

BY-LAW NO. 1

A by-law relating generally to the conduct of the affairs of

ERB STREET MENNONITE CHURCH
(the "Corporation")

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

SECTION 1 - GENERAL

1.01 Definition

In this by-law and all other by-laws of the Congregation, unless the context otherwise requires:

1. "Act" means the Canada Not-for-profit Corporations Act S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
2. "articles" means the original or restated articles of the Corporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the Congregation;
3. "board" means the board of directors of the Congregation and "director" means a member of the board;
4. "by-law" means this by-law and any other by-laws of the Congregation as amended and which are, from time to time, in force and effect;
5. "meeting of members" includes an annual meeting of members or a special meeting of members; "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members;
6. "ordinary resolution" means a resolution passed by a majority of not less than 50% plus 1 of the votes cast on that resolution;
7. "proposal" means a proposal submitted by a member of the Congregation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
8. "Regulations" means the regulations made under the Act, as amended, restated or in effect from time to time; and
9. "special resolution" means a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.02 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified in 1.01 above, words and expressions defined in the Act have the same meanings when used in these by-laws.

1.03 Corporate Seal

The Congregation may have a corporate seal in the form approved from time to time by the board. If a corporate seal is approved by the board, the secretary of the Congregation shall be the custodian of the corporate seal.

1.04 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Congregation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Congregation to be a true copy thereof.

1.05 Financial Year End

The financial year end of the Congregation shall be determined by the board of directors.

1.06 Banking Arrangements

The banking business of the Congregation shall be transacted at such bank, trust company, credit union or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Congregation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

1.07 Borrowing Powers

The directors of the Congregation may, without authorization of the members,

1. borrow money on the credit of the Congregation;
2. issue, reissue, sell, pledge or hypothecate debt obligations of the Congregation;
3. give a guarantee on behalf and mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Congregation, owned or subsequently acquired, to secure any debt obligation of the Congregation

1.08 Annual Financial Statements

The Congregation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Act to the members, publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Congregation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail.

1.09 Constitution

The Congregation may from time to time approve guidelines in the form of a Constitution containing additional detail regarding its structure including but not limited to matters related to committee and club formation, pastoral and member support, officer designations, job titles and descriptions, terms of office, additional detail regarding discipline, general polity, policy statements, amendment procedures and relations with other Mennonite church institutions. The Board may from time to time amend the Constitution and shall submit amendments to the members for confirmation at the next meeting of members. To the extent that such guidelines are consistent with the terms of this Bylaw and the Act they may be relied upon, in addition to this Bylaw and the Act, as the basis upon which the Congregation shall be organized and managed.

1.10 Affiliation and Statement of Faith

The Congregation is a member of Mennonite Church, Eastern Canada and a member of Mennonite Church, Canada. The Statement of Faith that members of the Congregation are required to subscribe to is the twenty four articles in the Confession of Faith in a Mennonite Perspective adopted by the General Conference Mennonite Church and the Mennonite Church in July, 1995.

SECTION 2 - MEMBERSHIP – MATTERS REQUIRING SPECIAL RESOLUTION

2.01 Membership Conditions

Subject to the articles, there shall be one class of members in the Congregation. Membership in the Congregation shall be available to persons interested in furthering the Congregation's purposes and who have applied for and been accepted into membership in the Congregation by resolution of the board or in such other manner as may be determined by the board. Each member shall be entitled to receive notice of, attend and vote at all meetings of the members of the Congregation.

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

2.02 Notice of Meeting of Members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by affixing the notice, no later than 30 days before the day on which the meeting is to be held, to a notice board on which information respecting the Congregation's activities is regularly posted and is located in the main facilities of the Congregation.

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

Notices of special meetings shall also specify the purpose or purposes for which the meeting has been called in sufficient detail to permit the member to form a reasoned judgment on the special business and include the text of any special resolution or By-law to be submitted at the meeting.

2.03 Absentee Voting

Members who are not present in person at a meeting of members shall not be entitled to vote.

SECTION 3 - MEMBERSHIP DUES, TERMINATION AND DISCIPLINE

3.01 Termination of Membership

A membership in the Congregation is terminated when:

1. the member dies;
2. a member fails to maintain any qualifications for membership described in Section 2.01 of these by-laws;
3. the member resigns by delivering a written resignation to the chair of the board of the Congregation in which case such resignation shall be effective on the date specified in the resignation;
4. the member is expelled in accordance with Section 3.02 below or is otherwise terminated in accordance with the articles or by-laws; or
5. the Congregation is liquidated or dissolved under the Act.

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Congregation, automatically cease to exist.

3.02 Discipline of Members

The board shall have authority to suspend or expel any member from the Congregation for any one or more of the following grounds:

1. violating any provision of the articles, by-laws, or written policies of the Congregation;
2. carrying out any conduct which may be detrimental to the Congregation as determined by the board in its sole discretion;
3. for any other reason that the board in its sole and absolute discretion considers to be reasonable, having regard to the purpose of the Congregation.

This matter shall be managed in accordance with policies approved from time to time by the Congregation governing procedures for discipline and if no such policies exist and in the event that the board determines that a member should be expelled or suspended from membership in the Congregation, the chair, or such other officer or person as may be designated by the board, shall provide twenty (20) days' notice of suspension or expulsion to the member and shall provide reasons for the proposed suspension or expulsion. The member may make written submissions to the chair, or such other officer or person as may be designated by the board, in response to the notice received within such twenty (20) day period. In the event that no written submissions are received, the chair, or such other officer or person as may be designated by the

board, may proceed to notify the member that the member is suspended or expelled from membership in the Congregation. If written submissions are received in accordance with this section, the board will consider such submissions in arriving at a final decision and shall notify the member concerning such final decision within a further twenty (20) days from the date of receipt of the submissions. The board's decision shall be final and binding on the member, without any further right of appeal.

SECTION 4 - MEETINGS OF MEMBERS

4.01 Place of Members' Meeting

Meetings of the members may be held at any place within Ontario determined by the board.

4.02 Persons Entitled to be Present

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors and the public accountant of the Congregation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Congregation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by resolution of the members.

4.02 Chair of the Meeting

In the event that the chair of the board and the vice-chair of the board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

4.03 Quorum

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be 15 members present and entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting

4.04 Votes to Govern

At any meeting of members every question shall, unless otherwise provided by the articles or by-laws or by the Act, be determined by a majority of the votes cast on the question. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

4.05 Participation by Electronic Means at Members' Meetings

Participation by electronic means (such as zoom) at Members' Meetings is permitted as provided for in Section 159(4) of the Act.

SECTION 5 - DIRECTORS

5.01 Number of Directors

The board shall consist of the number of directors specified in the articles. If the articles provide for a minimum and maximum number of directors, the board shall be comprised of the fixed number of directors as determined from time to time by the members by ordinary resolution or, if the ordinary resolution empowers the directors to determine the number, by resolution of the board. It is understood that in practice although the Directors may be referred to by other titles as set out in the guidelines referred to in 1.09, the members of the committee which is responsible for the overall administrative affairs of the Congregation shall be considered to be the Directors for the purposes of these bylaws.

5.02 Term of Office of Directors

At the first election of Directors following the approval of this by-law, one-half (1/2) of the directors shall be elected for a two-year term and one-half (1/2) of the directors shall be elected for a one-year term. Thereafter, except where an election is held to fill the unexpired portion of a term, newly elected directors shall be elected for two-year (2) terms. Following completion of three consecutive full two-year terms, a director shall not be eligible for re-election until a period of eleven (11) months has elapsed from the retirement of such director.

SECTION 6 - MEETINGS OF DIRECTORS

6.01 Calling of Meetings

Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time; provided that, for the first organization meeting following incorporation, such meeting may be called by any director or incorporator. If the Congregation has only one director, that director may call and constitute a meeting.

6.02 Notice of Meeting

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in Section 8.01 of this by-law to every director of the Congregation not less than 7 days before the time when the meeting is to be held. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) (Limits on Authority) of the Act that is to be dealt with at the meeting.

6.03 Regular Meetings

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. Such appointment shall constitute sufficient notice of such meeting except if subsection 136(3)(Notice of Meeting) of the Act requires the purpose thereof or the business to be transacted to be specified in the notice.

6.04 Telephone Participation

If all the directors consent, a meeting of the directors may be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to hear each other simultaneously and instantaneously and a director participating in such a meeting by such means is deemed to be present at that meeting.

6.05 Votes to Govern

At all meetings of the board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, the chair of the meeting in addition to an original vote shall have a second or casting vote.

6.06 Committees

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. Any committee member may be removed by resolution of the board of directors.

SECTION 7 - OFFICERS

7.01 Appointment of Officers

The board may designate the offices of the Congregation, appoint officers on an annual or more or less frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the affairs of the Congregation. A director may be appointed to any office of the Congregation. All Officers shall be members of the Congregation. Two or more offices may be held by the same person.

7.02 Description of Offices

Unless otherwise specified by the board which may, subject to the Act modify, restrict or supplement such duties and powers, the offices of the Congregation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

1. Chair of the Board - The chair of the board, if one is to be appointed, shall be a director. The chair of the board, if any, shall, when present, preside at all meetings of the board of

directors and of the members. The chair shall have such other duties and powers as the board may specify.

2. Vice-Chair of the Board - The vice-chair of the board, if one is to be appointed, shall be a director. If the chair of the board is absent or is unable or refuses to act, the vice-chair of the board, if any, shall, when present, preside at all meetings of the board of directors and of the members. The vice-chair shall have such other duties and powers as the board may specify.
3. Secretary – If appointed, the secretary shall attend and be the secretary of all meetings of the board, members and committees of the board. The secretary shall enter or cause to be entered in the Congregation’s minute book, minutes of all proceedings at such meetings; the secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees; the secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Congregation.
4. Treasurer - If appointed, the treasurer shall have such powers and duties as the board may specify.

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

7.03 Vacancy in Office

In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Congregation. Unless so removed, an officer shall hold office until the earlier of:

1. the officer’s successor being appointed,
2. the officer’s resignation,
3. such officer ceasing to be a director (if a necessary qualification of appointment) or
4. such officer’s death.

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

SECTION 8 - NOTICES

8.01 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served), other than notice of a meeting of members, pursuant to the Act, the articles, the by-laws or otherwise to a member, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:

1. if delivered personally to the person to whom it is to be given or if delivered to such person’s address as shown in the records of the Congregation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Congregation

- in accordance with section 128 (Notice of directors) or 134 (Notice of change of directors); or
2. if mailed to such person at such person's recorded address by prepaid ordinary or air mail; or
 3. if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
 4. if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the secretary to be reliable. The declaration by the secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Congregation to any notice or other document to be given by the Congregation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

8.02 Invalidity of any provisions of this by-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

8.03 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Congregation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 9 - DISPUTE RESOLUTION

9.01 Mediation and Arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Congregation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in Section 9.02 of this by-law.

9.02 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Congregation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Congregation is not resolved in private meetings

between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Congregation as set out in the articles, by-laws or the Act, and as an alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

1. The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Congregation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties.
2. The number of mediators may be reduced from three to one or two upon agreement of the parties.
3. If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial or territorial legislation governing domestic arbitrations in force in the province or territory where the registered office of the Congregation is situated or as otherwise agreed upon by the parties to the dispute. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law.
4. All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

SECTION 10 - EFFECTIVE DATE

10.01 Effective Date

Subject to matters requiring a special resolution, this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 1 of the Congregation, as enacted by the directors of the Congregation by resolution on the 22nd day of June, 2014 and confirmed by the members of the Congregation by special resolution on the 22nd day of June, 2014.

Dated as of the 22nd day of June, 2014.

Church Council Chair

Approved by ESMC Congregation at Members' Meeting on May 14, 2023