BY-LAWS OF AGENCE OMETZ 2017

BY-LAW NO. 1

ARTICLE 1 DEFINITIONS

- **1.1** For the purposes hereof:
 - **1.1.1** "Agence Ometz" means a legal person constituted by letters patent granted by the *Inspecteur général des institutions financières* under Part III of the *Companies Act* (Québec).
 - **1.1.2** "AGM" means an annual general meeting of the Members of Agence Ometz.
 - **1.1.3 "Board of Directors"** or the **"Board"** means the Board of Directors of Agence Ometz elected in accordance with Article 6.
 - **1.1.4 "CEO"** means the Chief Executive Officer of Agence Ometz as appointed pursuant to Article 9.
 - **1.1.5 "Chair"** means, as the case may be, the person who presides over a meeting of the Board or a Standing Committee.
 - **1.1.6** "Directors" means those persons elected or appointed to the Board of Directors, and a "Director" means any one of them.
 - **1.1.7** "Immediate Past President" means, at any given time, the person who held the office of President of Agence Ometz immediately prior to the current President.
 - "Member" means any person who has contributed \$108 to Ometz within one (1) year prior to the applicable record date. "Record date" means a date to be established by the Secretary/Treasurer prior to each meeting of Members for purposes of determining membership eligibility.
 - **1.1.9** "Officers" means those persons who have been elected to a defined office of Agence Ometz pursuant to Article 7 and "Officer" means any one of them.
 - **1.1.10 "President"** means the President of Agence Ometz as appointed pursuant to Article 7.
 - **1.1.11 "Secretary/Treasurer"** means the Secretary/Treasurer of Agence Ometz as appointed pursuant to Article 7.
 - **1.1.12 "Standing Committees"** means the Audit Committee, the Finance Committee, the Governance Committee, the Nominating

Committee and the Personnel Committee as contemplated in Article 8 hereof and "Standing Committee" means any one of them.

1.1.13 "Vice President" means one of the two (2) Vice Presidents of Agence Ometz as appointed pursuant to Article 7.

ARTICLE 2 PURPOSES

2.1 Operated solely for public benefit and without pecuniary gain for the Members, the Purposes of Agence Ometz are as follows:

Agence Ometz is a human service organization offering community, employment and immigration services to a) help individuals fulfill their potential; and, b) support and develop the growth and vitality of the Montreal Jewish community and the community at large.

ARTICLE 3 CORPORATE MATTERS

- 3.1 Head office. The head office of Agence Ometz shall be situated at Edifice Cummings House, 5151 Côte Ste-Catherine Road, in the City of Montréal, Province of Quebec or at such other place as the Board of Directors may from time to time determine.
- **3.2 Corporate Seal.** The seal of Agence Ometz, if any, shall be determined by the Board from time to time. The absence of a seal on any document signed in the name of Agence Ometz shall not render such document invalid or void.
- **3.3 Fiscal Year.** The fiscal year-end of Agence Ometz in each year shall be March 31st or such other date as the Board of Directors may determine from time to time.

ARTICLE 4 MEMBERSHIP

- 4.1 Every Member shall be entitled to attend and vote at the Annual General Meeting or at any Special Meeting of Agence Ometz and to such other rights and privileges as set forth by the Board of Directors, this by-law and as circumscribed by applicable law.
- 4.2 Any Member may resign from Agence Ometz by delivering to the Secretary/Treasurer a written notice of resignation, which shall take effect upon receipt by the Secretary/Treasurer.
- 4.3 The Board shall have the power to refuse membership to any applicant and to cancel or suspend the membership of any Member upon reasonable grounds as determined by the Board acting in good faith.

In order to remove a Member from Membership, the Board must send a written notice to the Member advising such Member that removal is being contemplated and providing the Member with ten (10) business days in which to submit, in writing, reasons in support of his/her view that the Board's decision is unfounded or unjust. The Board shall render its final decision within twenty (20) business days following its receipt of the Member's written response as described above.

ARTICLE 5 MEETINGS OF THE MEMBERS

- **Meetings.** Any meeting of the Members shall be held at the head office of Agence Ometz or at any place in Quebec and on such date as the President of the Board may determine from time to time.
- **Quorum.** The presence of a no fewer than twenty (20) Members in attendance and in good standing shall constitute a quorum for the transaction of business at all Annual and Special meetings of Agence Ometz.
- **Annual General Meeting.** An Annual General Meeting of Agence Ometz shall be held each year as soon as practicable after the close of the fiscal year. The following business shall be transacted at the Annual General Meeting:
 - (a) Presentation of the annual report and financial statements of Agence Ometz;
 - **(b)** Election of the Directors;
 - (c) Appointment of the auditors; and
 - (d) Any other business as may properly come before it.
- **Special Meetings.** The Board shall have the power to call, at any time, a special meeting of the Members.
- **Notice.** Notice of the AGM or any special meeting of the Members may be given by ordinary or electronic mail, or by any other generally-accepted electronic or telecommunication means, to each Member at the last known address as appears in the records of Agence Ometz or by public notice or advertisement in at least one (1) publication generally available in the judicial district of Montreal.

Notice of a meeting shall be given at least twenty-one (21) days prior, in the case of the AGM, and at least seven (7) days prior, in the case of any special meeting indicating the time, place and objects thereof. Any irregularity in the notice shall not invalidate the meeting, nor any action taken or resolution adopted thereat.

- **Chair.** The President, and in the absence of the President, a Vice President, and in the absence of both of them, the Secretary/Treasurer shall be the Chair of all meetings of the members.
- **Voting.** Each Member shall be entitled to one (1) vote. Voting shall be in person and not by proxy, and shall be conducted by a show of hands unless it is the will of the meeting that voting on any question be conducted by ballot.

A simple majority of votes shall carry any resolution unless a special majority is required under this by-law or otherwise by law. In the case of a tie vote, the Chair of the meeting shall be entitled to cast the deciding vote.

ARTICLE 6 BOARD OF DIRECTORS

6.1 Composition.

- 6.1.1 The affairs of Agence Ometz shall be managed by a Board of Directors comprised of between twelve (12) and fifteen (15) persons, elected by the Members, at the Annual General Meeting.
- 6.1.2 The Immediate Past President, in the two (2) years immediately following his/her term as President, will remain on the Board occupying one of the twelve (12) to fifteen (15) Board positions.
- 6.1.3 The Officers may, by resolution, appoint a Member to fill a vacancy on the Board of Directors, in which case the person appointed to fill a vacancy shall serve for the unexpired term of the Director. Any Director so appointed shall be eligible for re-election.
- The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from his/her position as a Director, provided that a Director may be reimbursed for reasonable expenses incurred in the performance of his/her duties.

6.2 Eligibility.

- 6.2.1 In order to be qualified to be Director, a person shall be a Member in good standing in accordance with section 1.1.8 above and be willing to devote time and attention to advance the mission and achieve the objectives of Agence Ometz.
- 6.2.2 No person shall be qualified to be a Director if he/she is less than eighteen (18) years of age; is of unsound mind and has been so found by a court in Canada or elsewhere; or has the status of an undischarged bankrupt.
- Any person who refuses to remove all barriers within his control that would prevent the remarriage of his spouse in accordance with Jewish law is ineligible to be nominated, appointed, elected, or to serve as a Director.

6.3 Election Process.

6.3.1 The Nominating Committee shall submit to the Board, for the Board's approval its recommended slate for Directors. Such slate shall be submitted to the Board for its approval no later than twenty-one (21) days prior to the time at which notice of said AGM is sent to the Members in accordance with section 5.5 hereof.

- 6.3.2 At each AGM, the slate of Directors proposed by the Nominating Committee shall be proposed for election by the Members.
- 6.3.3 The Members shall be entitled to make nominations to the Board. Such nominations shall require a written nomination signed by at least twenty (20) Members, and shall be delivered to the Secretary/Treasurer at least thirty (30) days prior to the AGM.

6.4 Terms.

- 6.4.1 Directors shall be elected for a term of two (2) years, and may serve a maximum of three (3) consecutive two (2) year terms. Where the Director is an Officer, the term may be extended to permit the Director to complete his/her term.
- No Member may serve as a Director for a period longer than six (6) years; provided, however, a member may continue to serve as a Director for longer than 6 years if the Member is appointed an Officer; provided further, however, that no Member may serve more than 14 years in the aggregate. Should the Officers determine that there is an exceptional reason to extend the term of a Director beyond the term limits described above, then, upon recommendation by the Officers, the Board of Directors can approve a one-time one (1) year extension for such Director.

6.5 Powers.

- The Board of Directors shall have all powers requisite to manage the affairs of Agence Ometz, including, without limitation, the power to:
 - (a) Establish and carry out policies in furtherance of the Purposes.
 - (b) Employ, terminate, evaluate and determine the compensation of the CEO.
 - (c) Approve, reject, or otherwise deal with reports and submissions of all Committees, Officers and Staff of Agence Ometz.
 - (d) Form or cause to be formed any additional committees not otherwise provided for in these by-laws that it may deem necessary for the furtherance of the Purposes.
 - (e) Approve the annual operating budget, as recommended by the Finance Committee and CEO.

Exercise all other powers incidental to the proper carrying out of functions, policies and purposes of Agence Ometz.

6.6 Meetings.

- 6.6.1 The Board of Directors shall hold regular meetings not less than eight (8) times per year at its head office or at such other place as may be designated by the President.
- The Secretary/Treasurer shall ensure that at least seven (7) days' notice of all meetings of the Board of Directors is given. Whenever possible, the minutes of the previous meeting and the agenda for the forthcoming meeting shall be provided with the notice of the meeting.
- A quorum of the Board of Directors shall consist of the presence of a majority of the Directors.
- Each Director shall be entitled to cast one (1) vote on any question arising at all meetings, with the exception of the Chair of the meeting who shall, in the case of a tie vote, be entitled to cast the deciding vote. A simple majority of votes cast shall carry any resolution of the Board of Directors unless otherwise provided for in this by-law or otherwise specifically required by law;
- Directors may participate in and vote at a meeting of the Board of Directors, by means of telephone, electronic or other communications facilities that permit all persons participating in the meeting to communicate in real time with each other. Directors so participating shall be deemed to be present at the meeting.

6.7 Vacancies. A Director's office shall be vacated:

- (a) if the Director resigns his or her office by delivering a written notice of resignation to the Secretary/Treasurer;
- **(b)** if the Director is found by a Court to be of unsound mind;
- (c) if the Director fails to attend any three (3) meetings of the Board of Directors in any period of twelve (12) consecutive months and such removal is approved by the Board of Directors; or
- (d) on the Director's death
- Removal. A Director may be removed for cause at any meeting of the Board by majority vote of all Directors then serving or by resolution signed by all of the Directors then serving. In the case of a resolution to remove the President, a two-thirds (2/3) majority vote of all Directors then serving or a resolution signed by all of the Directors then serving shall be required. A thirty (30) day written notice from the President (or from the Secretary/Treasurer in the case that the removal being contemplated is the President) shall be given to any Director whose removal from office is being considered. The Director shall be given an opportunity to present his/her case to the Board. If the Director is an Officer, the removal shall apply to his/her role as Officer as well.

ARTICLE 7 OFFICERS

- **7.1 Officers.** The Officers of Agence Ometz shall consist of a CEO, a President, two (2) Vice Presidents, and the Secretary/Treasurer. No two (2) Offices may be held by the same person at the same time.
- **7.2 Appointment.** Other than the CEO, the Officers shall be Directors and shall be appointed by the Board at the first meeting of the Board of Directors immediately following the Annual General meeting.

In order to be appointed as an officer, a member must have served for at least one (1) year as Director.

- 7.3 Term. Other than the CEO, Officers shall hold office for a term of two (2) years from the date of their appointment, or until their successors are appointed. A Director may serve a maximum of three (3) consecutive terms as an Officer but may not serve more than two (2) consecutive terms in the same Office. Notwithstanding the foregoing, the time during which an Officer holds an Office as a replacement for an Officer who has resigned, shall not be counted towards the term of such Officer.
- **7.4 Signing authority.** Unless a specific form of execution is expressly required under any resolution adopted by the Board of Directors or under any by-law of Agence Ometz, any two (2) Officers shall be authorized to sign all documents and instruments requiring execution by Agence Ometz.
- **7.5 Officer Powers.** The Officers shall:
 - (a) Plan and set the agenda for Board meetings
 - **(b)** Frame issues for discussion aby the Board.
 - (c) Monitor the implementation of Board decisions, and report to the
 - (d) Exercise such other authority as may be conferred upon them by the Board of Directors.
- **7.6 President.** The President, and in the absence of the President, a Vice President, and in the absence of both of them, the Secretary/Treasurer, shall be the Chair of the Board of Directors, and shall exercise a general supervision over the affairs of Agence Ometz.
- 7.7 Vice Presidents. The First and Second Vice Presidents shall assist the President in the performance of his or her duties. The First Vice President shall succeed the President. The Second Vice President shall succeed the First Vice President. In the absence of the President, the First Vice President shall perform the duties and exercise the powers of the President.

7.8 Secretary/Treasurer. The Secretary/Treasurer shall:

- 7.8.1 Ensure that all votes and the minutes for all meetings of the Members and the Board of Directors of Agence Ometz are recorded. He/she shall give or cause to be given notice of all meetings of the Members and of the Board and shall perform such other duties as may be required by the Board.
- 7.8.2 Oversee the finances of Agence Ometz. He/she shall ensure that all monies and other funds of Agence Ometz are deposited in the name of Agence Ometz in such bank or other financial institutions as may be designated by the Board of Directors. The Secretary/Treasurer shall submit financial reports to the Board of Directors from time to time, and shall ensure that the auditors' report is submitted to the Board of Directors at the regular meeting which precedes the Annual General Meeting of the Members or at a Special Meeting of the Board of Directors called for that purpose. The Secretary/Treasurer shall be the Chair of the Finance Committee.

ARTICLE 8 COMMITTEES

- **8.1 Committees.** The Board shall have the Standing Committees described below in this Article 8. The Board shall from time to time determine the mandate of each Standing Committee, including the number of members, duties, terms and conditions of each Standing Committee. In addition, the Board may establish other ad hoc operational committees, on such terms and conditions as the Board deems appropriate
- **Standing Committees.** Agence Ometz shall have the following Standing Committees., each of whose members shall be elected by the Board:
 - **8.2.1** Audit Committee
 - **8.2.2** Finance Committee
 - **8.2.3** Governance Committee
 - **8.2.4** Nominating Committee
 - 8.2.5 Personnel Committee
- 8.3 Rules Applicable to All Standing Committees.
 - **8.3.1** Unless otherwise specified by these by-laws, the President shall appoint the Chair of all committees.
 - **8.3.2** The Chair of each Standing Committee, other than the Audit Committee, shall be a Director.

- **8.3.3** The Chair of each Standing Committee shall nominate the other members of such Standing Committee to the Board for its approval.
- **8.3.4** The CEO shall be an ex-officio non-voting member of each Standing Committee.
- 8.3.5 Each committee shall meet at the call of its Chair, and at such place in the Province of Quebec as may be designated by the Chair. Each member of a committee shall be entitled to cast one (1) vote on any question, with the exception of the Chair of the meeting who shall, in the case of a tie vote, be entitled to cast the deciding vote. A simple majority of votes shall carry any resolution.
- 8.3.6 Committee members may participate in and vote at a Committee meeting by means of telephone, electronic or other communications facilities that permit all persons participating in the meeting to communicate in real time with each other. Committee members so participating shall be deemed to be present at the meeting.
- **8.3.7** Each committee shall function within the terms of its mandate as conferred by the Board of Directors or the Officers, as the case may be.

8.4 Responsibilities of the Standing Committees

8.4.1 Audit Committee.

- (a) The Audit Committee shall (i) review and recommend to the Board for approval the annual financial statements of Agence Ometz; (ii) recommend to the Board, annually, the auditors of Agence Ometz for the following year; (iii) oversee the independent audit of the books and records of Agence Ometz by its auditors; (iv) Oversee the accounting systems and internal controls of Agence Ometz; and, (v) Ensure the performance of all relevant statutory financial reporting obligations.
- (b) The Audit Committee shall be chaired by an individual who is not a Director, appointed by the President and approved by the Board.
- (c) The Audit Committee shall be composed of at least two (2) members of the community and shall include the Secretary/Treasurer who shall be an ex-officio member of the Committee.

8.4.2 Finance Committee.

(a) The Finance Committee shall be the general financial supervisory arm of the Board of Directors controlling the overall

- aspects of the finances of Agence Ometz, subject to the supervision of the Board of Directors.
- (b) The Secretary/Treasurer shall be the Chair of the Finance Committee.
- (c) The Finance Committee shall be composed of at least two (2) Directors.

8.4.3 Governance Committee.

- (a) The Governance Committee shall assist the Board in fulfilling its legal, ethical and functional responsibilities through adequate governance and policy development, recruitment strategies, training programs, monitoring of Board processes and evaluation of Board members' performance.
- **(b)** A Vice President shall be the Chair of the Governance Committee.
- (c) The Governance Committee shall be composed of at least two (2) Directors.

8.4.4 Nominating Committee

- (a) The Nominating Committee shall recruit and nominate Directors and submit to the Board, for approval its nominating report for the Directors to be elected by the Members at the next AGM.
- (b) The Immediate Past President shall be the Chair of the Nominating Committee.
- (c) The Board of Directors shall, upon recommendation of the Chair of the Nominating Committee, no later than Feb. 1st of each year, appoint no fewer than three (3) and no more than five (5) members of the Nominating Committee.

8.4.5 Personnel Committee

- (a) The Personnel Committee shall (i) oversee the ongoing performance and annual compensation review of the CEO and make recommendations to the Board with respect thereto; (ii) as and when required, oversee the process of identifying a new CEO and make recommendations to the Board with respect thereto; (iii) negotiate the contract of the CEO subject to Board approval.
- (b) The President shall be the Chair of the Personnel Committee.
- (c) The Personnel Committee shall be composed of the First Vice President and the Immediate Past President.

ARTICLE 9 THE CHIEF EXECUTIVE OFFICER (CEO)

- **9.1 Hiring.** The CEO of Agence Ometz shall be hired by the Board of Directors upon recommendation of the Personnel Committee.
- **9.2 Contract.** The contract of the CEO shall be prepared and negotiated by the Personnel Committee. The contract shall be approved by the Board.
- **9.3 Functions.** The CEO shall be responsible for the general and active management of the affairs of Agence Ometz; shall ensure that all orders and resolutions of the Board are implemented; and shall perform such other duties as may be determined by the Board from time to time. The CEO shall have the power to engage and discharge all employees of Agence Ometz.

The CEO shall report to and be responsible to the Board of Directors. The Personnel Committee shall ensure that an annual performance review is conducted and shall review it.

The CEO shall be an ex-officio participant at the Board meetings.

ARTICLE 10 BANKING

- All monies, cheques and other negotiable instruments and funds received on behalf of Agence Ometz shall be deposited in an account or accounts in the name of Agence Ometz in a bank or banks approved by the Board of Directors, and the same shall be paid out only by way of cheques signed by such Officers, Directors or employees of Agence Ometz as the Board of Directors may expressly authorize for that purpose.
- 10.2 Cheques or other negotiable instruments made to the order of Agence Ometz shall be endorsed by an Officer or other person authorized by the Board of Directors for deposit to the credit of Agence Ometz.
- All deeds, documents, promissory notes, bonds, or debentures requiring the signature or endorsement of Agence Ometz shall be signed or endorsed, as the case may be, by any two (2) Officers or by such other persons as the Board of Directors may appoint.

ARTICLE 11 BORROWING

- 11.1 Without limitation of any powers conferred upon the Board of Directors by statute, by the letters patent of Agence Ometz, by this by-law, or otherwise, it is hereby expressly provided that the Board of Directors shall have the following powers:
 - 11.1.1 To purchase or otherwise acquire for Agence Ometz any property, rights, privileges, stocks, bonds, debentures, or other securities which Agence Ometz is authorized to acquire, at such price or

consideration and generally on such general terms and conditions as the Board of Directors may deem fit;

- 11.1.2 To borrow money upon the credit of Agence Ometz by means of hypothec, mortgage or pledge, whether on the immoveable or moveable property of Agence Ometz, or to give all such guarantees, to secure the payment of loans made otherwise than by the issue of bonds, debentures or hypothecs, as well as the payment or performance of any other debt, contract or obligation of Agence Ometz;
- 11.1.3 At its discretion, to pay for any property rights, privileges, stock, bonds, debentures, or other securities acquired by Agence Ometz, in whole or in part with money, stocks, bonds, debentures, or other securities belonging to Agence Ometz;
- 11.1.4 To sell, lease or otherwise dispose of any property, immoveable or moveable, assets, interest or effects of Agence Ometz for such price or consideration and on such general terms and conditions as the Board of Directors may deem fit; and
- 11.1.5 To appoint any person or corporation to accept and hold in trust for Agence Ometz any property belonging to Agence Ometz or in which it has an interest or for any other purpose and to execute and do all such deeds and things as may be requisite in relation to any such trust.

ARTICLE 12 AMENDMENTS

- 12.1 Any enactment, amendment, or repeal of a by-law of Agence Ometz shall be
 - 12.1.1 proposed by the Governance Committee and adopted by resolution of the Board of Directors by a special majority of at least two-thirds (2/3) of the number of Directors present and voting at a Special meeting of the Board of Directors called for that purpose; and
 - adopted by special resolution of the Members by special majority of at least two-thirds (2/3) of the Members present and voting, following a notice given to all Members in accordance with Article 5, which notice shall include the text of the resolution proposed to enact, amend or repeal the by-law.

ARTICLE 13 INDEMNIFICATION OF DIRECTORS AND OFFICERS

No Director, Officer, or member of any committee of Agence Ometz shall be liable for the acts or omissions of any other Director, Officer, or member of any committee of Agence Ometz or of any employee of Agence Ometz.

- No Director, Officer, or member of any committee of Agence Ometz shall be liable for any liability or expense sustained or incurred by Agence Ometz as a result of the execution by such person of the duties of that person's office or position unless such liability or expense was sustained or incurred because of that person's willful neglect, dishonesty or bad faith.
- Every Director, Officer, or member of any committee of Agence Ometz and their heirs, executors and administrators and their estates and effects, respectively, shall be indemnified and saved harmless by, or out of the funds of, Agence Ometz, from time to time and at all times, from and against: all costs, charges and expenses whatsoever that such person sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against any such person for or in respect of any act, deed, matter or thing whatsoever, heretofore or hereafter made, done or permitted by such person in or about the execution of the normal course of such person's functions and duties; and all other costs, charges and expenses that such person sustains or incurs in and about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the wilful neglect, dishonesty, bad faith, or default of such person.
- 13.4 Liability insurance shall be purchased and maintained by Agence Ometz in favour of the persons mentioned in this section.

ARTICLE 14 DISSOLUTION

In the event of the dissolution or winding up of Agence Ometz, all remaining assets shall be distributed to one oor more qualified donees within the meaning of the Income Tax Act (Canada), as designated by resolution of the Board, upon a two-thirds (2/3) majority vote with at least two-thirds (2/3) of Directors in office present at such Meeting.

ARTICLE 15 CONFLICT OF INTEREST

- Any member serving on the Board of Directors, or any duly constituted committee shall, in the case of a conflict of interest, refrain from voting on any matters affected directly or indirectly in this regard. A member, having such a conflict of interest shall so inform either the President, or a Vice President or, in the event that be impractical, the Chair of any committee liable to be affected. He or she shall leave the room during any meeting when matters relative to such conflict of interest may be discussed and shall further refrain from participating in any discussion in this regard with other members. By way of example and without limiting the generality of the foregoing, a conflict shall be deemed to exist under the following circumstances, if a member:
 - **15.1.1** has a direct or indirect pecuniary interest in a matter under consideration;
 - is employed by, or otherwise participates in an organization or agency, other than Federation CJA or its constituent agencies the decisions of which may impact on Agence Ometz;

- **15.1.3** is directly or indirectly monetarily involved in the leasing of property to Agence Ometz;
- 15.1.4 could reasonably expect to be remunerated with respect to the issue(s) under discussion.

ARTICLE 16 INTERPRETATION

16.1 Interpretation. This By-Law comes into force and effect following ratification by the Members of Agence Ometz and replace and supercedes all prior versions of the general by-laws of Agence Ometz and, in particular, those approved by the Members on June 28, 2011.

Enacted by the Board of Directors, this 10th day of October, 2017.

President

Confirmed by the Members at a Special Members Meeting, this 10th day of October, 2017.

Secretary/Treasurer