

- 32.1 Subject to the advance approval of a simple majority of the Members, for the purpose of carrying out the objects of the Society, the Society may borrow or raise or secure the payment of money in such a manner as determined by the Board.

ARTICLE 33 - BUDGET

- 33.1 The Board shall in the last quarter of the fiscal year, receive, consider and approve, with modifications as it may deem necessary, the annual budget as prepared by the Treasurer.
- 33.2 The budget may be amended during the fiscal year by the Board.
- 33.3 Notice of a motion to approve the budget or amend the budget must be provided to Directors in writing at least two (2) weeks in advance of the Board meeting.
- 33.4 A copy of the budget and any revised budget shall be distributed to all Members within thirty (30) days of being approved by the Board.

ARTICLE 33 t AUTHORIZATION OF EXPENDITURES

- 34.2 The Society may make any expenditure that is contemplated within an approved budget.
- 34.2 If any expenditure can reasonably be expected to cause the Society to exceed its approved budget or have a detrimental effect on any program contemplated by an approved budget then such expenditure may be made if the Board approves such an expenditure in advance.

ARTICLE 34 - DISBURSEMENTS

- 34.1 Any cheque, money order or bank documents can be signed on behalf of the Society by the Chair and the Treasurer together or by any other two (2) Officers or Directors of the Society designated by the Board in its discretion from time to time.

ARTICLE 35 - AUDITING

- 35.1 ~~At least~~ ~~once~~ ~~each~~ ~~year~~, the Board shall review the records of the Society at least once each year, and will provide a complete and proper statement of the standing of the books for the previous fiscal year to the Treasurer.

ARTICLE 36 - FISCAL YEAR

- 36.1 The fiscal year of the Society shall be the period of twelve (12) months commencing on the first (1st) day of January and ending on the thirty-first (31st) day of December of each year and the financial statements of the Society's affairs for presentation to the Members at the Annual General Meeting shall be made as of that date.

ARTICLE 37 - INSPECTION OF BOOKS BY MEMBERS

- 37.1 Any Member may inspect the books and records of the Society at any time upon giving reasonable notice and arranging a time satisfactory to the Chair, Vice-Chair, Secretary or Treasurer respectively. Each Director shall, at all times, have access to such books and records.

ARTICLE 38 - REPORTING TO IPAC

- 38.1 The Society shall annually report the following to IPAC:
- (a) an annual report of activities and financial statement approved by the Board, within three (3) months of Its Annual General Meeting; and
 - (b) the names of its Officers, not later than June 30 after the Annual General Meeting.

ARTICLE 39 – BYLAWS

- 39.1 The Bylaws may be rescinded, altered or added to by a Special Resolution.
- 39.2 Proposals for amendment, supplement or repeal may be introduced at an Annual General Meeting only if not less than twenty-one (21) days notice of the proposal or proposals has been given to the Members.

ARTICLE 40 - PROCUREMENT

- 40.1 The Society subscribes to the underlying principles of the fair and transparent procurement practices resident in the three levels of government in Edmonton region. As such, the following procurement rules will be followed by IPAC ERG:
- (a) Only the following personnel are authorized expenditure officers within the Society, who are authorized to enter into agreements and make payments:
 - i. Chair
 - ii. Vice-Chair;
 - iii. Treasurer;
 - iv. Committee Chairs within their Committee’s approved budget and business plan.
 - (b) For purchases of goods less than \$5,000 and/or services less than \$10,000:
 - i. A record shall be kept showing receipt of at least two bids or cost estimates from legitimate vendors unless a Standing Offer Contract is in place and was used. Such a record shall indicate the decision-making factors used in deciding contract award.
 - (c) For purchases of goods equal to or more than \$5,000 and/or services equal to or more than \$10,000:
 - i. Procurement will be approved by the Board unless the goods are on a Standing Offer Contract, as defined in the Stand Offer Contract Policy.
 - (d) Sole-source contracts shall be avoided by the IPAC ERG Board, unless the procurement is minor in nature or approved by the Chair in writing along with the rationale and applicable exception. For the purposes of Article 40.1, “minor” is defined as a good valued at less than

\$250 or a service less than \$500. Notwithstanding the Society's preference for competitive procurement, some exceptions the Chair may consider include:

- ii. from philanthropic institutions, or persons with disabilities
- iii. from a public body or other non-profit organization
- iv. of health services and social services
- v. where it can be demonstrated that only one supplier is able to meet the requirements of a procurement
- vi. where an unforeseeable situation of urgency exists and the services, or the goods or services could not be obtained by means of open procurement procedures
- vii. in the absence of a receipt of any bids in response to a call for tenders

40.2 No current or former member of the board shall benefit from any procurement from the Society directly or indirectly.

DATED this 23rd day of June, 2020.

Signature of Chair

Signature of Witness