

THE COMPANIES ACT
MODEL GENERAL BY-LAW OF A NON-PROFIT
COMPANY INCORPORATED OR CONTINUED
UNDER THE COMPANIES ACT 1994

THE COMPANIES ACT 1994

BY-LAW NO. 1

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

"GRENADA AMATEUR SWIMMING ASSOCIATION INC."

Be it enacted as the general by-law of **"GRENADA AMATEUR SWIMMING ASSOCIATION INC."** hereinafter called ("**the Company**") as follows:

1. **Interpretation**

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

- (a) "Act" means the Companies Act, 1994 as from time to time amended and every statute substituted therefor and, in the case of such substitution, any references in the by-laws of the Company to provisions of the Act shall be read as references to the substituted provisions therefor in the new statute or statutes;
- (b) "Regulations" means any Regulations made under the Act and every regulation substituted therefor and, in the case of such substitution, any references in the by-laws of the Company to provisions of the Regulations shall be read as references to the substituted provisions therefor in the new regulation;
- (c) "By-laws" means the by-laws of the Company from time to time in force;

- (d) all terms contained in the by-laws and defined in the Act or the Regulations shall have the meanings given to such terms in the Act or the Regulations; and
- (e) the singular includes the plural and the plural includes the singular; the masculine gender includes the feminine and neuter genders; the word "person" includes bodies corporate, companies, partnerships, syndicates, trusts and any association of persons; and the word "individual" means a natural person.

2. **Registered Office**

- 2.1 The registered office of the Company shall be in Grenada at such address as the directors may fix from time to time by resolution.

3. **Seal**

- 3.1. The Common seal, an impression of which appears in the margin hereof, shall be the common seal of the Company.

4. **Members**

- 4.1 There shall be four classes of membership namely:
 - (a) Swimming Clubs in the State of Grenada that subscribe to the aims and objectives of the Company as set out in the articles
 - (b) Educational institutions which are bona fide institutions of learning in the State of Grenada
 - (c) Ordinary members, being individuals over the age of eighteen years of age, and any other person elected as such.
 - (d) Honorary members, being those individuals who accept election as Honorary members upon the invitation of the directors in recognition of their work for the Company. An Honorary member shall be under no

obligation to pay any subscription or make any donation to the funds of the Company. They shall not exceed five (5) in number at any one time and shall be persons who have made outstanding contributions and service to the objectives of the Company. They shall be entitled to the same rights and privileges as ordinary members but shall not be eligible to offer themselves or to be nominated as candidates for election to any office or committee of the Company

- 4.2 Application for membership by the categories mentioned in Clause 4.1 (a), (b) and (c) hereof shall be made to the Secretary of the Company upon such form as the Directors shall from time to time prescribe and shall be supported by such evidence as may be required.
- 4.3 Candidates for membership shall be elected by the directors who shall have full discretion as to the admission of any person to membership except in the case of Honorary Members who must be elected by the members at an annual general meeting by a two-thirds majority of members present and voted thereafter at the same meeting in which they are elected as Honorary Members
- 4.4 Persons who hold any of the offices in the Company namely: President, Immediate Past President, Vice President, Secretary, Assistant Secretary, Treasurer and Public Relations Officer may be ex officio members of the Company
- 4.5 The interest of a member in the Company is not transferable and lapses and ceases to exist upon his death or when he ceases to be a member by resignation or otherwise in accordance with the by-laws of the Company.

5. Entrance Fee

5.1. The entrance fee (if any) shall be such sum as the directors may from time to time determine. The current entrance fees are as follows

- (a) \$20 for individuals
- (b) \$50 for educational institutions
- (c) \$75 for clubs

6. Annual subscription

6.1 The annual subscription (if any) shall also be determined from time to time by the directors. The current annual membership fees are as follows:

- (a) \$20 for individual members
- (b) \$50 for educational institutions; and
- (c) \$250 for swimming clubs

6.2. All annual subscriptions (except the first subscription of a new member) shall be payable on the Fifteenth day of January in each year.

7. Cessation of membership

7.1 Any member may withdraw from membership by giving fourteen days notice to the directors in writing to that effect and thereupon he shall cease to be a member, and provided such notice is given before the 15th day of January in any year he shall not be liable to pay his subscription for that year.

7.2 If any member (who is liable to pay an annual subscription) shall fail to pay the same within six months after the same shall become due the directors may order his name to be struck off the list of members whereupon he shall cease to be a member of the Company. Any such member shall not be eligible to participate in meetings of the Company or in any of the

affairs of the Company including competitions or events organised by the Company.

7.3 If any member refuses or neglects to comply with the provisions of the by-laws or conducts himself in a way which in the opinion of the directors is or may be injurious to the Company the directors may by notice in writing call upon him to resign. If such member when called upon to resign does not do so within twenty eight days of the receipt of such notice then (provided he is first given an opportunity of being heard by the directors) he may forthwith be expelled by the directors after a resolution for this purpose has been passed by a majority of not less than two-thirds of the members present and voting at a specially convened meeting of the members.

7.4 An individual to whom paragraph 7.3 of this by-laws has been applied shall not thereafter be entitled to membership of the Company.

7.5 Subject to paragraph 7.1 of this by-law, a member resigning or expelled under paragraph 7.3 or whose name is struck off pursuant to paragraph 7.2. of this by-law shall nevertheless remain liable for all moneys then due from him to the Company.

7.6 An ex-officio member, unless he was a member in his own right at the time he became an ex officio member, shall cease to be a member when he ceases to hold the office by virtue of which he became an ex officio member.

8. **Officers**

8.1 The officers of the Company may consist of a President, an Immediate Past President, a Vice-President, a Treasurer, a Secretary, an Assistant Secretary and a Public Relations Officer and any other officers as the directors see fit who

shall be ordinary members of the Company and shall be elected at the Annual General Meeting of the Company for a term of two years and shall retire at but shall be eligible for re-election.

8.2 In the case of a casual vacancy in any of the offices, the directors shall appoint one of their number to fill such casual vacancy until the next annual general meeting.

8.3 In case of the absence or inability to act of the President, the Vice-President or any other officer of the Company or for any other reason that the directors may deem sufficient, the directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being, provided that a majority of the board of directors concur therein.

8.4 The President: The President shall, if present, preside at all meetings of the Directors and members, supervise the Company's affairs and activities and provide reports thereon to the membership at the Annual General Meeting and other meetings called from time to time, with the approval of the directors appoint all committees and sub committees of the Company and be a member ex-officio of these committees and sub-committees provided that he shall not be counted in determining a quorum and he shall sign all instruments which require his signature and shall perform all duties incident to his office and shall have such other powers and duties as may from time to time be assigned to him by the directors. A person shall not be entitles to serve in the office of President for more than two consecutive terms but shall be eligible for election as a director to hold another position.

8.5 The Vice-President: The Vice-President shall be vested with all the powers and shall perform all the duties of the President in the absence or disability or refusal to act of

the President. The Vice-President shall have such powers and duties as may from time to time be assigned to him by the directors.

8.6 The Secretary; The Secretary shall, when present, act as Secretary of all meetings recording the minutes of each meeting, give notice of all meetings to all members, have charge of the minute books of the Company and the documents and registers referred to in Section 177 of the Act, be the custodian of all other official records of the Company and receive copies of reports on all activities of the committees and sub-committees, disseminate information to all members and shall perform such other duties as the directors require of him.

8.7 The Assistant Secretary: The Assistant Secretary shall assume the role and responsibilities of the Secretary in the absence of the Secretary and shall perform such other duties as the directors require of him.

8.8 The Treasurer: The Treasurer shall have the care and custody of all the funds and securities of the Company and shall deposit the same in the name of the Company in such bank and banks or with such depository or depositories as the directors may direct and shall perform such other duties as the Directors require of him. The Treasurer shall be responsible for the collection and accounting of all funds of the Company, submit quarterly and annual financial and other statements as required by the Company, submit an audited financial statement and report at the Annual General Meeting and head the Finance and Budget Committee. The Treasurer may be required to give such bond for the faithful performance of his duties as the directors in their uncontrolled discretion may require and no director shall be liable for failure to require any bond or for the insufficiency of any bond or for any loss by reason of the failure of the Company to receive any indemnity thereby

provided

8.9 The Public Relations Officer: The Public Relations Officer shall be responsible under the direction of the directors for all matters related to the Company's public relations with all forms of media and other organisations, be responsible for the production, printing and distribution of the Company's newsletter and establish and maintain communication with other regional and international bodies of like interest as the Company and shall perform such other duties as the directors require of him

9. **Directors**

The Directors of the Company shall:

- (a) exercise the powers of the Company directly or indirectly through the employees and agents of the Company, and
- (b) direct the management of the business and affairs of the Company
- (c) raise funds to finance the activities of the Company
- (d) take steps to assist with the development of member clubs
- (e) appoint a Technical Officer for a term, and a National Coach, as needed

9.1 The Directors of the Company shall be:

- (a) The Officers, ex officio
- (b) Such number of other ordinary members of the Company as is fixed in the Articles of Incorporation of the Company who may be elected at the Annual General Meeting of the Company for a term of two years who

shall retire at and shall be eligible for re-election;
and

(c) Supernumerary members appointed by the directors pursuant to paragraph 9.4 hereof

(d) One representative from each swimming club, preferably a member of the coaching staff, who will be a non-voting member

9.2 Candidates for election as a director shall be proposed and seconded by members entitled to vote at general meetings of the Company

9.3 If a casual vacancy occurs, other than in any of the offices, the directors may appoint an ordinary member of the Company to fill the vacancy

9.4 The Board of directors may appoint any member of the Company to be a supernumerary director for any period, not exceeding its term of office, in its absolute discretion. Such member shall not be entitled to vote at meetings of the directors.

9.5 Powers: The affairs of the Company shall be managed by the directors who may exercise all such powers and do all such acts and things as may be exercised or done by the Company and are not by the by-laws or any special resolution of the Company or the Act expressly directed or required to be done by the Company at a general meeting of the Company

9.6 Qualification: A director shall be an ordinary member of the Company.

9.7 Term of Office: Unless sooner determined, a director's term of office shall, subject to the provisions, if any, of the Articles of Incorporation of the Company and these By laws, be

from the date of the meeting at which he is elected or appointed until the conclusion of the second annual general meeting next following or until his successor is elected or appointed.

9.8 Removal from office: The members of the Company may, by ordinary resolution at a special meeting, remove any director from office

9.9 Vacancy filled: A vacancy created by the removal of a director may be filled at the meeting at which the director is removed from office.

9.9.1 If the vacancy is not filled under paragraph 9.9 it may be filled by the Directors

9.9.2 A director elected or appointed pursuant to paragraph 9.9 or 9.9.1 holds office for the unexpired term of his predecessor.

9.10 Remuneration: The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from his position as such; provided that a director may be paid or reimbursed for reasonable expenses incurred by him in the performance of his duties.

9.11 Vacating of office: The office of a director of the company shall be vacated

(i) if by notice in writing he resigns his office;

(ii) if he ceases to be a member of the Company;

(iii) if he does not attend four consecutive meetings of the directors, unless the directors otherwise determine;

- (iv) if he is removed from office in accordance with paragraph 9.8;
- (v) if he becomes bankrupt or suspends payment or compounds with his creditors or makes an unauthorized assignment or is declared insolvent;
- (vi) if he is found to be a lunatic or becomes of unsound mind;
- (vii) if he is convicted of any criminal offence involving fraud or dishonesty

10. **Meeting of Directors**

10.1 Place: Meeting of the directors and of any committee of the directors may be held either at the registered office or at any other place within or outside of Grenada monthly or as often as necessary to carry out the business of the Company

10.2 Convener: A meeting of directors may be convened by the President, the Vice-President, or any two directors at any time and the Secretary by direction of any such officer or any two directors shall convene a meeting of directors.

10.3 Notice: Subject to subsection 79(1) of the Act the notice of any meeting of the directors need not specify the purpose of or the business to be transacted at the meeting. Notice of any such meeting shall be served in the manner specified in paragraph 16.1 hereof not less than two days (exclusive of the day on which the notice is delivered or sent but inclusive of the day for which notice is given) before the meeting is to take place. A director may in any manner waive notice of a meeting of the directors and attendance of a director at a meeting of the directors shall constitute a waiver of notice of the meeting except where a director attends a meeting for

the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

- 10.3.1. It shall not be necessary to give notice of a meeting of the directors to a newly elected or appointed director for a meeting held immediately following the election of directors by the members or the appointment to fill a vacancy among the directors
- 10.3.2 Meetings of the directors may be held at any time without formal notice if all the directors are present or those absent waive notice or signify their consent in writing to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or the notice thereof may be waived by any director
- 10.3.3 The Directors may elect a chairman of their meetings, and determine the period for which he is to hold office; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the time appointed for holding the same, the directors present may choose one of their number to be chairman of the meeting
- 10.3.4 The Directors may delegate any of their powers to committees consisting of such member or members of their body as they think fit: any committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the directors
- 10.3.5 A committee may elect a chairman of its meetings; if no such chairman is elected, or if at any meeting the chairman is not present within five minutes after the

time appointed for holding the same, the members present may choose one of their number to be chairman of the meeting.

10.3.6 A committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the chairman shall have a second or casting vote.

10.3.7 All acts done by any meeting of the directors or of a committee of directors, or by person acting as a director, shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such director or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a director.

10.4 Quorum:

Six (6) directors shall form a quorum for the transaction of business and, notwithstanding any vacancy among the directors, a quorum may exercise all the powers of the directors. No business shall be transacted at a meeting of directors unless a quorum is present

10.4.1 A director may, if all the directors consent, participate in a meeting of directors or of any committee of the directors by means of such telephone or other communications facilities as permit all persons participating in the meeting to hear each other and a director participating in such a meeting by such means is deemed to be present at that meeting.

10.5 Voting: Questions arising at any meeting of the directors shall be decided by a majority of votes. In case of any equality of votes the chairman of the meeting in addition to his original vote shall have a second or casting vote.

10.6 Resolution in lieu of meeting. Notwithstanding any of the foregoing provisions of this by-law a resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of the directors or any committee of the directors is as valid as if it had been passed at a meeting of the directors or any committee of the directors.

11. Executive officer

11.1 The directors may from time to time appoint an Executive Officer and may delegate to him full authority to manage and direct the business and affairs of the Company (except such matters and duties as by law must be transacted or performed by the directors or by the members in general meeting) and to employ and discharge agents and employees of the Company or may delegate to him any lesser power. He shall conform to all lawful orders given to him by the directors of the Company. He shall at all reasonable times give to the directors or any of them all information they may require regarding the affairs of the Company

12. For the protection of directors and officers

12.1 No director or officer of the Company shall be liable to the Company for:

- (a) the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity;
- (b) any loss, damage or expense incurred by the Company through the insufficiency or deficiency or title to any property acquired by the Company or for or on

- behalf of the Company;
- (c) the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the company shall be placed out or invested
 - (d) any loss or damage arising from the bankruptcy, insolvency or tortious, act of any person, including any person with whom any moneys, securities or effects shall be lodged or deposited.
 - (e) any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Company;
 - (f) any other loss, damage or misfortune whatever which may happen in the execution of the duties of his respective office or trust or in relation thereto:
unless the same happens by or through his failure to exercise the power and to discharge the duties of his office honestly and in good faith with a view to the best interest of the Company and in connection therewith to exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.

12.2 Nothing herein contained shall relieve a director or officer from the duty to act in accordance with the Act or regulations made thereunder or relieve him from liability for a breach thereof.

12.3 The directors for the time being of the Company shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Company, except such as are submitted to and authorised or approved by the directors.

12.4 If any director or officer of the Company is employed by or performs services for the Company otherwise than as a director or officer or is a member of a firm or a shareholder, director

or an officer of a body corporate which is employed by or performs services for the Company, the fact of his being a member, director or officer of the Company shall not disentitle such director or officer or such firm or body corporate, as the case may be, from receiving proper remuneration for such services.

13. **Meetings of members**

13.1 Annual Meeting: Subject to the provisions of section 107 of the Act, the annual meeting of the members shall not be held later than 15th February in each year and at such time as the directors may by resolution determine at any place within Grenada or, if all the members entitled to vote at such meeting so agree, outside Grenada. The business to be transacted at the Annual General Meeting shall include:

- (a) Reading and confirmation of minutes of previous meeting
- (b) Matters arising from the minutes
- (c) President's Report
- (d) Audited Financial Report
- (e) Election of directors
- (f) Appointment/re-appointment of auditor
- (g) Any other business

13.2 Special Meeting: Special meetings of the members may be convened by order of the President, the Vice-President or by the directors at any date and time and at any place within Grenada or if all the members entitled to vote at such meeting so agree, outside Grenada

13.2.1 The directors shall, on the requisition of five percent of the members of the Company that have a right to vote at the meeting requisitioned, forthwith convene a meeting of members, and in the case of such requisition the following provisions shall have effect:

- (1) The requisition must state the purposes of the meeting and must be signed by the requisition and deposited at the Registered Office, and may consist of several documents in like form each signed by one or more of the requisitioners.
- (2) If the directors do not, within twenty-one days from the date of the requisition being so deposited, proceed to convene a meeting, the requisition or any of them may themselves convene the meeting, but any meeting so convened shall not be held after three months from the date of such deposit.
- (3) Any meeting convened under this paragraph by the requisition shall be called as nearly as possible in the manner in which meetings are to be called pursuant to the by-laws and Divisions E and F of Part 1 of the Act

13.3 Notice: A printed, written or typewritten notice stating the day, hour and place of meeting shall be given by serving such notice on each member entitled to attend such meeting, on each director and on the auditor of the Company in the manner specified in paragraph 16.1 hereof, not less than twenty-one days or more than fifty days (in each case exclusive of the day on which the notice is delivered or sent and of the day for which notice is given) before the date of the meeting. Notice of a meeting at which special business is to be transacted shall state (a) the nature of that business in sufficient detail to permit the member to form a reasoned judgment thereon and (b) the text of any special resolution to be submitted to the meeting

13.4 Waiver of Notice: A member and any other person entitled to attend a meeting of members may in any manner waive notice of a meeting of members and attendance of any such person at a meeting of members shall constitute a waiver of notice of the meeting except where such person attends a meeting for the

express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

13.5 Omission of Notice: The accidental omission to give notice of any meeting or any irregularity in the notice of any meeting or the non-receipt of any notice by any member, director, or the auditor of the Company shall not invalidate any resolution passed or any proceedings taken at any meeting of the members.

13.6 Votes: Every question submitted to any meeting of members shall be decided in the first instance by a show of hands unless a person entitled to vote at the meeting has demanded a ballot and, if the Articles so provide, in the case of any equality of votes the Chairman of the meeting shall on a ballot have a casting vote in addition to any votes to which he may be otherwise entitled. Each member association, club, entity and educational institution shall appoint two persons as representatives provided that only one representative shall be entitled to vote at any one time at any meeting of the members of the Company and provided further that no representative shall be permitted to represent more than one member association, club, entity or educational institution. The names of each representative shall be sent to the Secretary of the Company within one month after the conclusion of the Annual General Meeting.

13.6.1 At every meeting at which he is entitled to vote, every member, proxy holder or individual authorised to represent a member who is present in person shall have one vote on a show of hands. Upon a ballot at which he is entitled to vote, every member, proxy holder or individual authorised to represent a member shall, subject to the articles, have one vote.

13.6.2 At any meeting unless a ballot is demanded, a

declaration by the chairman of the meeting that a resolution has been carried or carried unanimously or by a particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

13.6.3 When the President and the Vice-President are absent, the persons who are present and entitled to vote shall choose another director as chairman of the meeting; but if no director is present or all the directors present decline to take the chair, the persons who are present and entitled to vote shall choose one of their number to be chairman

13.6.4 A ballot may, either before or after any vote by a show of hands, be demanded by any person entitled to vote at the meeting. If at any meeting a ballot is demanded on the election of a chairman or on the question of adjournment it shall be taken forthwith without adjournment. If at any meeting a ballot is demanded on any other question or as to the election of directors, the vote shall be taken by ballot in such manner and either at once, later in the meeting or after adjournment as the chairman of the meeting directs. The result of a ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded. A demand for a ballot may be withdrawn.

13.7 Proxies: Votes at meetings of members may be given either personally or by proxy or, in the case of a member who is a body corporate or association, by an individual authorised by a resolution of the directors or governing body of that body corporate or association to represent it at meetings of members of the company.

13.7.1 A proxy shall be executed by the member or his

attorney authorised in writing and is valid only at the meeting in respect of which it is given or any adjournment thereof.

13.7.2 A person appointed by proxy need not be a member

13.7.3 Subject to the provisions of Part IV of the Regulations, a proxy may be in the following form:

The undersigned member of _____ hereby appoints
_____ or failing him of _____ as the
nominee of the undersigned to attend and act for the
undersigned and on behalf of the undersigned at the meeting of
the members of the said company to be held on the
_____ day of 20 _____ and at any adjournment of
adjournments thereof in the same manner, to the same extent
and with the same powers as if the undersigned was present at
the said meeting or such adjournment or adjournments thereof

Dated this _____ day of _____ 20 _____

Signature of member

13.8 Adjournment: The chairman of any meeting may with the consent of the meeting adjourn the same from time to time to a fixed time and place and no notice of such adjournment need be given to the members unless the meeting is adjourned by one or more adjournments for an aggregate of thirty days or more in which case notice of the adjourned meeting shall be given as for an original meeting. Any business that might have been brought before or dealt with at the original meeting in accordance with the notice calling the same may be brought before or dealt with at any adjourned meeting for which no notice is required.

13.9 Quorum: Subject to the Act, a quorum for the transaction of business at any meeting of the members shall be twenty-five per cent (25%) of voting members of the Company present in person, each being either a member entitled to vote thereat, or a duly appointed proxy holder or representative of a member so entitled. If a quorum is present at the opening of any meeting of the members, the members present or represented may proceed with the business of the meeting notwithstanding a quorum is not present throughout the meeting. If a quorum is not present within 30 minutes of the time fixed for a meeting of members, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business.

13.10 Resolution in lieu of meeting: Notwithstanding any of the foregoing provisions of this by-law a resolution in writing signed by all the members entitled to vote on that resolution at a meeting of the members is, subject to section 130 of the Act, as valid as if it had been passed at a meeting of the members.

14. **Committees**

14.1 The Directors may from time to time as deemed necessary

appoint committees consisting of such number of directors or members as may be deemed desirable and may prescribe their duties. Such committees shall include but not be limited to:

- (a) The Technical Committee;
- (b) The Selection Committee;

14.2 Any committee so appointed may meet for the transaction of business, adjourn and otherwise regulate its meetings as it thinks fit. Unless otherwise determined by the directors, two members of a committee shall be a quorum. Questions arising at any meeting of a committee shall be decided by a majority of votes and in case of an equality of votes the chairman of the meeting shall have a second or casting vote.

15. **Voting in other companies**

15.1 All shares or debentures carrying voting rights in any other body corporate that are held from time to time by the Company may be voted at any and all meetings of shareholders, debenture holders (as the case may be) or such other body corporate and in such manner and by such person or persons as the directors of the Company shall from time to time determine. The officers of the Company may for and on behalf of the Company from time to time:

- (a) execute and deliver proxies; and
- (b) arrange for the issuance of voting certificates or other evidence of the right to vote

in such names as they may determine without the necessity of a resolution or other action by the directors.

16. **Notices**

16.1 Method of giving notice: Any notice or other document required by the Act, the Regulations, the articles or the by-laws to be sent to any member, director or auditor may be delivered personally or sent by prepaid mail or cable or telex

or electronic mail to any such person at his latest address as shown in the records of the Company and to any such director at his latest address as shown in the records of the Company or in the latest notice filed under section 69 or 77 of the Act, and to the auditor at his business address.

16.2 Waiver of notice: Notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

16.3 Undelivered notices: If a notice or document is sent to a member by prepaid mail in accordance with this paragraph and the notice or document is returned on three consecutive occasions because the member cannot be found. It shall not be necessary to send any further notices or documents to the member until he informs the Company in writing of his new address.

16.4 Signatures of notices: The signature of any director or officer of the Company to any notice or document to be given by the Company may be written, stamped, typewritten or printed or partly written, stamped typewritten or printed.

16.5 Computation of time: Where a notice extending over a number of days or other period is required under any provisions of the articles or the by-laws the day of sending the notice shall, unless it is otherwise provided, be counted in such number of days or other period.

16.6 Proof of service: Where a notice required under paragraph 16.1. hereof is delivered personally to the person to whom it is addressed or delivered to his address as mentioned in paragraph 16.1 hereof, service shall be deemed to be at the time of delivery of such notice.

16.6.1 Where such notice is sent by post, service of the

notice shall be deemed to be effected forty-eight hours after posting if the notice was properly addressed and posted by prepaid mail.

16.6.2 Where the notice is sent by cable or telex or electronic mail service is deemed to be effected on the date on which the notice is so sent.

16.6.3 A certificate of an officer of the Company in office at the time of the making of the certificate as to facts in relation to the delivery or sending of any notice shall be conclusive evidence of those facts.

17. **Cheques, drafts and notes**

17.1 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officers or person and in such manner as the directors may from time to time designate by resolution.

18. **Execution of instruments**

18.1 Contracts, documents or instruments in writing requiring the signature of the Company may be signed by:

- (a) The President or the Vice-President together with the Secretary or the Treasurer, or
- (b) any two directors

and all contracts, documents and instruments in writing so signed shall be binding upon the Company without any further authorisation or formality.

The directors shall have power from time to time by resolution to appoint any officers or persons on behalf of the Company either to sign certificates for shares in the Company and

contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

18.1.1 The Common seal of the Company may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officers or persons specified in paragraph 18.1.2. hereof.

18.1.2 Subject to section 136 of the Act

(a) The President or the Vice-President together with the Secretary or the Treasurer; or

(b) any two directors

shall have authority to sign and execute (under the seal of the Company or otherwise) all the instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities

19. **Signatures**

19.1 The signature of the President, the Vice-President, the Secretary, the Treasurer or any director of the company or of any officer or person, appointed pursuant to paragraph 18.1 hereof by resolution of the directors may, if specifically authorised by resolution of the directors, be printed, engraved, lithographed or otherwise, mechanically reproduced upon any contract, document or instrument in writing, bond, debenture or other security of the company executed or issued by or on behalf of the Company. Any document or instrument in writing on which the signature of any such officer or person is so reproduced shall be deemed to have been manually signed by such officer or person whose signature is so reproduced and

shall be as valid to all intents and purposes as if such document or instrument in writing had been signed manually and notwithstanding that the officer or person whose signature is so reproduced has ceased to hold office at the date on which such document or instrument in writing is delivered or issued.

20. **Financial Year**

20.1 The directors may from time to time by resolution establish the financial year of the Company

Enacted this day of 2010

Corporate Seal

Director

Director

EXTRACT FROM MINUTES OF MEETING
OF SHAREHOLDERS HELD ON THE
DAY OF 2009

IT WAS RESOLVED:

"That By-law Number 1, being a by-law relating generally to the transaction of the business and affairs of the Company is hereby confirmed as a by-law of the Company"

WE HEREBY CERTIFY that the foregoing is a true extract from the minutes of Meeting of the Shareholders of held at on the day of 2010 a quorum being present

Shareholder