must include all of the following provisions, in accordance with section 16 of the *Societies Act*

- The name of the society.
- The purposes of the society.
- The powers of the society.
- The rights, obligations and terms of membership.
- The terms of withdrawal from membership.
- The mode of calculating the amount payable by a member to the society on withdrawal from membership.
- The mode of suspension or expulsion of members.
- The mode of appointment, powers, duties and removal of directors.
- The mode of appointment, powers, duties and removal of auditors.
- The mode of calling and conducting meetings of members. *Note: **the annual general meeting must be held at least 31 days after** the chosen fiscal year end.*
- The mode of calling and conducting meetings of directors.
- The mode of amending the constitution. *NOTE: a "quorum" is the number of persons required to be present before a meeting can proceed. It should be low enough to be practical. It may be set as a percentage of the total number of members in order to ensure that it is always possible for the society to properly function, no matter how low or high the membership may be.*

- The society must keep its books and records accurately and clearly.
- The society must file corporate tax returns, [illegible] accepted.

[illegible] considered, [illegible] request that he conduct an [illegible] payment submission [illegible].

[illegible] not take effect [illegible].

[illegible]

[illegible]

[illegible]

[illegible]