

BYLAWS
VIK9 Assisted Human Services Society (VIK9 AHSS)

PART 1 – FOUNDATIONAL BYLAWS

1. The **Basis of the Society** is as follows:
 - (a) **Vision:** the Society is a society where people with disabilities (or disabling effects) have the opportunity to achieve their full potential and confidently participate in all aspects of life through the use of Canine Assisted Human Services (CAHS) (including Service Dogs and Canine Assisted Intervention (CAI) Support Dogs).
 - (b) **Mission:** to provide comprehensive CAHS Programs (including Service Dog training and CAI Support) to improve the lives and to empower people with disabilities (or disabling effects).
 - (c) **Core Values:**
 - (i) **Respect:** We value animals, people, and self; treating all with dignity and professionalism.
 - (ii) **Integrity:** We build trust through responsible action and honest relationships.
 - (iii) **Equity/Inclusion:** We respect the diversity and equality of all handlers, employees, and volunteers.
 - (iv) **Commitment to Quality of Care:** We strive to adapt programs and services to provide the most up to date and innovative approach to learning and training through ongoing education.
 - (v) **Compassion:** We actively understand and empathize with the challenges of others without judgement or assumption.
 - (vi) **Accountability:** We are committed to ethical principles, transparency, and accountability in all endeavors in our work with animals and humans.
2. **Purpose.** The purposes of the Society are as set out in the Constitution.

PART 2 – OPERATIONAL BYLAWS

1. Definitions.

1.1 Definitions. In these Bylaws:

- (a) “**Act**” means the Societies Act of British Columbia as amended from time to time;
- (b) “**Associate Member**” means a person who is a member of the Society who has qualified pursuant to section 2.3;
- (c) “**Board**” means the directors of the Society. The Board provides an independent governing body and are the legal stewards of the Society. All members, including the President are accountable to the Board for their direct and indirect actions that promotes or does harm to the Society;
- (d) “**Bylaws**” means these Bylaws as altered from time to time;
- (e) The “**Society**” or “**VIK9 AHSS**” means the VIK9 Assisted Human Services Society and the culmination of all the members within; and
- (f) “**Voting Member**” means a person who is a member of the Society who has qualified pursuant to section 2.2.

1.2 Definitions in Act. The definitions in the Act apply to these Bylaws.

1.3 Conflict. If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

2. Members.

2.1 Application for Membership. A person may apply to the Board for membership in the Society, and the person becomes a member on the Board’s acceptance of the application.

2.2 Qualifications for Voting Membership. In order to be eligible for regular membership in the Society, a person must:

- (a) support the vision, mission, values, and purposes of the Society collaboratively and respectfully;
- (b) not be disqualified under the Act;
- (c) agree to and abide by the Membership Code of Ethics;
- (d) have possession of a CAHS dog, including being a member of a family group which has such possession; or

- (e) be involved with the training, care of, support for people/dogs/teams as part of the VIK9 AHSS family,

and all persons who qualify and apply for membership as a Voting Member have the right to vote.

2.3 **Qualifications for Associate Membership.** To be eligible for associate membership in the Society, a person must:

- (a) support the vision, mission, values, and purposes of the Society collaboratively and respectfully;
- (b) not be disqualified under the Act;
- (c) agree to and abide by the Membership Code of Ethics,

and all persons who qualify and apply for membership as an Associate Member do not have the right to vote.

2.4 **Duties of Members.** Every member must:

- (a) uphold the constitution of the Society and comply with these Bylaws;
- (b) share the passion of the benefits of CAHS Services and Support;
- (c) actively participate in the authorised supportive efforts of and within the Society in a manner that promotes well-being for all; and
- (d) ensure the Society is represented in a uniform and respectful manner.

2.5 **Membership Fees.** An annual membership fee, the amount of which shall be confirmed annually and distributed to the members, shall be collected and paid prior to each year's AGM.

2.6 **Not in Good Standing.** A member is not in good standing if the member fails to pay the member's annual membership dues, if any, and the member is not in good standing for so long as those dues remain unpaid. Such member:

- (a) may not vote at a general meeting; and
- (b) is deemed not to be a Voting Member for the purpose of consenting to a resolution of the voting members.

2.7 **Voting Restrictions.** Only Voting Members may vote at Society meetings. Associate Members may receive notice and attend meetings but are not part of quorum and cannot vote.

- (a) All new members start as Non-Voting Members, unless they join as employees, Board Members, or advisors. Non-Voting Members must wait 2 years before becoming eligible to vote.
 - (i) This period allows them to understand how the Society works before influencing decisions.
- (b) During this time, they are welcome to share ideas and input, but the voting restriction helps protect the Society's overall health.
- (c) After 2 years, the Board may invite them to become Voting Members.

2.8 **Life-Time Membership.** The Directors of the Society may elect to designate a member in good standing as a Life-Time Member. Such designation does not remove the obligations and duties of membership from that person, except that they are exempt from payment of any and all membership dues which may be required.

2.9 **Termination of Membership.** A person's membership in the Society is terminated if:

- (a) the person is not in good standing for 6 consecutive months;
- (b) any of the membership terminations set out in the Act apply; or
- (c) the directors vote unanimously to terminate the membership,

with the date of cessation of membership to be the day upon which the above condition is satisfied.

3. **General Meeting of Members.**

3.1 **General Meetings.** A general meeting must be held at the time and place the Board determines.

3.2 **Ordinary Business.** At a general meeting, the following business is ordinary business:

- (a) adoption of rules of order;
- (b) consideration of any financial statements of the Society presented to the meeting;
- (c) consideration of the reports, if any, of the directors or auditor;
- (d) election or appointment of directors;
- (e) appointment of an auditor, if any;
- (f) business arising out of a report of the directors not requiring the passing of a special resolution.

3.3 **Notice of special business.** A notice of a general meeting must state the nature of any business, other than ordinary business, to be transacted at the meeting in

sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business.

- 3.4 **Chair of general meeting.** The following individual is entitled to preside as the chair of a general meeting:
- (a) the individual, if elected by the membership or appointed by the Board to preside as the chair;
 - (b) the individual, if elected by the membership or appointed by the Board to preside as chair in their duties as vice-chair; or
 - (c) the individual, if elected by the membership or appointed by the Board to preside as the Alternate Chair for a specific meeting when the chair or vice chair are not available or capable of filling the role at that time.
- 3.5 **Alternate Chair.** If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within 15 minutes from the time set for holding the meeting, the voting members who are present must elect an individual present at the meeting to preside as the chair.
- 3.6 **Quorum Required.** Business, other than the election of the chair of the meeting and the adjournment or termination of the meeting, must not be transacted at a general meeting unless a quorum of voting members is present.
- 3.7 **Quorum for general meetings.** The quorum for the transaction of business at a general meeting is 3 voting members or 10% of the voting members, whichever is greater.
- 3.8 **Lack of quorum at commencement of meeting.** If, within 30 minutes from the time set for holding a general meeting, a quorum of voting members is not present,
- (a) in the case of a meeting convened on the requisition of members, the meeting is terminated, and
 - (b) in any other case, the meeting stands adjourned to the same day in the next week, at the same time and place, and if, at the continuation of the adjourned meeting, a quorum is not present within 30 minutes from the time set for holding the continuation of the adjourned meeting, the voting members who are present constitute a quorum for that meeting.
- 3.9 **If quorum ceases to be present.** If, at any time during a general meeting, there ceases to be a quorum of voting members present, business then in progress must be

suspended until there is a quorum present or until the meeting is adjourned or terminated.

3.10 **Adjournments by chair.** The chair of a general meeting may, or, if so directed by the voting members at the meeting, must, adjourn the meeting from time to time and from place to place, but no business may be transacted at the continuation of the adjourned meeting other than business left unfinished at the adjourned meeting.

3.11 **Notice of continuation of adjourned general meeting.** It is not necessary to give notice of a continuation of an adjourned general meeting or of the business to be transacted at a continuation of an adjourned general meeting except that, when a general meeting is adjourned for 30 days or more, notice of the continuation of the adjourned meeting must be given

3.12 **Order of Business at General Meeting.** The order of business at a general meeting is as follows:

- (a) elect an individual to chair the meeting, if necessary;
- (b) give recognition to First Nations;
- (c) determine that there is a quorum;
- (d) approve the agenda;
- (e) approve the reports of all Directors and President;
- (f) approve the minutes from the last general meeting;
- (g) deal with unfinished business from the last general meeting;
- (h) if the meeting is an annual general meeting,
 - (i) receive the directors' report on the financial statements of the Society for the previous financial year, and the auditor's report, if any, on those statements,
 - (ii) receive any other reports of directors' activities and decisions since the previous annual general meeting,
 - (iii) elect or appoint directors, and
 - (iv) appoint an auditor, if any;
- (i) Deal with new business, including any matters about which notice has been given to the members in the notice of meeting;
- (j) terminate the meeting.

3.13 **Methods of voting.** At a general meeting, voting must be by a show of hands, an oral vote or another method that adequately discloses the intention of the voting members, except that if, before or after such a vote, 2 or more voting members request a secret ballot or a secret ballot is directed by the chair of the meeting, voting must be by a secret ballot.

- 3.14 **Announcement of result.** The chair of a general meeting must announce the outcome of each vote and that outcome must be recorded in the minutes of the meeting.
- 3.15 **Proxy voting not permitted.** Voting by proxy is not permitted. Matters decided at general meeting by ordinary resolution
- 3.16 **Ordinary Resolution.** A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

4. **Directors.**

- 4.1 **Number of directors on Board.** The Society must have no fewer than 3 and no more than 11 directors.
- 4.2 **Election or appointment of directors.** At each annual general meeting, the voting members entitled to vote for the election or appointment of directors must elect or appoint the directors of the Society, for each such appointment to commence upon the adjournment of the meeting and terminates upon the adjournment of the following year's annual meeting.
- 4.3 **Qualification as director.** An individual is only qualified to act as a director for so long as they are in compliance with the requirements of the Act and remain a member in good standing of the Society.
- 4.4 **Directors may fill casual vacancy on Board.** The Board may, at any time, appoint a member as a director to fill a vacancy that arises on the Board as a result of the resignation, death or incapacity of a director during the director's term of office.
- 4.5 **Term of appointment of director filling casual vacancy.** A director appointed by the Board to fill a vacancy ceases to be a director at the end of the unexpired portion of the term of office of the individual whose departure from office created the vacancy.
- 4.6 **Removal of Directors.** Directors shall cease to hold office upon their ceasing to be members of the Society. Seventy percent (70%) of the Voting Members can require the directors to call a special meeting of the Society for the purpose of removing a director and substituting a new director in that position.

5. **Directors' Meetings.**

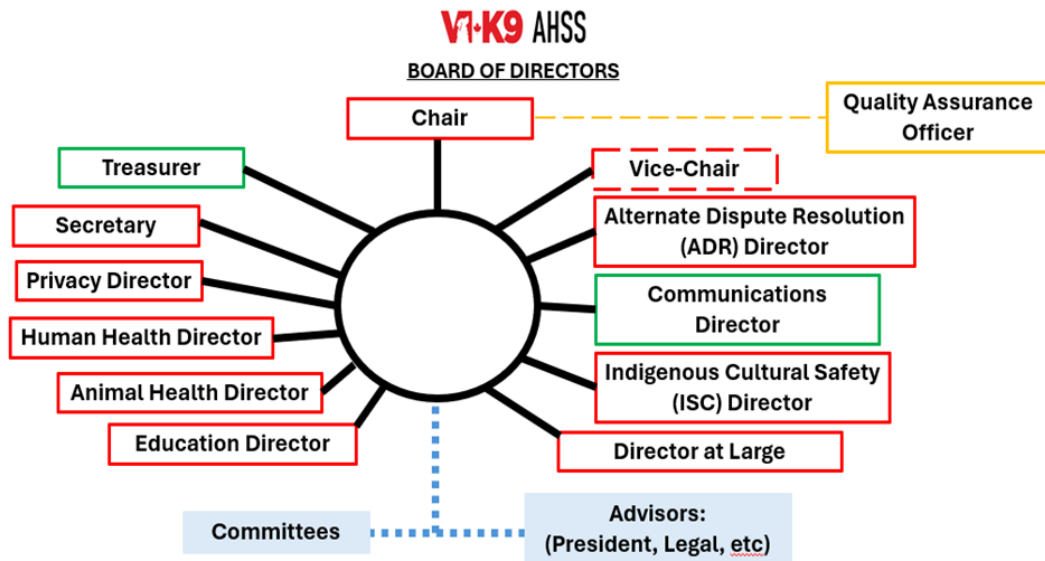
- 5.1 **Calling directors' meeting.** A directors' meeting may be called by the chair or by any 2 other directors.
- 5.2 **Notice of directors' meeting.** At least 2 days' notice of a directors' meeting must be given unless all the directors agree to a shorter notice period.
- 5.3 **Proceedings valid despite omission to give notice.** The accidental omission to give notice of a directors' meeting to a director, or the non-receipt of a notice by a director, does not invalidate proceedings at the meeting.
- 5.4 **Conduct of directors' meetings.** The directors may regulate their meetings and proceedings as they think fit.
- 5.5 **Quorum of directors.** The quorum for the transaction of business at a directors' meeting is a 70% majority of the directors.
- (a) Any Board Member can attend the meeting (however care must be taken to ensure all communications are to be confidential and protected from being overheard by anyone other than authorised participants of the specific meeting):
 - (b) in person;
 - (c) by electronic video conferencing; or
 - (d) by phone.

The manner to which they are participating in the meeting must be identified in the minutes.

- 5.6 **Proxy Voting.** To ensure constant and efficient proper governance of the Society, the Board will establish a set form of method of Proxy for Directors to utilize to ensure their concerns, stance is included and recorded when they are not able to be present for important issues.
- 5.7 **Committees.** The Board may form committees for a specific purpose or issue, determining their membership composition at the time of convenience.
- (a) The Board may appoint as committee members people who are not members of the Society but who have specific credential or insight which is only available outside the Society membership.

6. Election or appointment to Board positions.

6.1 Board positions.



6.2 Directors must be elected or appointed to the following Board officer positions, and a director, other than the chair, may hold more than one position (no less than 3 with a maximum of 11):

- (a) Chair;
- (b) Vice-Chair;
- (c) Secretary;
- (d) Treasurer;
- (e) Privacy Officer;
- (f) Alternate Dispute Resolution (ADR)
- (g) Human Health;
- (h) Animal Health;
- (i) Communications/Marketing;
- (j) Indigenous Cultural Safety (ICS);
- (k) Education;
- (l) Director at Large (for persons without the specific qualifications to fill a specific role as stated above);
- (m) Past Chair.

6.3 **Role of Chair.** The Chair of the Board is responsible to correspond with the President (of operations)

- (a) on serious issues and to provide for the
 - (i) leadership,

- (ii) supervision of the other directors in the execution of their duties as the governing body of the society.
- (b) This position may be held by that of another director (but not vice-chair or treasurer), however, only one vote shall be counted.

6.4 **Role of Vice-Chair.** The Vice-Chair of the Board is responsible for carrying out the duties of the chair if the chair is unable to act.

- (a) This position may be held by that of another director (but not vice-chair), however, only one vote shall be counted.

6.5 **Role of Secretary.** The Secretary is responsible for doing, or making the necessary arrangements for, the following:

- (a) issuing notices of general meetings and directors' meetings;
- (b) taking minutes of general meetings and directors' meetings;
- (c) keeping the records of the Society in accordance with the Act;
- (d) conducting the correspondence of the Board;
- (e) filing the annual report of the Society and making any other filings with the registrar under the Act.
- (f) Until such time that a specific Membership Coordinator position is permanently maintained by an executive, the Secretary shall be the Membership Coordinator.
 - (i) This person shall administer, process and maintain all membership applications, membership files, membership registries as to accurate report to the Board the Membership status and breakdown.
- (g) If the Secretary is acting also as Chair during any meeting, there shall be a Scribe designated to accurately and completely take the minutes of that meeting.

6.6 **Scribe.** In the absence of the secretary from a meeting, the Board must appoint another individual to act as secretary at the meeting.

6.7 **Role of Treasurer.** The Treasurer is responsible for doing, or making the necessary arrangements for, the following:

- (a) Receiving and depositing monies collected from members or other sources;
- (b) Maintaining accounting records of the Society's financial transactions;
- (c) Preparing the Society's financial statements;
- (d) Completing and filing all required tax filings for the Society;
- (e) Assisting in identifying and completing grant applications, and ensuring that grant funds are utilized in accordance with the terms of the grant;
- (f) Supervising the receipt, allocation, and use of donated funds in compliance with the terms of the donation and the requirements of the Canada Revenue Agency (CRA);

- (g) Providing advice to the Board and the President regarding current and future financial opportunities or concerns, thereby enabling sound financial decision-making.

Due to the significance of this position, this position shall not be held in concert with any other director position (including chair or vice-chair) as it may impact the impartiality and responsibility of this position.

- 6.8 **Role of Privacy Officer.** The Privacy Officer is responsible to ensure that all measures are used to protect the sensitive information of the Society and the clients that they support from any overt, negligent or accidental breach of confidential information to any unauthorised person or entity.

- 6.9 **Role of the Alternate Dispute Resolution (ADR) Director.** The ADR Director is responsible to assist the Board and the President in seeking best resolutions to any developing conflict and/or to provide guidance to improvements in the future to avoid repeat conflicts of the same manner.

- 6.10 **Role of the Human Health (HH) Director.** The HH Director is a person of a qualification within the spectrum of human health practitioners
 - (a) whereby their experience and qualifications shall provide expert advise to the Board and President on issues where
 - (i) human health may impact the society's ability to provide adequate support to individuals or groups.
 - (b) This director is the vital point of contact between the Society and the various human health and well being professionals.

- 6.11 **Role of Animal Health (AH) Director.** The AH Director is a person of the qualification within the spectrum of animal (canine) health practitioners
 - (a) whereby their experience and qualifications shall provide expert advise to the Board and President on issues where
 - (i) breed (or specifics of a particular case) health,
 - (ii) specific temperament,
 - (iii) traits, etc
 - (b) may influence the actions of the Board and the President to ensure decisions are made in the best interest of the health and welfare of all animals (canines) under the Society's care.
 - (c) also serves as the primary point of contact between the Society and veterinary or other animal health and care professionals.

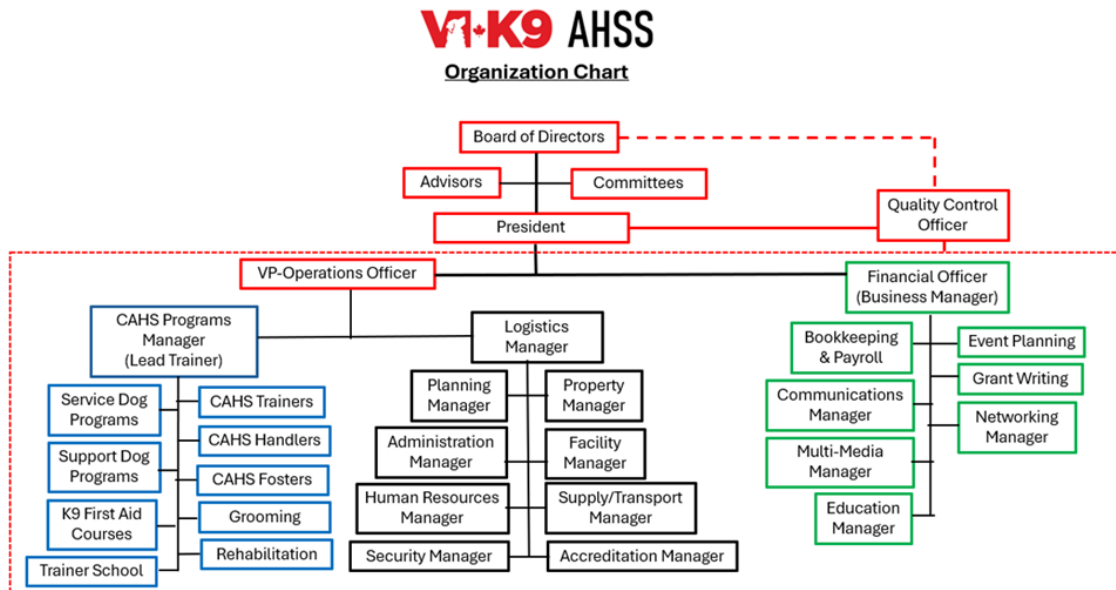
- 6.12 Role of Communications (or Marketing) Director.** ☐ **Interchangeable Roles:**
Until communications and marketing are separated into distinct positions, these terms will be used interchangeably.
- (a) **Advisory Role:**
The Communications Director advises the Board and the President on how best to represent the Society in a positive manner.
 - (b) **Speaking Authority:**
In specific cases, and only when given the authority to do so, this Director may speak on behalf of the Board Chair and/or President to external parties.
 - (c) **Fundraising & Revenue Support:**
With Board approval, this Director collaborates with the President on:
 - (i) Fundraising initiatives
 - (ii) Grant writing
 - (iii) Other revenue-generating activities that support the Society's operations.
- 6.13 Role of Indigenous Cultural Safety (ICS) director.** The Indigenous Cultural Safety (ICS) Director shall be a person of First Nations heritage, or an individual with demonstrable experience and expertise sufficient to accurately represent the interests of First Nations peoples.
- (a) shall provide guidance to the Board and the President on matters affecting Indigenous peoples and ensure their perspectives are appropriately reflected in the Society's initiatives.
 - (b) shall also serve as a liaison between the Society and Indigenous communities, fostering dialogue, collaboration, and respectful relationships.
- 6.14 Role of Education Director.** The Education Director shall be an individual with the requisite educational experience and qualifications to advise the Board and the President on all matters relating to education. This includes, but is not limited to:
- (a) Public education initiatives,
 - (b) Participation in research projects that advance understanding of disabilities and the canines that assist them, and
 - (c) The development of educational platforms and curricula that reflect the professionalism and objectives of the Society.
 - (d) shall also serve as the primary point of contact between the Society and academic professionals.
- 6.15 Directors at Large.** Directors who are elected or appointed to positions on the Board in addition to the positions described in these Bylaws are elected or appointed as directors at large.

- (a) Each Director at large (within their individual skills, credentials and/or subject matter expert) will assist the Board in conducting Society business until their efforts are formally designated with specific positions and roles.

6.16 Role of Past Chair. The Past Chair is a role occupied by any former Chair of the Society, for so long as they remain a director of the Society. When requested by the directors of the Society, the past chair may assist in the following roles:

- (a) assisting in the Board’s ability to maintain a steady vision of the Society’s original intent, purpose and long-term plan for the Society;
- (b) advise the Board and assist in its ability to maintain the corporate knowledge, continuity and efficiency of governance of the Society;
- (c) assist and advise the current Chair in the history and current outside influences that can affect the business of the Society;
- (d) to be an ambassador (when available) for the Society Chair when the Chair or Vice-Chair is not available for important meetings, public events; or
- (e) to be of any other assistance to the President, Chair and Board, at the discretion of the Chair.

7. Senior Executives of the Society



7.1 President. The President shall be the senior executive officer responsible for the day-to-day operations of the Society and for implementing actions that support the achievement of the Society’s overall vision. The President shall possess experience within the Canine Assisted

Human Services (CAHS) industry sufficient to supervise and/or carry out operational duties in alignment with the directions, policies, and governance of the Board.

- (a) President, or their designated representative, shall not serve as a voting member of the Board while employed as a paid staff member, in order to preserve the Board's independent governing authority.
 - (i) report directly to the Board and act as the senior subject-matter expert, providing advice on industry issues and on the past, current, and future interests of the Society,
 - (a) subject to the directions, approvals, and limitations established by the Board and the Constitution.
- (b) shall be accountable to the Board for ensuring that the Society conducts its affairs in a professional, respectful, and purposeful manner at all times.
- (c) further responsible for taking corrective action where required to protect the Society in accordance with the Bylaws, Constitution, and all applicable laws, standards, codes, policies, and regulations.

7.2 **Vice-President (Operations).** The Vice President of Operations shall be a permanent position of the Society, when possible, employed to oversee the day-to-day operations of the Society.

- (a) This position shall remain accountable to the President.
- (b) Delegation of operational duties to the Vice President of Operations enables the President to focus on the long-term development and strategic direction of the Society, including meetings or responsibilities that may fall outside regular working hours.
- (c) The Vice President of Operations shall act in the capacity of the President when they are unavailable
 - (i) Shall perform all necessary functions as required to ensure continuity of operations.

7.3 **Interim President.** In the event the President is unavailable, a designated subordinate shall assume the duties and responsibilities of the President.

- (a) This role will ordinarily be filled by the Vice President of Operations, but another individual may be designated depending on the circumstances, skills, expertise, and availability required.
- (b) The Acting or Interim President shall be accountable to the Board and the Society for all responsibilities of the President until such time as the President returns or is permanently replaced.
- (c) The designation of an Acting or Interim President may be made in advance by the President for planned absences, or by the Board in the event of an unforeseen temporary or long-term vacancy.

7.4 Financial Officer (Business Manager).

- (a) Is responsible to the President and the Treasurer for assisting in the development and refinement of the short- and long-term business plan. Upon approval by the Board, the Manager shall ensure that the financial and business plans are carried out effectively, transparently, and in compliance with all applicable laws, regulations, and Canada Revenue Agency (CRA) requirements.
- (b) Is responsible to the President and the Communications Director for supporting all fundraising efforts, external communications, and networking activities that best meet the Society's current and short-term needs, while also contributing toward achieving its identified long-term goals.
- (c) Assists the Treasurer in carrying out financial transactions, purchases, payroll, billing, grant writing, and in supporting approved fundraising initiatives.
- (d) Plans and executes all events related to fundraising, education, and networking, coordinating with the relevant Directors, Officers, and Managers to ensure their success. All events shall be organized so as not to negatively impact the Society's operational activities.
- (e) Ensures that all communications (verbal, written, or online) are consistent with the President's intent and conducted in a professional and respectful manner, thereby supporting the goals of the Society.
- (f) Identifies potential problems and works collaboratively to resolve conflicts.

7.5 Quality Assurance Officer.

The Quality Assurance Officer shall be responsible primarily to the President for the ongoing assessment of operations, logistics, fundraising, and other activities of the Society. This Officer shall identify shortcomings, recommend corrective actions, and ensure that no policy, procedure, action, or failure to act negatively affects the Society. The Officer shall report directly to the Board of Directors only if:

- (a) the President is identified as being part of the issue, or
 - (i) the President is involved in, or fails to take, appropriate corrective actions after an issue has been identified.
 - (ii) The primary focus of this position shall be to assist the President in:
- (b) identifying and implementing improvements to strengthen the Society's services to individuals and groups it supports;
 - (i) ensuring that the Society's policies, procedures, actions, professional practices, accreditations, and qualifications are upheld to a standard above reproach;
 - (ii) maintaining transparency and accountability to stakeholders, including the public, clients, financial supporters, and professional, legal, or governmental accrediting bodies, thereby promoting the Society's reputation, effectiveness, and reliability.

- (c) The Quality Assurance Officer shall collaborate with the Directors to determine the most effective methods for addressing issues, fostering a positive environment for continuous improvement, and promoting constructive conflict resolution before harmful disputes arise.

7.6 CAHS Programs Manager (Lead Trainer).

The CAHS Programs Manager shall be responsible to the President, through the Vice President of Operations, for ensuring that all programs under their supervision meet the operational specifications established by the Operations Officer.

- a. The CAHS Programs Manager shall possess the training, skills, knowledge, and experience necessary to supervise the effective management of all aspects of the Canine Assisted Human Services (CAHS) provided by the Society. This Manager shall be responsible for:
 - i. Training individual dogs, handlers, and teams for their designated roles;
 - ii. Identifying and supporting, where possible, additional client needs to promote health and well-being, and directing clients to external resources where such supports fall outside the Society's scope;
 - iii. Safeguarding the health and welfare of all dogs involved with the Society;
 - iv. Overseeing the competencies and qualifications of staff, volunteers, and teams engaged in program and service delivery.
- b. The CAHS Programs Manager shall coordinate with the Logistics Manager to ensure that programs are adequately supported in both current and foreseeable future operations.

7.7 Logistics Manager.

The Logistics Manager shall be responsible to the President, through the Vice President of Operations, for ensuring that the operational needs of the Society are properly supported. This includes:

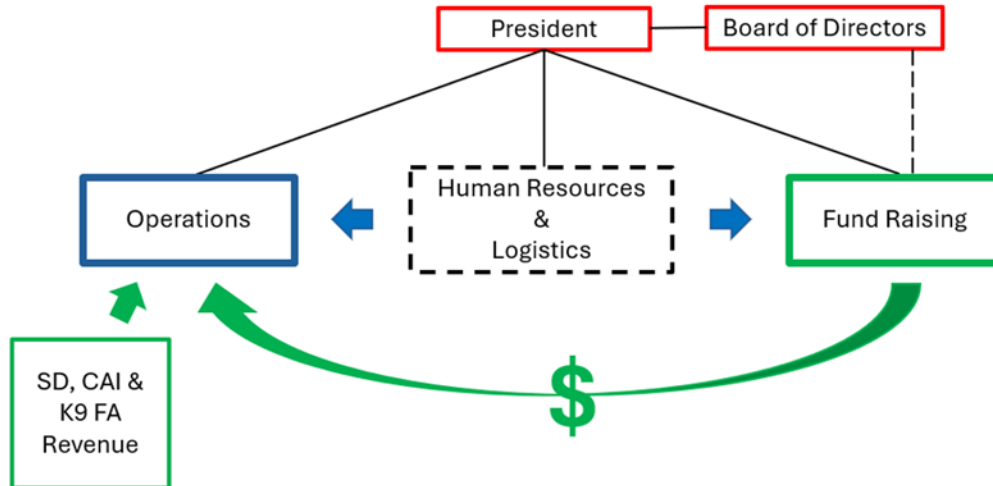
- a) Personnel management and human resources (staff and volunteers), including recruitment, training, professional development, and competency assurance;
- b) Acquisition and maintenance of adequate property, buildings, and facilities;
- c) Provision and safeguarding of supplies, equipment, and both electronic and hard-copy records;
- d) Ensuring that all administrative requirements of the Society are met;
- e) Overseeing financial processes including bookkeeping, payroll, budgets, and business plan implementation;
- f) Supporting the effective operation and maintenance of all programs.
- g) The Logistics Manager shall assist in all planning activities of the Society, including operational, logistical, and fundraising requirements.

- h) shall coordinate with and support the Communications Director in the planning and execution of fundraising initiatives and events, ensuring that all required materials, manpower, equipment, and logistical supports are available for their success.
- i) shall ensure that all accreditation requirements applicable to the Society are met. Any changes in accreditation standards, policies, or procedures shall be reported to the President for consideration by the Board. The Logistics Manager may be required to advise the President, Vice President of Operations, the Board, or relevant Committees to ensure successful accreditation.

8. Other Key Personnel.

- 8.1 **Advisors.** Advisors may provide support to either the Board or the President, as required.
 - (a) Advising the President: Advisors may assist the President on matters relating to day-to-day operations, including recommendations on how to address specific situations and the drafting of policies, procedures, and practices.
 - (b) Advising the Board: Advisors may assist the Board on long-term issues, providing recommendations to guide decisions on the overall functioning and direction of the Society. The Board and President are then responsible for carrying out or limiting such actions as mandated.
 - (c) If an Advisor provides a professional recommendation within their scope of expertise, it is strongly recommended that the Board and/or President give due consideration and weight to such advice.
- 8.2 **Committees.** The Board and/or President may establish Committees from time to time to support the achievement of specific goals where the workload cannot otherwise be met through existing structures.
 - (a) A Committee Chair may be appointed from among the Directors, the President, or another individual with the availability and expertise to lead the Committee.
 - (b) Each Committee shall be accountable to the authority within the Society by which it was designated.
- 8.3 **Collaborative/Team Efforts.** While each position within the Society carries specific roles and responsibilities, no individual shall undertake any project independently of the expertise, experience, and knowledge of others.
 - (a) Every project shall have a designated lead; however, that lead is expected to actively seek and receive support from other members of the Society to ensure the greatest possible success.

V1-K9 AHSS
Functional Chart



9. Remuneration of Directors and Signing Authority

9.1 Remuneration of directors. These Bylaws do not permit the Society to pay to a director remuneration for being a director, but the Society may, subject to the Act, pay remuneration to a director for services provided by the director to the Society in another capacity.

9.2 Signing authority. A contract or other record to be signed by the Society must be signed on behalf of the Society:

- (a) by the president, together with one other director;
- (b) if the president is unable to provide a signature, by the vice-president together with one other director;
- (c) if the president and vice-president are both unable to provide signatures, by any 2 other directors; or
- (d) in any case, by one or more individuals authorized by the Board to sign the record on behalf of the Society.