

)

Swimming/Natation PEI

INCORPORATED (1999)

CONSTITUTION AND BYLAWS (1999)

AMENDED (2015)

Section 1 - Constitution

Article 1 - Name

Article 2 - Objectives

Article 3 - Head Office

Article 4 - Remuneration

Article 5 - Dissolution

Article 6 - Amendments to Constitution

Section 2 - Bylaws

Article 1 - Definitions

Article 2 - Membership and Affiliation

Article 3 - Voting

Article 4 - Meetings

Article 5 - Governance - Board of Directors

Article 6- Conflict of Interest

Article 7 - Finance and Management

Article 8 - Indemnity

Article 9 - Dissolution

Article 10 - Amendment of By-Laws & Rules and Regulations

CONSTITUTION

Article 1 Name

- 1.1 The name of the organization will be “Swimming/Natation Prince Edward Island Incorporated”, hereinafter referred to as “The Association”.
- 1.2 The operating name shall be Swim PEI.
- 1.3 The Association will be a non-profit and non-sectarian organization.
- 1.4 The Association will be carried on without the purpose of gain for its Members and any profits or other accretions to the Association will be used for promoting its objectives

Article 2 Objectives

- 2.1 To promote, administer and develop the sport of competitive swimming;
- 2.2 To teach and encourage fair play and sportsmanship with emphasis on the enhancement of good character and citizenship;
- 2.3 To provide competition for all athletes desiring to participate in the sport of competitive swimming, ;
- 2.4 To exercise supervision and direction over its members, including athletes, coaches, officials, parents, administrators and spectators.
- 2.5 To ensure that all members have the opportunity of presenting and having their views heard.
- 2.6 To provide support and opportunity for swimmers, coaches, officials and administrators to improve and upgrade their skills.
- 2.7 To actively promote, adhere to and support the objectives and policies of the national association for swimming, Swimming/Natation Canada (SNC);
- 2.8 To actively promote swimming as a fun, enjoyable, lifelong sport, that can provide positive experiences for all those involved;
- 2.9 To enter into any arrangements with any authorities: federal, provincial, municipal, local or otherwise, which are conducive to the Association’s objectives and to obtain from any such authority any rights, privileges or concessions deemed necessary, and to carry out, exercise or comply with any such arrangements of rights, privileges or concessions;
- 2.10 To purchase, hold, own, sell, lease, mortgage, acquire or deal in any real estate or personal property, or any rights, powers, privileges, or franchises that are deemed necessary to the attainment of the objectives of the Association;
- 2.11 To enter into any arrangement, undertaking or agreement with any persons, corporation or authority that may seem conducive to the Association in attainment of its objectives, including acquiring assets of any kind;

2.12 To have all the powers set out in the Companies Act of Prince Edward Island, R.S.P.E.I. 1988, C-15 and amendments thereto.

Article 3 Head Office

3.1 The Association shall be incorporated with its head office at Sport PEI in the City of Charlottetown in the Province of Prince Edward Island;

Article 4 Remuneration

4.1 Officers and directors/managers shall be reimbursed travel and accommodation and other related expenses while representing the Association on official business. The membership may also grant an honorarium upon approval by the Board of Directors.

Article 5 Dissolution

5.1 In the event of dissolution or the winding up of the Association, the procedure for dissolution shall be as provided for in the bylaws.

Article 6 Amendments to Constitution

6.1 Amendments, additions or alterations to the constitution must occur at the Annual General Meeting or a Special General Meeting called for that purpose. Members/Clubs must receive at least 21 clear days notice of the proposed change(s) and at least 2/3's of the Board of Directors who vote at the meeting must approve the change(s).

Bylaws

Article 1 Definitions

1.1 When interpreting any published rule or bylaw the words defined below shall apply:

Appeal - the process followed in accordance with policies when a decision is unacceptable to a Member or Club affected;

Approved by the Board of Directors - the adoption of a motion by a majority of the votes cast by the Board of Directors General Meeting, or any General Meeting as convened by the Association;

Board Meetings - are restricted to members of the Board of Directors only, unless by invitation;

Club - means any organized group of persons associated for the purpose of swimming, properly constituted and registered with SNC and the Association;

Club Delegate - a member of a club, appointed by the Club President to represent the President in his absence. A Club Delegate shall not be a coach of the Club.

Competition - one or more meets or an event sanctioned by the Association;

Conflict of Interest-“**Conflict of Interest**” means a conflict between an Employee or Member’s duties as such, and any Private Interest that could improperly influence the objective or effective performance of those duties or responsibilities including :

- (a) an actual Conflict of Interest that involves a direct conflict between an Employee or Member’s current duties, and an existing Private Interest;
- (b) an apparent Conflict of Interest that exists where a reasonably informed person could have a reasonable apprehension that an Employee, or Member’s Private Interest could improperly influence the performance of his or her duties– whether or not that is in fact the case;
- (c) a potential Conflict of Interest that arises where an Employee or Member has a Private Interest that could conflict with his or her duties in the future;

Decision - any matter voted upon by the Board of Directors of the Association;

Director at Large - a person elected to the Board of Directors having special expertise and not currently directly affiliated with any Club (eg. swimmer, parent, coach, etc) as determined by the Board from time to time.

Discipline - the process followed in accordance with policies to establish if an individual or organization has committed an offence as defined by policy;

Executive Director - the employee of the Association, or a contractor to the Association, responsible for the day to day administration of the affairs of the Association;

General Meeting - an Annual General Meeting or a Special General Meeting and is open to all Members;

Member - a registered person in good standing who is at least eighteen (18) years old; or if under the age of eighteen, the parent or guardian of the Member;

Policy - a set of requirements adopted by the Board of Directors interpreting the intent of these By-Laws;

Private Interest - includes a direct or indirect interest or an interest of a financial or non-financial nature that arises as a result of:

- (d) a family relationship;
- (e) a personal asset;
- (f) a source of personal income;
- (g) an actual or contingent debt or liability;
- (h) an investment in any business enterprise;
- (i) a previous, present or potential contract or grant;
- (j) the receipt of a gift, hospitality or other benefit;
- (k) appointment or election to another office, or engagement in other employment or self-employment;
- (l) service as a director, officer, trustee, or member, of an external corporation or organization;

Procedure - a set of requirements adopted by the Board of Directors to implement a Policy;

Receipted Request - a written request by registered mail, certified mail or trace mail by courier service with the correct fee, if required, in the form of recorded payment;

Recorded Payment - a cheque or money order made payable to the Association, and

SNC - Swimming/Natation Canada

1.2 Interpretation

1.2.1 The singular means the plural (or vice versa)

1.2.2 The masculine shall mean the feminine (or vice versa)

Article 2 - Membership & Affiliation

2.1 Affiliation

2.1.1 This Association shall be under the jurisdiction of and affiliated with SNC.

2.1.2 The Association may affiliate with any other organization which, in the opinion of the Board of Directors, benefits amateur swimming in Prince Edward Island.

2.2 Classification of Members/Clubs

2.2.1 Membership in the Association shall be comprised of:

(a) **Member**

To become a member, an individual must:

- (i) officially register with the Association;
- (ii) pay the annual registration fee or dues.

(b) **Club**

To become club member, a club must:

- (i) officially register with the Association;
- (ii) pay the annual registration fee.

2.3 Admission of Members/Clubs

2.3.1 Any individual or club may become a member in the appropriate category by meeting the requirements in Bylaw 2.2

2.3.2 Each application for club membership must be accompanied by the annual fee and Club Affiliation Application Form and a copy of their most recently amended credentials which shall include the constitution and bylaws, as stipulated by the Board of Directors

2.3.3 Club memberships shall be formally approved at the Annual General Meeting by the Board of Directors.

2.4 Membership Fees

2.4.1 Membership Year

The membership year is September 1 to August 31 of the following year.

2.4.2 Setting Membership Fees

The Board decides annual membership fees for each category of members

2.4.3 Payment Date for Fees

The annual membership fees must be paid on or before October 31 of every year.

2.5 Rights and Privileges of Members/Clubs

2.5.1 Any Member/Club in good standing is entitled to:

- (a) receive notice of General Meetings of the Association;
- (b) attend any General Meeting of the Association;
- (c) speak at any General Meeting of the Association;
- (d) exercise other rights and privileges given to Members in these bylaws.

2.5.2 Voting Privileges

Only the Board of Directors in good standing can vote at General Meetings of the Association:

2.5.3 Member/Club in Good Standing

A Member/Club is in good standing when:

- (a) the member has paid membership fees or other required fees to the Association;
- (b) the member is not suspended as a member as provided under Bylaw 2.7., and
- (c) a Club has paid annual fees as required by the Association.

2.6 Resignation or Withdrawal of Membership

2.6.1 Resignation

- (a) Any Member/Club may resign from the Association by sending or delivering a written notice to the Secretary or President of the Association.
- (b) Once the notice is received, the Member/Club's name is removed from the

Register of Members/Clubs. The Member/Club is considered to have ceased being a Member/Club on the date his name is removed from the Register of Members.

2.6.2 Death

The membership of a Member is ended upon his death.

2.6.3 Deemed Withdrawal

- (a) If a Member/Club has not paid the annual membership fees within three (3) months following the date the fees are due, the Member/Club is considered to have submitted their resignation.
- (b) In this case, the name of the Member/Club is removed from the Register of Members/Clubs. The Member/Club is considered to have ceased being a Member/Club on the date his name is removed from the Register of Members.

2.6.4 Fees or Debts

- (a) No refund of annual fees will be made to a member upon the cessation of membership. Annual Club fees are not refundable.
- (b) Although a member ceases to be a member by death, resignation or otherwise, he is liable for any debts owing to the Association at the date of ceasing to be a member.
- (c) In the event the Member is injured or if there are other extenuating circumstances where the Member cannot swim during the first two months of the registration year, a prorated refund of the Swim PEI fees only may be considered.

2.7 Suspension of Membership

2.7.1 Decision to Suspend

The Board of Directors, at a Special Board Meeting called for that purpose, may suspend a Member/Club's membership for an initial period of not more than three (3) months, for one or more of the following reasons:

- (a) if the Member/Club has failed to abide by the Bylaws, codes or policies of the Association;
- (b) if the Member/Club has been disloyal to the Association;
- (c) if the Member/Club has disrupted meetings or functions of the Association, or
- (d) if the Member/Club has done or failed to do anything judged to be harmful to the Association.

2.7.2 The Board of Directors has the power to assign further suspensions.

2.7.3 Notice to the Member/Club

- (a) The affected Member/Club will receive written notice of the Board of Director's intention to deal with whether that Member should be suspended or not. The Member/Club will receive at least 14 clear days notice before the Special Board Meeting.
- (b) The notice will be sent by registered mail to the last known address of the

Member/Club shown in the records of the Association. The notice may also be delivered by an Officer of the Board of Directors.

- (c) The notice will state the grounds for why a suspension is being considered.

2.7.4 Decision of the Board

- (a) The Member/Club will have an opportunity to appear before the Board of Directors to address the matter. The Board of Directors may allow another person to accompany or represent the Member/Club.
- (b) The Board of Directors will determine how the matter will be dealt with, and may limit the time given the Member/Club to address the Board.
- (c) The Board of Directors shall provide a written decision outlining its reasons for the decision.
- (d) A two-thirds majority of the votes cast will pass a special resolution.

2.8 Expulsion of Members/Clubs

2.8.1 Decision to Expel

- (a) The Association may, by Special Resolution at a Special General Meeting called for such a purpose, expel any Member/Club for any cause which is deemed sufficient in the interests of the Association.
- (b) The length of the expulsion shall be determined at the Special General Meeting.

2.8.2 Notice to the Member/Club

- (a) The affected Member/Club will receive written notice of the Board of Director's intention to deal with whether that Member should be suspended or not. The Member/Club will receive at least 14 clear days notice before the special board meeting.
- (b) The notice will be sent by registered mail to the last known address of the Member/Club shown in the records of the Association. The notice may also be delivered by an Officer of the Board of Directors.
- (c) The notice will state the grounds for why an expulsion is being considered.

2.8.3 Decision of the Board

- (a) The Member/Club will have an opportunity to appear before the Board of Directors to address the matter. The Board of Directors may allow another person to accompany or represent the Member/Club.
- (b) The Board of Directors will determine how the matter will be dealt with, and may limit the time given the Member/Club to address the Board of Directors.
- (c) The Board of Directors shall provide a written decision outlining its reasons for the decision.
- (d) A two-thirds majority of the votes cast will pass a special resolution.
- (e) On passage of the Special Resolution, the name of the Member/Club is removed from the Register of Members/Clubs. The Member/Club is considered to have ceased being a Member/Club on the date his name is removed from the Register of Members.

2.9 Appeals

- (a) A member who is dissatisfied with a decision taken under either 2.7 or 2.8 may appeal that decision to an independent appeal board as defined by policy.

Article 3 - General Meetings

3.1 Annual General Meeting

3.1.1 The Association shall hold its Annual General Meeting no later than October 31 of each calendar year. The Board shall set the place, day and time of the meeting.

3.1.2 The Secretary shall provide notice to each Member/Club at least twenty-one (21) clear days before the Annual General Meeting. This notice states the place, date and time of the Annual General Meeting, and any business requiring a Special Resolution.

3.1.3 The Secretary shall provide any advice, in writing, within seven (7) days of the Member/Club wishing to have an item of business placed on the agenda of the Annual General Meeting.

3.1.4 The Annual General Meeting shall be attended by the Board of Directors, and may be attended by any other Member in good standing.

3.1.5 Agenda for the Meeting

- (a) Roll Call, Credentials;
- (b) Minutes of Previous Meeting;
- (c) Business Arising from the Minutes;
- (d) Reports;
- (e) Consideration of Amendments;
- (f) Election of Directors;
- (g) Appointment of auditors;
- (h) New Business;
- (i) Adjournment

3.2 Special General Meetings

3.2.1 Calling of Special General Meeting

A Special General Meeting may be called at any time:

- (a) by a resolution of the Board of Directors to that effect; or
- (b) on the written request of at least five (5) members of the Board of Directors. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting

3.2.2 Notice

The Secretary shall provide notice to each Member/Club at least twenty-one (21) clear days before the Special General Meeting. This notice states the place, date, time and purpose of the Special General Meeting.

3.2.3 Agenda for Special General Meeting

Only the matter(s) set out in the notice for the Special General Meeting are considered at the Special General Meeting.

3.2.4 Procedure at the Special General Meeting

Any Special General Meeting has the same method of voting and the same quorum requirements as the Annual General Meeting.

3.3 Quorum

3.3.1 Attendance by the majority of the Board of Directors at either the Annual General or Special General Meeting is a quorum.

3.4 Proceedings at the Annual General or a Special General Meeting

3.4.1 Attendance by the Public

General Meetings of the Association are open to the public.

3.4.2 Failure to Reach Quorum

The President will cancel the General Meeting if a quorum is not present within one-half (1/2) hour after the set time. If cancelled, the meeting is rescheduled for one (1) week later at the same time and place. If a quorum is not present within one-half (1/2) hour after the set time of the second meeting, the meeting can proceed with the Board of Directors in attendance which shall constitute a quorum.

3.4.3 Presiding Officer

- (a) The President chairs every General Meeting of the Association. The Vice-President chairs in the absence of the President.
- (b) If neither the President nor the Vice-President is present within one-half (1/2) hour after the set time for the General Meeting, the Board Members present may choose one (1) of the Members to chair.

3.4.4 Adjournment

- (a) The President may adjourn any General Meeting with the consent of the Board of Directors. The reconvened General Meeting deals only with the unfinished business from the initial Meeting.
- (b) No notice is necessary if the General Meeting is adjourned for less than thirty (30) days.
- (c) The Association must give notice when a General Meeting is adjourned for thirty (30) days or more. Notice must be the same as for any General Meeting.

Article 4 - Voting

4.1 Voting

4.1.1 Each Director, in good standing, has one (1) vote. A show of hands decides every vote at every General Meeting. A ballot is used if at least five (5) voting Members request it.

4.1.2 The President will vote only in the event of a tie.

4.1.3 The Past President has no vote

4.1.4 A majority of the votes decides each issue and resolution, unless the issue needs to be decided by a Special Resolution.

4.1.5 The President declares a resolution carried or lost. This statement is final, and does not have to include the number of votes for and against the resolution.

4.1.6 Voting by proxy is not permitted.

4.1.7 In the case of elections, the Board of Directors will receive a second vote to break the tie, provided the President is a nominee for that position.

4.2 Failure to Give Notice of Meeting

4.2.1 No action taken at a General Meeting is invalid due to:
(a) accidental omission to give any notice to any Member/Club;
(b) any Member/Club not receiving any notice; or
(c) any error in any notice that does not affect the meaning.

4.3 Written Resolution of All the Voting Members

4.3.1 All Directors may agree to a resolution in any transmissible form. This resolution is as valid as one passed at a General Meeting. It is not necessary to give notice or to call a General Meeting. The date on the resolution is the date it is passed.

Article 5 Governance - Board of Directors

5.1 Board of Directors

5.1.1 Board Composition

The Board of Directors of the Association shall be:

- (a) President and;
- (b) Vice President and;

- (c) Secretary and ;
- (d) Treasurer and;
- (e) Past President (ex-officio) and;
- (f) One Club Delegate from each registered Club and;
- (g) Director(s) at Large

5.2 Powers of the Board

- 5.2.1** The Board of Directors shall have full power to conduct all business on behalf of the Association.
- 5.2.2** The Board of Directors may make policies, procedures and rules for managing the affairs of the of the Association.
- 5.2.3** The Board of Directors may make policies, procedures and rules relating to the discipline of Members/Clubs, and shall have the authority to discipline Members/Clubs accordingly.
- 5.2.4** The Board of Directors may make policies, procedures and rules relating to the management of disputes within the Association and shall have the authority to deal with all disputes accordingly;.
- 5.2.5** The Board of Directors may establish committees, appoint members of committees and delegate any of its powers, duties and functions to any committee;
- 5.2.6 The Board of Directors shall establish a terms of reference for any committee ;
- 5.2.6** The Board of Directors may appoint or employ such persons as it deems necessary to carry out work of the Association; and
- 5.2.7** The Board of Directors shall have the authority to interpret any word, term or phrase in this bylaw which is ambiguous, contradictory or unclear.

5.3 Election of Board of Directors

- 5.3.1** The following positions on the Board of Directors shall be elected for a two year term as follows:
- (a) The President, Treasurer on odd-numbered years;
 - (b) The Vice-President, and Secretary on even-numbered years;
 - (c) Directors at Large, as required.
- 5.3.2** Prior to the Annual General Meeting, the President shall appoint a nominating committee. The nominating committee shall ensure that competent individuals are willing to stand for each position. The Committee Chair shall put forth such nominations at the Annual General Meeting.
- 5.3.3.** Any person may be nominated by a Member or Director and nominations may be made from the floor at the Annual General Meeting.

- 5.3.4** The removal from office of any member of the Board of Directors for any cause which is deemed sufficient in the interests of the Association shall require a two-thirds majority of those present at a Special Board Meeting called for that purpose.
- 5.3.5** Any candidate running for election for a position on the Board of Directors shall be given a maximum 5 minutes to speak prior to the vote being taken. The candidate may decline to use this opportunity if he/she wishes.
- 5.3.6** In the event of a vacancy occurring, the Board of Directors may appoint an individual to fill the unexpired term or until the next General Meeting.
- 5.3.7** The position of President, Vice President, Secretary and Treasurer cannot be filled by any member of any Club executive.
- 5.3.8** No person shall be nominated for a position of Director of this Association if he/she is not present at the Annual General Meeting, unless he/she has given notice in writing of his/her willingness to accept nomination.

5.4 Meetings of Board of Directors

- 5.4.1** The Board of Directors shall meet at least quarterly as provided for and defined in policy.
- 5.4.2** A quorum shall consist of 50% plus one of the filled positions of the Board of Directors
- 5.4.3** Meetings of the Board of Directors are open only to the Directors and invited guests.

5.4.4 Calling of Board of Directors Meeting

A Special Meeting of the Board of Directors may be called at any time:

- (a) by a resolution of the Board of Directors to that effect; or
- (b) on the written request of at least five (5) members of the Board of Directors. The request must state the reason for the Board Meeting and the motion(s) intended to be submitted at this meeting

5.5 Duties of the Directors

5.5.1 President

Shall preside at all meetings of the Association and Board of Directors. The President may be appointed as a member of a committee and will be an Ex-Officio member of all other committees. He/She shall call Board Meetings, is responsible for the overall direction of the Board, and is the main spokesperson for the Association.

5.5.2 Vice-President

Shall attend all General, Special, and Board Meetings and in the absence of the President, shall act as Chair and assume the duties and powers of the President.

5.5.3 Secretary

Shall attend all General, Special, and Board Meetings, and shall prepare and preserve the minutes and records of all meetings, keep the registry of members of the Association, prepare and send notices of meetings, keep and preserve correspondence, contracts and other important records, files annual returns, changes in the Directors, amendments to Bylaws and other incorporating documents with the Corporate Registry.

5.5.4 Treasurer

Shall attend all General, Special, and Board Meetings, and shall keep the financial statements, supervise spending monies, including signing cheques, work with the auditors on the audit of the financial statements, present the financial reports to the Board and the Annual General Meeting.

5.5.5 Past President

Shall attend all General, Special, and Board Meetings and may carry out other duties/projects as requested by the Board of Directors.

5.5.6 Directors at Large and Club Representatives

Shall attend all General, Special, and Board Meetings, and shall represent the Association at all meetings in the office to which they are appointed/elected.

5.5.7 Executive Director

Shall, when requested, attend all General, Special and Board Meetings, and have a voice but no vote, and be responsible for the day to day administration of the Association, under direction of the Board of Directors.

Article 6 – Conflict of Interest

A member who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Corporation will comply with the Corporation's Conflict of Interest Policy and will disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, will refrain from voting or speaking in debate on such contract or transaction; will refrain from influencing the decision on such contract or transaction; and will otherwise comply with the requirements Act regarding conflict of interest.

Article 7 - Finance and Management

7.1 Fiscal Year

7.1.1 The fiscal year of the Association shall be the one year period ending August 31.

7.2 Financial review

7.2.1 A third party independent review, a notice to reader, or an audit of the financial records of the Association shall be done annually.

7.3 Borrowing Powers

7.3.1 The Board of Directors on behalf of the Association shall have the authority to:

- (a) To apply for, secure, acquire by grant, legislative enactment, carry out and enjoy any charter, license, power, authority, franchise, concession, right or privilege, which any Government or authority of any company or other public body may be empowered to grant, and to pay for, aid in and contribute toward carrying same into effect.
- (b) To borrow money on credit of the Association and to limit and increase the amount borrowed, to issue bonds, debentures or other securities of the Association and pledge or sell the same for such sums at such prices as may be deemed expedient; to mortgage or pledge the common properties and facilities, including both the realty and the personalty, or both, to secure any bonds or debentures, any other securities, and any money borrowed for the purposes of the Association.

7.4 Signing Authority and Execution of Contracts

7.4.1 All cheques must be signed by any two of the following positions: President, Vice-President, Secretary, Treasurer or any other position designated by the Board of Directors.

7.4.2 The Board of Directors on behalf of the Association shall have the authority to enter into any arrangements with any governmental authority, municipality, local or otherwise that may seem conducive to the Association's objects, or any of them, and to obtain from any such governmental authority, any rights, privileges, concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements.

Article 8 Indemnity

8.1. The members of the Board of Directors shall not be personally liable for any mistake of judgement, negligence or any acts of omissions made in good faith, except for their own wilful malfeasance, misfeasance, misconduct or bad faith.

8.2. The Association shall indemnify and hold harmless each of the Board of Directors from all expenses or liability arising out of their position on the Board of Directors.

8.3 The association will not indemnify a Member or any other person for acts of fraud, dishonesty, or bad faith.

8.4. The Association shall obtain the type of insurance commonly known as "Directors and Officers Liability Coverage" in order to fund this indemnity obligation and also to encourage service on the Board of Directors.

Article 9 Dissolution

- 9.1.** It is specifically provided that in the event of dissolution or the winding up of the Association all its remaining assets after payment of its liabilities shall be distributed to one or more recognized non profit organizations in Canada as determined by the Board of Directors.

Article 10 Amendment of Bylaws

- 10.1.** No addition, amendment, or alteration shall be made in any part of the Bylaws of the Association except at the Annual General Meeting or at a Special General Meeting of the Association called for that purpose.
- 10.2.** No addition, amendment, or alteration to the Bylaws shall be in order unless notice thereof has been duly given to the Secretary of the Association and the Members/Clubs at least fifteen (15) clear days before the date fixed for the Annual General Meeting or for a Special General Meeting called for that purpose.
- 10.3.** Members/Clubs and the Board of Directors may propose changes to the Bylaws.
- 10.1.4** Additions, amendments or alterations to the Bylaws may be adopted by a two-thirds (2/3) vote of the Board of Directors present at such meeting.
- 10.1.5** Approved changes to the Bylaws shall be put into effect within thirty (30) days of the Annual General Meeting or the Special General Meeting called for that purpose.
- 10.1.6** The Association must annually complete Provincial Form 25 (Annual Return for Part II Non-Profit Companies - showing the names and addresses of the Directors). A copy of the revised Bylaws should be attached at that time.