

**THE JUST AND ACCESSIBLE MUSIC SCHOOL
WORKERS' CO-OPERATIVE OFFICIAL BY-LAWS**

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1 - GENERAL INFORMATION

1.01 Head Office

The head office of the Co-operative is located in Toronto, Ontario, at an address chosen by the directors. Subcontractors, contractors, and part-time or full-time employees will be hereby referred to within this document as “worker(s)”, or “the worker(s)”.

1.02 JAMS Co-operative Objectives

The JAMS Co-operative objectives are to:

- a) provide just and accessible music lessons to clients;
- b) provide work to its members;
- c) educate consumers on Co-operative business models that operate under the principles of economic co-operation and promote a Co-operative attitude among members, clients and business partners.

1.03 Canada Co-operatives Act

The affairs of the Co-operative are governed by the Canada Co-operatives Act (the "Act").

1.04 Records

Virtual or physical copies of the following documents must be kept at the head office of the Co-operative:

- a) the Co-operative Corporations Act and Regulations;
- b) a copy of the Articles of Incorporation;

- c) all by-laws and resolutions, including special resolutions;
- d) a register of members and security holders which contains the information required by the Act in section 114, paragraph 3;
- e) a register of directors which contains the information required by the Act in section 114, paragraph 4;
- f) all accounting books and documents required by section 114, paragraph 5 of the Act;
- g) the minutes of all meetings of members, directors and any committees;
- h) a register of transfers of securities.

Any director may review these records upon request. Except for accounting records and minutes of meetings of directors and committees, these records may also be read by members and creditors upon request. However, the records may only be read for purposes in line with the honest exercise of membership rights and responsibilities in the Co-operative.

2 - MEMBERSHIP

2.01 Who Is Allowed to Be a Member

The board of directors may only admit as a member in the Co-operative a person who meets all of the following requirements:

- a) has been hired by the Co-operative as a worker and has signed the Teacher Contract;
- b) has purchased one membership share as specified in section 3 of these by-laws;
- c) should be living in, and must be legally permitted to work in, Canada.

2.02 Who Must Be a Member

Every worker who has been hired by the Co-operative must be a member and must sign the Member Statement of Understanding.

2.03 Benefits of Membership

Members enjoy the following rights of membership:

- a) the right to vote at the annual and special meetings of members;
- b) the right to receive a percentage of the surplus earned by the Co-operative, as described in section 3.05;
- c) and all other rights of members set out in the Act, the Articles, the by-laws and special resolutions of the Co-operative.

2.04 Withdrawal of Membership

A member of the Co-operative may withdraw from membership by giving to the Secretary, in accordance with current labour standards, notice of the individual's intention to withdraw. A member may only withdraw from membership if they are ending their contractor agreement effective the same date.

2.05 Expulsion

A member of the Co-operative may be expelled from the membership by the directors according to section 66 of the Act, if the individual no longer meets the membership qualifications, or if the individual acts against the interests of the Co-operative.

2.06 Statement of Non-discrimination

The Co-operative must not discriminate based on race, ethnicity, age, sex, income level, gender identity, sexual preference, religion, disability, or national origin when considering a person for membership.

3 - SURPLUS, LOSS AND INTERNAL CAPITAL ACCOUNTS

3.01 Definitions

a) The net worth is the difference between the assets and the liabilities on the Co-operative's books. Where liabilities exceed assets, the net worth is negative.

b) The internal capital accounts record how much of the Co-operative's net worth belongs in each of the following accounts:

- i) each individual member's capital account; and
- ii) the collective reserve account.

The sum of the balances in all of these internal capital accounts is the net worth of the Co-operative.

c) An individual member's capital account records the member's equity in the Co-operative.

d) The collective reserve account is the sum, after deducting deficits, of the surpluses that are retained each year.

e) The surplus or loss is:

- i) the book net income for the financial year;
- ii) less tax payable on the net income of the Co-operative;
- iii) plus any tax refunds to the Co-operative;
- iv) less interest on loans.
- v) less dividends payable on member shares, provided a surplus is reached in that financial year;

If the total is positive, it is a surplus. If the total is negative, it is a loss.

f) The labour patronage of a member as defined in these by-laws is the total hours worked for the Co-operative during the financial year, regardless of rate of pay.

g) The member's share of labour patronage is the individual's labour patronage divided by the total labour patronage of all members.

Net worth, surplus, and loss will be determined in accordance with generally accepted

accounting principles and will be verified by the Co-operative's accountant or external auditor.

3.02 Shares

The value of a Co-operative membership share is a token value of \$10.00. This amount will be paid back upon termination of membership. Dividends paid on member shares are as stated in the Articles of the Co-operative.

3.03 Members' Share and Investment Requirements

The minimal initial investment required of a member is one Co-operative membership share.

3.04 Sales of Shares

The directors can sell Co-operative membership shares only to members. No share will be issued until it is fully paid.

3.05 Allocation of Surplus

In each financial year, the Co-operative's surplus will be allocated to the internal capital accounts and/or paid in cash as a dividend or as an employment bonus, in the following order:

- a) First, the surplus will be allocated to the Co-operative's collective reserve account to eliminate (or reduce as much as possible) any loss from previous years charged against the collective reserve account.
- b) If any surplus remains, 30% to 90% will be credited to the collective reserve account, as decided by the directors of the Co-operative and ratified by a majority of members.
- c) The final remaining surplus, if any, may be paid in cash as a labour patronage dividend or as an employment bonus, as decided by the directors of the Co-operative. Provided the surplus is healthy enough, share dividends may also be paid in cash.

3.06 Allocation of Loss

If there is a loss in a financial year, the loss will be charged against the collective reserve account.

3.07 Statements

By six months after the end of every financial year, the Secretary will provide all members with a statement showing the amount of shares they possess and their accumulated value, as well as any loan accounts in the Co-operative, where applicable.

4 - SHARE CERTIFICATES

4.01 Members' Right to Have Certificate

Every member is entitled to a share certificate for the shares they hold.

4.02 Signatures

Share certificates must be signed by two officers of the Co-operative. At least one of the signatures must be a manual signature, though the other can be photocopied or mechanically reproduced.

4.03 Loss of Certificates

In the case of loss (including defacement or destruction) of a certificate held by a member, the loss must be reported by the member to the Co-operative with their statement verified by oath as to the loss, the circumstances causing it, and their request for the issuance of a new certificate to replace the one lost.

To get a replacement certificate, the member must give the Co-operative a bond or other security approved by the directors stating the Co-operative will not be held responsible for any loss or expense to which the Co-operative may be put by issuing the new certificate to the member.

Then, a new certificate may be issued to take the place of the one lost, if its issuance is ordered by the President or by the directors.

4.04 Transfer of Certificates

Share certificates are not transferable without the consent of the directors.

4.05 Recording of Transfers

No transfer will be recorded unless the certificate representing the shares to be transferred has been surrendered and cancelled.

5 - MEETINGS OF MEMBERS

5.01 Annual Meetings

The annual meeting of the members must be held by six months after the financial year end, and by 15 months after any previous annual meetings of the members. The date, time, online medium, and/or location of the annual meeting will be fixed by the board of directors. Annual meetings may take place virtually or in person. The annual meeting will be held for the following purposes:

- a) reviewing the by-laws;
- b) electing the directors;

- c) receiving the financial statements and any auditor's report;
- d) approval of annual budget;
- e) any other business which may properly be brought before an annual meeting of the members.

5.02 Special Meetings

Other (special) meetings of the members will be called when:

- a) the President, Vice President or the directors order a special meeting, or
- b) 50% of the members apply in writing to the directors, in accordance with the Act, for a special meeting.

Special meetings of the members may be called at any time and at any place, and the Secretary will send notice of the meeting to all members of the Co-operative.

5.03 Business at the Special Meeting

At the special meeting, the members may deal with only the business stated in the notice calling the meeting.

5.04 Notice of Meetings

A written notice of each membership meeting stating the time, place and purpose must be given by the Secretary between 10 and 50 days prior to the meeting, to each member. The notice will be given to the member by email. Each member must notify the Co-operative of their current email address.

5.05 Lack of Notice

When notice is received generally by the members, the accidental omission to give notice to any member or the non-receipt of any notice by any member does not invalidate any proceedings taken at the meeting.

5.06 Waiver of Notice

In spite of anything contained in these by-laws, no notice of any meeting of the members is necessary in the following circumstances:

- a) all the members entitled to vote at the meeting are present. Further, in the case of an annual meeting, all members consent to the carrying out of the business proposed, or in the case of a special meeting, they consent to the carrying out of the business for which the meeting is being held; or
- b) all members entitled to vote at the meeting who are not present waive notice to the meeting in writing, either before or after the meeting, or in the case of a special meeting, notice of the meeting and the purpose for which it is being held.

5.07 One Member, One Vote

Each member at the time of a meeting has one and only one vote on any matter requiring membership voting, regardless of share capital.

5.08 Proxies (Voting Through Representative)

Voting by proxy is not permitted.

5.09 Voting

Normally, questions arising at any meeting of members will be decided by consensus. Where the meeting cannot reach consensus, a member may make a special motion requiring the main motion to be decided by a majority of 80% on all subjects.

5.10 Quorum (Minimum Number to Hold a Meeting)

A quorum for any meeting of the members is two-thirds of the membership. No business may be carried out at any meeting unless a quorum is present.

5.11 Absence of Quorum

If, at any meeting of the members, other than meetings called by members (see paragraph 5.02 (b)), a quorum is not present within fifteen minutes of the scheduled meeting time, the presiding officer will reschedule the meeting for a date between seven and 15 days later. Notice of the reconvened meeting must be given by the Secretary at least five days before the date of the meeting.

The decisions of the reconvened meeting will be binding upon the Co-operative provided that the number of members which is the greater of two or 25% of the membership, is present. In the case of a meeting called by members, if a quorum is not present within 15 minutes of the scheduled meeting time, the meeting will be dissolved.

6 - BOARD OF DIRECTORS

6.01 Board of Directors

The business of the Co-operative is under the direction and control of a board of directors. The board of directors has the duty to supervise the management of the affairs and business of the

Co-operative. The board of directors has the further duty to ensure the long term financial health and sustainability of the Co-operative. The directors may exercise all the powers and do all the things which may be done by the Co-operative. The only exception is that the directors may not do anything which must be done by the members in a meeting.

6.02 Qualifications

The qualifications of each director are that:

- a) they must be at least 18 years of age;
- b) they must be a member of the Co-operative in good standing.

6.03 Election and Size

The board of directors consists of between three and 15 directors. Directors are elected for a term of one year. Directors are eligible for re-election once their term is over.

6.04 Time In Office

Directors hold office until their replacements are elected.

6.05 Election

Every member entitled to vote at an election of directors who votes, may cast one vote for each position eligible for election. No candidate can receive more than one vote from each member.

6.06 Leaving Office

A director must leave office if one of the following happens:

- a) if they cease to have the necessary qualifications for office;
- b) if they are absent without permission of the directors for three regular meetings of the directors in a row;
- c) if they resign office by notice in writing to the Co-operative; or
- d) if the members remove them from office by resolution passed by a two-thirds majority of the votes cast at a members' meeting called for that purpose.

6.07 Vacancy

When a vacancy occurs on the board of directors, as long as a quorum of directors remains in office, the directors may appoint a new interim director to fill the vacancy. The new director will serve until the next annual general meeting.

6.08 Meeting of Directors

Regular meetings of the directors are held as often as the business of the Co-operative requires. However, the directors must meet at least once every three months ("quarterly").

6.09 Place of Meeting and Notice

Meetings of the directors may be held either at the head office of the Co-operative or at any other place that the directors choose. A meeting of the directors may be called by the President or any three directors at any time. Notice of the meeting must be delivered, mailed, e-mailed, faxed or telephoned to each director at least 10 days before the meeting is to take place. However, meetings of the directors may be held at any time without formal notice if all the directors are present, or if those absent have waived notice in writing.

6.10 Quorum (Minimum Number to Hold a Meeting)

Two-thirds of the total number of directors is quorum at any directors' meeting. However, a majority of the quorum must be resident Canadians or no business can be conducted.

6.11 Voting

Normally, questions arising at any board meeting will be decided by consensus. Where a meeting cannot reach a consensus, a director may make a special motion requiring the main motion be decided by a majority of two thirds of the directors present. The motion, which must have a seconder, may not be debated and must itself have a majority of two thirds of the directors present.

6.12 Payment for Services as Director

The directors serve without payment for their work as directors. However, the directors may be entitled to be reimbursed for travelling and other expenses incurred by them in attending board or committee meetings or incurred by them in connection with the business of the Co-operative. A director may serve the Co-operative in any other capacity and receive payment for that service.

6.13 Executive Committee

Where there are more than six directors, the directors may elect from among themselves an executive committee. An executive committee consists of at least three directors, most of whom must be resident Canadians. The board may delegate to the executive committee any of the board's powers.

6.14 Quorum for Executive Committee

Two thirds of the executive committee is a quorum. However, a majority of the quorum must be resident Canadians or no business can be conducted.

6.15 Borrowing By-Law

The Board of directors may from time to time:

- a) borrow money on the credit of the Co-operative;
- b) issue, sell or pledge securities of the Co-operative; or
- c) charge, hypothecate or pledge all or any of the real or personal property of the Co-operative, including book debts, rights, power, franchises, and undertakings, to secure any securities or any money borrowed, or other debt, or any other obligation or liability of the Co-operative.

From time to time, the directors may authorize any director, officer, or employee of the Co-operative or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, with power to vary or modify such agreements, terms and conditions for any moneys borrowed, or remaining due by the Co-operative as the directors may authorize, and generally to manage, transact and settle the borrowing of money by the Co-operative.

None of the above-mentioned items may be permitted without express board approval.

7 - OFFICERS

7.01 Election and Appointment

The directors will elect a President and elect or appoint a Vice-President, a Secretary, and Treasurer, by a two thirds majority vote. None of these officers, except the President, has to be

a director. Any two of these offices may be held by the same person, except those of the President and Vice President. Whenever the same person holds the office of Secretary and Treasurer, the individual may be known as the Secretary-Treasurer. The directors may also choose other officers and agents.

7.02 Payment for Officers' Services, and Removal

The payment of all officers will be set by the directors. Officers may be paid for their services as officers, if the board so chooses. A majority of the directors may remove any officer at any time, with or without cause.

7.03 Delegation

When any officer is absent or unable to act for an extended period of time, or for any other reason that the directors find sufficient, the directors may delegate all or any of the powers of that officer to any other officer or director on a temporary basis. A majority must be in favour of the delegation.

7.04 Duties of President

The President has the following duties:

- a) preside at all meetings of members and directors, if present;
- b) sign all instruments which require their signature;
- c) perform all duties related to their office; and
- d) perform any other duties which the directors assign.

7.05 Duties of Vice-President

In the President's absence, inability or refusal to act, the Vice-President has all the powers and

may perform all the duties of the President.

7.06 Duties of Secretary

The Secretary has the following duties:

- a) issue notices for all meetings of the members and directors when directed to do so by the board;
- b) keep all records required by section 1.04 of these by-laws;
- c) sign with the President or other signing officer(s) any instruments which require the individual's signature; and
- d) perform any other duties which the directors assign.

7.07 Duties of Treasurer

The Treasurer, or some other officer charged with the duty, has the following duties:

- a) have the care and custody of all the funds and securities of the Co-operative;
- b) deposit the Co-operative's funds in the name of the Co-operative in a credit union or bank, as the board directs;
- c) keep proper accounting records in accordance with the Act;
- d) exhibit their books and accounts at all reasonable times to any director upon application at the office of the Co-operative during business hours;
- e) sign or countersign any instruments which require the individual's signature;
- f) perform all duties related to their office; and
- g) perform any other duties which the directors assign.

7.08 Executive Director or Co-Executive Directors

The directors may appoint an Executive Director or Co-Executive Director who must not be

one of the directors of the Co-operative. The directors may delegate to them authority to manage and direct the affairs of the Co-operative. The Executive Director or Co-Executive Directors may not carry out duties which must be carried out by the directors or the members in general meeting.

Normally, the Executive Director or Co-Executive Directors may employ, discharge, and fix payment of temporary agents and employees of the Co-operative, and may recommend to the directors the appointment and removal of wages or salaries to be paid to workers of the Co-operative. The Executive Director or Co-Executive Directors must give to the director(s) all information they require regarding the affairs of the Co-operative.

7.09 Vacancy

If an office becomes vacant for any reason, the directors may appoint an officer to fill the vacancy.

7.10 Reports

The board may require any officer or director to submit financial statements and other reports at intervals set by the board.

8 - PROTECTION OF DIRECTORS AND OFFICERS FROM DEBTS

8.01 Protection from Debts

No director or officer of the Co-operative or their legal personal representatives will be held responsible by the Co-operative for:

a) any liability and all costs that the individual sustains through any action or suit involving them for anything done or permitted by the individual in carrying out the duties of office; and

b) any other costs that the individual sustains in respect of the affairs of the Co-operative.

8.02 Limitation of Protection from Debts

No director or officer will be reimbursed by the Co-operative for any liability or expenses that the individual sustains for any action suit as a result of which they are found to be in breach of any duty imposed upon them under the Act or under any other statute. The only exception to this is that in an action brought against the individual, the person has achieved complete or substantial success as a defendant, the Co-operative will not hold the officer or director responsible.

8.03 Insurance

The Co-operative may maintain insurance for the benefit of its directors and officers, except insurance against a liability incurred as a result of a contravention of the standard of care required of officers and directors by the Act.

8.04 Indemnification of Directors and Officers

The Co-operative will indemnify all directors and officers, and their heirs and legal personal representatives, to the maximum extent permitted by section 110 of the Act. The Co-operative should sign an agreement promising to do this. The Co-operative may purchase a policy of Directors' and Officers' Liability Insurance to protect the Co-operative and its directors and officers.

9 - AUDITORS

9.01 Appointment and Remuneration

The members at each annual meeting will appoint an auditor, when it is required by the Act,

who is familiar with Co-operative accounting and practice. The auditor when appointed will hold office until the next annual meeting. However, if an appointment is not made, the auditor in office will continue until a successor is appointed. The payment of the auditor will be fixed by the directors.

9.02 Access to Books and Information

The auditor will, at all reasonable times, have access to the books and accounts of the Co-operative. The auditor may require from the directors and officers any information and explanations which are necessary for the performance of their duties.

9.03 Report

The auditor, if required by the Act or the Treasurer, will make a report to the members on the financial statements to be put before the Co-operative at each annual meeting during their term of office. The auditor will state in their report whether, in their opinion, the financial statements present fairly the financial position of the Co-operative and the results of its operation for the period under review.

10 - CHEQUES AND NOTES

All physical cheques or other orders for the payment of money and all notes, acceptances and bills of exchange must be signed by the person(s) designated by the board. This must be acknowledged in a general board meeting.

11 - SIGNING OF DOCUMENTS

Contracts and documents in writing requiring the signature of the Co-operative may be signed by any two of the directors, officers and/or staff members who have been given signing authority by the directors. All contracts and documents so signed will be binding upon the

Co-operative without any further authorization. The directors will have power to appoint any person(s) to sign contracts and documents generally or to sign specific contracts and documents on behalf of the Co-operative.

12 - FINANCIAL YEAR

The financial or fiscal year of the Co-operative will terminate on December 19th in each year.

13 - NOTICES

13.01 Signing of Notices

The signatures to any notice to be given by the Co-operative may be written, stamped, typewritten or printed. Any notice may be given by the Co-operative to any member or director by mail or electronically.

13.02 Notice

Notice will be sent to members and directors at their address which appears in the books of the Co-operative. If no address appears in the books, then notice will be sent to the last address of the member or director known to the Secretary.

13.03 More Than One Name

All notices about any shares or loans registered in more than one name will be given to the person named first in the books of the Co-operative. Notice so given will be sufficient notice to all holders of the share or loan.

13.04 Transfer of Loans

Every person who becomes entitled to any share or loan is bound by every notice in respect of the share or loan given previous to their ownership.

13.05 Where Member Is Deceased

Any notice or document which is properly sent to a member, even though the member is deceased, will be considered to be properly delivered in respect of their share(s) or member loan(s), until another person is entered in their place on the books of the Co-operative. This is the case even where the member holds the shares or loans along with other people.

13.06 Certificate of Secretary

A certificate of the Secretary or other authorized officer about facts in relation to the mailing and delivery of any notice to any member, director or officer or publication of any notice is conclusive and binding.

14 - CONFIRMATION OF BY-LAWS AND AMENDMENTS

These by-laws and any amendments to them are effective only after they are passed by the directors and confirmed, with or without variation, by at least two-thirds of the votes cast at a general meeting of members of the Co-operative called for that purpose.

15 - INTERPRETATION

15.01 Interpretation and Ruling Law

- a) the singular includes the plural and the plural the singular;
- b) the masculine includes the feminine;

- c) the word "person" includes firms and corporations;
- d) the word "member" includes shareholders of Co-operative Membership shares in the Co-operative; and
- e) the word "Act" means the Canada Co-operatives Act, Revised Statutes of Canada 1985 and any Act which is substituted for it, or as amended. Whenever a statute or a section of a statute is referred to in these by-laws, the reference is deemed to apply to any amendment to the statute or section.

15.02 Severability

If a court finds any part of these by-laws to be void, the rest of the by-laws are still in force.

15.03 Headings

All headings in these by-laws are for reference only and do not form part of the document.

President

Keith Stratton



Secretary

Gavin Tessier



Confirmed by a vote of all of the members present at a meeting called for considering the by-laws.

Date: November 15, 2021