

# **Eastman Ringette Association Constitution & Bylaws**



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## Acronyms used in this document

ERA = Eastman Ringette Association

ERL = Eastman Ringette League

RMB = Ringette Manitoba

WRL = Winnipeg Ringette League

AGM = Annual General Meeting

# Association Constitution

## Name

The organization shall be known as the “Eastman Ringette Association” (ERA).

## Definitions

In this constitution:

- A. “The Association” shall mean the Eastman Ringette Association (ERA) as hereinafter defined. The physical boundary of the ERA is defined in the Ringette Manitoba Policy Manual.
- B. “League” shall mean any League authorized to operate by the ERA.
- C. “Ringette” shall mean Ringette in all age groups.
- D. “Special Meeting” shall mean a meeting called by the President or a majority of the Executive to deal with a specific urgent matter requiring notice to all community representatives.
- E. “Community Representative” shall mean an individual member of the Association selected by a community belonging to the Association to attend annual and special meetings and/or to become eligible to serve on the ERA Executive.

## Objectives

The objectives of the ERA shall be:

- A. To encourage and foster ringette in Eastman.
- B. By agreement with Ringette Manitoba, to operate ringette in Eastman and to decide and adjust all matters that may be in dispute.
- C. To provide a wholesome and rewarding experience to those participating in the sport of ringette, encouraging the development of the highest standards of skills among players, coaches and officials.
- D. To conduct competitions within the various age categories to determine area champions and to establish a format with respect to same.

## Membership

Membership of the ERA will consist of:

- A. The Executive
- B. Clubs existing within the boundaries of the Eastman region with one or more teams registered with Ringette Manitoba.

## Executive

The ERA Executive will consist of the following:

- President
- Vice-President
- Treasurer
- Secretary
- Registrar
- Eastman League Coordinator
- Director of Officiating
- Director of Publicity
- Playoff Coordinator
- Director of Coaching
- Director of Player Development

- AA Convenor
- A Convenor
- WRL Representative
- Open Representative
- Ringette 4U Coordinator
- Immediate Past President (who shall serve one (1) term only)

### **Method of Election**

- A. Elections of the Executive shall be made at the Annual General Meeting.
- B. Nominations must be made and seconded from the floor by members of the ERA at the Annual General Meeting. Assent of such a nominee must be given personally at the meeting, or, if a nominee is not present at the meeting, their assent must be presented in writing.
- C. All Executive members must reside within the Eastman Region.

### **Term of the Executive**

- A. Except for the Treasurer, Executive members will take office immediately following the Annual General Meeting at which they have been elected.
- B. All members of the Executive shall serve a two (2) year term.
- C. No Executive member shall hold the same office to which they are elected or appointed for more than four (4) consecutive terms, provided, however, provision may be suspended by a two-thirds (2/3) vote at the Annual General Meeting or at the special meeting held for this purpose enabling an Executive member to therefore hold office for a further term.
- D. Fulfilling an unexpired term of office shall be considered as one (1) term.

### **Responsibilities of the Executive**

The Executive shall have the power to oversee the affairs of the League, to conduct its business, and to authorize all expenditures and, without limiting the generality of the foregoing, the Executive shall have the power to:

- Fill any vacancies which may occur.
- Assist annually in the establishing of the League for teams in various age groups and assist in the conducting of competitions thereto.
- Register, with Ringette Manitoba, all clubs and players playing in the League.
- Hear and determine appeals from decisions from the League and/or club.
- Suspend any team, coach, manager or player and lift any suspension when circumstances warrant.
- Determine all questions arising from situations which are not otherwise specifically provided for.
- Appoint committees as may be required from time to time to carry on the business of the ERA.
- Monitor and/or approve transfers between teams.
- Accept or reject entries from other regions for participation in the Eastman authorized League of competitions.
- Exercise all the powers and duties of Ringette Manitoba as they from time-to-time pertain to Ringette in Eastman.
- Appoint and/or hire personnel to assist in conducting the affairs of the Association.
- Establish or change by-laws as required.
- Conduct themselves and represent the Association in a manner consistent with the ideals and philosophy of the Association. Conduct unbecoming a member of the Executive will result in their dismissal from the Board.
- If the Executive members do not fulfill their required responsibilities or miss three (3)

consecutive meetings of the Executive, they may be removed from their positions by a two-thirds (2/3) majority vote of the remaining members.

## **Individual Responsibilities of Executive Officers**

### **President**

The President, within the jurisdiction of the Association, shall have all the powers vested in such office by Ringette Manitoba and without limiting the generality of the foregoing, shall have the power to:

- Act as a signing officer for the ERA.
- Call and preside at all meetings.
- Exercise the powers of the Executive in case of emergency.
- Sit on all committees as an ex-officio voting member.
- Suspend, in consultation with two (2) Executive members (which shall include the League Coordinator or designate, and the President's designate) any team, coach, manager and/or player, and shall report these suspensions to the next Executive Meeting and to Ringette Manitoba.

### **Vice-President**

- In the absence of the President, or in the event of his inability to act, have and exercise all the powers of the President as designated.
- Sit on all committees as an ex-officio voting member.
- Act as a signing officer for the ERA.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.

### **Treasurer**

- Receive all monies payable to the ERA and keep same on deposit with a registered financial institution.
- Receive and record all accounts payable by the Association and, with the approval of the Executive, pay all such accounts.
- Act as a signing officer for the ERA.
- Pay all accounts payable not exceeding one hundred dollars (\$100.00) without prior approval of the Executive.
- Make payment in all cases by cheque or e-transfer; the signing officers for each being, in all cases, a combination of the Treasurer and any other Executive signing officer.
- Keep proper books of account and make them available to the Executive at each monthly meeting or on special request.
- Prepare and review an annual operating budget for the ERA.
- Prepare registration fees for Executive meetings, Annual and Special meetings of the Eastman Ringette Association, to all community representatives.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.

### **Secretary**

- Keep all the records of the ERA.
- Conduct the special correspondence of the Eastman Ringette Association and keep the Eastman Ringette Association records.
- Issue notice of all meetings.
- Record and distribute minutes of all Executive, Annual and Special Meetings to all executive members and. Where relevant, to Community Representatives.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and

Special meetings.

## **Registrar**

- Be responsible to ensure that all teams and players are registered with Ringette Manitoba.
- Maintain a record of birth certificates of all players in the league.
- Maintain roster information.
- Maintain communications with local club presidents.
- Manage all correspondence with Ringette Manitoba and any and all Ringette leagues the ERA competes with regards to player rosters and coaching requirements.
- Work closely with the Directors of Coaching and Player Development on correspondence related to coaching requirements.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Work closely with the Treasurer to ensure that all rosters and fee submissions have been reconciled

## **League Coordinator**

- Calling, preparing an agenda and chairing meetings of the communities for the purpose of organizing the League. Ensure that all roles on the League Committee are filled (League Secretary, League Scheduler, Ice Convenor Representatives from each Eastman member community).
- Ensure that all ERL League officers perform their duties.
- Ensure that the ice convenors from all communities provide the necessary indoor ice allotments required for the conduct of ERL competitions.
- Work with the ERL Scheduler to prepare a schedule and assign ice for ERL league competition.
- Preside at all League meetings.
- Be the official spokesperson for the League.
- Be charged with the general management and supervision of the affairs and operation of the League.
- Be an Ex-officio member of all standing and ad hoc committees related to the league
- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
- At ERL meetings, not vote except in the case of a tie.

## **Director of Officiating**

- Ensure that Eastman officials are certified, mentored and evaluated according to Ringette Manitoba and Ringette Canada rules and programs.
- Assigns on-ice officials for Eastman Flames AA Thanksgiving Tournament and ERL Playoff weekend.
- Provide appropriate on-ice official contacts and guidance to all communities to enable the communities to schedule officials for all ERL home games.
- Work with RMB to plan and host clinics for on-ice officials.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Work with ERA Board to deal with disciplinary issues.

## **Playoff Coordinator**

- Working with the Executive and host community to establish playoff format.
- Collecting of trophies and ordering of medals, banners, etc.
- Together with the President, hear any temporary promotion requests during playoffs.
- Ensure all arenas have appropriate supplies required for ERL playoffs.
- Coordinate the distribution of the banners during playoffs.
- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and

Special meetings.

### **Director of Coaching**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Ensure all coaching certifications are completed prior to the January 15th RMB deadline
- Chair selection committees for coaching at A and AA
- Responsible for disciplinary of coaches
- Conduct yearly coaching surveys for club, A and AA.
- Work with RMB to plan and host clinics.

### **Director of Player Development**

- Plan and organize Eastman player development camps.
- Organize and run new programs, as required.
- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.

### **AA Convenor**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Receive and retain complete financial statements from all Eastman A and AA teams at the end of the ringette season.

### **A Convenor**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Receive and retain complete financial statements from all Eastman A and AA teams at the end of the ringette season.

### **WRL Representative**

- Serve as a board member on the WRL, providing input and feedback on the operations of the league.
- Act as a liaison between the WRL, ERA and its member community clubs.
- Attend monthly and special meetings of the WRL, bringing forward ERA concerns and motions.
- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.

### **Open Representative**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Attends WRL Open Sub-Committee meetings to represent the Eastman Open teams.
- Communicates proposed rule and policy changes from WRL affecting the Open teams to the ERA Executive and the Open teams and presents Eastman's position on these proposals. Also brings forward any proposed rule or policy changes requested by ERA to WRL.
- Assists Eastman Open teams as required (i.e. with the registration process, etc.).

### **Ringette 4U Coordinator**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Act as a liaison between RMB and the ERA with respect to the Ringette 4U program.
- Act as a liaison between Eastman community clubs and RMB, as required.



- Ensure the ERA is delivering the Ringette 4U program as sanctioned by RMB.
- Be the main point of contact for each community Ringette 4U representative and/or team/squad. This includes, but is not limited to:
  - o following up on program inquiries
  - o sharing program information
  - o ensuring teams attend mandatory RMB/ERA information sessions.
  - o coordinating ordering of jerseys with RMB, as appropriate
  - o ensuring communities are aware of ice submission deadlines

### **Immediate Past President (who shall serve a one (1) year term only)**

- Attend and exercise a vote of the Executive Committee at all ERA Executive, Annual and Special meetings.
- Shall assist the Executive in rendering decisions based on prior knowledge.

### **Community Representative**

- All communities in Eastman, in good standing, having paid their annual dues and all fees prescribed, shall be allowed one (1) vote and two (2) alternate delegates at the Annual or Special Meetings of the ERA. Alternate delegates shall be allowed a voice but no vote when regular delegates are present. PROXY VOTES WILL NOT BE ALLOWED.
- Community Representative names are to be recorded by the Secretary on an annual basis at such time as the prescribed fees are paid.
- Executive members shall have only one (1) vote at the ERA Annual General Meeting and therefore cannot also vote as a community representative.

### **Meetings**

**Annual General Meeting** - There shall be an Annual General Meeting of the ERA at the call of the Executive or no later than May 31<sup>st</sup>. At least three (3) weeks notice to all members must be given for this annual meeting.

The order of business at the Annual General Meeting shall be as follows:

- 1) Call to order
- 2) Adoption of Minutes of Previous Meeting and Subsequent General Meetings
- 3) Business arising out of the minutes
- 4) The President's Report
- 5) The Treasurer's Report and Financial Statements
- 6) Motion to dispense with Auditor
- 7) Portfolio Reports
  - o Registrar
  - o League Coordinator
  - o Playoff Coordinator
  - o Officiating
  - o Publicity
  - o Coaching
  - o Player Development
  - o WRL Representative
  - o Open Representative

- o R4U Representative
  - o AA Convenor
  - o A Convenor
- 8) New Business
  - 9) Election of Eastman Ringette Association Executive
  - 10) Adjournment

**Special Meeting** - A special meeting of the ERA may be called at the discretion of the President. The President shall call such a meeting at the request of the majority of the Executive. Notice of Special Meeting of the ERA shall be given in writing no later than five (5) days prior to the holding thereof.

**Executive Meeting** - There shall be a meeting of the Executive at the call of the President at least once during the first half and once during the second half of the playing season.

**Robert's Rules of Order** - Robert's Rules of Order shall prevail at all meetings of the League except if they conflict with the Constitution and By- Laws.

All members of the Board must submit a report of their current activities in writing for every Board meeting, whether they are able to attend or not. Failure to submit two consecutive written reports will result in temporary suspension of the Board member and may result in dismissal of the member after investigation by the Executive.

## Representation and Voting at Meetings

- Each Executive member shall be entitled to attend and cast one vote at all Executive, Annual and Special meetings.
- All community centres in good standing shall be allowed one (1) voting and two (2) alternate delegates at the annual or special meetings of the ERA. Alternate delegates shall be allowed voice but no vote, when regular voting delegate is present.
- No individual can represent more than one vote at any meeting.
- There shall be no votes by proxy.

## Quorum

- The quorum for an Executive meeting and/or a Special Meeting shall be 50% + 1.
- The Quorum for the Annual General Meeting shall consist of the number of people present.
- In the event of a tie vote, the President shall NOT have a second casting ballot. The matter shall be put down to the end of the agenda for further discussion, or in the case of an Annual General Meeting, a further Special Meeting could be called later to deal with the controversial matter only.

## Remuneration

- Unless authorized at an Executive meeting of the ERA, no member of the Executive, or member of the League, shall receive any remuneration for their services.
- Reasonable expenses shall be reimbursed to the person incurring same upon authorization of the Executive.

## Amendments to the Constitution

- This Constitution may be amended at the Annual General Meeting of the ERA by a two thirds (2/3) majority of the members present and voting.
- Policies and Procedures may be amended by 2/3 majority vote by the Eastman Ringette Association (ERA) Board Members at any ERA Board Meeting or at the ERA's Annual General Meeting (AGM).

Any Policy and Procedure amendment(s) passed at an ERA Board Meeting will govern but will be considered interim until ratified by a 2/3 majority at the subsequent AGM.

- All proposed amendments to the Constitution must be in writing and submitted to the ERA at least twenty-one (21) days prior to the date of the Annual General Meeting. ERA shall submit notice of the Amendment to the Constitution to the Community Representatives of record at least ten (10) days prior to the date of the Annual General Meeting.

## **Dues**

- Each player registered in the ERA shall pay an annual membership in the form of a player fee. The player fee shall be set by the Executive each year.
- This fee shall be in addition to any dues or fees payable to Ringette Manitoba and Ringette Canada.

## **Team Registration**

- All teams must be registered on RAMP.
- Each community shall be responsible for the collection of membership and/or registration fees and shall submit the same with team entry forms to the League. The League shall in return remit the required fees to the ERA Treasurer.
- If a team is withdrawn before the registration date established by the Executive, all fees paid may be refunded by the Treasurer.
- Registration deadline dates shall be as per Ringette Manitoba policy procedures or, in lieu of, as determined by the Executive from time to time.

## **Dissolution**

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed among the Member Communities in the Eastman Region on a share and share alike basis. If in the event that this cannot be accomplished for any reason whatsoever, any remaining assets shall be distributed as determined by the Executive to one (1) or more recognized organization of Canada whose objects are identical or similar to those of this Association.

# League Constitution

## Name

- The League shall be known as the Eastman Ringette League hereinafter referred to as the League.
- Accountability – The League shall report to the ERA through its League Coordinator.

## Aims and Objective

- To run the League and set rules and establish from time to time by-laws and policies pertaining thereto.
- To promote, administer and develop the game of Ringette.
- To teach fair play and sportsmanship with emphasis on the enhancement of good character and citizenship.
- To provide recreation and fun for the participants.
- To provide an opportunity for all players desiring to participate in the sport of ringette, regardless of their gender identity, level of play (i.e. recreational or competitive), giving due consideration to their individual capabilities and interests.
- To exercise supervision and direction over community members, including the players, coaches, officials, parents and spectators.
- To ensure that all community members have their opportunity of presenting their view and having them heard.
- To provide support and opportunity to players, coaches, officials, and administrators with the view to improving their skills.
- To actively promote, adhere to and support the objectives and policies of the regional, provincial and national associations for Ringette.

## Membership

- Membership in the League shall be open to all communities existing within the boundaries of the Eastman region as designated by Ringette Manitoba.
- A community shall become an ERA member and entitled to participation thereby in the League based on the following:
  - The club advising the ERA Board no later than the conclusion to the second meeting each year as to the name of the member authorized to represent the club at the Eastman Ringette League level.
  - The community paying to the Treasurer the prescribed fees.
- Any two (2) of the three (3) persons whose names are filed with the Secretary pursuant to provision B above may attend meetings of the League with full privileges thereto pertaining, save that each community member shall be given one vote only at League meetings.
- A community outside the boundaries of Eastman may be granted membership in the League from time to time at the discretion of the Eastman Ringette Association and on terms deemed necessary by the Eastman Ringette Association.

## ERL Participation

- All U10 and older teams that are members of the ERA shall participate in ERL.
- Open, A and AA teams are exempt.

## League Committee

- The League Committee shall consist of the following officers:
  - League Coordinator
  - League Secretary
  - One (1) Representative from each Eastman club.

## **Responsibilities of the League Committee**

- The League Committee shall have the power to pass special rules and establish the policies required for the administration of the League from time to time, which special rules and working policies shall be ratified by the ERA. The League Committee shall appoint both standing and ad hoc committees and may designate the terms of reference for these committees.
- Each club MUST be represented on the League Committee to be a member in good standing with the League and the ERA.

## **Officers – Powers and duties**

### **The League Coordinator shall**

- Call, prepare agendas and chair meetings of the clubs for the purpose of organizing the League.
- Ensure that all roles on the League Committee are filled (League Secretary, League Scheduler, Club Representatives)
- Ensure that all ERL League officers perform their duties.
- Work with the ERL Scheduler to prepare a schedule and assign ice for ERL league competition.
- Preside at all League meetings.
- Be the official spokesperson for the League.
- Be charged with the general management and supervision of the affairs and operation of the League.
- Be an Ex-officio member of all standing and ad hoc committees.
- Attends and exercises a vote of the Executive Committee at all ERA Executive, Annual and Special meetings and submits a report for ratification at each of its meetings.
- At ERL meetings, not vote except in the case of a tie, when he/she shall cast the deciding vote.

### **League Scheduler shall**

- Ensure that the ice convenors from all clubs provide the necessary ice allotments required for ERL competitions.
- Obtain from Local Clubs Ice Convenors the necessary indoor ice allotments (1hour) required for the conducting of competition of league games.
- Ensure that no games are scheduled during the Christmas week without prior agreement between the league and the local Club.
- Load rescheduled games on the website.
- Direct all inquiries to league coordinator.

### **Club Representatives shall**

- Represent their community club at all League meetings or ensure a designate is in attendance.
- Share registration information to facilitate team formation in Eastman.
- Assist the League Coordinator with other duties as required to run the League.

### **The League Secretary shall**

- Issue notice of all meetings.
- Maintain records of proceedings and meetings.
- Ensure that all correspondence is attended to and keep an accurate record of all business transactions of the League. He/she shall have custody of all documents and records, pertaining to the affairs of the League.
- Perform other duties from time to time assigned to the Secretary by the League.

## **Dues**

Each club shall pay playoff fees based on requirements as determined on an annual basis, by the ERA.

## **Representation and Voting at League Meetings**

- Each League Club member shall be entitled to attend and cast one vote at all League meetings.
- All clubs in good standing shall be allowed one (1) voting and two (2) alternate delegates at the meetings of the League. Alternate delegates shall be allowed voice but no vote, when regular voting delegate is present.
- No individual can represent more than one vote at any meeting.
- There shall be no votes by proxy.

## **Quorum**

- The quorum for a League meeting shall be 50% + 1.
- In the event of a tie vote, the League Coordinator shall NOT have a second casting ballot. The matter shall be put down to the end of the Agenda for further discussion or a further
- Special Meeting of the ERA could be called later to deal with the controversial matter only.

## **Election of Officers**

- The League Coordinator shall be elected at the ERA Annual General Meeting.
- The League Secretary, League Scheduler and League Statistician shall be elected from the League Community Representatives at the first meeting of the League following the Annual General Meeting.
- All members of the League Executive Committee, except as otherwise herein stipulated, and all member communities of the League in good standing shall have one (1) vote.

## **Standing Committees**

- The Standing Committees of the League shall be as follows:
  - Protest Committee – chaired by a member of the ERL Board or any other appointee designated by the League from time to time.
  - Nominating Committee – chaired by an appointee chosen by the League from time to time.
- Each year, the League Committee shall appoint at least two (2) others to serve on the committees above.
- The terms of reference for each of the committees established above shall be outlines in by-laws established by the League from time to time.

## **Amendments to the League Constitution**

The League Constitution shall not be amended except at the ERA Annual General Meeting by a two-thirds (2/3) vote of the members present. Notice of the proposed amendments shall be given to the Secretary in writing at least twenty-one (21) days prior to the ERA Annual General Meeting. They shall provide copies of the proposed revisions to all community representatives as set out in the latest records held by the Secretary in this regard.

## **Annual General Meeting**

The Annual General Meeting of the League and the ERA shall be one and the same.

## **Dissolution**

It is specifically provided that in the event of dissolution or wind up of the Association, all remaining assets, after payment of its liabilities, shall be distributed to one or more recognized organization in Canada whose objects are identical or similar to those set out herein. In any event, the manner in which the remaining assets, if any, are to be distributed shall be decided by the ERA.

# Association / League By-Laws

- The Eastman Ringette League By-Laws are described within the Eastman Ringette League Rulebook.
- Representations to the Executive Board
  - All representations to the Executive Board of the ERA shall be made first in writing.
  - The Executive Board may from time to time require further submissions and these submissions may be by supplementary written memoranda or by appearance and/or hearing before the Executive Board at such a time as convenient to the Executive Board.
  - The Executive Board reserves the right to reserve decisions.
  - All decisions of the Executive Board will be communicated in writing by the Secretary of the Executive Board.
  - Any member of the Executive Board who has a special or extraordinary interest in any matter before the Executive Board shall disclose to the Board such special or extraordinary interest and either may voluntarily withdraw from the discussions and voting pertaining to this matter or shall be requested by a majority of the Executive Board to do so.
- Complaints and Other Team Responsibilities
  - Definition: “team” shall refer to any and all teams operating and authorized to be in existence within the Eastman Region.
  - Upon receiving complaints from parents, team members and/or team coaching staff on matters concerning teams in Eastman, the ERA Executive members are hereby empowered to act upon these complaints as follows:
    - At any time, to call for an audit of financial affairs of any team for the year or years covered by the complaints, up to a maximum of five (5) years previous, if they be of a financial nature.
    - To appoint or hire an auditor at the discretion of the Executive duly empowered at the time of receiving the complaint(s).
    - To freeze bank accounts that may be operating at the time of calling for the audit until such time as the audit is finalized and an Executive decision is made as a result of the audit, or an Executive decision is made as a result of recommendations from the auditor appointed or hired by authority of Clause 2ii.
    - To appoint committees of the Executive to address the situation, as is deemed necessary by the Executive.
    - To request full cooperation from any team, coach, manager, and/or player, to turn over financial documents to the auditor and/or Executive members by a date and time specified by a Motion of the Executive.
- Financial documents shall consist of bank statements, cancelled cheques, invoices, deposit slips, general journals and subsidiary ledgers, and any other documents that may be in the possession of the team, coach, manager and/or player that are not herein specifically named.
- All Eastman “A” and “AA” or (and) Eastman provincial representative teams MUST provide and present a financial statement of their season to the appropriate Convenor.
- Teams / Clubs may be granted a start-up loan at the discretion of the Executive, and any start-up loans approved by the Executive and granted MUST be due and payable, in monetary form only, to the ERA on or before March 1st of the current season in which the loan was granted.

## **Amendments to the By-Laws**

The By-Laws of the ERA and the League may be amended by a two-thirds (2/3) vote of the members at the ERA Annual General Meeting or a special meeting called for this purpose, provided at least seven (7) days notice in writing has been given to all community members as set out in the latest records held by the Secretary in this regard.