

FORM 10

Certificate of  
Incorporation Number S-0017046

SOCIETY ACT

COPY OF RESOLUTION

The following is a copy of a special resolution passed in accordance with the by-laws of the Society on May 24, 2000. ✓

RESOLVED:

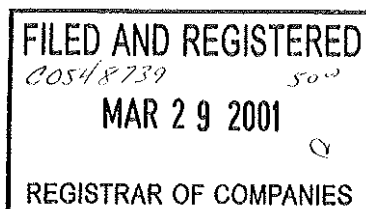
1. The by-laws of the Society be altered by replacing the existing by-laws with the by-laws attached hereto. ✓

✓ DATED the 24<sup>th</sup> day of May, 2000.

✓ THE SUNSHINE COAST MINOR HOCKEY  
ASSOCIATION  
(Name of Society)

by Shew Liddicoat

✓ Secretary  
(Relationship to Society)



CHANGE OF BYLAWS  
EFFECTIVE MAR 27/01

# **Bylaws of Sunshine Coast Minor Hockey Association**

## **Part 1 - Interpretation**

- 1 (1) In these bylaws, unless the context otherwise requires:

“Association” means The Sunshine Coast Minor Hockey Association ✓

“Directors” mean the directors of the society for the time being;

“Society Act” means the Society Act of British Columbia from time to time in force and all amendments to it;

“Regulations” means as defined by and in the following order of precedence: Sunshine Coast Minor Hockey Association (SMHA), Lion’s Gate League (LGL), Pacific Coast Amateur Hockey Association (PCAHA), British Columbia Hockey Amateur Hockey Association (BCAHA) and Canadian Hockey Association (CHA)

“Registered address” of a member means the member’s address as recorded in the register of members.

- (2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

- 2 Words importing the singular include the plural and vice versa, and words importing a male person include a female person and a corporation.

## **Part 2 - Membership**

- 3 The members of the Association are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members. ✓
  
- 4 (1) Parents or guardians as defined on the registration form shall become members of the Association upon payment of the yearly registration fee for their child. ✓  
  
(2) Any person over the age of 16 who is actively involved in the general work of the Association may become a member at the discretion of the Executive. ✓
  
- 5 Every member must uphold the constitution, comply with these bylaws and regulations. ✓
  
- 6 The annual registration Fees (such as yearly Rep try-out, Rep surcharges and/or any other fees deemed necessary) shall be determined by the Executive of the Association following the local Annual Ice users meeting and the Pacific Coast Amateur Hockey Association's Annual General Meeting. The fees will include any assessments by the British Columbia Minor Hockey Association for membership and/or Mutual Aid registration. ✓
  
- 7 The Executive Committee shall have the discretionary power to waive, in whole or in part, player registration fees or "Rep" fees in cases of exceptional financial duress. ✓

- 8 (1) A person ceases to be a member of the Association
- (a) by delivering his or her resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society,
  - (b) on his or her death, or
  - (c) on being expelled, or
  - (d) on having been a member not in good standing
  - (e) as of June 30 of each year unless either conditions in by-law 4(1) or (2) exists.
- 9 (1) A member may be expelled by a special resolution of the members passed at a general meeting.
- (2) The notice of special resolution for expulsion must be accompanied by a brief statement of the reasons for the proposed expulsion.
- (3) The person who is the subject of the proposed resolution for expulsion must be given an opportunity to be heard at the general meeting before the special resolution is put to a vote. ✓
- 10 All members are in good standing except a member who has failed to pay his or her current annual registration fee, or any other subscription or debt due and owing by the member to the Association. The member is not in good standing so long as the debt remains unpaid. ✓
- 11 Any member who has served the Association for at least five (5) years and rendered outstanding and meritorious service to the Association may be elected a Life Member at any regular meeting of the Executive. Life Members may have the privilege of acting in an advisory capacity to the Executive and have the privileges afforded to non-voting members. ✓

- 12 Nominations for Life Membership shall be submitted in writing to the Executive, signed by a member in good standing, detailing the service for which the honor is bestowed.
  
- 13 The Past - President may advise the present Board of Directors of previous business of the Association and attend the regular Executive Committee meetings with the privileges of a regular member.

### **Part 3 - Meetings of Members**

- 14 General meetings of the Association must be held at the time and place, in accordance with the Society Act, that the directors decide.
- 15 Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- 16 The directors may, when they think fit, convene an extraordinary general meeting.
- 17 (1) Notice of General Meetings shall be advertised once a week for two (2) consecutive weeks in a weekly newspaper circulated in the District of Sechelt and the Town of Gibsons. The first notice shall be not less than fourteen (14) days prior to the date of the meeting.
  - (2) Notice of general meeting must specify the place, day and hour of the Meeting, and, in case of special business, the general nature of that business.
  - (3) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 18 The Annual General Meeting must be held at least once in every calendar year and not later than May 31 in that year.
- 19 The Executive of the Association, on the requisition of 10% or more of members in good standing with the Association, shall convene a General Meeting of the Association. The requisition shall be in writing, shall be signed by the members requisitioning the General Meeting, shall state the purpose of the General Meeting and shall be sent by registered mail to the address of the Association.

Within twenty-one (21) days of the receipt of the requisition, the Executive shall convene a General Meeting.

## **Part 4 - Proceedings at General Meetings**

- 20 (1) Special business is
- a) all business at an extraordinary general meeting except the adoption of rules or order, and
  - b) all business conducted at an annual general meeting, except the following:
    - (i) the adoption of rules of order
    - (ii) the consideration of the financial statements;
    - (iii) the report of the directors;
    - (iv) the report of the auditor, if any;
    - (v) the election of directors;
    - (vi) the appointment of the auditor, if required;
    - (vii) the other business that, under these bylaws, ought to be conducted at an annual general meeting, or business that is brought under consideration by the report of the directors issued with the notice convening the meeting.
- 21 (1) Business, other than the election of a chair and the adjournment or termination of the meeting, must not be conducted at a general meeting at a time when a quorum is not present.
- (2) If at any time during a general meeting there ceases to be a quorum Present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.
  - (3) A quorum is nine (9) members present or a greater number that the Members may determine at a general meeting.
22. If within thirty (30) minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of members, must be terminated, but in any other case, it must stand adjourned to the same day in the next week, at the same time and place, and if, at the adjourned meeting, a quorum



is not present within 30 minutes from the time appointed for the meeting, the members present constitute a quorum.

23 Subject to bylaw 24, the president of the Association, the vice president or, in the absence of both, one of the other directors present, must preside as chair of a general meeting. ✓

24 (1) If at a general meeting

- a) there is no president, vice president or other director present within 15 minutes after the time appointed for holding the meeting, or
- b) the president and all the other directors present are unwilling to act as the chair, ✓

the members present must choose one of their numbers to be the chair.

25 (1) A general meeting may be adjourned from time to time and from place to place, but business must not be conducted at an adjourned meeting from the adjournment took place.

(2) When a meeting is adjourned for 10 days or more, notice of the adjourned meeting must be given as in the case of the original meeting.

(3) Except as provided in this bylaw, it is not necessary to give notice of an adjournment or of the business to be conducted at an adjourned general meeting.

26 (1) A resolution proposed at a meeting need not be seconded, and the chair of a meeting may vote or propose a resolution.

(2) In the case of a tie vote, the chair does not have a casting or second vote in addition to the vote to which he/she may be entitled as a member, and the proposed resolution does not pass. ✓

27 (1) A member in good standing present at a meeting of members is entitled to

one vote.

- (2) Voting is by show of hands unless the members at the meeting decide on a ballot.
- (3) Voting by proxy is not permitted.

## Part 5 - Directors and Officers

- 28 (1) The directors may exercise all the powers and do all the acts and things that the Association may exercise and do, and that are not by these bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Association in a general meeting, but subject, nevertheless to
- a) all laws affecting the Association
  - b) these bylaws, and
  - c) rules, not being inconsistent with these bylaws, that are made from time to time by the Association in a general meeting.
- (2) A rule, made by the Association in a general meeting, does not invalidate a prior act of the directors that would have been valid if that rule had not been made.
- 29 (1) The Directors of the Association are the President, Vice President, Secretary, Treasurer, Registrar and four (4) Directors at Large.
- (2) The number of officers must be 5, or a greater number determined from time to time at a general meeting.
- 30 (1) The offices of President, Registrar, and 2 Directors at Large shall be elected on alternate years to the offices of Vice-President, Secretary, Treasurer and 2 Directors at Large. Each position shall be elected for a two year term.
- (2) The Directors must retire from office at the Annual General Meeting once their successors are elected.
  - (3) Separate elections must be held for each office to be filled.
  - (4) An election of a director may be by acclamation, otherwise it must be by vote.
  - (5) If a successor is not elected, the person previously elected or appointed continues to hold office.

- 31 (1) The directors may at any time and from time to time appoint a member as a director to fill the place of the former director. ✓
- (2) A director so appointed holds office only until the conclusion of the next annual general meeting of the Association, but is eligible for re-election at the meeting.
- 32 (1) If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a member to take the place of the former director. ✓
- (2) An act or proceeding of the directors is not invalid merely because there are less than the prescribed number of directors in office.
- 33) The members may, by special resolution, remove a director, before the expiration of his or her term of office, and may elect a successor to complete the term of office. ✓
- 34) A director must not be remunerated for being or acting as a director but a director must be reimbursed for all expenses necessarily and reasonably incurred by the director while engaged in the affairs of the society. ✓
- 35) Nominations for the various offices of the Association shall be made by a nominating committee appointed by the Executive prior to the Annual General Meeting. Nominations may also be made from the floor of the Annual General Meeting. Each member of the Association in good standing shall have the right of nominating a representative for each office that is to be elected. The nominee must accept this nomination either in person or in writing.
- 36) A nominee shall have a five (5) minute opportunity to present him/her self to the Membership at the Annual General Meeting, if they so wish.

## **Part 6 - Proceedings of Directors**

- 37 (1) The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (2) The directors may from time to time set the quorum necessary to conduct business, and unless so set the quorum is a majority of the directors then in office.
- (3) The president is the chair of all meetings of the directors, but if at a meeting the president is not present within 30 minutes after the time appointed for holding the meeting, the vice-president must act as chair, but if neither is present the directors present may choose one of their number to be the chair at that meeting.
- (4) Meetings of the Executive Committee shall be held monthly and/or at the call of the President. Delegations and/or individuals may request an audience with the Executive Committee for the first half hour of the meeting. Such requests must be submitted in writing and delivered to the President twenty-four (24) hours prior to the meeting.
- (5) A director may at any time, and the secretary, on the request of a director, must convene a meeting of the directors.
- 38 (1) The directors may delegate any, but not all, of their powers to committees consisting of the director or directors as they think fit.
- (2) A committee so formed in the exercise of the powers so delegated must conform, to any rules imposed on it by the directors, and must report every act or thing done in exercise of those powers to the earliest meeting of the directors held after the act or thing has been done.
- 39 A committee must elect a chair of its meetings, but if no chair is elected, or if at a meeting the chair is not present within 30 minutes after the time appointed for holding the meeting, the directors present who are members of the committee must choose one of their number to be the chair of the meeting.
- 40 The members of a committee may meet and adjourn, as they think proper.

- 41 For a first meeting of directors held immediately following the appointment or election of a director or directors at an annual or other general meeting of members, or for a meeting of the directors at which a director is appointed to fill a vacancy in the directors, it is not necessary to give notice of the meeting to the newly elected or appointed director or directors for the meeting to be constituted, if a quorum of the directors is present.
- 42 (1) A director who may be absent temporarily from British Columbia may send or deliver to the address of the Association a waiver of notice, which may be by signed letter of any meeting of the directors and may at any time withdraw the waiver, and until
- a) a notice of meeting of directors is not required to be sent to that director, and
  - b) any and all meetings of the directors of the society, notice of which has not been given to that director, if a quorum of the directors is present, are valid and effective.
- 43 (1) Questions arising at a meeting of the directors and committee of directors must be decided by a majority of votes.
- (2) In the case of a tie vote, the chair does not have a second or casting vote.
- 44 A resolution proposed at a meeting of directors or committee of directors need not be seconded, and the chair of a meeting may move or propose a resolution.
- 45 A resolution in writing, signed by all the directors and placed with the minutes of the directors, is as valid and effective as if regularly passed at a meeting of directors.

## **Part 7 - Duties of Officers**

### 46 (1) The President shall

- a) preside at all meetings of the society and of the directors.
- b) be the chief executive officer of the Association and must supervise the other officers in the execution of their duties.
- c) have the power to suspend any team, player, parent, member, spectator, team official or referee for unsportsmanlike conduct on or off the ice, abusive language to any of the officials, or failure to comply with the Regulations of this Association pending a review of the incident by the Discipline Committee within fourteen (14) days.
- d) be a signing officer for the Association.
- e) exercise the powers of the Executive Committee in case of an emergency.

### 47 (1) The Vice President shall

- a) carry out the duties of the President during the president's absence.
- b) be a signing officer for the Association.

### 48 (1) The Secretary shall

- a) conduct the correspondence of the society.
- b) issue notices of meetings of the society and directors.
- c) keep minutes of all meetings of the society and directors.
- d) post on the Association's notice board a summary of all Executive meetings. The summary will not include any information that the Executive Committee deems confidential.

- e) have custody of all records and documents of the Association except those required to be kept by the treasurer.
- f) have custody of the common seal of the society.
- g) file all statutory filings under the Society Act.
- h) be responsible to book a meeting place for each meeting called.
- i) be a signing officer of the Association.

49) In the absence of the Secretary from a meeting, the directors must appoint Another person to act as Secretary at the meeting.

50 (1) The Treasurer shall

- a) keep the financial records, including books of account, necessary to comply with the Society Act.
- b) render financial statements to the directors, members and others when required.
- c) provide a written financial report at each Executive Meeting and a written statement at the Annual General Meeting.
- d) pay all justified expenses incurred by the Association in a timely order.
- e) be a signing officer of the Association.

51 (1) The Registrar shall

- a) be responsible for the registering of all members of the Association.
- b) maintain a register of all current members in accordance with the Society Act and make a copy available on request within a reasonable period of time.



- c) be responsible for player registration and the registration of all those players with the British Columbia Amateur Hockey Association and the B.C.A.H.A. Mutual Aid Fund.
- d) register all teams and team rosters with all affiliated leagues or Associations.
- e) oversee the signing of players and team officials to Pacific Coast Amateur Hockey/Canadian Amateur Hockey players certificates and submit these certificates and any further documentation to these Associations for the "Rep" teams.
- f) present a written report of the years registrations at the Annual General Meeting.

52 The Directors shall perform such duties and chair such committees as directed by the President. ✓

## **Part 8 - Committees - Duties and Powers**

53 (1) The Standing Committees of the Association shall be:

- a) Executive Committee
- b) Finance Committee
- c) Discipline Committee
- d) Appeals Committee
- e) Coach's Selection Committee

(2) A member of the Executive Committee shall be on all standing committees.

### **EXECUTIVE COMMITTEE**

54 (1) The Executive Committee shall consist of the Board of Directors of the Association.

(2) The duties of the Executive Committee shall be:

- a) to appoint all standing committee's on an annual basis.
- b) shall appoint the following non-elected officials of the Association:
  - i) the Head Coach
  - ii) the Ice Coordinator
  - iii) the Referee - In - Chief
  - iv) the Referee Scheduler
  - v) the Divisional Coordinators
  - vi) the Equipment Manager
- c) to have the power, at its discretion, to appoint committees to handle various affairs of the Association.

- d) to fill vacancies that occur on the Executive in a timely order.
- e) to have a director be the Lion's Gate Representative, preferably the Vice-President of the Association.
- f) to transmit validated written communications to the appropriate person(s).
- g) to notify the Discipline Committee of incidences occurring requiring their attention.

### **FINANCE COMMITTEE**

55 (1) The finance committee shall consist of no less than three (3) members.

(2) The duties of the Finance Committee shall be:

- a) to review the finances and expenditures of the Association.
- b) to review the annual financial statement for compliance with the Society Act.
- c) to recommend to the Executive Committee any course of action which they may deem advisable.
- d) to prepare a financial plan of the proposed operations for the upcoming year to be approved by the Executive Committee prior to the start of each season.
- e) to be responsible for the opening of all sealed bids for major purchases, deciding on the winning bid, notifying the Executive Committee, the supplier and posting the winning bid on the Association notice board.

### **DISCIPLINE COMMITTEE**

56 (1) The Discipline Committee shall consist of at least 4 people that are appointed by the Executive Committee.

(2) The duties of the Discipline Committee shall be:

- a) to review incidences brought to their attention by the Executive Committee.
- b) to inform the party involved by registered letter of the complaint and give that party the opportunity to respond. This response must be within seven (7) days.
- c) to review all relevant information, provide a hearing if requested, prescribe disciplinary action as necessary, to resolve the complaint within fourteen (14) days of the original meeting and notify by registered letter the party(ies) involved of the disciplinary action. Any notification of discipline will outline the appeal procedure in place within the Association.
- d) establish policies and procedures.

## **APPEALS COMMITTEE**

57 (1) The Appeal Committee shall consist of the Executive Committee of the Association.

(2) The duties of the Appeal Committee shall be to:

- a) hear appeals from decisions made by the Discipline Committee as made under By-law 56 (2) c). This shall be dealt with within fourteen (14) days of receiving the appeal.
- b) inform by registered letter the appeals committees' decision to the aggrieved party.

(3) The Appeals Committee may re-admit any team; player, team official or member uphold or modify any decision made by the Discipline Committee and may take further disciplinary action as deemed necessary.

## **APPEAL PROCEDURE**

58 (1) Any team, player, parent, team official, referee or member may appeal any decision of the Discipline Committee.

(2) Any appeal to the Appeal Committee by the aggrieved party(ies) shall be in

writing, shall set out the grounds for the appeal the complete and comprehensive particulars pertaining to the case and shall be delivered by registered mail to the Association's address withing seven (7) days of notification of the decision of the Discipline Committee.

- (3) The appeal must be accompanied by a fifty (\$50.00) dollar certified cheque. This fee will only be returned in cases where the appeal is successful.
- (4) The appeal shall be dealt with by the Appeals Committee within fourteen (14) days of receiving the written appeal. The decision of the Appeals Committee will be final and the aggrieved party will be informed by Registered letter.

### **COACH'S SELECTION COMMITTEE**

- 59 (1) The coach's selection committee will consist of the Head Coach, an Executive committee member and a member of the Association from the respective Division of the Association. None of the committee members may be a prospective coach.
- (2) The duties of the coach's selection committee shall be:
  - a) review the submitted written letters of the interested applicants for the positions of coaching for the upcoming year.
  - b) conduct personal interviews with all applicants to assess their qualifications, previous coaching experience, pervious disciplines, and letters of recommendations and evaluations.
  - c) review applicant's files.
  - d) select the coaches on behalf of the Association for the year.

### **AD HOC COMMITTEES**

- 60 (1) The President may in his discretion strike an ad hoc committee to inquire into any matter affecting the Association.

## Part 9 - Appointed Officials

### HEAD COACH

61 (1) The duties of the Head Coach shall be to:

- a) obtain references of first time applicants for coaching positions with this Association.
- b) chair each interview for the coaching positions.
- c) chair the coaches selection committee for various divisions within the Association.
- d) notify all coaching applicants of the selections for the year.
- e) present a list of selected coaches to the Executive Committee.
- f) develop and present on ice programs within his/her Association.
- g) perform public relations as required pertaining to the Association and it's coaches.
- h) liase with the Executive Committee on behalf of the coaches in the Association.
- i) liase with BCAHA District Coaching coordinator regarding coaching clinics.
- j) recommend coaches to Executive Committee for attendance at higher level clinics.
- k) meet with Association coaches to discuss letters of complaints, problems and solutions prior to placing in the coaches' file.
- l) perform evaluations of coaches during games and practices.
- m) suggest and promote team play guidelines.
- n) Coordinate meetings of coaches and players with local referee-in-chief or BCAHA Rules Committee Member for better understanding of the rules of the game.
- o) perform other related duties as determined by the Executive Committee.

## ICE SCHEDULER

62 (1) The duties of the Ice Coordinator shall be:

- a) to represent the Association at the Annual Ice users meeting and to request and negotiate the ice needed for the Associations upcoming year.
- b) the scheduling, re-scheduling, exchange and cancellation of the ice time.
- c) to approve and record all ice time used by teams under the jurisdiction of the Association regardless of the purpose and means of payment.
- d) to approve ice time for BC Minor Hockey exhibition, league or playoff games through Divisional Coordinators prior to scheduling the game.
- e) to perform other related duties as determined by the Executive Committee.

## REFEREE - IN - CHIEF

63 (1) The duties of the Referee - In - Chief shall be:

- a) to maintain an effective line of communication between the referees, the Association, and the National Referees Certification Program.
- b) to coordinate training programs for all referees.
- c) to encourage the development of junior referees by using a shadowing system.
- d) perform evaluations of all of the Association referees, being verbal to the referee themselves or by means of a written document to be given to the referee named and placed in said referee's file, that is to be kept by the Referee - in - Chief.
- e) have the authority to remove from any game or dismiss a referee deemed incompetent and supply documentation of the events to

the Executive Committee.

- f) to perform other related duties as determined by the Executive Committee.

## **REFEREE SCHEDULER**

64 (1) The duties of the Referee Scheduler shall be:

- a) to appoint the referees for all exhibition, league and playoff games of the Association and his/her appointment shall be final.
- b) to supply a weekly list to the President of the Association of the appointed referees for the upcoming week's games for the Association.
- c) provide equal opportunity for all the Association's members who are referees and use adult referee's only as needed for appropriate age levels.
- d) to perform other related duties as determined by the Executive Committee from time to time.

## **DIVISIONAL COORDINATORS**

65 (1) The duties of the Divisional Coordinators shall be:

- a) to see that the bylaws, rules, regulations and procedures of the Association are carried out by all players, parents and team officials in his/her appointed division.
- b) act as the Association representative to his/her appointed division and ensure that all communication from the Executive Committee is given to all teams under their jurisdiction.
- c) be available to handle any problems or concerns that occur in his/her appointed division that can not be solved at the team level and to liase with the Executive Committee on behalf of all members of the division.
- d) to oversee the complete operation and selection of the players for the Rep (representative) teams for each division. This duty would



- be the responsibility of the Rep Coordinator if the Association had appointed one.
- e) assist the registrar with the signing of players and team officials to PCAHA/CAHA player certificates involved in his/her appointed division. This duty would be the responsibility of the Rep Coordinator if the Association has appointed one.
  - f) be knowledgeable of player's ability in the division prior to the team drafting, preside over the drafting of the house teams and ensure that teams are balanced prior to the leagues first games.
  - g) obtain a league schedule form each team in his/her appointed division and submit a copy to the ice coordinator and one to the referee scheduler.
  - h) inform the Equipment Manager of equipment requirements for his/her appointed division.
  - i) keep a record of any players that are used as affiliate players from his/her appointed division.
  - j) to present a report of his/her appointed division years activities to the membership at the Annual General Meeting of the Association and submit a similar written report to the Secretary of the Association at the meeting.
  - k) to perform other related duties as determined by the Executive Committee.

#### **EQUIPMENT MANAGER**

66 (1) The duties of the Equipment Manager shall be:

- a) the distribution, maintenance, and collection of equipment owned by the Association.
- b) the purchasing of all new equipment approved by the Executive Committee.
- c) to perform other related duties as determined by the Executive Committee.

### **Part 10 - Seal**

67 The directors may provide a common seal for the Association and may destroy a seal and substitute a new seal in its place.

68 The common seal must be affixed only when authorized by a resolution of the directors and then only in the presence of the persons specified in the resolution, or if no persons are specified, in the presence of the president and secretary or president and treasurer.

### **Part 11 - Borrowing**

69 The association shall not have the power to borrow money or issue debentures without the authority of a special resolution of the members.

### **Part 12 - Auditor**

70 This Part applies only if the Association is required or has resolved to have an auditor.

71 The first auditor must be appointed by the directors who must also fill all vacancies occurring in the office of auditor.

72 At each annual general meeting the Association must appoint an auditor to hold office until the auditor is re-elected or a successor is elected at the next annual general meeting.

73 An auditor may be removed by ordinary resolution.

74 An auditor must be promptly informed in writing of the auditor's appointment or removal.

75 A director or employee of the Association must not be its auditor.

76 The auditor may attend general meetings.

### **PART 13 - Notices to Members**

77 A notice may be given to a member, either personally or by mail to the member at the member's registered address.

78 A notice sent by mail becomes effective after the third (3<sup>rd</sup>) day of posting.

79 (1) Notice of a general meeting must be given to

- a) every member shown on the register of members on the day notice is given, or
- b) Notice of General Meetings shall be advertised once a week for two (2) consecutive weeks in a weekly newspaper circulated in the District of Sechelt and the Town of Gibsons. The first notice shall be not less than fourteen (14) days prior to the date of the meeting.
- c) and the auditor, if part 12 applies

### **PART 14 - Fiscal Year**

80 The fiscal year end for the association will be April 30<sup>th</sup> of each year.

**Part 15 – Bylaws**

81 On being admitted to membership, each member may request from the association a copy of the constitution and the bylaws of the Society.

82 These bylaws must not be altered or added to except by special resolution. ✓

83 Amendments to the Constitution and By-laws shall require a majority of not less than seventy-five (75%) percent of the voting members in attendance. ✓