

BY-LAW # 1

ORGANIZATION OF SARNIA HOCKEY ASSOCIATION

Article I Name of the Organization

- 1.00 The name of the Association shall be the **SARNIA HOCKEY ASSOCIATION**.
- 1.01 The head office of the SARNIA HOCKEY ASSOCIATION shall be in the City of Sarnia, in the Province of Ontario, and at such place therein as the Association may from time to time determine.

Article II Purpose of the Organization

- 2.00 The purpose of the Sarnia Hockey Association shall be:
- .01 To provide opportunities for all players to participate in the game of ice hockey at a level appropriate to their degree of skill and interest.
 - .02 To develop programs to promote and teach the importance of physical activity through friendly competition.
 - .03 To teach the youth of the Sarnia Hockey Association team play, good sportsmanship, self-discipline and good character among players.
 - .04 To develop leadership skills in coaches, officials, local volunteers and parents.

Article III Membership

- 3.01 Membership in the Association shall consist of persons as hereafter set out.
- 3.02 Classifications: There shall be two classifications of membership in the Association:
- .01 Ordinary Members and
 - .02 Honorary Members
- 3.03 Ordinary Members; The Association may admit, as an ordinary Member, any person who:
- .01 is at least eighteen (18) years old,
 - .02 is a resident of Lambton County; and
 - .03 is a parent/ guardian, team official or volunteer with the Association or with respect to any of the Association's activities (i.e. Tournaments).
- 3.04 Honorary Members
From time to time, the Association may admit for life or a lesser term without payment of any fee or assessment as a Honorary Member, a person who, in the opinion of the Association has made an outstanding contribution to the development of the Association.
- 3.05 Voting
Both Ordinary Members and Honorary Members shall be entitled to vote at any special meeting of Members or at the Annual General meeting of the Association provided that the Member has attended at least two (2) open meetings of the Association in the preceding twelve (12) months and signed the attendance sheet at that meeting. It shall be the responsibility of the Recording Secretary of the Association to keep records of these attendance sheets.

Article IV: Officers / Directors

4.00 The Officers /Directors of the Sarnia Hockey Association shall be as follows:

- .01 The Chairperson
- .02 First Vice Chair
- .03 Vice Chair, Administration
- .04 Vice Chair, Recreational League
- .05 Vice Chair, Representative Teams
- .06 Recording Secretary
- .07 Treasurer (appointed)
- .08 Past Chair (Immediate past chair)
- .09 Development/Skills Director
- .10 Registration Director
- .11 Ice Director/Scheduler
- .12 Sponsorship Director, Recreational teams
- .13 Sponsorship Director, Representative teams
- .14 Communications Director
- .15 Equipment Director, Recreational teams
- .16 Equipment Director, Representative teams
- .17 Recreational League Directors
 - .17.1 U16-U20 Director
 - .17.2 U15 Director
 - .17.3 U13 Director
 - .17.4 U11 Director
 - .17.5 U9 Director
 - .17.6 U7 Director
- .18 Recreational League Referee Director
- .19 Director – A/AA teams
- .20 Director – MD Representative teams
- .21 Tournament Directors:
 - .21.1 Recreational League Tournament Director
 - .21.2 Silver Stick Tournament Director
- .22 Photography Director
- .23 Web Site Director

4.02 Qualifications

Each Officer/ Director shall

- .01 be, at the date of his/her election and thereafter remain throughout each two-year term, a resident of the County of Lambton
- .02 be at least eighteen (18) years of age; and
- .03 be a Member of the Association in good standing
- .04 in the case of Association chair positions, candidates must have been a Director for at least one (1) two-year term to be eligible for these positions.

4.03 Re-Election

An Officer/ Director if otherwise qualified, is eligible for re-election.

4.04 Nominations

Candidates for the position of Officer shall include:

- .01 the slate of candidates proposed by the Nominating Committee (NOTE: to qualify for the positions of Chair, First Vice Chair, Vice Chair Representative Teams, Vice

Chair Recreational League or Vice Chair Administration, a person must have served on the Association for a minimum of one (1) term (2 years).

- .02 the persons whose names are put in for nomination by any Member entitled to vote at any time, must be received not less than seven (7) days before the date of the meeting of the Members at which the election of officers is held and they must consent to their name being put forward.
- .03 no person may be nominated at the meeting at which the election of officers is to be held.

4.05 Election Method

Where:

- .01 only one candidate is nominated for any particular position, the Recording Secretary shall cast a single ballot electing that person for that particular position,
- .02 there is more than one candidate nominated for a particular position, there shall be an election by ballot.

4.06 Forms

The Association may prescribe the form of nomination paper and the form of a ballot.

4.07 Elections

Positions shall be eligible for election on a rotating basis. The following positions shall be eligible for election in even number years (i.e. 2020):

- .01 Chairperson
- .02 Vice Chair Representative teams
- .03 Vice Chair Administration
- .04 Recording Secretary
- .05 Director MD teams
- .06 Director Recreational League – U16-U20
- .07 Director Recreational League – U13
- .08 Director Recreational League – U9
- .09 Equipment Director – Recreational League
- .10 Silver Stick Tournament Director
- .11 Clinics Director
- .12 Registration Director
- .13 Sponsorship Director – Representative Teams
- .14 Photography Director

These Officers shall be elected for a term to expire at the annual meeting to be held not later than two years after their election. These positions shall come up for re-election every two (2) years.

4.08 The following positions shall be eligible for election in odd number years (i.e. 2021):

- .01 First Vice Chair
- .02 Vice Chair Recreational League
- .03 Director Recreational League – U15
- .04 Director Recreational League – U11
- .05 Director Recreational League – U7
- .06 Director Representative teams
- .07 Development/Skills Director
- .08 Ice Director/Scheduler

- .09 Recreational League Tournament Director
- .10 Sponsorship Director – Recreational League
- .11 Recreational League Referee Director
- .12 Communications Director
- .13 Web Site Director
- .14 Equipment Director Representative teams

These Officers shall be elected for a term to expire at the annual meeting to be held not later than two years after their election. The treasurer shall be appointed by the Association for a two-year term at the second election rotation.

4.09 Vacancies

As long as a quorum of the Officers remains in office, a vacancy in the Association may be filled by the elected officers from among the qualified members of the Association. If a quorum of officers does not exist, the remaining officers shall call a general meeting of members to fill the vacancies in the Association.

4.10 Removal of Officers/ Directors

The Directors may, by a motion passed by at least two thirds (2/3) of the votes cast at a special meeting of which notice specifying the intention to pass the motion has been given, may remove any Director before the expiration of the term of office, and may, by a majority of the votes cast at that meeting, elect any person in his/her stead to that position for the remainder of the term.

4.11 Quorum

A quorum for the transaction of business at meetings of the Association shall be eleven (11) of the Officers/Directors for Officers/Directors meetings and eleven (11) members for the Annual meeting of Members of the Association. If the quorum is destroyed because members leave the meeting, no other business can be conducted, and the meeting must be adjourned.

4.12 Remuneration of Officers/Directors

The Officers of the Association shall serve without remuneration with the exception of the Ice Director/Scheduler.

4.13 Indemnities to Officers/ Directors

Every Officer/ Director of the Association and heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless, out of the funds of the Association, from and against,

- .01 all costs, charges and expenses whatsoever which the officer sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against the officer for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by the officer in or about the execution of the duties of the office, and
- .02 all other costs, charges and expenses which the officer sustains or incurs in or about or in relation to the affairs thereof, except the costs, charges or expenses occasioned by the officer's own wilful neglect or default.
- .03 the indemnity shall not apply unless the individual acted honestly and in good faith with a view to the best interests of the Association or if the matter

is criminal or is an administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

4.14 Ex-Officio Officers

The following persons shall be ex-officio Officers of the Association and as such shall not be entitled to vote:

.01 Persons appointed from time to time by the Executive Committee to serve in an advisory position

4.15 Other Officers

.01 The Directors may appoint from time to time Directors at Large who shall be entitled to vote at Directors meetings and shall serve until the next annual meeting of Members,

.02 The Treasure shall be appointed by the Board for a two-year term and shall also be a voting member of the Board,

.03 In addition to the Treasure, the total number of Directors at Large shall not exceed five (5).

4.15 Others Present

Such others, as the Association may from time to time determine, shall be entitled to attend and to speak at meetings of the Association, but shall not be entitled to vote thereat.

Article V: Directors and Officers

5.01 Chair: The Chair shall, when present, preside at all meetings of the Association. The Chair shall supervise the affairs and operations of the Association, sign all documents requiring a signature of the Chair and have the other powers and duties from time to time prescribed by the Association or incident to the office. The Chair may serve as an ex-officio, nonvoting member on all committees. The Chair shall vote at meetings of the Association only in the event of a tie of votes cast by the executive members.

5.02 First Vice Chair

During the absence or inability to act of the Chair, the duties may be exercised by the First Vice Chair. If the First Vice Chair exercises any of those duties or powers, the absence or inability to act of the Chair shall be presumed with reference thereto. The First Vice Chair shall chair the Board of Reference, if and when required by the Chair or the officers. The First Vice Chair shall also chair the Audit Committee and the Policy and Regulations Committee. The First Vice Chair shall also perform other duties, from time to time, as prescribed by the Association or incident to the Vice Chair's office.

5.03 Vice Chair, Administration

The Vice Chair, Administration shall coordinate the work of the Directors - Development/Skills, the Ice Director, the Equipment Director - Recreational League, the Equipment Director - Representative Teams, the Sponsorship Director - Recreational League, the Sponsorship Director - Representative Teams

and the Registration Director and be responsible for overseeing risk management issues and the establishment of policies and regulations for the Association.

5.04 Vice Chair, Representative Teams

The Vice-Chair Representative Teams shall coordinate the representative teams' program in conjunction with the Director A Representative Teams, and Director Representative MD Teams. The Vice Chair attends the Alliance Rep Council meetings and reports back to the Board with information and directives from this Council. The Vice Chair Representative Teams shall chair the Coaches' Selection Committee.

5.05 Vice Chair, Recreational League

The Vice Chair Recreational League shall coordinate the Recreational League program in conjunction with the Recreational League Referee Director and the Directors of the U16-U20, U15, U13, U11, U9, and U7 divisions. The Vice-Chair shall oversee the formation of Recreational League Select teams if approved by the Association.

5.06 Recording Secretary

The Recording Secretary shall attend all meetings of the Association to record all facts and minutes of those proceedings in the books kept for that purpose. The Recording Secretary shall give all notices required to be given to members and to directors and shall be the custodian of the Association of all books, papers, records, correspondence and documents belonging to the Association and shall perform the other duties from time to time as prescribed by the Association. "The financial institution where the Sarnia Hockey Association (hereafter referred to as 'the association') conducts its financial affairs will be directed to deliver to the chairperson, or his/her designate, of said Association, monthly documentation showing all current balances as at month end for the said association. A letter will be forwarded to the financial institution to this effect by the secretary"

5.07 Treasurer (appointed by the Directors)

The treasurer shall keep full and accurate accounts of all receipts and disbursements of the Association in proper books of account and shall deposit all monies in the name and to the credit of the Association in the bank or banks from time to time designated by the Association. The Treasurer shall disburse the funds of the Association under the direction of the Association, taking proper vouchers therefore and shall render to the Audit Committee, monthly, an account of all his transactions as Treasurer and of the financial position of the Association. The Treasurer shall cooperate with the Audit committee of the Association and provide such reasonable information as it may reasonably require and shall also perform such other duties from time to time as prescribed by the Association or incident to his office. The Treasurer will recommend to the Association annually a third-party auditor to review the financial records of the Association. The Treasurer will not be an elected director but shall be appointed by the Association for a two (2) year term as a full voting member of the Association. The Treasurer will chair the Budget Committee.

5.08 Past Chair

The immediate Past Chairperson shall perform from time to time the duties prescribed by the Association and may perform such additional duties as may be requested by the Chair. The Past Chairperson shall serve on the Board of Reference if and when required by the Chair or the Association. The Past Chairperson shall chair the nominating committee. The Past Chair shall assist the Chair in monitoring the efficient operation of the ice hockey program. The Past Chairperson shall in the absence of the Chairperson and the Vice Chairpersons, preside at meetings of the association. The Past Chairperson shall provide Constitutional advice when required by the association executive. The Past Chairperson is a voting member on the association executive.

5.09 Director Representative A/AA Teams

This position reports to the Vice Chair Representative Teams. The Director shall oversee the tryouts, formation and running of the Representative A/AA Teams of the Association and in that capacity, shall:

- .01 work with the Vice Chair Representative Teams and serve on the Coaches' Selection Committee
- .02 coordinate with the other Representative Team Director, the movement of players between teams;
- .03 coordinate the proper rostering of the players and team officials with the ALLIANCE as required;
- .04 oversee the conduct of the players and team officials
- .05 ensure that game reports are submitted properly to the ALLIANCE office as required
- .06 ensure that the assessments of the players are collected at the appropriate times
- .07 work with team officials to resolve any disputes regarding the ALLIANCE A/AA Representative teams
- .08 have the right to suspend a coach, team official or player until the next Association meeting

5.10 Director Representative MD Teams

This position reports to the Vice Chair Representative Teams. The Director shall oversee the tryouts, formation and running of the Representative MD Teams of the Association and in that capacity, shall:

- .01 work with the Vice Chair Representative Teams and serve on the Coaches' Selection Committee
- .02 co-ordinate with the other Representative Team Director, the movement of players between teams
- .03 co-ordinate the proper rostering of the players and team officials with the ALLIANCE as required,
- .04 oversee the conduct of the players and team officials
- .05 ensure that game reports are submitted properly to the ALLIANCE hockey office
- .06 ensure that the assessments of the players are collected at the appropriate times
- .07 work with team officials to resolve any disputes regarding the ALLIANCE MD teams

- .08 have the right to suspend a coach, team official or player until the next Association meeting
- 5.11 Directors - Recreational League (U16-U20, U15, U13, U11, U9, U7)
The director of each division shall:
- .01 oversee the formation of teams within and the operation of each Recreational League division as well as appoint coaches for each team within the division
 - .02 be responsible to draw up the schedule and balance the teams within the division
 - .03 have the authority to enforce the By-laws, Policies and Regulations of the Association and in that regard, shall have the power to suspend a coach or player until the next association meeting
 - .04 attempt to resolve any disputes regarding players, parents or team officials
 - .05 work with the Vice Chair Recreational League, failing which the matter be referred to the Association.
- 5.12 Director of Skills/ Development
There shall be a Director of Skills/Development who shall work with the Recreational and Representative Directors to:
- .01 develop a program of skills to be taught for various ages and at various levels within the Association
 - .02 organize clinics within the Association for the development of players,
 - .03 assist coaches in the development of practice drills and coaching systems,
 - .04 serve as a resource person for the coaches,
 - .05 monitor and assess coaches and their practice techniques within the Association both Representative Teams and Recreational Teams,
 - .06 organize coaches' assessment for the Association
- 5.13 Ice Director/Scheduler
This position reports to the Sarnia Hockey Association Board of Directors. This position may be held by a volunteer who is eligible for a honorarium to reflect services completed. In this capacity responsibilities shall be:
- .01 prepare a budget annually for the Association for ice required by the Association,
 - .02 shall act as a liaison between the Association, OHF/ ALLIANCE Ice Schedulers and the City of Sarnia,
 - .03 shall be the person to obtain ice on behalf of the Association,
 - .04 shall distribute the ice to Representative and Recreational League teams,
 - .05 shall arrange/schedule all ice for Representative and Recreational League teams' practices, games, playdown/playoff and Association tournament contracts.
 - .06 review all ice billings and report any errors to the Treasurer,
 - .07 shall review all Representative Teams referee invoices and report any errors to the Treasurer,
 - .08 shall attend respective representative team ice scheduling meeting and/or all necessary meetings to complete the duties and responsibilities of this position.

- 5.14 Equipment Director – Recreational League
Shall oversee all the equipment of the Association’s Recreational League and in that regard, shall:
- .01 prepare a budget annually for the Association for any new equipment required by the Recreational League
 - .02 shall obtain at least three tenders and, after the approval of the Association Executive shall purchase necessary equipment on behalf of the Association as approved by the Directors
 - .03 in conjunction with the Vice Chair Recreational League and the Recreational League Directors, prepare an inventory of the equipment for the Association
 - .04 advise the directors from time to time as to the status of the equipment of the Association
 - .05 arrange for the storage, distribution, repair and maintenance of the Recreational League equipment of the Association.
- 5.15 Equipment Director – Representative Teams
Shall oversee all the equipment of the Association’s Representative teams and in that regard, shall:
- .01 prepare a budget annually for the Association for any new equipment required by the Representative teams
 - .02 work with the Representative teams’ corporate sponsor to purchase necessary replacement items for the teams
 - .03 in conjunction with the Vice Chair Representative Teams and the Representative Teams’ Directors, prepare an inventory of the equipment for the Association
 - .04 advise the directors from time to time as to the status of the equipment of the Association
 - .05 arrange for the storage, distribution, repair and maintenance of the Representative teams’ equipment for the Association
- 5.16 Sponsorship Director – Recreational League
Shall oversee all contacts between the Association and sponsors and in that regard, shall:
- .01 obtain sponsors and serve as an information contact between the teams and their sponsor
 - .02 be a liaison between the sponsors and the Equipment Director – Recreational League
 - .03 assist the Treasurer in obtaining the monies from the sponsors
- 5.17 Sponsorship Director – Representative Teams
The Sponsorship Director – Representative Teams shall oversee all contact between the Association and the corporate sponsor and in that regard, shall:
- .01 be a liaison between the sponsor and the Equipment Director – Representative Teams;
 - .02 assist in ascertaining the needs of the Representative Teams.
- 5.18 Registration Director
The Registration Director shall:

- .01 supervise the electronic registration of all participants in the ice hockey program
 - .02 coordinate the computer records of the Association with the Treasurer.
 - .03 assist the A/AA and MD Directors with the rostering of the Representative teams
 - .04 assist the Vice Chair Recreational League with the rostering of the Recreational League teams.
- 5.19 Recreational League Referee Director
Shall oversee all aspects of referees for Recreational League games and in that regard, shall;
- .01 arrange annual referee certification clinics for Recreational League referees
 - .02 prepare a list of qualified referees to work for the Recreation League within the Association
 - .03 arrange for supervision and assessment of the Recreational League referees and provide assistance to them
 - .04 prepare the payment statement of referees for review by the Treasurer.
 - .05 have the authority to dismiss referees
 - .06 shall review/maintain referee qualifications
 - .07 evaluate and recommend referees for advancement
 - .08 recruit new participants to be qualified for refereeing Recreational League games
 - .09 assign referees for all Recreational League games.
- 5.20 Communications Director
The Communications Director shall:
- .01 prepare advertisements for websites, radio and newspapers as required by the association
 - .02 design tournament programs, pamphlets and other materials as requested by the Association,
 - .03 design and prepare documents, coach application forms, forms of communication etc. as required by the Association;
 - .04 design and prepare newspaper, web site/social media and radio advertisements for Representative team and Recreational League coaches.
- 5.21 Tournament Directors (Silver Stick, Recreational League)
The Tournament Directors shall be responsible for the planning, organization and running of the Tournament(s) under their direction. The Tournament Directors shall have the authority to establish a committee to assist in completing these duties. The Tournament Directors shall, under the direction of the Treasurer, manage the financial aspects of the tournaments. Each Tournament Director shall submit a budget prior to the tournament and a financial statement to the Association within three months of the conclusion of the tournament.
- 5.22 Photography Director
The Photography Director shall arrange for all picture of players and teams as directed by the Board and submit recommendations for photographers for the Association.

- 5.23 Web Site Director
The Web Site Director shall be responsible for the Association's web site.
- 5.24 Clinics Director
The Clinics Director shall arrange for all necessary training clinics in conjunction with the Alliance. The Clinics Director shall also coordinate the certification of coaches and trainers for the Association and document this information as required.
- 5.25 Other Officers
The Association may appoint other volunteer officers, including without limitation, Honorary Officers, and agents (and with such titles as the Association may prescribe from time to time) as it considers necessary and all officers shall have the authority and perform the duties from time to time as prescribed by the Association. The Association may also remove, at its pleasure, any such officer or agent of the Association. The duties of all other officers of the Association appointed by the Association shall be such as the terms of their engagement as defined by the Association.

Article VI: Meetings

- 6.01 Association Meetings
The Directors shall meet on the first Tuesday and third Wednesday of each month for regular meetings at a place and time named or such other time as they may from time to time agree upon (any change to be set out on the web site of the Association). No further notice of the regular meetings need be given. Board meetings shall be open to all members. Delegations shall be entitled to address the Association, at any regular meeting provided they have requested an opportunity to do so in advance. In-camera items may be discussed at a closed meeting after the regular meeting is adjourned.
- 6.02 Notice
Notice of special Board meetings shall be delivered, faxed, E-mailed, mailed or telephoned to each Officer/Director, not less than two (2) days before the meeting is to take place. The statement recorded in the minutes by the recording secretary or chair that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. No formal notice of a meeting is necessary if all the officers are present or if those absent have signified their consent to the meeting being held without notice and in their absence. Notice of special meetings of Members shall be set out on the website not less than seven (7) days prior to the meeting. Notice of the Annual General Meeting shall be set out in the website not less than seven (7) days prior to the meeting.
- 6.03 Voting
Motions arising at any meeting of the Association shall be decided by a majority vote (more than fifty per cent of the votes cast). At all meetings of the Association, every question shall be decided by a show of hands unless a poll on the motions is required by the Chair or has been requested by any

Officer/Director. A declaration by the Chair that a motion has been carried and an entry to that effect in the minutes is conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the motion. In the case of a tie vote, the Chair shall cast the deciding ballot to break the tie.

6.04 Additional Meetings

Additional meetings of the Association may be called by the Chair, the First Vice Chair or the Recording Secretary or any two (2) officers as required. In addition, if the Association receives a written request from not less than ten percent of the members entitled to vote at the next Annual General Meeting, requesting a special meeting, then the Chair shall call for such a meeting to consider any issue so requested in the requisition.

6.05 Annual General Meeting

The Annual General Meeting of the Association members must be held on or before July 31st each year within Sarnia, Ontario, at a time, place and date to be determined and advertised by the Association, for purpose of:

- .01 hearing and receiving reports and statements required by the Association at an annual general meeting
- .02 electing such officers as are to be elected at such Annual General Meeting
- .03 appointing an auditor or person to conduct a review engagement of the Associations financial records.
- .04 the transaction of any other business properly brought before the meeting
- .05 amending the constitution and bylaws of the Association

Article VII: Committees

There shall be the following standing committees:

7.01 The Executive Committee

Shall be composed of the Chair, First Vice Chair, Vice Chair Administration, Vice Chair Representative Teams, Vice Chair Recreational League, and Treasurer.

7.02 Nominating Committee

Shall be composed of the Past Chair and such other persons as may be appointed by the Past Chair. The Nominating committee shall prepare a slate of officers to be presented for election at the Annual General Meeting.

7.03 The Coaches' Selection Committee

Shall be composed of the Vice Chair Representative Teams, the A/AA Rep Teams Director, the MD Rep Teams Director and a minimum of two (2) and up to three (3) independent qualified individuals from outside the Association appointed by the Association for that particular year. Independent individuals with children eligible to play on representative teams, applying for a coaching position or with any apparent conflicts of interest cannot be considered for these positions. An honorarium may be considered by the Association to remunerate these individuals for their services. The Coaches' Selection Committee shall

present its recommendations to the Association officers at an in-camera meeting for its approval.

7.04 The Board of Reference Committee

May be delegated from time to time by the Association to handle matters of discipline or complaint. The Board of Reference shall be composed of three (3) or more Directors to be chaired by either the First Vice Chair or the Past Chair with the other members to be appointed by the First Vice Chair or the Past Chair. This committee shall operate under the guidelines of the HOCKEY CANADA Harassment and Abuse Policy.

7.05 The Audit Committee

Two (2) or more Directors appointed annually by the Association. The Audit Committee shall review and sign/initial the monthly financial records of the Association to prove such documents accurately represent the current financial status.

7.06 The Budget Committee

Shall be composed of the Treasurer, the Chair, the First Vice Chair, the Vice Chair Administration, the Vice Chair Representative Teams, and the Vice Chair Recreational League and such other Directors as the Treasurer may appoint. The Budget Committee, with input from all Directors who have budgets (i.e. Ice Director, Referee Director, Recreational and Representative Team Equipment Directors), shall establish the Association's budget.

7.07 The Policy and Regulations Committee

Shall be chaired by the First Vice Chair and shall consist of the Vice Chair Administration and one (1) or more Directors appointed by the First Vice Chair. This committee shall establish the procedures for the day-to-day operation of the organization with the approval of the Association.

7.08 The Ad-Hoc Committees

There may be such Ad-Hoc Committees and for such purposes as the Association may determine from time to time by motion. The existence of each such Ad Hoc Committee shall be terminated automatically upon:

- .01 the delivery of its report,
 - .02 the completion of its assigned task,
 - .03 a change in the membership of the Association by which it is constituted,
 - .04 a motion to that effect of the Association by which it was constituted;
- whichever first occurs.

Article VIII: Execution of Documents and Banking Arrangements

8.01 Cheques, etc

All cheques, etc. shall be signed by the officer or officers or person or persons and in the manner from time to time prescribed by the Association.

8.02 Execution of Documents

Documents requiring execution by the Association may be signed by the Chair or the First Vice Chair and the Recording Secretary or the Treasurer or any two (2) Directors, and all documents so signed are binding upon the Association without any further authorization or formality. The Association may from time to time appoint any officer or officers or any person or persons on behalf of the Association, either to sign documents generally or sign specific documents.

8.03 Books and Records

The Association shall see that all necessary books and records of the Association required by the bylaws of the Association are regularly and properly kept.

8.04 The Association shall designate, by motion, the officers and other persons authorized to transact the banking business of the Association, or any part thereof, with the bank, trust company, or other corporation carrying on a banking business that the Association has designated as the Association's banker, to have the authority set out in the motion.

Article IX: Parliamentary Authority

The rules contained in the current edition of 21st Century Robert's Rules of Order shall govern the Association in all instances when they are applicable and not inconsistent with these bylaws and any special rules the Association shall adopt.

Article X: Amendment of Bylaws

This Bylaw may be amended by a two thirds majority vote of the Association after the amendment(s) have been passed by the Directors at two (2) meetings, providing the amendment was in the call for the meeting. Bylaws of the Association may be enacted, repealed, amended, altered, added to or re-enacted by a two-thirds vote of the Directors, provided that they are thereafter approved by a two-thirds vote at the next annual meeting of the Members of the Association.

Article XI: Special Resolutions

Notwithstanding any provision of this By Law, any change that requires a Special Resolution under the ONCA (Ontario) shall be submitted to a special meeting of Directors and then approved at a special or the annual meeting of Members by not less than two thirds of the Members present and entitled to vote.

Article XII Directors and Officers

References to a Director or Officer in this Constitution / By Law shall be deemed to be interchangeable.

This By-Law was approved by the SHA Board of Directors at the May 2021 SHA Annual General Meeting.