

GENERAL BY-LAWS (Amended November 5, 2025)

of

**NATIONAL ASSOCIATION OF CAREER COLLEGES
(L'ASSOCIATION NATIONALE DES COLLÈGES DE CARRIÈRES)**

ARTICLE 1 - INTERPRETATION

1.01 **Definitions** - In this by-law, unless the context otherwise requires:

- a. **Act** means the *Canada Not-For-Profit Corporations Act* and any statute that may be substituted therefor, as from time to time amended;
- b. **Articles** means the original or restated articles of incorporation or articles of amendment, amalgamation, continuance, reorganization, arrangement or revival of the corporation;
- c. **Association** means the corporation incorporated under the *Canada Corporations Act* on May 4, 1964 by Letters Patent of Incorporation under the name **Association of Canadian Commercial Colleges (L'Association Canadienne Des Colleges Commerciaux)**, which name was changed on September 30, 1976, by Supplementary Letters Patent of Incorporation to **Association of Canadian Career Colleges (L'Association Canadienne Des Collèges Carrière)** and then changed on July 30, 1990, by Supplementary Letters Patent of Incorporation to **NATIONAL ASSOCIATION OF CAREER COLLEGES (L'ASSOCIATION NATIONALE DES COLLÈGES DE CARRIÈRES)**;
- d. **Board** means the Board of Directors of the Association;
- e. **by-laws** mean this by-law and all other by-laws of the Association from time-to-time in force and effect;
- f. **meetings of members** mean annual meetings of members or special meetings of members;
- g. **NACC** means National Association of Career Colleges;
- h. **Provincial Association** means a provincial association of Regulated Career Colleges; Regulated Career College, Private Career College and Registered Career College have essentially same meaning and are referred to throughout the bylaws in order to support provincial registrations.
- i. **Provincial Association Member** means a provincial association of Regulated Career Colleges that is a member of NACC;

- j. **Active Member** means Regulated Career Colleges are registered with a provincial authority and one of the following:
- A member in good standing of a Provincial Association Member or;
 - Directly a member of NACC in Provinces and Territories with no Provincial Association Members representation
 - Has been accepted as a member by the Board and has paid the required annual membership fees if the Provincial Association member in the province or territory in which the institution operates does not collect fees upon behalf of NACC
 - A Registered Private University in any Canadian Province and Territories
 - A Registered Career College or Private University outside of Canada with a regulatory requirement to register in Canada that may have an interest in education of Canadian students

Save as aforesaid, words and expressions defined in the Act have the same meanings when used herein; and words importing the singular include the plural and vice versa; words importing gender include the masculine, feminine and neuter genders; words importing persons include individuals, partnerships and bodies corporate.

ARTICLE 2 - OBJECTIVES OF THE ASSOCIATION

2.01 **Objectives** - The objectives of the Association are as follows:

- a. to establish an organization that will be representative of Regulated Career Colleges in Canada on a policy level;
- b. to promote the development of an association in each province to present the views of Regulated Career Colleges to provincial authorities and other agencies;
- c. to promote the interest and general welfare of the private postsecondary education and training sector in Canada;
- d. to create and maintain a national climate within which Regulated Career Colleges may better train students in the knowledge and skills required in business, industry and government;
- e. to promote high educational standards and develop a code of ethics for Regulated Career Colleges in Canada;
- f. to collect statistical and other such information, and disseminate it to members, to guidance counsellors and to the general public;
- g. to conduct general promotional activities, including advertising and publicity on a provincial, national or international level;

- h. to disseminate information of a general, economic, social, educational and governmental character and to secure and present the views of members to other organizations, governmental agencies, legislatures and the public;
- i. to seek representation by Regulated Career Colleges on federal and provincial boards;
- j. to promote the recognition of private postsecondary education and training by business and educational authorities and to help create a climate within which students attending private postsecondary educational institutions are treated equitably and fairly with respect to such matters as financial aid, government funding, recognition of educational credentials and all other matters that relate to the students' choice of educational or training institution; and
- k. to offer and promote national standards for entry-level positions normally requiring post-secondary training.

ARTICLE 3 - BUSINESS OF THE ASSOCIATION

- 3.01 **NACC Logo** - Any member in good standing may use or publish a copy of the official logo of the Association on such member's stationery, advertising, literature or other materials.
- 3.02 **Limitation of Right to Use of NACC Logo** - The right to use the logo of the Association does not constitute authority by individual members to submit briefs or make presentations on behalf of the Association without the prior approval of the Board.
- 3.03 **Termination of Right to Use of NACC Logo** - The right of any member to use or publish the logo of the Association shall end upon the termination of such member's membership, and the logo shall be eliminated from all stationery, advertising, literature or other materials within thirty (30) days of termination of membership unless such period is extended by resolution of the Board in the case of hardship.
- 3.05 **Financial Year** - Until changed by the Board, the financial year of the Association shall end on the last day of December in each year.
- 3.06 **Registered Office** - Until changed in accordance with the Act, the registered office of the Association shall be at such location in Canada as the Board may from time-to-time determine by resolution.
- 3.07 **Execution of Instruments** - Contracts, deeds, transfers, assignments, obligations, certificates and other instruments may be signed on behalf of the Association by two persons who hold the office of Chair of the Board of Directors, Vice Chair, Secretary or Treasurer, or by any one of such officers together with a director. In addition, the Board may from time-to-time direct the manner in which any instrument or class of instruments may or shall be signed.

- 3.08 **Banking Arrangements** - The banking business of the Association including, without limitation, the borrowing of money and the giving of security therefor shall be transacted with such banks, trust companies or other organizations as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions and delegation of powers as the Board may from time to time prescribe or authorize.
- 3.09 **Appointment of Auditor** - The members of the Association shall, at each Annual General Meeting of Members, appoint an auditor to audit the books and accounts of the Association and to provide to the members financial statements and an auditor's report within a reasonable time after the end of the Association's fiscal year. Such auditor shall hold office until the next Annual General Meeting of members, **provided however** that the Board may fill any vacancy which may occur for the balance of the fiscal year.

ARTICLE 4 - MEMBERSHIP

- 4.01 **Classes of Members** - There shall be four classes of members in the Association: **Provincial Association Members, Active Members, Affiliated Members and Honourary Members.**
- 4.02 **Provincial Association Members** - A Provincial Association Member is a provincial association that has entered into a Membership Agreement with NACC and represents Regulated Career Colleges in one of the provinces in Canada. **Provincial Association membership in NACC is limited to one per province.**
- 4.03 **Active Members** - An **Active Member** is any Private Career College/Regulated Career College/Registered Career College actively engaged in the business of private postsecondary education and training in Canada, is regulated by their provincial or territorial government as a private career college, and is:
- a. a member in good standing of a Provincial Association Member; **or**
 - b. has been accepted as a member by the Board **and** has paid the required annual membership fees if there is no Provincial Association member in the province or territory in which the institution operates;
 - c. has been accepted as a member by the Board **and** has paid the required annual membership fees if the Provincial Association Member in the province or territory in which the institution operates does not collect fees upon behalf of NACC;
 - d. has been accepted as a member by the board and has paid the required annual membership fees and is out of country; and
 - e. has been accepted as a member by the board and has paid the required annual membership fees and is a Private University.

Regulated Career Colleges operating multiple locations shall apply for an **individual Active Membership for each location.**

- 4.04 **Affiliated Members** – Affiliated membership shall be open to any person or company interested in private training education and/or is allied by the nature of their business or profession to the private education industry, and is interested in supporting the Association in its endeavours.

An Affiliated Member is not entitled to hold office as an Officer or Director of the Association. An Affiliated Member may be invited to participate on any of the committees established by the Executive Committee.

- 4.05 **Honourary Members** - The Board in its sole discretion may designate such persons as it sees fit from time-to-time as **Honourary Members**. Honourary membership may be terminated at any time by the Board.
- 4.06 **Voting Privileges** - Each **Active Member** shall be entitled to **one vote** at meetings of members of the Association. **Affiliated Members and Honourary Members shall not be entitled to vote** at meetings of members.
- 4.07 **Withdrawal from Membership** - Any Active Member may withdraw from the Association by notice in writing delivered to the Head Office of the Association indicating the effective date of such member's withdrawal, and if no date of withdrawal is indicated in the notice, the date of receipt by the Head Office of such notice of withdrawal shall be the effective date of the termination of the membership. Any Provincial Association Member may withdraw from the Association by notice in writing delivered to the Head Office of the Association 90 days prior to the end of the NACC membership year.
- 4.08 **Expulsion or Suspension of Members** - A member may be expelled or suspended by a resolution passed by a two-thirds majority of the Board:
- a. if such member has violated the by-laws, standing rules or code of ethics of the Association or any federal, provincial or municipal statute;
 - b. if such member has been expelled from a Provincial Association Member;
 - c. if the conduct of such member or an owner, director, officer or employee of such member is prejudicial to the interests of the Association.
- 4.09 **Right to Vote on Expulsion or Suspension** - No director who represents or is associated with a member shall have the right to vote on the expulsion or suspension of such member.
- 4.10 **Notice of Expulsion or Suspension** - Save and except for termination for failure to pay membership dues pursuant to Article 5.04 in which no notice shall be required, a notice in writing of expulsion or suspension shall be sent to such member by registered mail at least fifteen (15) days before such member is expelled or suspended. Such notice shall outline the reasons for the expulsion or suspension and shall state the time and place of the meeting of the Board at which such expulsion or suspension shall be considered.
- 4.11 **Right to Appeal Expulsion or Suspension** - A member who has received notice of expulsion or suspension shall have the right to appear in person or by a representative before the Board at the meeting of the Board at which such expulsion or suspension shall be considered, or to submit an appeal in writing to such meeting of the Board.

- 4.12 **Right to Re-apply for Membership** - A member who is expelled or suspended as a member of the Association shall be entitled to apply for re-instatement of the membership at any time after one year has elapsed from the date of expulsion or suspension.
- 4.13 **Loss of Membership Privileges** - A member who withdraws from membership or is expelled or suspended shall immediately lose all membership privileges.
- 4.14 **Surrender of Association records** - A member who withdraws from membership or is expelled or suspended shall forthwith surrender to the Association all documents, books, records or other property of the Association in such member's possession.

ARTICLE 5 - MEMBERSHIP FEES AND SPECIAL ASSESSMENTS

- 5.01 **Membership Fees** - Membership fees payable to the Association by **Active Members** shall be determined by the Board from time-to-time. No membership fees are payable by **Honourary Members**.
- 5.02 **Change in Membership Fees** - Any change in membership fees payable by **Active Members** shall be effective on the date such change is approved by the Board or on the date specified for such change by the Board.
- 5.03 **Due Date for Membership Fees** - Membership fees are payable in advance on or before the 1st day of January in each year.
- 5.04 **Termination of Membership for Non-payment** - Any member whose membership fees are not paid within three (3) months of the date on which such membership fees are due to be paid (the "Date of Default") shall be deemed to be in default. The Board may terminate the membership of any member in default without notice, in which case the membership shall be deemed to have been terminated on the Date of Default.
- 5.05 **Special Assessments** - The Board, in its discretion, shall have the authority from time-to-time to propose a special assessment on active members in addition to the regular membership fees payable by active members.
- 5.06 **Payment of Full Membership Fees** - A member admitted to membership within the first three (3) months of a membership year shall be required to pay the full amount of the annual membership fees for that year.
- 5.07 **Prorating of Membership Fees** - Membership fees for members admitted to membership at any time after the expiration of the first three (3) months of a membership year shall be prorated on a quarterly basis.

ARTICLE 6 - DIRECTORS

- 6.01 **Number of Directors** - The Board shall consist of not less than three (3) and not more than sixteen (16) directors.

6.02 **Quorum for Directors' Meetings** - A quorum for the transaction of business at any meeting of the Board shall be a majority of Directors.

6.03 **Composition of the Board of Directors** - The Board shall be comprised as follows:

- a. One (1) director to be elected or appointed by each Provincial Association Member of less than 200 members; and
- b. Two (2) directors to be elected by each Provincial Association with 200 or more members; and
- c. One (1) director to be elected by the Active Members for each province or territory that doesn't have a Provincial Association Member and has at least ten (10) active members; and
- d. Five (5) directors to be elected by the Active Members at the Annual General Meeting of Members.
- e. No more than two (2) representatives from one controlling corporation are permitted on the Board of Directors.

6.04 **Term** - Directors shall hold office for the following terms:

- a. Representatives elected by Provincial Association Members or representing a province with at least ten (10) members and no Provincial Association Member, shall be permitted to remain in that capacity for no longer than a period of six (6) years in length. After that period of time, the individual may not serve on the Board for a period of at least one (1) year before that individual may be elected by the Provincial Association Member to serve once again on NACC's Board.
- b. Directors elected At-Large shall hold office for a term of three (3) years commencing immediately after the Annual General Meeting of Members at which such directors are elected and terminating at the conclusion of the Annual General Meeting of Members in the year in which such director's term of office expires. Directors shall, if otherwise qualified, be eligible for re-election for one (1) additional term of three (3) years. However, if the director has served two (2) consecutive three (3) year terms, the director may not serve on the Board for a period of at least one (1) year before he or she may run again for election to NACC's Board.
- c. Directors may not serve on the Board for longer than a period of six (6) consecutive years under any circumstances. If the director has been elected At-Large and then elected by a Provincial Association Member or to represent a province with at least ten (10) members, the director's service will begin to be counted at the moment he or she was first elected to the Board. After the six (6) year period of serving on the Board, the director may not then serve on the Board for a period of at least one (1) year before he or she may run again for election to NACC's Board.

- 6.05 **Duties of the Board of Directors** - The Board of Directors shall carry out the purposes and objects of the Association and shall, among other things:
- a. oversee the management of the Association;
 - b. Authorize disbursement of funds and generally administer the affairs of the Association; and
 - c. do all such other things as the directors deem proper or expedient to promote the objects of the Association and to protect the interests and welfare of the Association and its members.
- 6.06 **Regulations re Management of Association** - The Board may from time-to-time prescribe such rules and regulations as are not inconsistent with these by-laws relating to the management and operation of the Association as the Board shall deem necessary or desirable, provided however that such rules and regulations shall have force and effect only until the next Annual General Meeting of Members at which such rules and regulations shall be confirmed by a majority of the Active Members present and entitled to vote, failing which such rules and regulations shall immediately cease to have force and effect.
- 6.07 **Vacation of Office** - A director shall cease to be a director if:
- a. such director resigns from office by delivering a written resignation to the Chair of the Board of Directors, the Secretary or the Chief Executive Officer of the Association;
 - b. such director is removed from office at a Special General Meeting of members by a resolution passed by three-quarters of the members present at such meeting;
 - c. the Active Member of which such director is an owner, director, officer, manager or employee is expelled or suspended;
 - d. such director ceases to be qualified for election as a director; or
 - e. such director passes away or becomes bankrupt.
 - f. Such director is removed from office at a meeting of the Board of directors by a resolution passed unanimously by the Board.
- 6.08 **Vacancies** - The Board may by resolution fill any vacancy on the Board with an Active Member in good standing, and such director shall hold office until the next Annual General Meeting of Members.
- 6.09 **Action by the Board** - The powers of the Board may be exercised by resolution passed at a meeting of directors at which a quorum is present, or by resolution in writing signed by all the directors who would have been entitled to vote on such resolution at a meeting of the Board. Where there is a vacancy on the Board, the remaining directors may exercise all the powers of the Board so long as a quorum remains in office.
- 6.10 **Meetings in Person or Virtually** - A meeting of the Board or of a committee of the Board may be

held in person or virtually provided that:

- a. the directors' consent to such meeting being held, which consent may be given with respect to all meetings of the Board or of a committee of the Board while directors hold office;
- b. all persons participating in such meeting must be able to communicate with each other;
- c. minutes of such meetings are prepared and circulated to the Board; and
- d. Directors participating in such meeting are deemed to be present at the meeting.

6.11 **Place of Meetings** - Meetings of the Board may be held at any place in or outside Canada.

6.12 **Calling of Meetings** - Meetings of the Board shall be held at such times and at such places as the Board may from time-to-time determine. Meetings of the Board may be called by the Chair of the Board of Directors or by request in writing by any four (4) directors.

6.13 **Notice of Meetings** - Notice of the time and place of each meeting of the Board shall be given by the Chair of the Board of Directors, the Secretary or the Chief Executive Officer to each director and officer not less than fourteen (14) clear days before the time when the meeting is to be held. Notice may be delivered personally, by email or sent by prepaid post, facsimile or other electronic transmission to the last known recorded address of each director and officer. A meeting of the Board may be scheduled with less than fourteen (14) clear days before the time when the meeting is held with majority written consent of the Board.

6.14 **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 Board of Directors shall be entitled to a casting vote, and the motion shall be carried or defeated based on that vote. The Chair is not otherwise entitled to a vote.

6.15 **Absences** - A director who is unable to attend a meeting of the Board of which such director has received notice shall notify the Chair of the Board of Directors, the Secretary or the Chief Executive Officer of such director's inability to attend. If a director misses 3 meetings in a calendar year their attendance will be reviewed by the Board Secretary and reported to the Board Executive for their consideration. Attendance at Board of Directors meeting will be taken and recorded by the Board Secretary. Meeting attendance will be captured in the meeting minutes and those minutes will identify Board Members who were in attendance and those who were not in attendance (regrets). Board meeting attendance will be added to the CEO Board Report.

ARTICLE 7 - OFFICERS

- 7.01 **Number of Officers** - The officers of the Association shall be Chair of the Board of Directors, Vice Chair, Secretary, Treasurer and Past Chair (if applicable). The offices of Secretary and Treasurer may but need not be held by one person.
- 7.02 **Qualification** - Only members of the Board shall be eligible for election as officers of the Association. No director shall be eligible for election to the office of Chair of the Board of Directors unless such director has served at least one (1) year as a member of the Board.
- 7.03 **Term of Office** - Officers shall be elected by the Board of Directors immediately following the Annual General Meeting of Members for a term of one (1) year and shall, if otherwise qualified, be eligible for re-election. The Chair of the Board of Directors shall not be eligible for election for more than two (2) consecutive terms. An officer's term of office shall commence immediately after the meeting of the Board of Directors at which such office is elected and terminate at the conclusion of the Annual General Meeting of Members in the year in which such officer's term expires.
- 7.04 **Vacation of Office** - An officer shall cease to hold office if such officer:
- a. resigns from office by delivering a written resignation to the Chair of the Board of Directors, the Secretary or the Chief Executive Officer of the Association;
 - b. ceases to be a director; or
 - c. is removed from office by majority vote of the Board.
- 7.05 **Vacancies** - In the event a vacancy occurs in any office on the Executive Committee, the Board of Directors shall by resolution fill such vacancy from the remaining directors on the Board and such officer shall hold office until the conclusion of the next Annual General Meeting of Members.
- 7.06 **Chair of the Board of Directors** - The Chair of the Board of Directors of the Association shall:
- a. presides at all meetings of the Board and at all meetings of Members of the Association;
 - b. has general supervision of the business and affairs of the Association;
 - c. sign or designate the Chief Executive Officer at the Head Office of the Association to sign all certificates of membership and all contracts;
 - d. make reports to the Board and to the Members of the Association;
 - e. perform such other duties as are incidental to the office of Chair or as the Board or the Executive Committee shall specify.

7.07 **Vice Chair** - The Vice Chair of the Association shall:

- a. in the absence, inability or death of the Chair of the Board of Directors, perform all of the duties and exercise all of the powers of the Chair of the Board of Directors;
- b. serve as Chairperson of one (1) or more of the committees of the Association;
- c. performs such other duties as the Chair of the Board of Directors, the Board or the Executive Committee shall specify.

7.08 **Secretary** - The Secretary of the Association shall:

- a. Ensure that Board Members are provided timely notice of meetings of directors and of the annual general or any other special meetings of the members;
- b. Ensure that full and complete minutes of all meetings are taken and distributed in a timely manner;
- c. Be responsible for taking, recording and reporting on members meeting attendance;
- d. Oversee the onboarding of new members of the Board of Directors; and
- e. Perform such other duties as the Chair of the Board of Directors, the Board or the Executive Committee shall specify.

7.09 **Treasurer** - The Treasurer of the Association shall:

- a. Oversee the organization's financial operations, including budgeting, financial planning, and accounting and ensure the necessary checks and balances, consistent with generally accepted accounting practices;
- b. Present regular financial reports to the board, highlighting the organization's financial status and performance;
- c. Monitor the annual budget, ensuring alignment with the organization's strategic objective;
- d. Develop and maintain financial policies and procedures to ensure transparency, accountability, and compliance with relevant laws and regulations;

- e. Identify and mitigate financial risks, ensuring the organization's financial stability and sustainability;
- f. Provide financial analysis and guidance to support strategic decision-making by the board and executive team; and
- g. Collaborate with other board members to ensure a thorough understanding of the organization's financial position and implications for decision-making.

7.10 **Past Chair** - The Past Chair of the Association shall:

- a. Participate actively in Board meetings, and/or any special meetings called by Board members or members at large;
- b. Help ensure the appropriate succession of the Board Chair;
- c. Support the Chair in his/her position;
- d. Continue to advocate for NACC wherever and whenever possible;
- e. Provide historical context to discussions and decision making;
- f. Support continuity during governance transitions and organizational change; and
- g. Provide continuity to the NACC Executive by providing historical context for issues.

7.11 **Past Chair** Terms – The Past Chair will hold that position for one year (12 months) starting the date the new Chair of the Board of Directors takes office. The Past Chair must be a current member of the Board of Directors and their 6 year maximum term will not be extended to allow them to fulfil the one year Past Chair term. At the invitation of the Chair of the Board of Directors, the Past Chair shall attend Executive and Special meetings of the NACC during their 12- month term. The Past Chair will have a vote if they are voting as a board member. As the Past Chair, they are given no special voting privileges in Executive or Committee meetings (i.e. they hold the same voting privileges as any non-Executive Board member).

ARTICLE 8 - ADMINISTRATION

- 8.01 **Executive Committee** - The Chair of the Board of Directors, the Vice Chair, the Secretary and the Treasurer shall constitute the **Executive Committee**. The Board shall grant to the Executive Committee such powers as it shall see fit from time-to-time. The Executive Committee shall formulate its own rules of procedure, subject to such regulations or directives as the Board may make from time-to-time.
- 8.02 **Meetings of Executive Committee** - Notice of the time and place of each meeting of the Executive Committee shall be given by the Chair, the Secretary together with one (1) other officer or the Chief Executive Officer to each member of the Executive Committee not less than fourteen (14) clear days before the time when the meeting is to be held. Notice may be delivered by one of the following mechanisms: personally, sent by prepaid post, email, facsimile or other electronic transmission to the last known recorded address of each member of the Executive Committee. A meeting of the Executive Committee may be scheduled with less than fourteen (14) clear days before the time when the meeting is held with majority written consent of the Executive Committee.
- 8.03 **Quorum** - A majority of members of the Executive Committee present in person or via telephone or other electronic format shall form a quorum for the transaction of business at any meeting of the Executive Committee.
- 8.04 **Appointment of Chief Executive Officer** - The Board in its discretion may appoint or hire a Chief Executive Officer, who shall hold such office during the pleasure of the Board on such terms and conditions and subject to such contracts or agreements as may be mutually agreed upon between the Board of Directors and such Chief Executive Officer.
- 8.05 **Duties of Chief Executive Officer** - The Chief Executive Officer of the Association shall:
- a. be responsible for all legislative services and lobbying functions and represent the Association in dealings and negotiations with provincial and federal authorities in promoting the role of Regulated Career Colleges within the system of education in Canada;
 - b. prepares legislative reports for the Board of Directors of the Association;
 - c. represents the Association on national committees as may be required from time-to-time;
 - d. be the principal administrative officer of the Association responsible for the management and supervision of the Head Office of the Association and the staff employed by Head Office and all those administrative functions relating to the management of the Head Office of the Association as more particularly set forth in the job description of the Chief Executive Officer from time-to-time; and
 - e. has such other powers and perform such other duties as may be specified from time-to-time by the Board of Directors or the Executive Committee.

ARTICLE 9 - COMMITTEES

9.01 Appointment and Activation of Committees -

1. Annual Committee Appointments

The Board of Directors shall, on an annual basis, establish the following standing committees:

- The Executive Committee
- The Nominations and Governance Committee

2. Formation of Additional Committees

Additional standing or special committees may be established as needed to support the purposes and operations of the Association. Such committees may be formed under the following conditions:

- Upon the recommendation of the Chair of the Board, with the consent and approval of the Board of Directors; or
- Through a motion presented by a member of the Board of Directors and approved by a majority vote of the Board.

3. Committee Appointments and Leadership

The Board of Directors shall appoint the members of any special or standing committees and shall designate a Chairperson for each committee.

9.02 **Committee Members** - The Chairperson of any committee established by the Board shall be appointed from amongst the members of the Board of the Association. The Chair of the Board of Directors shall be a member of all committees, attending the meetings at his/her own discretion. All Committee meeting minutes will be sent to the Chair of the Board of Directors.

9.03 Terms of Reference

1. Initial Submission

Upon establishment, each committee shall develop a Terms of Reference document that outlines its purpose, structure, scope, goals, objectives, and operating procedures. This document must be submitted to the Chair of the Board of Directors for review and approval.

2. Annual Review and Update

On an annual basis, each committee shall review and update its Terms of Reference as necessary and submit the revised version to the Chair of the Board of Directors for review and approval.

3. Adherence to Best Practices

All committees are encouraged to align their operations with the principles and recommendations set forth in the NACC Committee Best Practices Manual.

9.04 **Quorum** - A majority of the members of a committee present at a meeting shall constitute a

quorum for the transaction of business.

- 9.05 **Notice of Meetings** - The Chairperson of the committee shall notify all members of the committee of the time, place and intended purpose of the meeting at least seven (7) days prior to the date of the meeting. A meeting of the committee may be scheduled with less than seven (7) clear days before the time when the meeting is held with majority written consent of the committee members.
- 9.06 **Report and Approval of Activities** - The Board shall be required to give policy direction to each committee. The Board may assign duties to committees and remove any committee member or Chairperson. No committee shall develop policy for the Association without the approval of the Board. All committees must report all activities to the Board and obtain the approval of the Board for their activities.

ARTICLE 10 - ELECTION OF DIRECTORS

- 10.01 **Nominating Committee** - The Board shall appoint a Nominating Committee at the meeting of the Board immediately following the annual General Meeting of Members.
- 10.02 **Qualification and Composition of Nominating Committee** - The Nominating Committee shall be comprised of three (3) persons appointed by the Board from amongst representatives of Active Members. The Chairperson of the committee shall be elected from within the committee.
- 10.03 **Term** - Members of the Nominating Committee shall be appointed for a one (1) year term commencing on the date of such appointment and terminating at the conclusion of the next Annual General Meeting of Members.

- 10.04 **Provincial Association Elections** - Each Provincial Association Member shall elect one (1) person, or two (2) persons in provinces with more than 200 members, from amongst the Active Members in its own province as its representative on the Board of Directors of the Association and shall submit to the Chief Executive Officer the name of such appointee at least sixty (60) days prior to the Annual General Meeting of Members.
- 10.05 **Slate of Directors** - The Board shall, at least ninety (90) days prior to the Annual General Meeting of Members, advise the Chairperson of the Nominating Committee of the number of vacancies on the Board to be filled by election of members at the Annual General Meeting of Members of the Association.
- 10.06 **Duties of Nominating Committee** - The Nominating Committee shall, after obtaining the consent of the nominees, provide to the Chief Executive Officer at least forty-five (45) days prior to the Annual General Meeting of Members a slate of directors to fill any vacancies on the Board required to be filled by election of the Active Members.
- 10.07 **Circulation of Slate of Directors and Officers** - The Chief Executive Officer shall, at least twenty-one (21) days prior to the Annual General Meeting of Members, circulate to all Active Members, along with a notice of the Annual General Meeting, the following:
- a. a list of the directors appointed to the Board by Provincial Associations Members; and
 - b. the slate of directors submitted by the Nominating Committee to fill the vacancies on the Board on which the Active Members have a right to vote.
- 10.08 **Nominations from the Floor** - Nominations for any vacancy on the Board required to be filled by election of the Active Members may be made from the floor by any Active Member.
- 10.09 **Election by Acclamation** - If no nominations are made from the floor, the slate of Directors presented by the Nominating Committee shall be deemed to have been elected by acclamation.
- 10.10 **Voting** – Directors required to be elected by the Active Members shall be elected by majority vote by means of ballots with the results being available at the Annual General Meeting. The ballots used by the Association must have a system that:
- a. Enables the votes to be gathered in a manner that permits their subsequent verification; and
 - b. Permits the tallied votes to be presented without it being possible for to identify the name of the Active Member.

ARTICLE 11 - PROTECTION OF DIRECTORS, OFFICERS AND OTHERS

11.01 **Limitation of Liability** - Subject to the provisions of the Act, no director or officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Association shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the moneys, securities or effects of the Association shall be deposited, or for any loss occasioned by any error of judgment or oversight on the part of any director or officer or from any other loss, damage or misfortune whatever which shall happen in the execution of the duties of such director or officer or in relation thereto unless the same are occasioned by the wilful neglect or default of such director or officer; **provided however** that nothing herein shall relieve any director or officer from the duty to act in accordance with the Act and the regulations thereunder or from liability for any breach thereof.

11.02 **Indemnity** - Subject to the limitations contained in the Act, the Association shall indemnify each director, officer, committee member, member of the National Standards Commission, member of any appeals panel or any other person who undertakes any liability on behalf of the Association, and their respective heirs and legal representatives, from and against all costs, charges and expenses reasonably incurred in respect of any claim, suit or proceeding brought against such party by reason of his or her involvement in the Association, including any amount paid to settle an action or satisfy a judgment unless:

- a. such person shall be held to be liable for wilful misconduct or negligence in the final judgment in any claim, suit or proceeding; or
- b. where there is no final judgment, the members of the Association in general meeting determine by majority vote that such party suffered or incurred such costs, charges or expenses as a result of wilful misconduct or negligence.

ARTICLE 12 - MEETINGS OF MEMBERS

12.01 **Annual Meetings** - Unless the members otherwise resolve, the Annual General Meeting of Members of the Association shall be held at such time in each year and at such place in or outside of Canada as shall be determined from time-to-time by the Board, for the following purposes:

- a. to receive the annual report of the directors;
- b. to approve financial statements;
- c. to elect directors;
- d. to appoint an auditor; and
- e. to transact such other business as may be necessary.

- 12.02 **Special Meetings** - The Chair of the Board of Directors or a majority of directors shall have the power to call a special meeting of members at any time.
- 12.03 **Notice of Annual General Meeting of Members** - Notice of the time and place of each meeting of members shall be signed by the Chair of the Board of Directors, Secretary or Chief Executive Officer and shall be delivered by one of the following mechanisms: personally, sent by prepaid post, email, facsimile or other electronic transmission to the last known recorded address of each member of the Association not less than twenty-one (21) days before the date of the meeting. Notice of a meeting of members called for any purpose other than consideration of financial statements and auditor's report, election of directors and officers and the reappointment of the incumbent auditor shall state the nature of such business in sufficient detail to permit the member to form a reasoned judgement thereon, and shall state the text of any special resolution to be submitted to the meeting. Any member may in any manner waive notice of or otherwise consent to a meeting of members.
- 12.04 **Quorum** - A quorum for the transaction of business at any meeting of members shall be ten (10) Active Members present in person or via electronic means and entitled to vote thereat. If no quorum is present, the Chairperson may adjourn the meeting from time-to-time until a quorum is present.
- 12.05 **Right to Vote** - Each Active Member of the Association shall be entitled to one vote. The vote of each Active Member may be cast only by an individual affiliated with the Active Member and designated in writing as the Authorized Voting Representative of the Active Member. The designated Authorized Voting Representative can be selected by a process of the Active Member's choosing and indicated on a form circulated by NACC, to be renewed on an annual basis. An Active Member may change the individual designated in writing as the Authorized Voting Representative of the Active Member by updating the form circulated by NACC at any time with reasonable notice of any vote being done.
- 12.06 **Loss of Right to Vote** - Any Active Member whose membership fees are delinquent shall not be entitled to vote at meetings of members and shall not be furnished with a ballot, and any vote cast by such delinquent Active Member shall be null and void.
- 12.07 **Votes to Govern** - Prior to meetings of members an electronic ballot may be sent to all members well in advance and with sufficient background information on the topic. The vote will be determined by a majority of the votes cast on the question.
- 12.08 **Voting Procedure** - Any vote not covered by the electronic ballots previously distributed to Active Members at a meeting of members shall be decided by a show of hands or ballot cards unless a ballot thereon is required or demanded as hereinafter provided. Upon a show of hands or ballot cards of Active Members and every Active Member who is present and entitled to vote shall have one (1) vote or a number of votes representing the number of Active Members they are authorized to represent. A declaration by the Chairperson that the vote has been carried or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against any resolution, and the result of the vote so taken shall be the decision of the members upon the said question.

- 12.09 **Ballots Taken Place at the Meeting of Members** - On any question whether or not a show of hands or ballot cards has been taken thereon, any Active Member entitled to vote at the meeting may require or demand a ballot card for the number of Active Members they are authorized to represent. A ballot so required or demanded shall be taken in such manner as the Chairperson shall direct. A requirement or demand for a ballot may be withdrawn at any time prior to the taking of the ballot.
- 12.10 **Resolution in Writing** - A resolution in writing signed by all members entitled to vote on that resolution at a meeting of members shall be as valid as if it had been passed at a meeting of members.
- 12.11 **Assignment of Proxy** - An Authorized Voting Representative of an Active member may designate an individual not affiliated with the Active Member to vote on the Active Member's behalf at a Meeting of Members by submitting a proxy form. Proxy forms will be issued not earlier than forty-five (45) days prior to a Meeting of Members. The proxy forms will indicate whether the individual designated to vote by proxy on behalf of the Active Member will be permitted to vote for all resolutions to be presented during the Meeting of Members or only on the resolutions known forty-five (45) days in advance. The Authorized Voting Representative of the Active Member must sign the proxy form. Completed proxy forms must be returned to the Chief Executive Officer of the Association arriving not later than ten (10) days prior to the Meeting of Members. Any proxies received after the specified date will not be opened. The assignments of proxy are to be recorded by the Chief Executive Officer of the Association and delivered to an Officer of the Board of Directors at the Meeting of Members.
- 12.12 **Referendum Vote** - Unless the Act requires a meeting, policy matters of major importance may be submitted to the Active Members of the Association for decision by mail referendum vote.
- 12.13 **Procedure for Referendum Vote** - The following procedure shall be followed in connection with referendum voting:
- a. To be sent by an electronic ballot system to all Active Members of the Association to the email last known for the member;
 - b. The electronic ballot shall specify the date by which the ballot must be returned;
 - c. Ballots received after the deadline will not be counted;
 - d. Results of the electronic voting will be made first to the Board, then within five (5) days to the Active Members of the Association.
- 12.14 **Calling of Referendum Vote** - A referendum vote may be initiated by the Board of Directors.
- 12.15 **Votes to Govern** – A majority of the Active Members of the Association voting by electronic ballot in the referendum shall be necessary to pass any policy matter submitted to referendum vote.

ARTICLE 13 - CONDUCT OF MEETINGS

- 13.01 **Order of Business** - At all annual general and special meetings of members, the order of business shall be as follows:
- a. call to order;
 - b. approval of the minutes;
 - c. reports of officers;
 - d. reports of committees;
 - e. election of directors and officers;
 - f. unfinished business; and
 - g. new business.
- 13.02 **Change of Order of Business** - The order of business may be altered or suspended at any meeting by a majority vote of those persons present in person and entitled to vote thereat.
- 13.03 **Parliamentary Procedure** - All annual general and special meetings of members, all meetings of the Board and all meetings of committees shall be conducted and all questions of parliamentary procedure shall be settled according to Roberts' Rules of Order whenever such rules of order are not inconsistent with this by-law.

ARTICLE 14 - MISCELLANEOUS PROVISIONS

- 14.01 **Directory of Members** - A directory containing the names, addresses and other statistical data and information of all members of the Association shall be published periodically as determined by the Board from time-to-time.
- 14.02 **Listing of Multiple Locations** - Where more than one (1) Private Career College is owned by one (1) person, firm, corporation or other entity, each shall be listed separately in the directory of members.
- 14.03 **Listing of Delinquent Members** - Any member whose membership fees are delinquent at the time a directory of members is published shall not be included in that issue.
- 14.04 **Liability of Members for Debts** - No member of the Association shall be liable for any debt of the Association in any amount in excess of such member's unpaid membership fees for the year in which such indebtedness is legally established, and any voluntary subscription which such member may have undertaken to pay to the Association or any special levy imposed by the Association on its members in such year.
- 14.05 **Reimbursement for Expenses** - Any member of the Association, with the approval of the Board, may be reimbursed for any approved expense incurred in connection with the performance of any duty on behalf of the Association which has been properly delegated to such member.
- 14.06 **Use of Association Funds** - Any funds available to the Association shall be used only to accomplish the objects of the Association, and no part of such funds shall ensure to the benefit of or be distributed to the members of the Association.

- 14.07 **Distribution of Funds on Dissolution** - On the dissolution or winding-up of the Association, any funds remaining on hand after payment of debts shall be distributed to one or more regularly organized and duly qualified charitable, educational, scientific or philanthropic organizations designated by the Board.

ARTICLE 15 - AMENDMENT OF BY-LAWS

- 15.01 **Vote of Members Required to Amend** - Any amendment, alteration or repeal of this by-law either in whole or in part shall require a two-thirds (2/3) affirmative vote of all members of the Association by voting:
- a. During an annual or special general meeting of members of the Association at which a quorum is present and in respect of which notice as hereinafter provided shall have been given to the members of the intention to consider the amendment, alteration or repeal of the by-law or by; or
 - b. Using an electronic voting system sent to all voting members.
- 15.02 **Filing of Copy of Proposed Change** - A copy of any proposed change to this by-law shall be filed with the Secretary or the Chief Executive Officer of the Association not less than forty-five (45) days prior to the date of the Annual General Meeting of Members or Special General Meeting of Members at which such change is to be considered.
- 15.03 **Notice** - The Secretary or Chief Executive Officer of the Association shall email, a copy of the proposed change to each Active Member of the Association not less than thirty (30) days prior to the date of:
- The vote in person at the Annual General Meeting; or
 - Special General Meeting of Members; or
 - The vote by means of electronic ballot
- 15.04 **Approval under the Act** - Any amendment, alteration or repeal of this by-law, or any enactment of a new general by-law of the Association approved by the members of the Association shall not come into force or be acted upon until such time as approval of same has been granted by the Director under the Act.
- 15.05 **Effective Date of By-Law and Repeal of Existing By-Law** - Upon approval of this by-law by the affirmative vote of two-thirds of the members of the Association in attendance at the Annual Meeting and/or by online registered voters in attendance during electronic voting and by the Director under the Act, this by-law shall be in full force and effect and all previously existing by-laws of the Association shall be deemed to have been repealed as of the coming into force of this by-law.

ENACTED by the Board of Directors on the 6th day of June 2003.

Chair of the Board of Directors

Secretary

RATIFIED, SANCTIONED AND CONFIRMED by the Members at the Annual General Meeting of Members of the Association on the 25th day of October **2022**.

Secretary