



Briefing Note

To: Membership of Wavefront Centre for Communication Accessibility
From: Board of Directors, Wavefront Centre for Communication Accessibility
Subject: Overview of Proposed Changes to the Western Institute for the Deaf and Hard of Hearing dba Wavefront Centre for Communication Accessibility Bylaws.

Summary:

The Governance Committee and Board of Directors of Wavefront Centre have conducted a thorough review of our bylaws to reflect recent amendments to the Societies Act, the legislation governing Wavefront Centre, and to improve our overall governance. Please review "Schedule A" of the draft bylaws, which contain the actual proposed changes.

Overview of Proposed Bylaw Changes:

1. Membership Structure:

- Membership will now be composed of regular and non-voting members.
- Current Life Members will be reclassified as regular members.
- Current employees, contractors, and those who were employees or contractors of Wavefront Centre within the last 24 months will become non-voting members.
- All other current members will automatically transition to become regular members.

2. Membership Admission Process

- The process for admitting new members has been streamlined for efficiency.

3. Annual Fees:

- A minimum annual fee of \$10 will be established uniformly for all members.

4. Elections and Meetings:

- Provisions dealing with elections and meetings have been updated to ensure consistency with the Societies Act.

5. Quorum for General Meetings:

- The quorum will change from a fixed number to 5% of regular members, providing more flexibility and consistency as membership numbers fluctuate.

6. Director Qualifications and Governance:

- Director qualifications, remuneration, and conflict of interest provisions will be updated to align with amendments to the Societies Act.
- Director indemnification will now be governed by the Societies Act.

7. Borrowing and Access to Records:

- Provisions related to borrowing and access to society records will be revised to align with the language of the Societies Act.

8. Executive Title:

- The Executive Director will be renamed "Chief Executive Officer" to reflect current practice.

Next Steps:

- Members will vote for these changes at the Annual General Meeting being held on June 27, 2024.

We appreciate your attention to these important updates and look forward to your participation in the approval process.

Sincerely,

Board of Directors
Wavefront Centre for Communication Accessibility