



Executive Handbook

Calendar of Events
Roles and Responsibilities
Bylaws

Table of Contents

Calendar of Events	5
Table Officers	7
President	7
Vice-President	7
Secretary	8
Treasurer	8
Directors	9
Coaching Director	9
Communications Director	11
Equipment Manager	13
Referee Scheduling	15
Field Supervisors	19
Referee-in-Chief	20
Registrar	21
Tournament Chair	24
Tri-county Representative	25
Athabasca Soccer Association Bylaws	26

Calendar of Events

January

- Determine slate for AGM
- Set outdoor fees and prepare outdoor registration form
- Contact outdoor coaches to see who is returning (Are they all playing Tier 4?)
- Book coaches clinic and ref clinic
- Check bingo and casino dates (to put on registration form)
- Prepare budget

February

- Prepare Executive reports for AGM (President and Treasurer for sure, others as required)
- Advertise AGM
- Print tax receipts
- After AGM, post registration form on website

March

- By mid-March, have joint meeting of outgoing and incoming executive
- Take registrations
- Determine number of teams to be declared at each level

April

- Prepare newsletter and coaches package
- Contact referees and compile information for scheduling
- Declare number of teams at each level to Tri-county
- Set up U6 and U8 teams
- Run team selection (U10 to U18)
- Create U6, U8, and U10 schedules
- Reconcile Tri-county and U10 schedules
- Order t-shirts for U6 and U8
- Organize local tournament
- Organize equipment and order if necessary
- Coaches pick up equipment
- Run referee clinic (end of April)
- Submit available fields to Tri-County; specify which levels play on which fields

May

- Run skills clinic
- Final registration deadline (before league play begins)
- Complete ASA sheets

June

- Run local tournament for U6 to U12 (usually first weekend)
- Coaches return equipment
- Contact Recreation staff for date of community sign up in September
- Book fieldhouse time for winter season

July

- Set indoor fees and prepare indoor registration form

September

- Attend community sign-up night
- Prepare indoor coaches package
- Declare number of indoor teams at each level to Tri-county
- Run indoor team selection
- Prepare equipment for coaches to pick up

October

- Submit ASA sheets to Tri-County
- Declare teams that want to participate in Provincial playdowns in February (date set by Tri-County, Provincials in March)

Table Officers

President

The President

- coordinates and oversees the operations of the Association.
- prepares agendas for and chairs all meetings of the Association.
- is ex-officio member of all sub-committees.
- acts as spokesperson for the Association.
- acts as primary contact for Association information.

Vice-President

The Vice-President

- chairs meetings in the absence of the President.
- provides advice to the President and the Executive.
- assigns responsibilities and action items to the Executive in the absence of the President.
- assumes the duties of the President in the event the President cannot complete his/her duties and until a new President is nominated or elected.
- declares U6 and U8 teams. Find a parent familiar with the players at this age level to assist in this process and ensure teams are as even as possible. There are usually up to 8 children on a U6 team and 10 to 12 players for U8 teams. Deadline for declaring teams is April 1. Find U6 and U8 coaches from registration forms and by contacting people willing to coach. (Coaching Director can help with this). Send completed team lists to the Registrar, Coaching Director, and coaches. E-mail the Equipment Supervisors as soon as possible so t-shirts can be ordered.
- makes schedules for U6 and U8 (round robin). Depending on how many teams there are teams may play each other once. Use practice time to complete the schedule if you have a few days left after organizing the round robin.
 - U6 format: 30 min. practice/30 min. game
 - U8 format: Round Robin, play each team once.
- makes U10 schedule with teams from Athabasca and Boyle.

Secretary

The Secretary

- takes minutes of each Executive meeting.
- types and distributes minutes to Executive in a timely manner.
- maintains master file of all Association agendas, minutes, and media notices/clippings.
- books rooms for Executive meetings and any other meetings held for conducting Association business.

Treasurer

The Treasurer

- manages Association's banking, deposits, and cheques.
- balances bank accounts.
- pays invoices and bills in a timely manner.
- reconciles receipts to bank records.
- prepares an annual budget.
- prepares financial statements on a monthly basis and at the end of the fiscal year.
- recommends policy related to Association finances and spending.
- collects mail from mail box in Athabasca.
- liaises with auditor to complete fiscal paperwork.

Directors

Coaching Director

1. Prior to registration (and in consultation with the Registrar and the rest of the Executive) contact coaches from previous season to see if there is interest in organizing teams to play at a higher level.
2. For U10 and up, after registration is complete, check to see who volunteered to coach and find coaches for each team. If there are not enough coaches for all teams, go through the list of players to find a volunteer from the parents.
3. Arrange to have all coaches meet and select teams from the list of players for each age group. Teams should be divided up as evenly as possible. (Teams for U8 and younger are done by the Vice-President.)
4. Make an Excel file that lists each coach's name/age group/phone numbers/e-mail address. This information has to be sent to Tri-County and Athabasca Executive.
5. Find out how many coaches have their coaching certificate. Arrange a coaching clinic if there is enough interest. To reduce costs, advertise to neighbouring associations. Instructors are available through Alberta Soccer. Coaching certificates **are required** for any coach who has coached in provincials and returns back to provincials within 2 years.
6. Collect criminal record checks on all coaches and assistant coaches. Review them with another member of the Executive to insure that all coaches are allowed to be around children in a supervisory role. Inform the Executive in writing that all checks were done and destroy actual records checks.
7. Put together a coaching package for the season, including: game sheets, referee contacts, educational material, website addresses for coaching tips, schedules (if available), rules for mini soccer for U10 and under, sanctioned tournaments, etc. This package should be put together prior to equipment being distributed.

8. Attend all Executive meetings and be prepared to report on the teams and their progress and any concerns from the coaches. Report all time-sensitive concerns to the Executive via e-mail so issues can be dealt with quickly.
9. If there is interest, organize soccer skills clinics. Instructors are available through Alberta Soccer.
10. Keep in regular contact with all coaches throughout the season to stay on top of any concerns or achievements. Prepare a list of highlights and achievements at the end of each season.
11. For indoor season, ensure practice times are booked. This needs to be done in July so fees can be set before indoor registration. Once time is booked at the Multiplex you are unable to cancel time slots; time booked will be charged even if it is not used (e.g., during the Christmas break). Consult with coaches on what the preference is for Christmas break, or make an executive decision.
12. Ensure the following guidelines for team selections (U14 and up) are adhered to.
 - Draw names to see which coach has first pick, second pick, and so on.
 - First round, each coach picks a player.
 - Second round, go through list of coaches in reverse order (so the last coach to pick is in the first round is the first to pick in the second round).
13. Follow these guidelines for U10 and U12:
 - Coaches and their assistant remove their children from the pool of available players. Coaches then follow the same round table rules as in U14 and up, with the knowledge that at the end of the process, each team will be assigned a number, and placed in a hat. Once teams are created, coaches draw a number to find out which team is theirs, add their child's name and, and their assistant's child.
14. Along with Executive, review all schedules produced by Tri-County. Send feedback to Tri-County as soon as possible.
15. Ensure any scheduling changes are communicated to coaches and executive via e-mail.

Communications Director

1. Communicate: news, upcoming events, tournaments (upcoming and results from past ones), registrations, meetings, fundraisers, pertinent information, meetings.
2. Get the word out via:
 - bulletin boards (Buy Low Soccer Bulletin Board and other local community boards such as Ken's, Value Drug Mart, local post offices, AU, Nancy Appleby Theatre, Colinton General Store)
 - regional recreation signboard at the riverfront
 - local newspapers
 - local radio station
 - school newsletters (WHPS, LTIS, EPC, and Rochester)
 - emails to larger groups/companies (e.g., AU, AlPac, soccer email alias)
 - website (<http://www.athabascaoccer.net/index.html>)
3. As required, write articles for local papers to keep local community informed (coaches usually inform the Advocate of league game and tournament results).
4. As required, send out thank you cards/letters for donations and fundraisers. Need to know who is giving us the donation (money, equipment, jerseys), their contact information, and mailing address (from Treasurer/Equipment personnel/whoever receives the donation).
5. Regularly attend Athabasca Soccer Association Executive meetings. Keep Executive members informed of communication activities and/or report back to Executive team when needed.
6. Maintain and update Executive contact list.
7. Maintain and update website (ensure information posted is accurate and current), including
 - schedules (places, times, days, age groups)
 - indoor and outdoor registration forms
 - referee schedules and blank timesheets
 - links to coaching and refereeing resources/information
 - codes of conduct and Roles/responsibilities

- rules of the game
 - news
 - tournament info (dates, times, fields, rules, registration forms)
 - Executive member list
 - Executive meeting times/places
 - fundraising events
 - links to other soccer associations
 - AGM minutes.
8. Produce annual newsletter and ensure it is distributed in a timely manner (into coaches packages via Coaching Director at beginning of each spring/summer season, post to website in Word and Adobe format)
- fundraising activities
 - news
 - list of executive members
 - Legion bingo dates
 - tournament dates and details (County Cup and local)
 - team photo info
 - coaching and refereeing information/thanks
 - reminders.
9. Apply for the Youth Assistance Grant through the County of Athabasca Recreation Board for each team that has made a Provincial, National, or International level (or a level approved by the Recreation Board). See: <http://www.athabascacounty.com/Council/Policies/7600.pdf> for details.
10. In June, contact Town Recreation staff for date of Community registration night in September. Add to the Events calendar on Athabasca Soccer website.

Equipment Manager

Outdoor Season

Before teams are compiled (beginning of May):

- hang jerseys
- organize shed and equipment
- inflate balls

After teams are compiled:

U6 – U8

- order team shirts from MorningStar Ink (different colour for each team). This information will be e-mailed from the Vice-President.
- organize team equipment into bins (balls, pump, pylons, first aid, newsletters).

U10 – U18

- organize equipment by teams (net & pegs, flags, balls, pump, pylons, first aid, pinnies, red & green jerseys, goalie jerseys, game sheets, newsletters, jersey record sheet, coaches info package).

Equipment pick-up:

Before first practice, select 2 nights for equipment pick-up at soccer shed and communicate this information to coaches and Coaching Director (remind coaches they must pick up equipment during scheduled times or designate someone).

U6 – U8

- coaches will pick up equipment on date scheduled and call parents
- record team colours and names.

U10 – U18

- meet coaches at soccer shed at scheduled times for equipment pick-up
- have coaches sign out equipment; explain the jersey record sheet.

After first week of practice:

- make jersey and equipment changes for U10 – U18 if necessary.

Week before last scheduled games:

Select 2 nights for equipment drop-off at soccer shed and remind coaches to drop off all equipment during the scheduled times.

- remind U10 – U18 coaches to collect jerseys before last league game.
- make arrangements for teams going to Provincials to return equipment later on.

Equipment drop-off:

Coaches must bring equipment to the soccer shed during the scheduled times (or designate someone to do it). Coaches must sign in equipment and check off all returned jerseys on record sheet

After equipment drop-off and before indoor season:

- organize equipment
- hang jerseys

Indoor Season

Follow same plan as above based on indoor teams and schedule.

Field and Referee Scheduler

The Field and Referee Scheduler attends all Executive meetings and the Annual General Meeting.

Field Scheduling

Once the Tri-County Soccer Association game schedule comes out it must be combined with the Athabasca Soccer Association's U10 schedule to look for field conflicts. If there are any conflicts where 2 games are scheduled for the same field, one game has to be moved to an available field and the schedule adjusted accordingly. Tri-County, as well as all coaches, referees, assistant referees and the Director of Communications must receive any changes. Tri-County must receive the field schedule changes so they can update their schedule. Coaches need to be reminded to notify their oppositions of the changes. During the season the Field Scheduler may be contacted by coaches to book a field for exhibition or make-up games. These changes must be sent out to all coaches and the Director of Communications so the Athabasca Soccer Association's website can always be current and correct.

The soccer fields are as follows:

Whispering Hills Primary School
4 mini soccer fields

Landing Trail Intermediate School
1 full-size field (U14, U16, U18)

Edwin Parr Composite High School
2 full-size fields (U16, U18)

Referee Scheduling

Before the season begins, get the referee contact information and age group each one is qualified to referee from the Referee-in-Chief.

Contact all referees to find out what nights they are available to referee and what levels they feel comfortable refereeing. (Some may only want to be assistant referee.) If possible, use e-mail for regular contact with the referees.

Once the game schedule is available (U10 from Athabasca Soccer Association & U12 to U18 from Tri-County) assign referees and assistant referees. Set up information on an Excel spreadsheet, as this is the format the schedule comes from Tri-County Soccer Association.

Referees are scheduled as follows:

U6 Games	No Officials
U8 Games	No Officials
U10 Games	REFEREE ONLY
U12 Games	Referee and 1 Assistant Referee
U14, U16, U18 Games	Referee and 2 Assistant Referees

***There is a two-man referee system that some of the referees are comfortable with. If there are not enough referees available you can use this system and you would only need two people for the older groups.

To begin, schedule the new referees as assistant refs, so they can gain experience and confidence

Because of regular changes to the game schedule for the first month, do referee scheduling week by week. At the end of the first month complete the rest of the referee schedule. E-mail the referee schedule to the Referees, Assistant Referees, Coaches, and Communications Director (so it can be posted on the Athabasca Soccer Association's website for easy access).

Once you have the game schedule from the Tournament Director for the Athabasca Soccer Tournament (usually the first Saturday & Sunday of June) you will assign referees. U10 and U12 will need referees.

Assign referees for any other tournaments (e.g., County Cup).

General information to be e-mailed out to the referees at the beginning of the season:

- A list of all the referees with their contact information, age qualified to referee, and nights available. With this information they are able to find replacements for themselves if there is a scheduling conflict.
- A reminder to not leave scheduling issues until the last minute, either find a replacement or contact the Referee Scheduler.
- Contact information for the Referee-in-Chief and Referee Scheduler.
- Information about the parent/referee liaison program. Each refereed game must have a parent who is clearly identified by an armband to deal with referee abuse by spectators and coaches. Information is on the Athabasca Soccer and Tri-County websites.
- Information about filling in their timesheet and a copy of the timesheet. This is how they are paid, so each referee must keep track of the games they referee. The timesheet is also on the Athabasca Soccer Association website.

**Athabasca Soccer Association
Referee and Assistant Referee Pay Schedule (2008)**

Age Group	Referee	Ass't Ref (basic)	Ass't ref (Class 3 or experience*)
U10	\$15.00	N/A	N/A
U12	\$18.00	\$12.00	\$15.00
U14	\$18.00	\$14.00	\$16.00
U16	\$21.00	\$16.00	\$18.00
U18	\$25.00	\$18.00	\$20.00

*Class 3 Referees or Class 4/5 Referees with at least 1 year experience

To help pay for the Referees' Alberta Soccer Association registration fee:

Class 3 officials will receive an extra \$3/game worked to a maximum of \$30.00

Class 4/5 officials will receive an extra \$2/game worked to a maximum of \$20.00

E-mail to all U10, U12, U14, U16, U18 Coaches:

- 1) Referee contact and availability information
- 2) Name & contact information for Referee-in-Chief and Referee Scheduler
- 3) Referee schedule
- 4) Reminder to confirm if they are playing any scheduled exhibition games (if they don't confirm, no officials will be scheduled)
- 5) Reminder that the home coach must sign the referee's time sheet
- 6) Reminder to call officials if the game is cancelled
- 7) Reminder to try and use originally scheduled referees when making up a cancelled game

DO NOT assign referees to exhibition games until the coaches confirm they are playing these games.

Field Supervisors

Location	Field Requirements	People Required
Edwin Parr Composite School	2 regulation fields	Minimum of 2
Landing Trail Intermediate School	1 regulation field	Minimum of 2
Whispering Hills Primary School	2 mini fields on the south playground 2 mini fields on the east playground and 1 regulation field	Minimum of 4

1. Appoint lead person to ensure enough paint is ordered for the season.
2. Ensure fields are marked according to the criteria provided in the white binder located in the soccer storage shed.
3. Fields are freshly marked when a tournament is scheduled.
4. Return line marking equipment to the soccer shed promptly after use so other marking teams can access in a timely fashion.
5. It is the responsibility of the marking team for each school to dispose of the empty paint cans at the recycling center.

Referee-in-Chief

1. Referee-in-Chief shall be well versed in the Laws of Soccer as well as local rules and regulations.
2. Attend Athabasca Soccer Executive meetings.
3. Notify coaches/parent reps. of U12 teams and up of opportunities for refereeing in the area. (These may be occasionally away e.g., provincials.)
4. Arrange two soccer clinics in late April (invite Boyle). One clinic is held for our senior referees and serves as a refresher. The second is held for new referees (12 years or older). Ideally these will be the same weekend and location. Information available on Tri-county website.
5. Supply flags to new and, if need be, existing referees.
6. Assist and support local referees.
7. Be available to Field Marshal at local tournaments and County Cup.
8. Answer questions regarding refereeing or assist in finding the answer.
9. Make it a priority to frequent the fields during game nights to show support to our young referees.
10. Enjoy the game of soccer.

Registrar

1. Attend all monthly meetings, AGM, and Community Sign up in September.
2. January meeting. Determine outdoor fees (regular and late registration) and then create the registration forms and print for AGM. After AGM send to Communications Director to publish registration form on the website.
3. Take registrations for March. Deadline is usually the week after spring break. Expect phone calls from parents and coaches and Executive. People who don't come to the AGM will ask you to accept registrations by phone or in person. Send them to the website and make them mail in the registration form. (Registrar should take mail key and pick up the mail during this time).
4. Enter all registrations into correct database; there are 2 databases—indoor and outdoor. These need to be maintained and backed up regularly to avoid data loss.
5. Print off all players in each age group and bring to March meeting so Executive can decide how many teams will be declared. Teams must be declared at the April Tri-County meeting (usually the first week of April).
6. U6 and U8 are declared by the Vice-President.
7. All other player lists (U10 to U18) are sent to the Coaching Director who will set up a meeting with all coaches for team selection. Coaches for each age group should have a list of the players provided before the meeting to pick the teams. To avoid conflict, e-mail player lists to the Coaching Director and the Coaches at the same time.
8. Final team lists come back to Registrar and must be recorded in the database. E-mail a confirmation player list to the Coaches and cc the Coaching Director and Equipment Supervisor. Keep track of late registrations and equally divide late registering players in a rotating order.

For example: three teams all have equal number of players. A new player is registered. The new player would be automatically assigned by the Registrar to Team 1. Next player registered is assigned by the Registrar to Team 2 and so on.

9. Team confirmation e-mail sent to the coaches should include:
- where and when to pick up equipment (as decided by Equipment Supervisor)
 - when the season starts
 - what fields to play on
 - season end dates
 - Tournament details if known
 - contact information about referees
 - when schedules will be available
 - link to website
10. Late registrations. With the Executive, set a registration deadline, usually mid-May before regular league play has begun. Once ASA Sheets are submitted to Tri-County Registrar you cannot take anymore registrations. This has to be enforced.
11. ASA Sheets need to be completed with Coach, Asst. Coach, and Manager details listed. This is for all age groups. This is how we insure our players. Tri-County will send us a bill with what we owe in insurance fees.
- This is very important if we have teams that go to Provincials. Deal with any changes if you have teams going to Provincials. Mixed teams have to have a female Coach on the bench.
 - You will also need to create an Excel file with the total number of players in at each age group divided into girl/boys. This is then sent to Tri-County so they can bill us for insurance.
12. Player moves are dealt with by the Coaching Director/President and Registrar if required. Player requests to play outside their age groups are decided at Executive level at a meeting.
13. Safely store money and cheques for fees and deliver to the Treasurer in a timely manner.
14. Retain the jersey deposit cheques until the end of the season. These cheques **should not** be given to the Treasurer to avoid cashing the cheques by mistake. Equipment people must let Registrar know if any cheques need to be cashed in a timely matter before the cheques are stale dated.

15. Player withdraws. Refund registration fees according to Association policy. (<http://www.athabascasoccer.net/policy.htm>). The Treasurer will require the refund amount as the Treasurer does not record payment per player. Send Treasurer the player's name, parent's name, address and amount to refund.
16. Produce tax receipts for distribution at AGM.

Tournament Chair

1. Decide on a weekend in June for tournament (usually the first weekend). U6 to U10 one day and U12 the next. If you have enough help you can do them both on the same day. Depending on numbers, you could have U6 to U10 at WHPS and U12 at EPC.
2. Reserve fields for the tournament, arrange for someone to open and close schools.
3. Sanction tournament if there are non-Tri-County teams playing- this needs to be done with Tri-County.
4. Order medals for the teams, all U6 to U10 get medals and U12 only 1st , 2nd , 3rd place teams. Medals can be ordered where the price is the best, order at least 3 weeks before tournament.
5. Send invitations to out-of-town teams (usually U10 and U12). Teams and contacts can be obtained from the Tri-county website.
www.tricountysoccer.net
6. Make score boards and post Tri-county and Alberta Soccer rules.
7. Provide first aid station.
8. Make school washroom signs, registration table signs and field signs.
9. Create team packages containing the following information: registration forms, rules, score sheets, contacts and team duties.
10. Collect fees from out-of-town teams.
11. Organize volunteers to help and assign duties.
12. Record scores on score board.
13. Collect donations if raffle table is being done and put thank you in paper.
14. Clean up.
15. Report scores and winners to radio station and newspaper.

Tri-county Representative

The Tri-county representative acts as a liaison between Athabasca Soccer Association and the larger Tri-county Association we are part of. The Tri-county representative attends all meetings of both associations and reports to each. This person is the key contact for information and communication coming from Tri-county (e.g., schedules, tournament announcements) and routes these communications to the appropriate Athabasca Soccer Executive member as required.

Athabasca Soccer Association Bylaws

MEMBERSHIP

- 1) Membership fees, if any, of the Athabasca Soccer Association (hereinafter referred to as the Association) shall be determined, from time to time, by the members at a General Meeting.
- 2) Members of the Athabasca Soccer Association may include:
 - a) individuals participating in soccer programs organized by the Association,
 - b) the Board of Directors of the Association, and
 - c) active coaches and/or referees under the jurisdiction of the Association, and
 - d) parents of children registered in soccer program organized by the Association.
- 3) Members of the Association may voluntarily withdraw membership at any time upon a notice in writing to the Board of Directors.
- 4) Any member upon majority vote of the Board of Directors may be expelled from membership for any cause which the Association may deem reasonable.
- 5) Members in arrears for fees or assessments for any year will have no membership privileges or powers until fees are remitted.

BOARD OF DIRECTORS

- 6) “Board of Directors” or “Board” shall mean the Board of Directors of the Association.
- 7) The Board of Directors shall, subject to the by-laws or directions given it by majority vote at any meeting properly called and constituted, have full control and management of the affairs of the Association between the Annual meetings.
- 8) The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer and a minimum of three directors that shall be elected at the Annual Meeting. The President, Vice-President, Secretary, Treasurer and Directors will form the Executive Committee. Vacancies on the Board may be filled through appointment by the Board of Directors.
- 9) The regular term of office for all Board members shall be one (1) year. Officers elected at the Annual Meeting will take office at the end of the meeting. Officers appointed after the Annual Meeting shall remain in office until the next Annual Meeting.
- 10) Any member of the Board may resign at any time provided written notice is provided to the President.
- 11) The President of the Association shall be ex-officio member of all sub-committees. A

minimum of one member of the Board of Directors shall serve on any sub-committee.

- 12) It shall be the duty of the Secretary to attend all meetings of the Association, Board and Executive Committee and keep accurate minutes of these meetings. He/she shall have charge of the Seal of the Association which whenever used, shall be authenticated by the signature of the President, or, in the case of the death or inability to act, by the Vice-President. In the case of absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board of Directors. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board of Directors. The Secretary shall also ensure that a record of all the members of the Association and their addresses is kept, all notices of the various meetings are made as required, and that the annual dues or assessments (if any) levied by the Association are collected, received and promptly turned over to the Treasurer for deposit in a Bank, Trust Company, Credit Union or Treasury Branch as hereinafter required.
- 13) The Treasurer shall provide for the receipt of all monies paid to the Association and shall be responsible for the deposit of same in whatever Bank, Trust Company, Credit Union or Treasury Branch the Board of Directors may order. He/she shall provide for proper accounting for the funds of the Association and keep such books as may be directed. The Treasurer shall ensure a full detailed account of receipts and disbursements is presented to the Board of Directors whenever requested and shall prepare for submission to the Association a statement duly audited and retain a copy of same for the records of the Association. The Treasurer shall have sole custody of the cheque book. To issue a cheque requires the signatures of any two of the Executive.

MEETINGS

- 14) The Association shall hold an Annual Meeting prior to April 30 of each year. Quorum for any meeting of the Association shall be set at ten (10) members in good standing. Notice of the Annual Meeting shall be advertised at least 14 days prior to the date of the meeting.
- 15) The Board of Directors of the Association shall meet at least once every three months as required between Annual meetings. Additional meetings may be called at the discretion of the President. Quorum for meetings of the Board shall be set at 2/3 of the Board members or at least four (4) Board members present.
- 16) A Special meeting of the Association may be called by the majority decision of the Board of Directors. Only items stated on the agenda as expressed in the purpose of the meeting may be dealt with at a Special meeting. Notice of a Special meeting must be advertised at least fourteen (14) days prior to the date of the meeting.

VOTING

- 17) Any member in good standing present at the Annual Meeting or Special Meeting of the Association has a right to vote. Members under the age of eighteen (18) years may be represented by parent(s) or legal guardian(s) with one (1) vote per family. Voting must be made in person and not by proxy.

- 18) At all meetings of the Association, voting shall be by show of hands unless a vote by ballot is requested and approved by a majority of the members. Decisions shall be reached by a simple majority unless otherwise required by the bylaws of the Association.
- 19) Only members of the Board of Directors shall have the right to vote at Board meetings. Such votes must be made in person and not by proxy or otherwise.

REMUNERATION

- 20) Board members shall not receive any remuneration for services provided to the Association.

BORROWING POWERS

- 21) For the purpose of carrying out its objects, the Society may borrow or raise or secure payment of money in such manner as it finds fit, and in particular by the issue of debentures, but this power shall be exercised only under the authority of the Society, and in no case shall debentures be issued or funds borrowed without the sanction of a special resolution of the Society at a General Meeting.

AUDIT OF ACCOUNTS

- 22) The books, accounts and records of the Association shall be audited at least once each year by a duly qualified accountant or by two members of the society appointed by the Board of Directors other than the Secretary and the Treasurer for that purpose. The fiscal year of the Association in each year shall be January 1 to December 31.
- 23) A complete and proper statement of the standing of the books for the previous year shall be submitted for presentation to the Association at the Annual Meeting.

DISSOLUTION

- 24) Upon dissolution of the Association, any assets remaining after paying debts and liabilities will be:
 - i) disbursed to eligible charitable or religious groups or purposes; or
 - ii) transferred in trust to a municipality until such time as the assets can be transferred from the municipality to a charitable or religious group or purpose approved by the Board.

BY-LAWS

- 25) The By-laws may be rescinded, altered or added to by motion at either an Annual or Special meeting. All proposed amendments to the bylaws must be forwarded in writing to the Board no later than thirty (30) days prior to the Annual meeting or Special meeting called for that purpose. Amendments to the by-laws will require a two-thirds majority vote of those members present.

DATED this _____ day of 200 _____
NAME (SIGNATURE) COMPLETE ADDRESS

WITNESS:
NAME (SIGNATURE) COMPLETE ADDRESS