

Bylaw Changes Provincial Requirements - Alberta

How to File Bylaw Changes: A Guide for Alberta Non-Profits Incorporated Under the *Societies Act* (S-14 RSA 2000)

Your organization should submit two originals of a letter of submission to Alberta Registries - see **sample on reverse side**.

At a minimum the letter should include the:

- name of your organization;
- corporate access number;
- date of the general membership meeting;
- text of the special resolution(s); and
- signature and title of the authorized signatory.

Delivery

Walk in: John E. Brownlee Building
Mezzanine Floor
10365-97 Stree
Edmonton, Alberta

Mail to: Alberta Registries
Corporate Registry
PO Box 1007 Stn Main
Edmonton, AB T5J 4W6

Fees (as of Oct. 2009)

Bylaw changes	No charge
Change of Objects	\$25.00

Include fees with submission

Cheque should be made payable to the
Minister of Finance

Fees and Forms see:
www.servicealberta.gov.ab.ca/817.cfm

Corporate Registry will return a copy of the letter submitted complete with a stamp confirming receipt of the change and a Proof of Filing Form - see **sample on reverse side**.

Note: To be in effect, changes to your bylaws must have been filed with and approved by Alberta Corporate Registry

SOCIETY LETTERHEAD

Date: XXX

Alberta Registries
PO Box 1007 Stn Main
Edmonton, AB T5J 4W6

**SAMPLE
SUBMISSION LETTER**

RE: *Name of Society*
Corporate Access Number: XXXXX
Notice of Bylaw Change

I hereby certify that the following Special Resolution was passed at a duly constituted General meeting of the _____ Society on ____ date _____.

Insert exact text of the Special Resolution passed by the members here

For example:

Be it resolved that clause _____ be *added/rescinded/amended* as follows...

Authorized Signature

Name of person authorizing (please print)

Title (please print)

Date

Society Bylaw Change - Proof of Filing
Alberta Amendment Date: 2007/05/31

**SAMPLE
PROOF OF FILING FORM**

The Bylaws are filed as of 2007/05/31

Service Request Number: xxxxxxxx
Corporate Access Number: xxxxxxxx
Legal Entity Name: Society name here
Legal Entity Status: Active

Annual Return

File year	Date Filed
2009	2009/07/24
2008	2008/08/17
2007	2007/06/16

Attachement

Attachment Type	Microfilm Bar Code	Date Recorded
Annual Return Form	xxxxxxxxxxxxxxxx	xxxx/xx/xx
Annual Return Form	xxxxxxxxxxxxxxxx	xxxx/xx/xx
Special Resolution/Objects	xxxxxxxxxxxxxxxx	xxxx/xx/xx
Correspondence	xxxxxxxxxxxxxxxx	xxxx/xx/xx
Audited Financial Statement	xxxxxxxxxxxxxxxx	xxxx/xx/xx

Registration Authorized by: Mr. John Smith
Board Chair