

**BY-LAW NO. 1**  
of  
**DURHAM PARENTS OF MULTIPLE BIRTHS**  
(the "Corporation")

**1. INTERPRETATION**

1.1. EXPRESSIONS USED IN THIS BY-LAW SHALL HAVE THE SAME MEANINGS AS CORRESPONDING EXPRESSIONS IN THE *BUSINESS CORPORATIONS ACT* (ONTARIO) (THE "ACT").

**2. PURPOSE**

2.1. THE PURPOSE OF THE ORGANIZATION SHALL BE TO PROVIDE SUPPORT SERVICES FOR PARENTS OF MULTIPLES THROUGH EDUCATION AND ADVOCACY FOR MULTIPLE BIRTH ISSUES AND, MOST IMPORTANTLY, THROUGH EMOTIONAL AND MORAL SUPPORT.

2.2. THE ORGANIZATION SHALL BE NON-PROFIT, NON-PARTISAN, NON-DISCRIMINATORY AND NON-SECTARIAN.

**3. FINANCIAL ACTIVITIES**

3.1. FISCAL YEAR. THE FINANCIAL YEAR OF THE CORPORATION SHALL END ON THE LAST DAY OF JUNE IN EACH YEAR.

3.2. BANKING ARRANGEMENTS. THE BANKING BUSINESS OF THE ORGANIZATION INCLUDING, WITHOUT LIMITATION, THE BORROWING OF MONEY AND THE GIVING OF SECURITY THEREFOR, SHALL BE TRANSACTED WITH SUCH BANKS, TRUST COMPANIES OR OTHER BODIES CORPORATE OR ORGANIZATIONS AS MAY FROM TIME TO TIME BE DESIGNATED BY OR UNDER THE AUTHORITY OF THE EXECUTIVE COMMITTEE [BOARD].

**4. DIRECTORS**

4.1. NUMBER. THE NUMBER OF DIRECTORS SHALL BE NOT FEWER THAN 4 AND NOT MORE THAN 10. AT EACH ELECTION OF DIRECTORS THE NUMBER ELECTED SHALL BE SUCH NUMBER AS SHALL BE DETERMINED FROM TIME TO TIME BY SPECIAL RESOLUTION OR, IF THE DIRECTORS ARE EMPOWERED BY SPECIAL RESOLUTION TO DETERMINE THE NUMBER, BY THE DIRECTORS.

4.2. ELIGIBILITY. DIRECTORS MUST BE CURRENT MEMBERS OF DURHAM PARENTS OF MULTIPLES, IN GOOD STANDING, IN ORDER TO SERVE ON THE BOARD. THE MEMBERS OF THE CHAPTER ELECT THE DIRECTORS. THE ELECTION OF THE DIRECTORS IS HELD ANNUALLY AT A GENERAL MEETING OF THE MEMBERS OF THE CHAPTER. MEMBERS MAY NOMINATE PEOPLE FOR ELECTION AS DIRECTORS. NOMINATIONS MAY BE MADE BEFORE THE CLOSE OF NOMINATIONS AT THE ANNUAL GENERAL MEETING.

4.3. REMUNERATION AND EXPENSES. THE DIRECTORS SHALL SERVE AS SUCH WITHOUT REMUNERATION AND NO DIRECTOR SHALL DIRECTLY OR INDIRECTLY RECEIVE ANY PROFIT FROM SUCH POSITION. HOWEVER, THE DIRECTORS SHALL BE ENTITLED TO BE REIMBURSED FOR EXPENSES PROPERLY, AND WITH PRIOR EXECUTIVE COMMITTEE APPROVAL, INCURRED BY THEM IN THE FULFILMENT OF THEIR DUTIES, OTHER THAN ATTENDING MEETINGS OF THE BOARD OR ANY COMMITTEE THEREOF.

## **5. MEETINGS**

5.1. CALLING OF MEETINGS. MEETINGS OF THE DIRECTORS SHALL BE HELD AT SUCH TIME AND PLACE WITHIN ONTARIO AS THE PRESIDENT OR ANY TWO DIRECTORS MAY DETERMINE.

5.2. NOTICE OF MEETINGS. NOTICE OF THE TIME AND PLACE OF EACH MEETING OF DIRECTORS SHALL BE DETERMINED AT THE MEETING PRECEDING. MEETINGS MAY BE HELD WITHOUT NOTICE IF THE DIRECTORS WAIVE OR ARE DEEMED TO WAIVE NOTICE. DIRECTORS SHALL MAKE EVERY EFFORT TO GIVE NOTICE OF AN ADJOURNED MEETING WITHIN A REASONABLE TIME PRIOR TO THE MEETING DATE. IN EMERGENCY CIRCUMSTANCES THE CHAIR OR ANY DIRECTOR APPOINTED BY THE CHAIR MAY TELEPHONE ALL MEMBERS TO ADVISE OF THE ADJOURNMENT.

5.3. ANNUAL GENERAL MEETING. AN ANNUAL GENERAL MEETING IS HELD EVERY YEAR TO ELECT THE BOARD OF DIRECTORS AND INFORM CHAPTER MEMBERS OF PREVIOUS AND FUTURE ACTIVITIES. AT EVERY ANNUAL MEETING, IN ADDITION TO ANY OTHER BUSINESS THAT MAY BE TRANSACTED, THE REPORT OF THE DIRECTORS AND THE FINANCIAL STATEMENT SHALL BE PRESENTED AND DIRECTORS APPOINTED FOR THE ENSUING YEAR. THE MEMBERS MAY CONSIDER AND TRANSACT ANY BUSINESS EITHER SPECIAL OR GENERAL AT ANY MEETING OF THE MEMBERS. THE BOARD OF DIRECTORS OR THE PRESIDENT OR VICE-PRESIDENT SHALL HAVE POWER TO CALL, AT ANY TIME, A GENERAL MEETING OF THE MEMBERS OF THE CORPORATION.

5.4. FREQUENCY OF MEETINGS. MEETINGS SHALL BE HELD ON A MONTHLY BASIS, WITH A MINIMUM OF 10 MEETINGS EACH CALENDAR YEAR. SPECIAL MEETINGS MAY BE HELD AT ANY TIME WHEN CALLED FOR BY THE CHAIR OR A MAJORITY OF BOARD MEMBERS.

5.5. CHAIR. THE PRESIDENT, OR IF NOT IN ATTENDANCE A DIRECTOR CHOSEN BY THE DIRECTORS AT THE MEETING, SHALL CHAIR ANY MEETING OF THE EXECUTIVE COMMITTEE.

5.6. AGENDA. AGENDA ITEMS MAY BE ADDED BY DIRECTORS UP TO 48 HOURS PRIOR TO COMMENCEMENT OF THE MEETING. AGENDAS SHALL BE PROVIDED AT LEAST 1 DAY IN ADVANCE.

5.7. VOTING AT MEETINGS. EACH DIRECTOR SHALL HAVE THE RIGHT TO EXERCISE ONE VOTE AND MOTIONS SHALL BE DECIDED BY A MAJORITY OF VOTES. IN CASE OF AN EQUALITY OF VOTES THE CHAIR OF THE MEETING SHALL HAVE A SECOND OR CASTING VOTE.

5.8. PROXY VOTE. A MEMBER MAY, BY MEANS OF A WRITTEN PROXY, APPOINT A PROXYHOLDER TO ATTEND AND ACT AT A SPECIFIC MEETING OF MEMBERS, IN THE MANNER AND TO THE EXTENT AUTHORIZED BY THE PROXY. A PROXYHOLDER MUST BE A MEMBER OF THE EXECUTIVE COMMITTEE.

5.9. QUORUM. A QUORUM OF DIRECTORS SHALL BE ONE-HALF OF THE NUMBER OF DIRECTORS OR SUCH GREATER NUMBER AS THE DIRECTORS MAY FROM TIME TO TIME DETERMINE. A QUORUM MUST BE PRESENT IN ORDER TO CONDUCT BUSINESS ON BEHALF OF DURHAM PARENTS OF MULTIPLES.

5.10. MEETINGS OF THE BOARD BY COMMUNICATIONS FACILITIES. IF ALL THE DIRECTORS OF THE ORGANIZATION CONSENT THERETO GENERALLY OR IN RESPECT OF A PARTICULAR MEETING, A DIRECTOR MAY PARTICIPATE IN A MEETING OF THE BOARD OR OF A COMMITTEE OF THE BOARD BY MEANS OF SUCH CONFERENCE TELEPHONE EMAIL, 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 THE MEETING. ANY SUCH CONSENT SHALL BE EFFECTIVE WHETHER GIVEN BEFORE OR AFTER THE MEETING TO WHICH IT RELATES AND MAY BE GIVEN WITH RESPECT TO ALL MEETINGS OF THE BOARD AND OF COMMITTEES OF THE BOARD.

## **6. OFFICERS**

6.1. GENERAL. THE DIRECTORS MAY FROM TIME TO TIME APPOINT A CHAIRMAN OF THE BOARD. THE DIRECTORS OF THE CORPORATION SHALL CONSIST OF AN APPOINTED PRESIDENT, AN ELECTED VICE-PRESIDENT, AN ELECTED SECRETARY, AN ELECTED TREASURER AND SUCH OTHER ELECTED OFFICERS AS THE EXECUTIVE COMMITTEE MAY DETERMINE.

6.2. CHAIRMAN OF THE BOARD. THE CHAIRMAN OF THE BOARD, **IF ANY**, SHALL BE APPOINTED FROM AMONG THE DIRECTORS AND WHEN PRESENT SHALL BE CHAIRMAN OF MEETINGS OF DIRECTORS AND MEMBERS AND SHALL HAVE SUCH OTHER POWERS AND DUTIES AS THE DIRECTORS MAY DETERMINE.

6.3. PRESIDENT. UNLESS THE DIRECTORS OTHERWISE DETERMINE THE PRESIDENT SHALL BE APPOINTED FROM AMONG THE DIRECTORS AND SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE CORPORATION AND SHALL HAVE GENERAL SUPERVISION OF ITS BUSINESS AND AFFAIRS AND IN THE ABSENCE OF THE CHAIRMAN OF THE BOARD SHALL BE CHAIRMAN OF MEETINGS OF DIRECTORS AND SHAREHOLDERS WHEN PRESENT.

6.4. VICE-PRESIDENT. A VICE-PRESIDENT SHALL HAVE SUCH POWERS AND DUTIES AS THE DIRECTORS OR THE CHIEF EXECUTIVE OFFICER MAY DETERMINE. THE VICE-PRESIDENT SHALL ACT ON BEHALF OF THE PRESIDENT AND EXECUTIVE COMMITTEE IN THE ABSENCE OF THE PRESIDENT.

6.5. SECRETARY. THE SECRETARY SHALL GIVE REQUIRED NOTICES TO SHAREHOLDERS, DIRECTORS, AUDITORS AND MEMBERS OF COMMITTEES, ACT AS SECRETARY OF MEETINGS OF DIRECTORS AND SHAREHOLDERS WHEN PRESENT, KEEP AND ENTER MINUTES OF SUCH MEETINGS, MAINTAIN THE CORPORATE RECORDS OF THE CORPORATION, HAVE CUSTODY OF THE CORPORATE SEAL (IF ONE IS ADOPTED) AND SHALL HAVE SUCH OTHER POWERS AND DUTIES AS THE DIRECTORS OR THE CHIEF EXECUTIVE OFFICER MAY DETERMINE.

6.6. TREASURER. THE TREASURER SHALL KEEP PROPER ACCOUNTING RECORDS IN ACCORDANCE WITH THE ACT, HAVE SUPERVISION OVER THE SAFEKEEPING OF SECURITIES AND THE DEPOSIT AND DISBURSEMENT OF FUNDS OF THE CORPORATION, REPORT AS REQUIRED ON THE FINANCIAL POSITION OF THE CORPORATION, AND HAVE SUCH OTHER POWERS AND DUTIES AS THE DIRECTORS OR THE CHIEF EXECUTIVE OFFICER MAY DETERMINE.

6.7. MEMBERS OF THE EXECUTIVE COMMITTEE. IN ADDITION TO THE DIRECTORS OF THE CORPORATION, THE EXECUTIVE COMMITTEE SHALL CONSIST OF MEMBERSHIP COORDINATOR, NEWSLETTER EDITOR, MOTHER SUPPORT COORDINATOR AND OUTREACH COORDINATOR.

6.8. VARIATION OF DUTIES. THE DIRECTORS MAY, FROM TIME TO TIME, VARY, ADD TO OR LIMIT THE POWERS AND DUTIES OF ANY OFFICER OR EXECUTIVE COMMITTEE MEMBER OTHER THAN THE SPECIFIC DUTIES OF THE DIRECTORS SET OUT ABOVE.

6.9 ELECTION AND TERM. THE ELECTION OF THE DIRECTORS AND OTHER EXECUTIVE COMMITTEE MEMBERS SHALL TAKE PLACE AT EACH ANNUAL GENERAL MEETING OF MEMBERS, AND ALL THE DIRECTORS THEN IN OFFICE SHALL RETIRE BUT, IF QUALIFIED, SHALL BE ELIGIBLE FOR RE-ELECTION. IF AN ELECTION OF DIRECTORS IS NOT HELD AT THE PROPER TIME OR NO SUCCESSFUL CANDIDATE HAS STEPPED FORWARD, THE INCUMBENT DIRECTORS AND EXECUTIVE COMMITTEE MEMBERS SHALL CONTINUE IN OFFICE UNTIL THEIR SUCCESSORS ARE ELECTED.

6.10. VACANCIES. VACANCIES ON THE BOARD MAY BE FILLED FOR THE REMAINDER OF THE TERM OF OFFICE EITHER BY THE MEMBERS AT A MEETING OF MEMBERS CALLED FOR THE PURPOSE OR BY THE EXECUTIVE COMMITTEE [BOARD] IF THE REMAINING DIRECTORS CONSTITUTE A QUORUM. THE VICE-PRESIDENT SHALL ASSUME THE DUTIES OF PRESIDENT IN THE EVENT OF A PRESIDENTIAL VACANCY.

6.11. CONFLICT OF INTEREST. ANY MEMBER OF THE BOARD WHO HAS A FINANCIAL, PERSONAL, OR OFFICIAL INTEREST IN, OR CONFLICT (OR APPEARANCE OF A CONFLICT) WITH ANY MATTER PENDING BEFORE THE BOARD, OF SUCH NATURE THAT IT PREVENTS OR MAY PREVENT THAT MEMBER FROM ACTING ON THE MATTER IN AN IMPARTIAL MANNER, WILL OFFER TO THE BOARD TO VOLUNTARILY EXCUSE HIM/HERSELF AND WILL VACATE HIS SEAT AND REFRAIN FROM DISCUSSION AND VOTING ON SAID ITEM.

6.11. REMOVAL OF OFFICERS. THE BOARD OF DIRECTORS MAY BY RESOLUTION PASSED BY AT LEAST TWO-THIRDS OF THE VOTES CAST, REMOVE ANY OFFICER BEFORE THE EXPIRATION OF SUCH OFFICER'S TERM, AND MAY, BY A MAJORITY OF VOTES CAST, ELECT A PERSON IN PLACE AND STEAD OF SUCH DIRECTOR FOR THE REMAINDER OF THE TERM.

## **7. INSURANCE**

THE CORPORATION MUST PURCHASE AND MAINTAIN INSURANCE WITH RESPECT TO RENTAL PROPERTY LIABILITY AND DIRECTORS' AND OFFICERS' LIABILITY. THE TREASURER, OR SUCH OTHER PERSON THE TREASURER MAY APPOINT, SHALL BE RESPONSIBLE FOR OBTAINING AND RENEWING INSURANCE.

## **8. MEMBERSHIP IN MULTIPLE BIRTHS CANADA**

THE ORGANIZATION MAY OR MAY NOT BE AFFILIATED WITH MULTIPLE BIRTHS CANADA AS DETERMINED BY THE EXECUTIVE COMMITTEE IN ITS SOLE DISCRETION.

## **9. RULES AND REGULATIONS**

THE BOARD MAY ESTABLISH RULES AND REGULATIONS NOT INCONSISTENT WITH THE BY-LAWS RELATING TO THE MANAGEMENT AND OPERATION OF THE ORGANIZATION.

## **10. EXECUTION OF INSTRUMENTS**

DEEDS, TRANSFERS, ASSIGNMENTS, AGREEMENTS, PROXIES AND OTHER INSTRUMENTS MAY BE SIGNED ON BEHALF OF THE CORPORATION BY ANY TWO DIRECTORS OR BY A DIRECTOR AND AN OFFICER OR BY ONE OF THE CHAIR, IF ANY, THE PRESIDENT AND A VICE-PRESIDENT TOGETHER WITH ONE OF THE SECRETARY AND THE TREASURER OR IN SUCH OTHER MANNER AS THE DIRECTORS MAY DETERMINE; EXCEPT THAT INSIDER TRADING REPORTS MAY BE SIGNED ON BEHALF OF THE CORPORATION BY ANY ONE DIRECTOR OR OFFICER OF THE CORPORATION.

## **11. NOTICE**

11.1. A NOTICE MAILED TO A DIRECTOR, AUDITOR OR MEMBER OF A COMMITTEE SHALL BE DEEMED TO HAVE BEEN RECEIVED ON THE FIFTH DAY AFTER MAILING.

11.2. ACCIDENTAL OMISSION TO GIVE ANY NOTICE TO ANY DIRECTOR, AUDITOR OR MEMBER OF A COMMITTEE OR NON-RECEIPT OF ANY NOTICE OR ANY ERROR IN A NOTICE NOT AFFECTING THE SUBSTANCE THEREOF SHALL NOT INVALIDATE ANY ACTION TAKEN AT ANY MEETING HELD PURSUANT TO SUCH NOTICE.

## **12. EFFECTIVE DATE, AMENDMENTS AND REPEAL**

12.1 EFFECTIVE DATE. THIS BY-LAW SHALL COME INTO FORCE ON THE DATE SET OUT BELOW IN ACCORDANCE WITH THE ACT.

12.2 AMENDMENTS. THESE BY-LAWS MAY BE AMENDED BY A TWO-THIRD VOTE OF BOARD MEMBERS PRESENT AT ANY MEETING, PROVIDED A QUORUM IS PRESENT AND PROVIDE A COPY OF THE PROPOSED AMENDMENT(S) ARE PROVIDED TO EACH BOARD MEMBER AT LEAST ONE WEEK PRIOR TO SAID MEETING.

12.3 REPEAL. ALL PREVIOUS BY-LAWS OF THE CORPORATION ARE REPEALED AS OF THE COMING INTO FORCE OF THIS BY-LAW. SUCH REPEAL SHALL NOT AFFECT THE PREVIOUS OPERATION OF ANY BY-LAW SO REPEALED OR AFFECT THE VALIDITY OF ANY ACT DONE OR RIGHT, PRIVILEGE, OBLIGATION OR LIABILITY ACQUIRED OR INCURRED UNDER, OR THE VALIDITY OF ANY CONTRACT OR AGREEMENT MADE PURSUANT TO, OR THE VALIDITY OF ANY LETTERS PATENT OR PREDECESSOR CHARTER DOCUMENTS OF THE CORPORATION OBTAINED PURSUANT TO, ANY SUCH BY-LAW PRIOR TO ITS REPEAL. ALL OFFICERS AND PERSONS ACTING UNDER ANY BY-LAW SO REPEALED SHALL CONTINUE TO ACT AS IF APPOINTED UNDER THE PROVISIONS OF THIS BY-LAW AND ALL RESOLUTIONS OF THE MEMBERS OR THE BOARD OR A COMMITTEE OF THE BOARD WITH CONTINUING EFFECT PASSED UNDER ANY REPEALED BY-LAW SHALL CONTINUE TO BE GOOD AND VALID TO THE EXTENT INCONSISTENT WITH THIS BY-LAW AND UNTIL AMENDED OR REPEALED.

**RESOLVED THAT** THE FOREGOING BY-LAW IS MADE A BY-LAW OF THE CORPORATION BY THE SIGNATURES HERETO OF ALL THE DIRECTORS OF THE CORPORATION PURSUANT TO THE *BUSINESS CORPORATIONS ACT* (ONTARIO), THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2011.

\_\_\_\_\_  
Natalie Albrecht, President

\_\_\_\_\_  
Tara Perrin, Vice President

\_\_\_\_\_  
Olena Tytarenko, Treasurer

\_\_\_\_\_  
Erin McElwain, Secretary

**RESOLVED THAT** the foregoing by-law is confirmed as a by-law of the Corporation by the signatures hereto of all the directors of the Corporation pursuant to the *Business Corporations Act* (Ontario), this \_\_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Natalie Albrecht, President

\_\_\_\_\_  
Tara Perrin, Vice President

\_\_\_\_\_  
Olena Tytarenko, Treasurer

\_\_\_\_\_  
Erin McElwain, Secretary

**BY-LAW NO. 2**  
of  
**DURHAM PARENTS OF MULTIPLE BIRTHS**  
(the "Corporation")

Being a by-law to indemnify, among others, the directors and officers of the Corporation.

THE CORPORATION SHALL INDEMNIFY A DIRECTOR OR OFFICER OF THE CORPORATION, A FORMER DIRECTOR OR OFFICER OF THE CORPORATION OR A PERSON WHO ACTS OR ACTED AT THE CORPORATION'S REQUEST AS A DIRECTOR OR OFFICER OF A BODY CORPORATE OF WHICH THE CORPORATION IS OR WAS A SHAREHOLDER OR CREDITOR, AND HIS OR HER HEIRS AND LEGAL REPRESENTATIVES, AGAINST ALL COSTS, CHARGES AND EXPENSES, INCLUDING AN AMOUNT PAID TO SETTLE AN ACTION OR SATISFY A JUDGMENT, REASONABLY INCURRED BY HIM OR HER IN RESPECT OF ANY CIVIL, CRIMINAL OR ADMINISTRATIVE ACTION OR PROCEEDING TO WHICH HE OR SHE IS MADE A PARTY BY REASON OF BEING OR HAVING BEEN A DIRECTOR OR OFFICER OF THE CORPORATION OR SUCH BODY CORPORATE, (EXCEPT IN RESPECT OF AN ACTION BY OR ON BEHALF OF THE CORPORATION OR SUCH BODY CORPORATE TO PROCURE A JUDGMENT IN ITS FAVOUR), IF

A) HE OR SHE ACTED HONESTLY AND IN GOOD FAITH WITH A VIEW TO THE BEST INTERESTS OF THE CORPORATION OR SUCH BODY CORPORATE, AS THE CASE MAY BE; AND

B) IN THE CASE OF A CRIMINAL OR ADMINISTRATIVE ACTION OR PROCEEDING THAT IS ENFORCED BY A MONETARY PENALTY, HE OR SHE HAD REASONABLE GROUNDS FOR BELIEVING THAT HIS OR HER CONDUCT WAS LAWFUL.

THE CORPORATION SHALL, WITH THE PRIOR APPROVAL OF THE COURT HAVING JURISDICTION, INDEMNIFY A PERSON REFERRED TO IN PARAGRAPH 0 IN RESPECT OF AN ACTION BY OR ON BEHALF OF THE CORPORATION OR SUCH BODY CORPORATE TO PROCURE A JUDGMENT IN ITS FAVOUR, TO WHICH HE OR SHE IS MADE A PARTY BY REASON OF BEING OR HAVING BEEN A DIRECTOR OR AN OFFICER OF THE CORPORATION OR SUCH BODY CORPORATE, AGAINST ALL COSTS, CHARGES AND EXPENSES REASONABLY INCURRED BY HIM OR HER IN CONNECTION WITH SUCH ACTION IF HE OR SHE FULFILLS THE CONDITIONS SET OUT IN PARAGRAPHS 0 AND 0.

**RESOLVED THAT** THE FOREGOING BY-LAW IS MADE A BY-LAW OF THE CORPORATION BY THE SIGNATURES HERETO OF ALL THE DIRECTORS OF THE CORPORATION PURSUANT TO THE *BUSINESS CORPORATIONS ACT (ONTARIO)*, THIS                      DAY OF                      , 2011.



\_\_\_\_\_  
Natalie Albrecht, President

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Tara Perrin, Vice President

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Olena Tytarenko, Treasurer

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Erin McElwain, Secretary

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Natalie Albrecht, President

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Tara Perrin, Vice President

\_\_\_\_\_  
Olena Tytarenko, Treasurer

\_\_\_\_\_  
Erin McElwain, Secretary



## CODE OF CONDUCT ~ DPOM

**As an executive and/or voting member of the Durham Parents of Multiples, I shall:**

- be guided by the policy, vision, goals and principles of Durham Parents of Multiples
- know and work toward the vision of Durham Parents of Multiples
- endeavor to be familiar with the clubs policies and operating practices and act in accordance with them
- practice the highest standards of honesty, accuracy, respect and integrity
- encourage a positive atmosphere where individual contributions are encouraged and recognized
- recognize and respect the personal integrity of each member of Durham Parents of Multiples
- apply democratic principles
- contribute to consensus building
- consider the best interests of all members
- respect and maintain the confidentiality of all members
- limit discussions at executive meetings to matters of concern to Durham Parents of Multiples
- use the appropriate communications channels when questions or concerns arise
- accept accountability for the decisions of Durham Parents of Multiples
- declare any conflict of interest

## **DISCIPLINARY ACTION FOR BREACH OF CODE OF CONDUCT**

### **EXECUTIVE MEMBER**

- Given written notice
- Given written notice Excusing from Executive position
- Given written notice Revoking Club Membership

### **MEMBER**

- Given verbal warning
- Given written notice
- Given written notice Revoking Club Membership

All Discipline will be swift and will include an explanation of inappropriate behavior.

All disciplinary action will be done by a Committee of 3 uninvolved executive members. The committee will determine and complete the necessary action.

All grievances will be in writing and can be given to any executive member. A resolution letter will be sent from disciplinary Committee.