

**MARITIME FOREST RANGER SCHOOL
BY-LAW NO.1
GENERAL BY-LAW**

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MARITIME FOREST RANGER SCHOOL
BY-LAW NO. 1
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1. Interpretation

In these By-Laws

- a) "Act" means the Maritime Forest Ranger School Act Stats. N.B. 1978 C. -68 and any amendments thereto.
- b) "Board" means the Board of Governors appointed pursuant to Section 6 of the Act.
- c) "Corporation" means the Maritime Forest Ranger School.
- d) "Member" means a member of the Board.
- e) "Transition period" means the period from the date these By-Laws are enacted until the 30th of May, 1979.

2. Corporate Seal

The corporate seal of the Corporation shall be a design formed of two concentric circles between which shall be the name of the Corporation. Inside the concentric circles shall be the words and figures, "Incorporated 1978" as shown in the impression on the margin hereof.

The corporate seal shall not be used without the sanction of the Chairman, the Chief Executive Officer, a vice-president and secretary of the Corporation, or any two of them, or the sanction of such Member or Members, or officer or officers of the Corporation as the Board may by resolution appoint for general or specific purposes.

3. Head Office

The principal or head office of the Corporation shall be at the City of Fredericton, in the County of York and Province of New Brunswick, or such other place therein as the Members of the Corporation may from time to time decide

4. Membership

Membership in the Corporation shall consist of only those persons who are elected or appointed as members of the Board of Governors in accordance with the provisions of the Act.

5. Board of Governors

The affairs of the Corporation shall be managed by the Board consisting of not more than twelve Members who may exercise all powers and do all acts and things which may be exercised or done by the Corporation.

6. Constitution of Board

Except during the transition the Board shall consist of those persons holding the offices or positions described in Section 6 (2) of the Act together with those persons elected or appointed pursuant to Sections 6 (4) and (5) of the Act.

7. Term of Office

The term of office of any person elected or appointed to the Board pursuant to Sections 6 (4) and (5) of the Act shall be for the period such person is elected, not to exceed five years from the date of such election or appointment, but any member whose term has expired is eligible for reappointment.

8. Meetings and Quorum

- a) The Board shall meet not less than one time per year at a time and place determined by the Chairman or in his absence the Chief Executive Officer. A quorum of the Board shall be five.
- b) The Board may provide by resolution the time and place, either at the head office or elsewhere for the holding of additional regular meetings of the Board without other notice than such resolution.

- c) Special or other meetings of the Board may be held either at the head office of the Corporation or elsewhere as the Members may from time to time determine.
- d) Meetings of the Board may be held at any time without formal notice if all the Members are present or those absent have signified their consent in writing to the meeting being held in their absence. The Chairman or, in his absence, the Chief Executive Officer, a vice-president, in order of seniority, or any two Members may at any time convene a meeting of the Board. The secretary, by direction of the Chairman or, in his absence, the Chief Executive Officer, a vice-president, in order of seniority, or any two Members shall convene a meeting of the Board. Notice of such meeting shall be delivered, mailed or telegraphed to each Member twenty-four hours before the meeting is to take place.

9. Adjournment of Meeting of Board

If two or more Members but less than a quorum shall be in attendance at the time for which any meeting of the Board shall have been called, the meeting may, after a lapse of fifteen minutes from the time appointed for holding such meetings, be adjourned from time to time by the Members present for a period of one week at any one time without any notice other than by announcement at the meeting until a quorum shall attend.

Any meeting of the Board at which a quorum is present may also be adjourned in like manner for such time as may be determined by vote. At any adjourned meeting at which a quorum shall attend, any business may be transacted which might have been transacted if the meeting had been held as originally called.

10. Voting at Meeting of Board

Questions arising at any meeting of the Board shall be decided by a majority of votes. In the case of an equality of votes the Chairman in addition to his original vote shall have a second or casting vote.

11. Vacancies on the Board

In case of a vacancy occurring on the Board, of one or more Members elected or appointed pursuant to Sections 6 (4) and (5), of the Act, through death, resignation, disqualification, removal, or other cause, the Members then in office, by the affirmative vote of the majority of such remaining Members, as may be present at the meeting, although such majority is less than a quorum, shall have power at any time and from time to time to appoint any person as a Member and any Member so appointed shall hold office until the expiry of the Member's term such person is replacing.

12. Annual Meetings of Members

The Annual Meeting of the Members for the purpose of election of Members, receiving the reports of Members and Auditors, and transacting such other business as may come before the Meeting, shall be held at the head office of the Corporation or elsewhere as the Board may from time to time determine and at such time during each year as the Board by day of September in any year, the Annual Meeting shall be held on the third Thursday in September at the head office of the Corporation. IF the day fixed for the Annual Meeting shall be a legal holiday, such Meeting shall be held on the next succeeding business day designated herein for any Annual Meeting, or at any adjournment thereof, the Board shall cause the election to be held at a Special Meeting of the Members as soon thereafter as conveniently may be.

13. Agenda at Annual Meeting of Members

At each Annual Meeting of the Members, the order of business shall be as follows:

- a) Calling the Meeting to order;
- b) Reading of Notice calling the Meeting and furnishing proof that such Notice was duly given and that a quorum is present;
- c) Appointment of scrutineers, if deemed expedient by the Chairman;
- d) Reading of minutes of last Annual Meeting of Members and of any intervening Special General Meetings of Members and considering confirmation of the same;
- e) Presentation of the Annual Report of Members.
- f) Presentation of Financial Reports;
- g) Discussion and, if thought fit, approval of the Financial Reports;
- h) The appointment of an Auditor or Auditors and, if thought fit, dealing with his or their remuneration;
- i) The approval or confirmation of the enactment, repeal, amendment or re-enactment of any By- Law or By- Laws, but only if Notice of this item of business has been included in the Notice of the Meeting;
- j) Election of members to fill any vacancies;
- k) Miscellaneous business, if any, of which Notice has been included in the Notice of Meeting; and
- l) New business.

14. Special Meetings of Board

Any five Members may in writing call a special meeting of the Board by a notice in

writing mailed to all Members of the Board at least ten days prior to such meeting. In

every such notice a statement shall be made of the purpose for which such meeting shall be called.

15. Election and Retirement of Members

Election of Members to be elected under Section 6 (4) of the Act shall not be by secret ballot unless demanded.

16. Validity of Acts of Members

All acts done bona fide by any meeting of the Board or by any person acting as a Member shall notwithstanding that it be afterwards discovered that there was some defect in the election or appointment of any Member of such Board, or person acting as aforesaid, or that they or any of them were disqualified and was qualified to be a Member.

17. Executive Committee of Board

a) The Board may from time to time elect from among its number an executive committee consisting of the Chairman, the Chief Executive Officer, the Secretary and one other Member, as the Board may by resolution determine. Each Member of the executive committee shall serve during the pleasure of the Board and, in any event, only so long as he shall be a Member. The Board may fill vacancies in the executive committee by election from among its number. If and whenever a vacancy shall exist in the executive committee, the remaining Members may exercise all its power so long as a quorum remains in office.

b) During the intervals between the meetings of the Board the executive committee shall possess and may exercise (subject to any regulations which the Members may from time to time impose) all the powers of the Board in the management and direction of the affairs of the Corporation (save and except only such acts as must by

law be performed by the Members themselves) in such manner as the executive committee shall deem best for the interests of the Corporation in all cases in which specific directions shall not been given by the Board.

- c) Subject to any regulations imposed from time to time by the Board, the executive committee shall have power to fix its quorum and may fix its own rules of procedure from time to time.
- d) Meetings of the executive committee may be held at the head office of the Corporation or at any other place. The executive committee shall keep minutes of its meetings in which shall be recorded all action taken by it, which minutes shall be submitted as soon as practicable to the Board.
- e) The members of the executive committee shall be entitled to receive such reimbursement of expenses for acting as members of the executive committee as the Board may from time to time determine.

18. Advisory Committee

The Board may from time to time establish such advisory committees as it deems desirable and prescribe the duties and responsibilities of such committees.

The Board shall appoint the chairman of each advisory committee and may appoint other persons to membership in any such committee or may authorize the chairman of any such committee to select the other members thereof. The members of the advisory committee, except the Chairman, do not need to be Members provided, however, that such officers or employees of the Corporation as the Board or the committee chairman deem desirable may assist and advise in the deliberation of any advisory committee.

19. Member Contracting with the Corporation

The Corporation may enter into contracts and transact business with one or more of its Members, or with any firm of which one or more of its Members are directors or employees, or with any other corporation or association of which one or more of its Members are shareholders, directors, officers, or employees. Such contracts or transactions shall not be invalidated or in any wise affected by the fact that such a Member or Members have or may have interests therein which are or might be adverse to the interest of the Corporation provided, however, that in any such case the fact of such interest shall be disclosed to the other Members acting upon or in reference to such contract or transaction.

A general notice that a Member is a director and/or officer and/ or shareholder of any specified firm, syndicate or association or company, and is to be regarded as interested in all transactions with that firm or syndicate or association or company shall be sufficient disclosure in respect to such Members and the said transactions and after such general notice it shall not be necessary for the said Member to give special notice of any particular transaction with that firm or syndicate or association or company.

20. Submission of Contracts of Transactions to Members for Approval

Any contract, act or transaction falling within Section 17 not already authorized by the Board shall be submitted at a meeting of the Board called for the purpose of considering the same and any contract, act or transaction that shall be approved or ratified by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Companies Act or other statute, or any other by-law) shall be as valid and as binding upon the Corporation and upon all

the Members as though it had been approved or ratified by every Member of the Corporation.

21. Director or Shareholder of Other Companies

A Member of this Corporation may be or become a shareholder, member or a director of any company in which this Corporation may be interested as vendor to, purchase from, shareholder in or otherwise, and no such Member shall be accountable for any benefits received as a shareholder or director of such company.

22. Remuneration of Members

The reimbursement of expenses (if any) to be paid the Members shall be such as the Board shall from time to time determine, and, in the absence of any agreement to the contrary, such reimbursement shall be in addition to the salary paid to any officer of the Corporation who is also a member of the Board. The Members may also by resolution award such remuneration to any Member undertaking any special services on behalf of the Corporation other than the routine work ordinarily required of a Member by a corporation and the confirmation of any such resolution or resolutions by the Members shall not be required; provided that nothing herein contained shall be construed to preclude any Member from serving the Corporation in any other capacity than as a Member and receiving compensation therefore.

23. Protection of Member

Each and every Member of the Corporation shall assume office on the express understanding, agreement and condition that every Member of the Corporation and his heirs, executors, administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the Corporation from and against all costs, losses, charges and expenses whatsoever which such

Member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against him for or in respect to any act, deed, matter or thing whatsoever made, done or permitted by him in or about the execution of the duties of his office, and also from and against all other costs, losses, charges or expenses as are occasioned by his wilful neglect or default.

No Member for the time being of the Corporation shall be liable for the acts, receipts, neglects or defaults of any other Member or officer or employee of the Corporation or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by order of the Board for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money, of or belonging to the Corporation shall be placed out of invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects of the Corporation shall be lodged or deposited or for any other loss, damage or misfortune whatsoever which may happen to the Corporation in the execution of the duties of his respective office of trust or in relation thereto unless the same shall happen by or through his own wilful neglect or default.

24. Officers

The officers of the Corporation shall consist of the Chairman of the Board, the Chief Executive Officer, one or more vice-presidents, a secretary, a treasurer, and such other officers as the Board may from time to time determine.

The Chairman, secretary and vice-president or vice presidents shall be elected annually by the Members from amongst themselves to hold office until the election of heir successor. All other officers, who need not be Members of the Corporation, shall be appointed by the board and hold office only during the pleasure of the Board.

25. Remuneration and Removal of Officers

The remuneration (if any) of any officer shall be determined from time to time by resolution of the Board. The fact that any officer or employee is a Member of the Corporation shall not disqualify him from receiving such remuneration as may be determined. All Officers, in the absence of agreements to the contrary, shall be subject to removal by resolution of the Board at any time, with or without cause.

26. Duties of Officers May Be Delegated

In case of absence of the Chairman, the vice-president or, if more than one, the vice-presidents or of any other officer of the Corporation or for any other reason that the Board may deem sufficient, the Board may delegate for the time being the powers of such officer to any other officer of any Member of the Corporation provided that a majority of the entire Board concur therein.

27. Chairman

The Members shall elect from among themselves a Chairman who shall preside over all meetings of the Members. The Chairman shall have a second or casting vote in addition to his original vote at all meetings of the Members.

28. Duties of Chief Executive Officer

The Chief Executive Officer shall have charge of the day to day management of the affairs of the Corporation pursuant to policies which may from time to time be laid down by the Board. The Chief Executive Officer, in the absence of the Chairman of the

Board, shall preside at meetings of the Board; he shall sign all instruments which require his signature and shall perform all duties as may from time to time be assigned to him by the Board. The Chief Executive Officer when presiding at meetings of the Board of the Corporation shall have a second or casting vote in addition to his original vote.

29. Duties of Vice - President

The vice - president, or, if more than one, the vice-presidents, in order of seniority, shall be vested with all powers and shall perform all the duties of the Chief Executive Officer in the absence or disability or refusal to act of the Chief Executive Officer. The vice-president, or if more than one, the vice-presidents, shall have also such other powers and duties as may from time to time be assigned to him or them by the Board. When Presiding at meetings of the Board of the Corporation a vice-president shall have a second or casting vote in addition to his original vote.

30. Duties of Secretary

The secretary shall issue or cause to be issued notices of all meetings of the Board, Members and committees (if any) when directed so to do; have charge of the minute and other record books of the Corporation, sign with the Chief Executive Officer or other signing officer or officers of the Corporation such instruments as require his signature and shall perform such other duties as the terms of his engagement call for, or the Board may from time to time properly require of him. The secretary shall be responsible also for the safe custody of the corporate seal of the Corporation.

The secretary or such other officer as may be specially charged with the duty shall keep or cause to be kept a book or books wherein shall be kept recorded:

- a) A copy of the Act and any amending statutes and copies of all the By-Laws of the Corporation;
- b) The names, addresses and callings of all persons who are or have been Members of the Corporation, with the several dates at which each became or ceased to be such Members.

31. Duties of Treasurer

The treasurer shall perform all duties that are properly required of him by the Board. He may be required to give such bond for the faithful performance of his duties as the Board in their discretion may require but no Member shall be liable for failure to require any bond or for any loss by reason of the failure of the Corporation to receive any indemnity thereby provided. The treasurer shall at all reasonable times exhibit his books and accounts to any Member of the Corporation upon application at the office of the Corporation during business hours.

32. Other Officers

The duties of all other officers of the Corporation shall be such as the terms of their appointments or engagements call for or the Board requires of them. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board otherwise directs.

33. Variation of Duties

From time to time the Board may vary, add to or limit the powers and duties of any officer or officers.

34. Agents and Attorneys

The Board shall have power from time to time to appoint agents or attorneys for the Corporation in or out of New Brunswick with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.

35. Fidelity Bonds

The Board may require such officers, employees and agents of the Corporation as the Board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the Board may from time to time prescribe.

36. Vacancies in Offices

If the office of Chairman, Chief Executive Officer, vice-president, secretary, treasurer, or other officer, one or more, shall be or become vacant by reason of death, resignation, disqualification or others, the Board by resolution duly passed at any meeting duly called and held may elect or appoint any person to fill such vacancy.

37. Patrons and honorary Members and Officers

a) The Board may recognize persons who have supported or have been interested in the Corporation's activities by appointing such persons Patrons of the Corporation.

b) The Board may appoint such honorary Members and officers as it may deem desirable. Honorary Members and officers may attend meetings of Members and participate in deliberations thereat but shall not be entitled to vote. A duly elected Member may be appointed an honorary officer. Notwithstanding the generality of the foregoing the Board may appoint an Honorary Chairman of the Board.

38. Auxiliaries

The Board may promote, encourage and assist auxiliaries or similar groups or organizations established for the purpose similar groups or organizations established for the purpose of furthering the purposes of the Corporation.

39. Fiscal Year

The fiscal year of the Corporation shall end on the 31st day of December in each year.

40. Auditor

At each annual meeting of the Members and auditor shall be appointed for the purpose of auditing and verifying the accounts of the Corporation for the current year and his report shall be submitted at the next annual meeting of the Members. The auditor shall not be a Member or an officer of the Corporation.

41. Inspection of Accounts and Records by Members

The accounts, books and records of the Corporation or any of them shall be open to inspection by Members upon reasonable notice of the desire to do so.

42. Service of Notice

Any notice may be served by the Corporation upon any Member either personally or by sending it through the post in a postpaid envelope addressed to such Member at this address as the same appears in the books of the Corporation, or if no address be given therein, to the last address of such Member known to the secretary.

With respect to every notice sent by post, it shall be sufficient to prove that the envelope containing the notice was properly addressed and put into the Post Office or into a Post Office letter box.

43. Signature to Notice

The signature to any notice to be given by the Corporation may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

44. Proof of Service of Notice

A certificate of the secretary or other duly authorized officer of the Corporation in office at the time of the making of the certificate as to the facts in relation to the mailing or delivery of any notice to any Member or officer, or publication of any notice, shall be

conclusive evidence thereof and shall be binding on every Member or officer of the Corporation as the case may be.

45. Waiver of Notice

Any Member, officer or auditor may waive any notice required to be given to him under any provision of the Companies Act or the Act or the By-Laws of the Corporation, and such waiver whether given before or after the meeting or other event of which notice is required to be given shall cure any default in giving such notice.

46. Banking Arrangements

The banking business of the Corporation, or any part thereof, shall be transacted with such bank, trust company or other firm or corporation carrying on a banking business as the Board may designate, appoint or authorize from time to time by resolution and all such banking business, or any part thereof, shall be transacted on the Corporation's behalf by such one or more officers and/or other persons as the Board may designate, direct or authorize from time to time by resolution and to the extent therein provided, including, but without restricting the generality of the foregoing, the operation of the Corporation's accounts; the making, signing, drawing, accepting, endorsing, negotiation, lodging, depositing, or transferring of any cheques, promissory notes, drafts, acceptances, bill of exchange and orders for the payment of money; the giving of receipts for and orders relating to any property of the Corporation; the execution of any agreement relating to any such banking business and defining the rights and powers of the parties thereto; and the authorizing of any officer of such a banker to do any act or thing on the Corporation's behalf to facilitate such banking business.

47. Execution of Instruments

Deeds, transfers, documents, assignments, contracts and obligations on behalf of the Corporation may be signed by the Chairman, Chief Executive Officer, a vice-president or vice-presidents, a Member, the secretary or any two of them. In addition, the Board may at any time and from time to time direct the manner in which and the person or persons by whom any particular deed, transfer, assignment, contract or obligation of the Corporation or any class thereof may or shall be signed.

48. Sale of Assets

The Board may sell or dispose of assets of the Corporation or any part thereof for such consideration as they may deem fit, including the shares, bonds, debentures, debenture stock, notes or other securities or obligations of any other company.

49. Expenditures

The Members shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate by resolution to an officer or officers of the Corporation the right to employ and pay salaries to employees. The Members shall have the power to make expenditures for the purpose of furthering the objects of the Corporation. The Members shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of the Corporation in accordance with such terms and conditions as the Board may prescribe.

50. Reserves

The Board may from time to time set aside such sums as they deem fit as a reserve fund or funds to meet contingencies, for repairing, improving and maintaining any of the property of the Corporation, replacing wasting assets, forming an insurance fund, and

for such other purposes as the Board shall in their absolute discretion think conducive to the interest of the Corporation, and may invest and deal with the sums so set aside in securities of other companies in such manner as the Board may from time to time determine and from time to time deal with and vary such investments and dispose of all or any part thereof for the benefit of the Corporation and may divide the reserve fund into such special funds as they may think fit with full power to employ the assets constituting the reserve fund in the business of the Corporation without being bound to keep the same separate from other assets.

51. Gifts and Donations

The Board shall take such steps as they may deem requisite to enable the Corporation to receive the donations and benefits for the purpose of furthering the objects of the Corporation.

52. Stock or Bond Trading Transactions

The Chairman, Chief Executive Officer, a vice-president, the secretary and the treasurer of the Corporation or any two of them shall have power for and on behalf of the Corporation, to buy and sell shares in the capital stock, or bonds or debentures of any other company or companies and shall have full power for and in the name of the Corporation to execute and deliver all the documents required by any such other company or companies in connection with the acceptance, assignment, transfer, hypothecation or any other transaction respecting any shares, bonds or debentures standing in the name of this Corporation. Any such acceptance, assignment, transfer, hypothecation or other transaction concerning such shares, bonds, or debentures or any directions accompanying same shall be binding on this Corporation, if executed as

aforesaid or if executed by an attorney or attorneys duly authorized by any two of the aforesaid officers.

53. Voting Shares and Securities of Other Companies

All shares, bonds, debentures, debenture stock or securities of any other company or companies carrying voting rights held from time to time by this Corporation, may be voted at any and all meetings of shareholders, bondholders, debenture holders, debenture stockholders or holders of other securities (as the case may be) of such other company or companies by the Chief Executive Officer and secretary of this Corporation or either of them or by such other person or persons as the Board shall from time to time determine. The proper officers of this Corporation may execute a proxy in favor of the Chief Executive Officer or secretary of this Corporation without any formal authorization of the Board.

54. Amendments of By-Laws

Additional By-Laws of the Corporation may be enacted by two-thirds of the Members present at a meeting of the Board of which notice of any proposed by-laws has been given. Any By-Law may be repealed or amended by two-thirds of the Members present at a meeting of the Board of which notice of any repeal or amendment has been given.

55. Student Appeal Procedure
General Principles

1. In every case the onus is upon the student lodging the appeal to establish and substantiate the grounds of complaint.
2. In every case the appellate body shall deal with the complaint in a manner that is fair to the student concerned.

Grounds of Appeal

1. The grounds for resort to the student appeal procedure are as follows:
 - a) That the action of decision complained of was made contrary to the rules, policies, or procedures of the Maritime Forest Ranger School as enunciated in the school prospectus or otherwise publicized, or as established by settled practice;
 - b) That the action or decision complained of was made without authority or in excess of authority; or
 - c) That the action or decision accompanied of was arrived at by a different process or by application of a different standard than that used in evaluating other students.
2. No complaint shall proceed beyond the Second Level of Appeal except complaints with respect to the following:
 - a. suspension;
 - b. expulsion;
 - c. failure of a course or of the programme;
 - d. requirement to repeat the work of a term or of a course;
 - e. refusal to evaluate;
 - f. refusal to promote;
 - g. Refusal to graduate;
 - h. Refusal to release academic results;
 - i. Disqualification from examination; or

- j. Failure to deal with a complaint according to the Student Appeal Procedure established herein.

First Level of Appeal

1. The student's initial appeal is to the staff member responsible for the action or decision of which complaint is made.
2. The appeal shall be made within a reasonable time of such action or decision being communicated to the student. In the absence of extenuating circumstances, two days shall be deemed a reasonable time.
3. The appeal may be made orally or in writing
4. The staff member shall within two days of receipt of such appeal advise the student in writing of his decision and the reasons therefore.

Second Level of Appeal

1. Where the student is dissatisfied with the adjudication at the First Level of Appeal, or where the action or decision complained of is that the Director himself, the student may appeal to the Director.
2. The appeal shall be brought within a reasonable time of receipt of the adjudication at the First Level of Appeal (where applicable). In the absence of extenuating circumstances, two days shall be deemed a reasonable time.
3. The appeal shall be in writing and shall state the action or decision appealed, the name of the staff member responsible, the grounds of appeal, and the remedy sought.

4. The Director shall, within five days of the receipt of such appeal, and after having conferred with the student and (where applicable) the staff member concerned, communicate to the student in writing his decision and the reasons therefor.

Third Level of Appeal

1. Where the student is dissatisfied with the adjudication at the Second Level of Appeal and where the matter is such that further appeal is permitted, the student may appeal to the Maritime Forest Ranger School Appeal Council (hereinafter referred to as the "Appeal Council").
2. The Appeal Council shall consist of:
 - a) Two staff members who agree to serve (neither of whom is the Director nor the person whose decision or action is being appealed), one of whom is selected by the Director and one of whom is selected by the student; and
 - b) Two alumni of the Maritime Forest Ranger School who agree to serve (neither of whom is the Director nor the person whose action or decision is being appealed), one of whom is selected by the Director and one of whom is selected by the student.
3. The appeal to the Appeal Council shall be commenced within a reasonable time after receipt of the adjudication at the Second Level of Appeal by lodging with the Director a written notice of appeal setting out the action or decision being appealed, the name of the staff member responsible for it, the grounds of appeal, the remedy sought, and the names of two appointees to the Appeal Council. In the absence of extenuating circumstances, five days shall be deemed a reasonable time.

4. Upon receipt of the notice of appeal the Director shall forthwith notify the membership of the Appeal Council.
5. The Appeal council shall meet to consider the appeal within five days of the lodging of the notice of appeal with the Director. Three members of the Appeal Council shall constitute a quorum. Every member of the Appeal Council shall have one vote.
6. The Appeal Council shall from its own membership choose a chairman.
7. All proceedings of the Appeal Council shall be held in camera, but this shall not preclude either the student or the staff member whose action of decision is being appealed from being attended by counsel. Such counsel shall not be permitted directly to examine or cross- examine witnesses.
8. The student has the right to state his case to the Appeal Council. The staff member whose action or decision is being appealed shall, upon reasonable notice, appear before the Appeal Council to state his position.
9. The student has the right reasonably to see or hear, examine, and respond to every submission to the Appeal Council, whether written or oral. The only basis for deliberations and adjudication of the Appeal Council shall be the evidence which the student has seen or heard and to which he has been given an opportunity to respond.
10. The Appeal Council shall, within five days of the hearing, advise the student and the Director in writing of its decision and the reasons therefore.
11. Unless the Appeal Council is unanimous either the student or the staff member whose action or decision was appealed may make further appeal.

Fourth Level of Appeal

1. Where either the student or the staff member whose action or decision was appealed is dissatisfied with the adjudication at the Third Level of Appeal, and where the adjudication was such that further appeal is permitted, he may appeal to the Maritime Forest Ranger School Board of Governors Appeal Committee (Hereinafter referred to as the “Appeal Committee”)
2. The Appeal Committee shall consist of:
 - a) The Chairman of the Board of Governors, or his designate, as chairman; and
 - b) Four other members of the Board of Governors nominated by the Chairman, provided that no one shall serve on the Appeal Committee who has participated at any previous level of appeal. Where the Chairman of the Board of Governors is the Director, the person whose action or decision is under appeal, or a person who has served at any previous level of appeal, his duties shall be exercised by the next senior member.
3. The appeal to the Appeal Committee shall be commenced within a reasonable time after receipt of the adjudication at the Third Level of Appeal by sending the Chairman of the Board of Governors a written notice of appeal. In the absence of extenuating circumstances, ten days shall be deemed a reasonable time. In the case of an appeal by the student such notice shall state the action or decision appealed, the name of the staff member responsible for it, the grounds of the appeal and the remedy sought, and shall include a copy of the adjudication of the Appeal Council. In the case of an appeal by the staff member whose action or decision was appealed,

- such notice shall state the name of the affected student, the nature of the disputed decision, the grounds of appeal and the remedy sought, and shall include a copy of the adjudication of the Appeal Council.
4. The Appeal Committee shall convene as soon as practicable. Three members shall constitute a quorum.
 5. The Appeal Committee shall appoint a secretary who shall keep minutes of all proceedings. No members of the teaching staff at the Maritime Forest Ranger School and no person who has served at a previous level of appeal shall be eligible for appointment.
 6. All proceedings of the Appeal Committee shall be held in camera, but this shall not preclude either the student or the staff member whose action or decision is being appealed from being attended by counsel. Such counsel shall not be permitted directly to examine or cross-examine witnesses.
 7. The student has the right to state his case to the Appeal Committee. The staff member whose action or decision was appealed shall, upon reasonable notice, appear before the Appeal Committee to state his position.
 8. The student has the right reasonably to see or hear, examine, and respond to every submission to the Appeal Committee, whether written or oral. The only basis for the deliberations and adjudication of the Appeal Committee shall be the evidence which the student has seen or heard and to which he has been given an opportunity to respond.

9. The Appeal Committee shall, within ten days of the hearing, advise the student and the Director in writing of its decision and the reasons therefor, and shall transmit to them a copy of the minutes of the hearing.

RESOLUTION
MARITIME FOREST RANGER SCHOOL
(the "Corporation")

WHEREAS Article 24 of By-Law No. 1 (the General By-Law) of the Corporation, provides that one of the officers of the Corporation shall be "a Secretary";

AND WHEREAS through inadvertence, Article 24 requires that the Secretary shall be elected annually by the Members of the Corporation from amongst themselves.

AND WHEREAS the Members are desirous of deleting the reference in Article 24 requiring the annual election of the Secretary from amongst the Members of the Corporation

NOW THEREFORE be it resolved that:

1. Article 24 of By-Law No. 1 of the Corporation is hereby amended by the deletion of the reference therein to the necessity of the Secretary being elected annually to the Members of the Corporation from amongst themselves.
2. This amendment is deemed to be retroactive to the date of the adoption of the By-Law No. 1, being September 21, 1978.

DATED this 18th day of June, 1987.