

# Societies Act

## How to change your society's objectives or by-laws

### Changing your society's objectives?

There is a filing fee of \$25. Cheques should be made payable to the Minister of Finance.

### Changing your society's by-laws?

Refer to the by-laws checklist on the next page. If you are replacing all of your by-laws, the new by-laws must contain all items in the checklist.

### There are NO FEES for changing by-laws.

You may follow the format at right when you are creating your documents to change the objects or by-laws. The sample is provided for reference only and is not intended as a form to be completed and submitted for filing purposes..

See the by-laws checklist on the next page.

### **Mailing Address:**

Service Alberta  
Registries  
P.O. Box 1007 Stn. Main  
Edmonton AB T5J 4W6

### **Walk-in Service:**

Service Alberta  
Registries  
John E. Brownlee Building  
10365 – 97 Street  
Edmonton AB T5J 3W7

### SPECIAL RESOLUTION (Sample)

I hereby certify that the following special resolution was passed at a meeting of the members of

\_\_\_\_\_ (Name of society)

on \_\_\_\_\_ (month/day/year)

The by-laws were changed as follows:  
(example)

- the existing by-laws are repealed. they are replaced by the attached by-laws.

(example)

- by-laws 2 is changed to read: \_\_\_\_\_

(example)

- By-law 5 is deleted and replaced with the following: \_\_\_\_\_

### OR

The objectives were changed as follows:  
(example)

- The existing objectives are repealed. They are replaced by the attached objectives.

(example)

- Objective 2 is changed to read: \_\_\_\_\_

(example)

- Objective 5 is deleted and replaced with the following: \_\_\_\_\_

Date: \_\_\_\_\_ (write today's date)

Signature: \_\_\_\_\_ (original ink signature of authorized officer)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ (title of person who signed)

### For information call:

Edmonton: (780) 427-2311

**To contact Alberta Government offices toll free, dial 310 0000 then follow the instructions.**