members shall be required to complete and sign a registration form that makes it binding on them to comply with these By-Law.

2. Membership Obligations

Every member of the association is required to: -

- I. Meet all his/her financial obligations.
- II. Attend all general meetings of the association.
- III. Take part in all activities of the association.
- IV. Be a good ambassador of the association.

For the purposes of registration, the number of members of the association is unlimited.

Membership in the association shall not be transferable.

Every member of the association shall be entitled to attend any meetings of the association, to vote at any meeting of the association and to hold office. Subject to the provisions of these by-laws there shall be no proxy voting.

3. Types of Membership

There shall be two Types of membership:

- a) General Members
- b) Financial Members

a. General Membership

- I. The membership of the association shall constitute all the subscribers to the memorandum of association and of such other persons as may be admitted to membership in accordance with the provisions of these by-laws.
- II. Members whose dues are not paid up to date or a member whose dues and levies are not paid by the last day of March of each fiscal year or by the deadline of the last notice.
- III. Members under the age of 18.
- IV. General members are not counted as part of a quorum.

b. Financial Membership

- i. The membership of the Association shall constitute all the subscribers to the Memorandum of Association and of such other persons as may be admitted to membership in accordance with the provisions of these by-laws.
- ii. Members whose dues are paid up to date or a member whose dues, and levies were paid by the last day of March of each fiscal year or by the deadline of the last notice.
- iii. Members over the age of 18.

4. Categories of Active membership

There shall be five categories of Active membership: Regular, Student, Affiliate, Honorary and Satellite Associations.

a. Regular Membership

Regular Membership in ANNS shall be open to all persons who meet the definition of Section 2.1(1) of this By-Law and is at least 18 years old.

The requirements for Regular Membership shall be as follows:

1. Every new member shall fill an application form, which shall include, but not be limited to:
 - I. Full legal name
 - II. Contact address
 - III. Telephone number
 - IV. Name and telephone number of contact person or next of kin
 - V. Occupation
2. Every new member shall be required to pay a registration fee as defined by the Executive council, which shall be reviewable from time to time by the membership/welfare committee and subject to ratification by the General House.
3. Every new member shall pay annual dues in the month of registration, pro-rated to cover the remainder of the fiscal year.
4. A regular member shall be required to pay annual dues as defined by the Executive Council and any levy that may be imposed by the association from time to time. No new member shall be required to pay any levy that was imposed prior to his/her registration. The dues payable by regular members shall be reviewable from time to time by the membership/welfare Committee, which shall make recommendations to the General House for ratification.
5. A regular member may hold any position on the Board of Directors and/or the Executive Council provided that the member meets the requirements of the position.

b. Student Membership

The requirements for Student Membership shall be as follows:

1. Student membership may be extended to an individual who is a Nigerian as defined in Section 2.1 of this By-Law, and has demonstrated an interest in the affairs and objectives of ANNS, and whose objectives are not at variance with those of ANNS.
2. An application for student membership shall be in writing to the membership/welfare Committee.
3. A student member shall pay a subsidized annual dues or levy to ANNS as defined by the Executive council.
4. A student member shall have right to vote and hold secondary office in ANNS.

c. Affiliate Membership

The requirements for Affiliate Membership shall be as follows:

1. Affiliate membership may be extended to any Individual, corporation, group or association that demonstrates an interest in the affairs and objectives of ANNS and whose objectives are not at variance with those of ANNS.
2. An application for Affiliate Membership shall be in writing to the Membership/welfare Committee, which shall forward the application to the Board of Directors for review and recommendation to the General House, which shall make ratifications thereto. For purposes of clarity, the Board of Directors has the discretion to reject an application if it finds that the application lacks merit.
3. An Affiliate Member, that is an Association, shall pay an annual fee defined by the Executive council to the ANNS. This fee is subject to review and modification by the Membership/welfare Committee in conjunction with the Board of Directors from time to time as may be deemed necessary.
4. An Affiliate Member that is a corporation is expected to sponsor at least one event annually.
5. An affiliate Member shall have no right to vote or hold office in ANNS.
6. At the discretion of the Board of Directors or the Executive Council, and with the approval of the General House, an Affiliate Membership may be revoked, should the activities and objectives of the Affiliate become at variance with those of ANNS.

d. Honorary Membership

The requirements for Honorary Membership shall be as follows:

1. Honorary Membership shall be conferred to an individual who is neither a Nigerian nor of Nigerian descent as defined in section 2.1 of this By-Law and who has demonstrated genuine interest in the affairs and objectives of ANNS.
2. ANNS Members may forward Nominations for Honorary Membership to the Membership/Welfare Committee by May of each year. The Membership/Welfare Committee, in conjunction with the Board of Directors, shall review the nominations and select suitable candidates for Honorary Membership.
3. Conferment of Honorary Membership shall take place at the annual Nigerian Independence Day celebration. Such conferment shall include a certificate or a plaque.
4. Honorary Membership does not confer the right to vote or to hold office in ANNS.
5. At the discretion of the Board of Directors or the Executive Council, and with the approval of the General House, an Honorary Membership may be revoked, should the activities of the Honorary Member become at variance with those of ANNS.

e. Satellite Organizations

1. The requirements for Satellite Membership shall be as followings:

2. Every Satellite organization shall be duly registered or incorporated with the Province of Nova Scotia or the Government of Canada
3. Every Satellite organization shall fill an annual registration form, which shall include, but shall not be limited to:
 - a) Full legal name
 - b) Physical address
 - c) Telephone number,
 - d) Name and telephone number of its leader or designate.
4. ANNS shall recognize every registered Satellite organization at the Annual Nigerian Independent Day Celebration.

5. Inactivation, Suspension and/or Cessation of Membership

- a) Membership in the Association shall cease or be suspended as determined by the membership/welfare committee: If any member, by notice during a meeting or in writing to the Association, resigns his/her membership
- b) Upon the death of a member.
- c) If any member misappropriates or withholds the association's funds. Member shall be requested in writing to return such funds within five business days, failure of which shall result in the suspension of such member, without prejudice to the associations civil or criminal actions to recover the sum.
- d) If any member abuses their office by inappropriately using any information or privilege gained by the virtue of their office. Information includes confidential information, existing knowledge.

6. Reinstatement of Membership

If a member's membership is suspended as a result of the member insolvency or misappropriation, membership may be reinstated by the membership/welfare committee if the following conditions are met

- a) If suspension is as a result of annual due, the member must pay a monthly 25% penalty of all outstanding financial obligation
- b) If suspension is as a result of fund in the custody of the member, the member must pay a monthly 50% penalty of all outstanding financial obligations.

7. Registration Fee and Annual Dues

There shall be a registration fee and annual due payable by every member of the Association.

The respective sums payable shall be determined by the members of the Association in general meeting, and, except for the first annual due (which shall be payable by every new member at the time of registration, on a pro-rated basis depending on month joined, together with registration fee).

All annual dues shall be payable on the first meeting of April in each year. Until the members decide otherwise;

- a) Annual due shall be determined by the Executive council in three categories:
 - Single member,
 - Married member or family category
 - Student (with a proof of full-time student ID).
- b) If a member, who has paid the annual due for current fiscal year, marries and wants to register the spouse in the same fiscal year, the couple shall be required to pay the difference to make up the family annual due.
- c) All change of status must be done at the beginning of the fiscal year and the member must have given a month notice to the association in the previous year. Only request made with genuine reasons shall be accepted.
- d) If a member is going to be absent from the province for a period of 12 months and above, the member is required to write officially to the Association and the Association will deliberate on whether to waive his/her financial obligations or inactivate membership.

8. Codes of Conduct

The following shall guide the conduct of every member during our gatherings:

- a) All members have rights to be respected and to respect others during our gatherings.
- b) The president will appoint a provost with the mandate to maintain order during meetings or any gatherings of the Association.
- c) Unruly behavior during any gathering will be penalized with a fine which shall be determined by the executive council, and
 - I. The defaulter shall leave the venue of the gathering immediately.
 - II. If the defaulter(s) refuses to leave, the Association shall be required to follow the rule of law, and before the member returns, they shall apologize in writing to the Association, otherwise the disciplinary committee shall take action to discipline such members.

Section 3: Meetings of Members

1. Categories of Meetings of Members

The following are the types of meetings organized by the association:

a) General Meeting

This is a regular meeting hosted by the Executive for members on a variety of subjects.

A monthly meeting shall be preceded by at least seven calendar days' notice which may be served by post, email, telephone, or such other means that is available to the Executive. Types of General meetings include the following:

i. Annual General meeting (AGM)

- I. Appointment of the Audit committee shall be conducted in the November of the financial year for that financial year.
- II. AGM shall be conducted March of every year with Executive reports submitted in January. This is to provide a one-month window for the preparation of the Annual audit report.
- III. Report must be distributed to all members at least Five (5) business days before the specified date. Annual audit report shall be presented at the AGM.
- IV. Handover by previous Executive and the swearing of New Executives shall be conducted at the AGM of the specified year.
- V. Handover notes must be ready before the AGM and shall address the activity of the Executive Council and evaluate performance and opportunities for improvement.

ii. Regular Monthly Meeting

Regular monthly meetings shall be conducted at least once a month.

b) Extraordinary Meeting

An extraordinary meeting is a meeting that occurs outside the regular schedule of general meetings. An extraordinary meeting shall be called by the Executive council or by the Board of Directors at the request of 25% of active member(s) of the Association. An example of an extraordinary meeting shall be a meeting to resolve an urgent issue.

An Extraordinary meeting shall be preceded by at least 48 hours notice which may be served by post, email, telephone, or such other means available.

The Board of Directors can mandate the Executive council to distribute the notice for the meeting.

2. Types of Resolution

There are 2 types of resolutions:

- 1) Ordinary resolutions – Passed by a majority of members physically present at singular meeting. Used for all matters, unless the *By-Law of the ANNS* stipulates the need for a special resolution.
- 2) Special resolutions – Passed by a 75% majority of Financial members' vote at a general meeting. Used for extraordinary matters that cannot be passed by an ordinary resolution. Special resolutions are any resolutions that impact the fundamental By-laws, Executive appointments, board appointments or collective agreement of the membership of the association.

3. Notice of Meeting to Members

Notice of the General Meeting or Special meeting, specifying the place, date and time shall be distributed to the members under the direction of the General Secretary according to the notice period of such meeting.

Notice regarding all meetings will include a proposed agenda and important particulars to be considered at the meeting for example winner of election positions for swearing in at AGM, copy of the audited annual financial statements for AGM and any special resolutions to be considered.

Such notice will usually be given in writing and if necessary, notice by telephone or e-mail shall be employed. The non-receipt of any notice by any member shall not invalidate the proceedings to any meeting.

4. Conduct of Meetings

- I. Meetings should be conducted in ways that are open, accessible, and participative
- II. It is the responsibility of the designated chair of a meeting to direct its business in line with the meeting agenda and to ensure that all members have an opportunity to participate.
- III. Only after a motion is stated can a member modify/accept/withdraw a motion.
- IV. If not concluded, state the time the motion or agenda will be resumed.

5. Order of Business at the General meeting

The agenda of meetings shall be conducted in the following order except the Chair decides otherwise.

- a) Introduction and outline of the meeting
- b) Agreeing on the accuracy of the minutes of the previous meeting
- c) Adoption of the minutes of the previous meeting
- d) Update on progress of outstanding action points from previous meetings
- e) Verbal reports from officers/members, as required
- f) Discussion of Ideas submitted by members or other committees (voting, if required)
- g) Discussion of Ideas to be proposed for referendum (voting, if required)

- h) Any other business example: Appointment of Auditors at the meeting preceding the AGM
- i) Date of next meeting

6. Order of Business at the Annual General Meeting

The AGM shall be coordinated by the sitting Executive Council, except in the event of a transition period. See section 4.2D (5): [Transition of Executive Council](#) for more details. Every AGM should include the following items in its agenda:

- a) Opening/Call to Order
- b) Approval of AGM agenda
- c) Approval of minutes of the preceding Annual General Meeting
- d) Presentation of the Annual Report of the Executive council by President
- e) Presentation of the financial statements, including the balance sheet and operating statement by Treasurer and the report of the auditors
- f) If for any reason the annual report shall not be ready for the AGM, the Executives shall be required to give 10 days' notice to the Association with reason, and then the report must be given in the next General Meeting.
- g) Swearing in of the Executives-Elect when applicable

7. Quorum at Meeting of Members

a. Quorum at General Meeting

No business shall be transacted at any meetings of the Association unless a quorum of members is present at the commencement of such business and such quorum shall consist of 75% of Executives and at least 10 Financial members.

b. Quorum at Special Meeting

Financial members entitled to vote and who signed the written requisition for the special meeting should be present in person and at least 25% of all Financial members will constitute a quorum for a special meeting called by the Executive council or by the Board of Directors at the request of member(s) of the Association.

c. Absence of Quorum

If within one-half hour from the time set for the meeting a quorum of members is not present, the meeting if convened upon the requisition of the members, shall be dismissed and the Executive council is empowered by these bylaws to deal with the issue if it is vital to the Association.

In any other case, it shall stand adjourned to such time and place as most of the members then present shall decide.

8. Meeting Chair

At any General or Special Meeting of the Association, the Chair shall normally be in this order:

- a) The President of the Association shall preside as President at every general meeting of the Association.
- b) In the absence of the President or if at any time or meeting he/she cannot preside, the Vice-President or Secretary shall preside as Chair, in that order.
- c) In the absence of the President, Vice-President and Secretary, any member of the Executive council shall be appointed as Chair to preside over the meeting.
- d) The President shall have no vote, except in the case of an equality of votes. In the case of an equality of votes, he/she shall cast a deciding vote.
- e) If a special meeting was called by the board of Directors in line with provisions of this by-law then the Chairman of the board shall then preside.

9. Voting at Meeting of Members

Every member of the ANNS shall be entitled to attend any meeting of the association, only members classified as Financial members shall be entitled to vote and there shall be no proxy voting. All resolutions shall be ratified by votes.

Members will have the following voting rights at all meetings of the members:

- a. Members will be entitled to one vote each.
- b. The Chair shall have no vote, except
 - i. in the case of an equality of votes
 - ii. for the election of new Board of Directors

10. Voting Procedure

The Chair shall call for a vote for any motion. Any question shall be decided by a majority of the votes, unless otherwise required by these bylaws or other law. Unless a poll is demanded by at least three (3) members voting shall be by show of hands, online voting in line with special consideration with present regulations and a declaration by the Chair that a resolution has been carried. An entry to that effect in the minutes of the ANNS shall be sufficient evidence of this fact.

If a poll is demanded in the 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 ANNS in the meeting.

11. Decisions

Decisions by the membership at ANNS meetings shall come into effect 24hours after the close of the meeting unless it fixes a specific date for the decision to take effect.

Section 4: Governance

1. Board of Directors

a. Composition

- I. There shall be a Board of Directors.
- II. The Board of Directors shall consist of seven (7) members, five (5) of whom shall be elected by the General House on the basis of their individual merit and two Ex-Officio members at an Annual General Meeting
- III. The Board of Directors shall be led by a Chairperson, Vice Chairperson and Secretary elected in accordance with this By-Law.
- IV. The immediate past President and Secretary of the Executive council shall be Ex-Officio members of the Board but shall not carry any vote and shall not be eligible for election as chair or vice-chair of the board.

b. Objectives

- I. The Board of Directors shall be to strengthen and maintain the unity of members of ANNS and the social and economic stability of ANNS.
- II. The Board of Directors shall be to ensure that no Member and/or group place their interests over those of ANNS.

c. Eligibility

- I. Election to the Board by the General House shall be based on individual merit.
- II. In order to nominate and/or elect any member into the Board of Directors, the Members participating in the nomination and/or election shall be Members in good standing.
- III. The nominator shall convince the House of the reasons why the nominee will be an asset to the Board.
- IV. In order to be elected to the Board by the General House, a member must meet the following criteria:
 - a) The nominee must be a member in good standing.
 - b) The nominee must be present at the meeting. A nominee shall not be voted for in absentia.
 - c) The nominee shall have genuine interest in the affairs of ANNS.
 - d) Every nominee to the Board shall have a good working knowledge of this By-Law.
 - e) Every nominee to the Board shall answer any By-Law questions posed by the members, bearing in mind that the members have the right to ask any questions to test the nominee's knowledge of this By-Law.

d. Duties of The Board

- I. The Board of Directors shall be the regulatory, overseeing, and advisory body of ANNS
- II. The Board shall elect its own Chair, Vice Chair and Secretary from its members.
- III. The Chair of the Board shall be responsible for deciding when the Board's meetings are to be held.
- IV. The Board of Directors shall meet once every 3 months in addition to holding emergency meetings when necessary.
- V. The Chairman of the Board shall not exercise his/her voting rights in Board meetings except in a case of a deadlock or tie.
- VI. The Secretary of the Board shall notify Members of proposed meetings.
- VII. The Secretary of the Board shall keep proper records of all the proceedings of the Board's meetings. Quarterly reports shall be made available to the Executive Council and to the members.
- VIII. The Board shall advise the Executive Council of upcoming general election at least three months before the election.
- IX. The Board, after advising the Executive council of upcoming general election, shall call for general elections in accordance with the provisions of this By-Law.
- X. Every Member of the Board shall attend at least 75% of the Board meetings. Absence from meetings for more than 25% constitutes a ground for impeachment and/or removal.
- XI. Every Member of the Board shall attend all Board meetings not later than one hour thirty minutes (1.5 hours) after the commencement of the meeting. Lateness to two meetings constitutes one absence.
- XII. Every Board Member shall abide by all the provisions of this By-Law and uphold its integrity at all times.
- XIII. The Board shall serve in advisory capacity or have a representative in the membership/welfare committee.

e. Filling Mid-Term Vacancies

Vacancies occurring in the Board of Directors by reason of death, resignation, removal, amongst others, of one of the 5 members elected by the General House shall be filled by appointment of eligible members conducted by the Executive Council, subject to the ratification of the members.

f. Term of Office of the Board Directors

- I. The tenure of office of every Board Member shall expire after three years excluding Ex-officio officers.
- II. A Board Member who has served two terms or two consecutive terms shall not be eligible to serve again on the Board.
- III. Members of the Board of Directors shall be assessed for good standing yearly in order to remain in office – attendance at meetings of the Board, the General Assembly and the Financial Committee
- IV. The members of the Board of Directors shall be nominated and approved by the members of the ANNS.

g. Grounds for removal of Membership of Board

The following shall constitute grounds for termination and removal of a board member.

- i. Unethical behaviour
- ii. Conflict of interest
- iii. Absence from meetings for more than 25% constitutes a ground for impeachment and/or removal
- iv. Disclosing sensitive or confidential ANNS data to unauthorized persons.
- v. Voluntary resignation

2. Executive Officers

a. Power of the Executive Officers

The management of the activities of the Association shall be vested in the officers 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 Association and are not hereby or by statute expressly directed or required to be exercised or done by the Association in general meeting.

- a) The officers may hold as many meetings as the business of the Association may require, which meetings shall be called by the secretary orally or in writing to each officer within a reasonable amount of time before the meeting is to take place, non-receipt of such notice by any officer shall not invalidate the proceedings of any meeting of the officers.
- b) The President, in his/her absence, the Vice-President, secretary or voted member in this order shall preside over the meetings.
- c) The President shall not be entitled to vote as a member of the council and, in the case of an equality of votes, he/she shall have a casting vote. When a meeting is presided over by anyone acting in the capacity of the -President, he/she shall have the casting vote.
- d) Make policies and procedures as may be deemed necessary to guide the affairs of ANNS.
- e) Appoint the Chairs and the members of the Standing and Special Committees in accordance with the applicable Governance Policies of ANNS.
- f) Ensure that all necessary books and records of ANNS are regularly and properly kept.
- g) Create committees and establish term of reference for them.
- h) Recommend the appointment of an independent auditor where necessary.

- i) To present all budgets for programs and events to the Board of Directors for alignment.

b. Composition of Executive Council

The following Nine (9) officers shall form the Executive Council of the Association.

- 1) President
- 2) Vice-President
- 3) General Secretary 1
- 4) General Secretary 2
- 5) Financial Secretary 1
- 6) Financial Secretary 2
- 7) Public Relations Officer
- 8) Treasurer
- 9) Welfare officer

c. Duties of Executive Officers

1. President

- a) Shall call for and preside over General and Special Meetings.
- b) Shall have one vote except in the event of a tie on a motion being voted upon
- c) Shall have responsibility for the general supervision of all standing, special committees and social engagements.
- d) Shall be a signatory to the Association's bank accounts and be informed about the Association's financial obligations at all times.
- e) Shall submit a written annual report at the Annual General Meeting outlining the activities and achievements of the year.
- f) May delegate responsibilities or tasks to other Executive Members.
- g) Shall appoint Chairs and members to all standing and special committees in consultation with the board.
- h) Shall be a member of the Governance, Budget and Finance and Technical Committees.
- i) Shall be responsible for promoting awareness of the ANNS within the local community and the larger community.

- j) Shall perform any other duties which the Association may from time to time need

2. Vice-President

- a) Is a voting member of the Executive.
- b) Shall assume the duties of the President in the absence of the President.
- c) Shall be a member of the Standing and Special Committees.
- d) Shall perform any other duties which the Association may from time to time need

3. General Secretary 1

- a. Is a voting member of the Executive.
- b. Shall keep a record and custody of all minutes, proceedings, and decisions of all meetings of the ANNS and distribute minutes within the period of time specified by this By-law.
- c. Shall ensure the members are informed of the date, time and place of the Annual General Meeting or other special meetings.
- d. The Secretary shall be a signatory to all correspondences and head of the administration of the association
- e. Shall be responsible for producing and mailing board correspondence or as directed by the President or Board.
- f. Shall create and distribute Executive meeting agendas as well as keep their minutes
- g. Shall maintain the current database of the Association
- h. Shall be a member of the Disciplinary Committee.
- i. To perform any other duties requested by the Association or President.

4. General Secretary 2

- a. Is a voting member of the Executive.
- b. Shall support the General Secretary 1 in all his/her functions and shall be categorized as a secondary position.
- c. In the event that the General secretary 1 is not able to fulfill his/her role the General Secretary 2 shall fill this role.

- d. Shall ensure the members are informed of the date, time and place of the Annual General Meeting or other special meetings.
- e. In the event that the General Secretary 1 is not able to fulfill the disciplinary Committee role, the General Secretary 2 shall fulfill this role.
- f. To perform any other duties requested by the Association or President.

5. Financial Secretary 1

- a) Is a voting member of the Executive.
- b) Shall be informed about the Association's financial obligations at all times.
- c) Shall keep an accurate and careful account of all monies received and disbursed by the Association.
- d) For the distribution of monies for approved spending and for the receipt of monies for the Society from persons and/or organizations inside or outside of the Association.
- e) Shall ensure all monetary transactions be evidenced with receipts
- f) Shall oversee the keeping of complete and up-to-date Banking and financial records of the ANNS
- g) Shall provide monthly or quarterly state of the Association's revenues and expenditure to the President and Board.
- h) Shall oversee the preparation of an annual budget for the ANNS. Shall prepare reports as required along with an Annual Report with a balance sheet and financial statements for the Annual General Meeting
- i) Shall be responsible for policies and activities related to membership fee collection, account and invoice payments, and any other accounting-related functions.
- j) Shall be a member of Budget and Finance Committee.
- k) To perform any other duties requested by the Association or President.

6. Financial Secretary 2

- a) Is a voting member of the Executive.
- b) Shall provide internal Audit and control to the Association
- c) In the event that the Financial Secretary 1 is not able to fulfill the Budget and Finance Committee role, the Financial Secretary 2 shall fulfill this role
- d) This role shall be categorized as a secondary position.
- e) To perform any other duties requested by the Association or President.

7. Treasurer

- a) Is a voting member of the Executive.
- b) Shall be a signatory to the Association's bank accounts and be informed about the Association's financial obligations at all times.
- c) Shall keep an accurate and careful account of all monies received and disbursed by the Association.
- f) Shall ensure all monies of the Association are deposited into a recognized financial institution covered by the Canadian Deposit Insurance Act. Shall be in charge of all monies of the Association during his/her term of office.
- d) Shall allow his/her books to be subject to inspection by the members of the Society at all times, with due notice, and to surrender, to his/her successor, all books, papers, monies and any other property of the Society at the end of his/her term of office.
- e) Shall ensure all monetary transactions be evidenced with receipts
- f) Shall be a member of Budget and Finance Committee.
- g) To perform any other duties requested by the Association or President.

8. Public Relations Officer

- a) Is a voting member of the Executive.
- b) Being the liaison between the Association and the Public, shall be the official Spokesperson for the Association
- c) Planning publicity strategies and campaigns to deliver the Associations objectives
- d) To manage the publicity of all functions, representation and image of the Association
- e) Be the custodian of all communication material produced by the Association for public consumption
- f) Be the guardian of all media channels operated by the Association
- g) Proposing and implementing policies on the use of the Association's media channels in interacting with members and the general public
- h) To perform any other duties requested by the Association or President.

9. Welfare Officer 1

- a) Is a voting member of the Executive.

- b) To be the first point of contact for members of the Association
- c) To promote the Association's core values amongst members
- d) To assist the Association to strengthen its membership community by promoting unity and Anti-discriminatory practices.
- e) Is a member of the ANNS welfare committee.
- f) Shall maintain contact details of all members and categories of members of the Association
- g) To be the custodian of the Association's welfare scheme as determined by the welfare committee
- h) To perform any other duties requested by the Association or President.

10. Welfare Officer 2

- a) Is a voting member of the Executive.
- b) To promote the Association's core values amongst members
- c) To assist the Association to strengthen its membership community by promoting unity and Anti-discriminatory practices.
- d) In the event that the Welfare officer 1 is not able to fulfill the Welfare Committee role, the Welfare officer 2 shall fulfill this role
- e) This role shall be categorized as a secondary position.
- f) To perform any other duties requested by the Association or President.

d. Election of Executive Council officers

1. Eligibility

To be eligible for election as an Officer, an individual must

- (a) Be eighteen (18) years or older.
- (b) Has participated in about 60% of the meetings and activities of the Association in the preceding year.
- (c) Not been convicted of criminal offence or has received absolute pardon.
- (d) Not have the status of bankruptcy.

2. Nomination

There shall be two ways for nomination:

Every candidate for an Executive office must be nominated by two (2) other members who satisfy at least section 2.1 and 2.2 and has participated in about 30% of the activities of the Association.

Every interested member for an Executive office can nominate themselves with provision of reference from two (2) other members who satisfy at least section 2.1 and 2.2 and has participated in about 30% of the activities of the Association.

3. Elections

1. Election of the members of the Executive council shall be every two years and successful elected nominees be sworn-in at the subsequent AGM.
2. After the members of the Executive deliver their annual report, they will step down for the electoral officers to swear-in the winners of the Election.
3. Election of officers shall be by simple majority.
4. Elections shall be both in-person at the AGM and through online voting whenever polls are considered open.
5. Guideline will be provided by the Nominations/Elections Committee and communicated to members at least 14 days in advance.
6. Elections will be decided by vote of the members both in attendance and from online voting during the period set by the Nominations/Elections Committee at the Annual General Meeting in accordance with the following:
 - a) One nomination for a position – winner declared by two-thirds of vote cast.
 - b) More than one nomination for a position – The Nomination Committee will conduct a secret ballot of all members present and declare the names of those elected and ensure the destruction of the ballots.
 - c) If there are no nominations for a position – a by-election should be conducted, if unsuccessful, it shall be appointment of the Executive council, subject to the approval of the house.
7. The nominee(s) receiving the greatest number of votes will be elected. In the case of a tie, the nominee receiving the fewest votes will be deleted from the list of nominees and a second vote will be conducted.

4. Term of Office of the Executive Council

1. The tenure of Executives shall be for two years.

2. Any member of the Executive can be re-elected for the same position for additional two-year tenure.

5. Transition of Executive Council

The term of all members of the Executive Council shall end after two years on the last day of March. The start of a new term shall be on the 1st day of April, regardless of the date of swearing in.

Based on the business calendar of the ANNS, the tenure of the current Executive shall end on the last day of March at the end of their two-year term. This applies to Executives who were elected within the course of the term.

The transition from one Council to a new Council shall be conducted as follows:

- The outgoing executives have the responsibility to summon and conduct the AGM
- Swearing in of the new Council shall occur at the AGM
- The current executives must hand over all assets, reports, and records of the Association to the new council on or before the last day of March.
- The outgoing executive is responsible for presenting their report at the AGM which shall be distributed to the members at least five (5) business days before the event
- The event shall be co-coordinated by the outgoing Executives and the Executive-elects

6. Leave of Absence

The leave of absence requires the member of Executive concerned to step aside from his position for a period not exceeding three months. This leave of absence shall be approved by the Executive for Executive members, board members, committee members and members who may apply for such or automatically granted in extreme circumstances (reasons related to travel, health), at the discretion of the President and Executives.

7. Resignation and Removal of Officers

a. Resignation

All resignations of officers and appointees of the Association shall be made in a written notice, addressed to the President, to be submitted at a regular meeting of the Association for action thereon. In case of the President, such notice shall be addressed to the vice-President.

b. Impeachment or Suspension of Executives

1. If a motion requesting for the removal or resignation of member(s) of the Executive is passed during a general meeting (in situations where the actions go against the bylaws as in [Inactivation, Suspension and/or Cessation of Membership](#) and the code-of conduct, the Executive shall be mandated to summon

a special meeting to treat that motion.

2. If, during the special meeting, a special resolution is passed in support of the removal or resignation of the Executive or any member of the Executive, he/she must do so and a new election shall be held within four weeks to fill the vacant position(s), during which time the outgoing member(s) of the Executive shall be suspended.

3. Any member of the Executive or any other position in the Association may be removed from office by a motion passed by a special resolution. Any position thus opened shall be considered vacant.

4. Should a vacancy occur in the Executive or any other position, a separate by-election shall be held within four weeks to fill that position.

c. Vacation of an Executive Officer

The office of any Executive will be vacated automatically:

- a) If an Executive officer is absent for three consecutive meetings without special leave of absence, or providing a reason satisfactory to the President.
- b) If an Executive officer has been removed by a special resolution
- c) If found to have acted contrary to section 5.3 of this bylaw (Accountability and Transparency).

3. Meetings of the Executive Council and Board of Directors

i. Call of Meeting

1. A meeting of the Executive Council/Board of Directors may be called by an agreement of the members at a regular meeting, at the call and discretion of the President/Chair or by the General Secretary upon receipt of a written request from two (2) or more Executives/Directors.

2. A meeting of the Executive Council/Board of Directors shall be held at any time and place in the Province of Nova Scotia as determined by the President/Chair. Notice of all meetings, specifying the date, time and place, and if other than a regularly scheduled meeting, subject matter thereof, shall be given orally or in writing, including via e-mail, by the General Secretary to each Executive/Director at least seven (7) days before the meeting is to take place.

3. A meeting of the Executive Council/Board of Directors may be held at the close of every Annual General Meeting of the members without notice. An Executive/Director may waive notice of a meeting either before or after a meeting is held, whether or not the Executive/Director attends such meeting. An Executive present at a meeting and does not attend for the sole purpose of objecting to the meeting being held shall be deemed to have waived notice of the meeting.

ii. Individual Teleconference attendance

1. An Executive/Director may request to join a meeting by teleconference, at least 3 days before the meeting, which shall be approved by the President or meeting chair.
2. In emergency situations, an Executive/Director may request to join a meeting by teleconference a few hours before the meeting, which shall be approved by the President or meeting chair.

iii. Number of Meetings

The Association will hold at least six (6) meetings a year and the Executive council/Board of Directors at least four (4) meetings a year.

iv. Quorum

At any meeting of the Executive Council/Board of Directors, a quorum will be a majority of Directors present at the beginning of such meeting, and quorum, once established, shall not be lost due to the withdrawal of any Executive/Director. A quorum consists of 75% of the Executive Council/Board of Directors. Proxy votes are not permitted.

4. Committees

Special Committees

1. The Executive council may, from time to time, and for such periods of time as it sees fit, establish and empower committees to help carry out its duties. These committees may be standing, ad-hoc, or others. Committees shall have no powers, authority or discretionary decision-making ability, other than that which shall have been specifically stated and delegated by the Executive Council in its sole discretion.
2. Any member of the Association who has satisfied condition (2.1 and 2.2) as outlined in these by-laws and has participated in the activities of the Association shall be eligible to be appointed to any special committee of the Association.
3. All committees of the Executive Council shall be responsible, directly or indirectly, to the Executive Council and shall keep detailed records of their proceedings at meetings or otherwise. Such records and any actions as they may take shall be reported regularly in writing, to the Executive Council.

4. Committees may be composed of any persons who are members of ANNS and their respective Chairperson shall be ratified as such by the Executive Council and may be prescribed by the Executive Council.

5. Any committee must have a quorum of its members present to conduct any business and a quorum is defined as a simple majority of its members.

Standing Committees

The Standing Committees of the association as listed below shall be adopted by the Executive council from time to time:

1. Operation Review Committee
2. Membership/Welfare committee
3. Nominations/Electoral Committee
4. Budget and Finance Committee
5. By-Law Review Committee
6. Disciplinary Committee

1. Operations Review Committee

The Operations Review committee shall develop and recommend to Executive Council the establishment, revision, or discontinuation of policies and programs for the members of ANNS.

Conduct an annual performance evaluation of each Executive Officer, done in accordance with relevant terms of reference. Following performance evaluations, provide any recommendations to Council regarding the Executive Officer roles and responsibilities.

Such other powers and duties as assigned by committee, from time to time.

2. Membership/Welfare Committee

The Membership/Welfare committee shall be responsible for implementing welfare programs for the members of ANNS. The Committee will determine nominees, based on vote or recommendations for Honorary memberships.

Such other powers and duties as assigned by committee, from time to time.

3. Nominations/Electoral Committee

Nominations/Electoral committee shall be nominated at the November meeting preceding the election year. Election should be conducted within 3 months from the date of inauguration. At the discretion of the Chairman of the electoral committee and its members the conduct of the election may be extended

for an additional 2 weeks. The members at a general meeting of the Association shall appoint, from among the members, an election committee of not less than three (3) and not more than five (5) members that meet at least section 2.1 and 2.2 of the Association.

Terms of reference for the electoral committee shall be defined at time of appointment. Election for new Executive should be conducted on or before February. Electoral committee must make every possible effort to engage all counties in Nova Scotia.

Members of the Nomination/Electoral committee shall not stand for office at the annual general meeting and can only serve for 3 recurrent terms.

The Nominations/Electoral committee shall, by notice to the membership, giving at least thirty (30) days prior to the annual general meeting, invite nomination for Executive officers. Where applicable, the Nominations/Electoral committee may canvas among eligible members for Executive offices.

The Nominations/Electoral committee shall be totally independent of the Executive Council. All resources needed by the Nominations/Electoral committee to perform their duty shall be managed by the Board of Directors.

4. Budget and Finance Committee

The Budget and Finance Committee shall be responsible for:

- Reviewing the draft budget of the Association
- Consulting with members regarding the ANNS budget
- Consulting with other comparable societies regarding the ANNS budget
- Where necessary, recommend amendments to the budget to Executive Council
- Reviewing periodic financial statements of the ANNS where available
- Reviewing as necessary, budgets for ANNS businesses, events, and activities

5. By-Law Review Committee

The By-law review committee shall be responsible to review the ANNS By-laws and Policies. The By-law review committee shall bring to the attention of Executive Council any inconsistencies within the Bylaws and terms of reference and where necessary, recommend amendments to the Bylaws and Policies to Council.

6. Disciplinary Committee

The Disciplinary committee shall be appointed by the Executive Council and be comprised of three (3) to five (5) members. The Disciplinary committee shall draft their policies which shall be ratified by the simple majority of the Executive Council. The Disciplinary policy may be amended from time to time but at each time shall be subject to the ratification of the Council.

Any member that contravenes this By-law may be reported to any member of the Executive Council who shall forward the report to the Disciplinary committee. All members have the right to report and to be heard.

The committee shall conduct further investigations as necessary, review all reports and subject to the severity of the report, conduct a hearing. Subject the committee guidelines the committee may suspend a member or make a recommendation to the Executive Council.

Section 5: Finance and Management

1. Financial Matters

a. Signing Authority

- I. For correspondence and official documents two people are to sign. These are the President and Secretary. In the absence of the secretary, the Financial Secretary/Treasurer is to sign.
- II. For Financial and banking related instruments and documents, the Treasurer and either the President or Vice-President or Secretary, must sign in that order of authority.
- III. Any other member of the Executive Council can sign as a witness if required.

b. Banking Arrangements

The Association is to hold at least one official bank account with a duly registered financial institution. Account must be in the name of the association with a copy of the updated signature mandate of the Executive Council and other relevant documents.

c. Borrowing Powers

The borrowing powers of the Association shall be exercised by special resolution of the members.

The Association may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board of Directors may determine.

d. Special Purpose

In the case the association chooses to engage in commercial activity, there should a special purpose vehicle setup to manage, coordinate & report on such activity.

e. Financial Statement

- a) Two categories of financial statements shall be prepared: Annual financial statement and a quarterly financial statement.

- b) Financial statements prepared in accordance with Canadian accounting standards for not-for-profit organizations are to be filed annually and presented at the AGM.
- c) The annual financial statements will be signed by president and Financial Secretary.
- d) The financial statements will be peer reviewed by a professional accountant.
- e) If deemed appropriate, the board can engage an independent auditor to conduct an audit or review engagement of the annual financial statements.
- f) Any member in “good standing” can inspect the books and records of ANNS at any reasonable time and upon reasonable notice to the Treasurer (members should give minimum two weeks or 14 calendar days’ notice to ExcOs if interested in inspection).

2. Audit of Accounts

1. There shall be an auditor of the Association who shall be appointed annually at the September meeting preceding the Annual general meeting. The Executive council will recommend an Auditor for appointment. The Executive Council shall make a written report to the members as to the financial position of the Association and the report shall contain a balance sheet and an operating account.
2. Where an Auditor is appointed, the auditor shall make a written report to the members upon the balance sheet and the operating account and, in every such report shall state whether, in their opinion, the balance sheet is a fair and full balance sheet properly drawn so as to exhibit the true and correct position of the Association's affairs and every such report shall be read at the annual general meeting.
3. 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 general meeting in each year as required by law.
4. If deemed appropriate, the association can engage an independent auditor to conduct an audit or review engagement of the annual financial statements.

3. Accountability and Transparency

1. There shall be no unauthorized withdrawal, expenses or transaction without documented approval by the Executives. All transactions or contracts shall be discussed by Executives at meetings or via email with proper documentation. The Executives are accountable to all members of the association.
2. In the event of unauthorized withdrawal and expenses of the Association’s money, the member(s) involved shall be required to pay in full all money owed to the Association with the prevailing financial institution interest rate.
3. In the case of any unauthorized use of Association property, the member(s) involved shall be required to return the property or pay back in monetary terms the worth of the property.
Failure to pay the money or return the property, the Association shall be required to use any legal means to recover the money or the property owed to the Association.

4. Budget

The following year's budget shall be approved by the Executive council at its last Executive meeting prior to the Annual General Meeting.

All Budget for special events and programs shall be reviewed and approved by the Board on or before 60 days of the commencement of the project or event.

5. Spending Authority

The spending authority or budget of the association shall be established by the Executives annually after due consultation with members at the general meeting.

6. Account Records

The Executives shall cause true accounts to be kept of all receipts, credits, payments, assets and liabilities of ANNS and of all other matters necessary for showing the true state and condition of ANNS, and the accounts shall be kept in such manner as the Executives shall think fit and to the satisfaction of the auditors. The books of account shall be kept at such place as the Executives shall appoint and shall be open to the inspection of members of ANNS.

7. Property

ANNS may acquire, lease, sell, or otherwise dispose of securities, lands, buildings or other property or any right or interest therein, for such consideration and upon such terms and conditions through a special purpose vehicle as stated in financial matters.

8. Remuneration

The Executive Council and Board of Directors or members of a committee will serve their term of office without remuneration except for reimbursement of expenses as approved by the Executive Council.

9. Conflict of Interest

1. An Executive, Board member or member of a Committee shall not express an interest, or be perceived as having an interest, in a contract or transaction (products or services) with ANNS as this would amount to a conflict of interest in view of transparency and accountability to members. This would contravene the association's code of conduct and lead to disciplinary measures or cause for removal from office if discovered by any member.

2. An Executive, Board member or member of a Committee who has an interest, or who may be perceived as having an interest, in a contract or transaction with ANNS will disclose fully the nature and

extent of such interest to the Executive, Board or Committee and will refrain from speaking or voting or influencing the decision on such contract or transaction.

3. Such abstention shall not be considered in the determination of quorum for the specific issue in question on which the Executive/Board member would have had to abstain. If the Executive, Board member or committee member did not abstain as outlined above, such contract or transaction with ANNS shall be invalid as a result of such interest.

10. Insurance

ANNS will always maintain in force Executive officer's liability insurance in such amounts as the Executive Council may determine from time to time.

Section 6: Miscellaneous

- a) The Association shall file with the Registrar, its annual Statement, a list of its members of the Executive Council and of the Board of Directors, with their addresses, occupations and dates of appointment or election, and notify the Registrar of any change of a member of the Executive Council or of the Board of Directors, within fourteen (14) calendar days of such change.
- b) The Association shall file with the Registrar a copy in duplicate of every special resolution within fourteen (14) days after the resolution passed.
- c) There shall be a seal of the Association which shall at all times be in the custody of the Secretary, and which may be affixed to any document upon resolution of the Executive Council or the Board of Directors or both.
- d) The borrowing powers of the Association shall not be exercised, save by special resolutions of the members in a general meeting.

a) Amendments or Repeal of By-laws

i. Proposals for Repeal or Amendments

The Association has power to repeal or amend any of these by-laws by a lawful resolution.

Any member of ANNS, Executive council or Board of Directors may make a proposal to amend or repeal any part or whole of this By-Law. All proposed amendments and detailed reasons must be received by the Executive Council or General Secretary 1 in writing not less than thirty (30) days prior to the Annual General Meeting or Special Meeting at which such amendments are to be considered.

ii. Notice to Members

Copies of proposed amendments to these By-Laws shall be sent to the Membership not less than fourteen (14) days prior to the Annual General Meeting or Special Meeting at which they are to be considered.

iii. Act of Dissolution

In the event of dissolution of ANNS, and after payment of all debts and liabilities, its remaining property shall be distributed or disposed of by the Executive Council to one or more not-for-profit related organizations which align with its values or its successor.

Review in progress