



# **Saskatchewan All Terrain Vehicle Association Inc. (SATVA)**

## **General Bylaws**

*Amended June 16 2018*

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## Definitions

In these Bylaws, the following words shall have these meanings, unless the context otherwise requires:

**Act** means the *Societies Act*, R.S.A. 2000, Chapter S-14, as amended, or any statute substituted for it;

**ATV** – means All Terrain Vehicle as defined in the All Terrain Vehicle Act of Saskatchewan

**Board** means the Board of Directors of the SATVA as elected pursuant to Article 24 herein;

**Bylaws** mean these bylaws of the SATVA, as amended from time to time;

**Club** means an All-Terrain Vehicle (ATV) or Off-Road Motorcycle (ORM) group or organization that is organized and registered as a non-profit Society or Association and is in good standing with the Government of Saskatchewan (GOS);

**Director** means any person elected or appointed to the Board of Directors of the SATVA and who holds office in accordance with these Bylaws;

**Member** means such Clubs as may be admitted to membership in the SATVA in accordance with Article 6 herein;

**Officer** means any officer elected in accordance with Article 34 herein;

**Registered Office** means the registered office for the SATVA in accordance with Article 2 herein;

**Register of Members** means the register maintained by the Secretary/Treasurer, containing the names and particulars of each Member, as required by the Act;

**Resolution** means a written motion passed by a majority of the Members of the SATVA or by a majority of the Directors, as the case may be, present at a Meeting; or a resolution consented to in writing by all the Members or Directors, as the case may be, who would have been entitled at a Meeting to vote on the resolution in person.

## **CHAPTER I - GENERAL PROVISIONS**

### **ARTICLE 1 – NAME**

The name of the association will be “Saskatchewan All Terrain Vehicle Association Inc.” herein referred to as “Association” or “Corporation”.

### **ARTICLE 2 - HEAD OFFICE**

The head office of the Association is located at an address determined by the Executive from time to time.

### **ARTICLE 3 - BILINGUAL SERVICES**

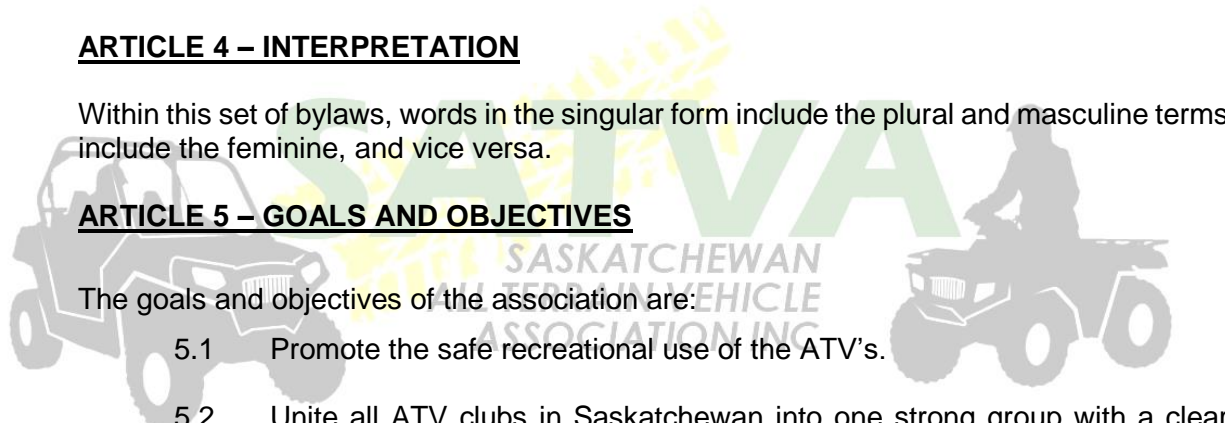
The Association will not offer services in both official languages.

### **ARTICLE 4 – INTERPRETATION**

Within this set of bylaws, words in the singular form include the plural and masculine terms include the feminine, and vice versa.

### **ARTICLE 5 – GOALS AND OBJECTIVES**

The goals and objectives of the association are:

- 
- 5.1 Promote the safe recreational use of the ATV's.
  - 5.2 Unite all ATV clubs in Saskatchewan into one strong group with a clear voice.
  - 5.3 Favor a spirit of cooperation with the Province's law enforcement agencies.
  - 5.4 Help with the protection of the environment.
  - 5.5 Maintain a strong public image
  - 5.6 Protect the interest of ATVers during the preparation of laws.
  - 5.7 Focus on the Youth of the Province for proper training and safety.
  - 5.8 Utilize all resources available to the public.
  - 5.9 Instill family values while on the trail.
  - 5.10 Organize fundraising events and receive funds, which help reach the goals and objectives of the Association.
  - 5.11 Protect our right to ride.

## **CHAPTER II - MEMBERS**

### **ARTICLE 6 – MEMBERSHIP**

#### **6.1 Eligibility**

Membership in the Association shall be limited to persons interested in furthering the objectives of the Corporation and shall consist of anyone whose application for admission as a member has received the approval of the board of directors of the Corporation.

#### **6.2 Classes of Membership**

(a) Regular Members: Regular Members shall be clubs in different zones of Saskatchewan who are interested in developing the ATV sport and industry in Saskatchewan.

(b) Associate Member: There are two types of associate member:

(i) shall be individuals or families interested in developing the ATV sport and industry in Saskatchewan

(ii) Life Time Members shall be individuals who have contributed significantly to the betterment of the association. Lifetime memberships are awarded by the Board of Directors.

(b) Corporate Members: Corporate Members shall be businesses and governments which are interested in the ATV sport and industry in Saskatchewan.

#### **6.3 Voting Rights of Members**

Each Regular Members may delegate one member for voting privileges at the annual General Meeting. No other class of membership will have the right to vote.

### **ARTICLE 7 – REGIONS**

The Regular Member clubs are divided into four (4) regions according to their location within the Province.

There will be four (4) regions

- |     |                |                                   |
|-----|----------------|-----------------------------------|
| 7.1 | North West (1) | Saskatoon, North Battleford, etc. |
| 7.2 | North East (2) | Prince Albert, Humbolt, etc.      |
| 7.3 | South East (3) | Regina, Yorkton, etc.             |
| 7.4 | South West (4) | Swift Current, etc.               |

Regional areas may be amended at the request of the club membership and with the occurrence of the Executive.

### ***CHAPTER III – TERMINATION OF MEMBERSHIP***

#### **ARTICLE 8 – LOSS OF MEMBERSHIP STATUS**

Membership status is lost when a club:

- 8.1 Is fused with another club or is liquidated.
- 8.2 Fails to pay, at an appropriate time, all Association fees as is determined at a general meeting.

#### **ARTICLE 9 – MEMBERSHIPS FEES**

- 9.1 Regular Club Members must pay the SATVA Membership fee at a rate to be established at an Annual General Meeting. Clubs who are not in good standing will forfeit their membership status.
- 9.2 Member clubs must charge an individual SATVA's Membership fee to all their members, at a rate to be established at an Annual General Meeting. Clubs who fail to collect this individual SATVA Membership fee from all their members will lose its club membership status.

In addition to the SATVA Individual Membership fee, Clubs may charge a local club fee to members at a rate established by the local club.

#### **ARTICLE 10 – EXPULSION**

The Board will have the power to expel a member club for any reason deemed valid.

The expelled member club will have the right to appeal the decision at the next Annual General Meeting and if an appeal is presented, the majority of members present must approve the decision of the Board.

### ***CHAPTER IV – DELEGATES AND VOTING RIGHTS OF MEMBERS AT GENERAL MEETINGS***

#### **ARTICLE 11 – DELEGATES**

Each Member shall, at the time of application for membership, and from time to time thereafter, designate one individual to act as a representative at all meetings of the Members SATVA. Each Member also has the option to appoint one individual to act as its alternate representative at any meeting the representative cannot attend.

- 11.1 The designated delegate must be a member of good standing in the club they are representing.

## **ARTICLE 12 – LETTERS OF ACCREDITATION**

Each club must inform the Association's Secretary/Treasurer, by letter, e-mail or fax, of the name, address and telephone numbers of its delegates as well as advise the Association's Secretary/Treasurer, if any delegates are replaced.

The Association's secretary must keep an up-to-date list of delegates with their names, addresses and telephone numbers.

## **ARTICLE 13 – QUALIFICATION OF DELEGATES**

All delegates must be at least 18 years of age and must be a member in good standing of an Association Club.

## **ARTICLE 14 – DELEGATION OF POWER**

Delegates cannot act in the name of the Association unless having been officially authorized to do so by the executive.

# **CHAPTER V – GENERAL MEETINGS**

## **ARTICLE 15 – ANNUAL GENERAL MEETINGS (AGM)**

The Annual General Meeting of the Association shall be held in the spring. They shall be held in Saskatchewan at a location, a date and a time to be determined by the Board. The meeting shall be held in order to inform the members of recent activities, and to discuss any other item, which may be of interest to the membership.

## **ARTICLE 16 – SPECIAL MEETING**

Annual meetings may also consist of a special meeting, where items of interest to the membership can be discussed and debated.

A special meeting of the Association's member clubs can be called at any time by the President or by a resolution of the Board passed by a simple majority.

## **ARTICLE 17 – NOTICE OF MEETING**

No public notice or announcement is needed for the Annual General Meeting or General Meeting or for a Special Meeting.

- 17.1 Member clubs must be notified of the date, time and location of each of these meetings by Canada Post, E- mail, Telephone or by Fax. The notice must be dispatched in such a manner as to give the member clubs (30) days notice.



- 17.2 The notice for each and every Annual General Meeting, General Meeting or Special Meeting of the member clubs must contain the agenda of the meeting and shall state:
- 17.2.1 All removals, modifications or amendments proposed to the General Bylaws, all modifications to the Associations fees and all special businesses, which are to be transacted.
- 17.2.2 The nature of that business in sufficient detail to permit the member clubs to form a reasonable judgment thereon.
- 17.2.3 The text of any special resolution to be presented at the meeting.
- 17.3 A meeting of the members may be held at any time without any advance notice, on condition that all representatives with voting power are present and those who aren't present have in a manner either before or after the meeting waived their notice of meeting.
- 17.4 This meeting may involve any issue that the Association may then address during an annual meeting, general meeting or a special meeting of the members.

#### **ARTICLE 18 – RIGHT OF ATTENDANCE**

Those authorized to attend meetings shall be the voting delegates, club members, associate members guests and special guests.

#### **ARTICLE 19 – VOTING**

At all General Meetings, decisions are taken by a majority vote on a given proposal unless Letters Patent, the Act or bylaws of the Association require otherwise.

##### **19.1 Registration to the minutes**

When a proposal must be voted upon by show of hands, unless a vote by secret ballot was ordered or demanded, a statement by the President declaring that the proposal was adopted, adopted with a certain majority or rejected, and a written record of it in the minutes of the meeting, represent proof prima facie of the results of the vote. With this proof, it is not necessary to prove the number or the proportion of votes for or against the proposal and the voting results represent the Association's decision on the question, at an annual or special meeting.

It is always possible to withdraw a demand of a secret ballot before it proceeds.

## **ARTICLE 20 – VOTE**

A delegate has the right to one vote only for all questions discussed at an Association meeting in which he is a delegate. He must give his vote in person.

### **20.1 Vote by a show of hands**

During member meetings decisions are taken with a vote by show of hands, unless the President orders a secret ballot on a motion or demanded by the majority of voting representatives present.

### **20.2 Ballot**

Regarding all questions, the President of the meeting determines how to proceed with a ballot when one is ordered or demanded.

In cases where the vote is tied during all General Meetings, whether it is during a vote by show of hands or by secret ballot, the President may cast the deciding vote.

In cases where the vote is tied during all General Meetings, and the President abstains from casting the deciding vote, the motion is defeated.

## **ARTICLE 21 – FISCAL YEAR**

The Association's fiscal year begins on the first (1<sup>st</sup>) day of April of each year, and ends on the thirty-first (31<sup>st</sup>) day of March in the following year.

## **ARTICLE 22 – QUORUM**

At all general meetings of the association, the quorum is determined by one third (1/3) of all voting delegates (calculated at 1 delegates per club in good standing).

## **ARTICLE 23 – AGENDA**

The agenda for the Annual General Meeting or General Meeting will include:

1. Call to order
2. Establishment of quorum and reading of notice of meeting
3. Approval of the agenda
4. Approval of minutes from last meeting
5. Treasurer's report
6. General Manager's report
7. Committee reports
8. Election of Directors/Officers, as required
9. Appointment of auditors
10. Speeches etc.
11. Consideration of any other matters or business the Board or the Members deem appropriate to bring forward
12. Adjournment

## **CHAPTER VI – DIRECTORS**

### **ARTICLE 24 – ELECTION OF DIRECTORS**

The Association's Officers are its President, Vice President, Secretary/Treasurer and Past President; and up to Ten (10) Directors at large.

Including executives there must be a minimum of 6 and a maximum of 15 Directors.

Unless otherwise pointed out by law, Letters Patent or by the Association's General Bylaws, members of the Directors are elected at the Annual General Meeting, in accordance with the election policy which is included in Article 55 of this bylaw book.

### **ARTICLE 25 – QUALIFICATIONS**

Directors of the association can be one of the following;

- a) must be at least 18 years of age and must be a member of an ATV Club that is a member of the Association
- b) Must be at least 18 years of age and be an individual Associate Member of the Association as described in Article 6.2(b)(i) of the by-laws.

Directors cannot be an employee of the Association.

Each Club is limited to four (4) directors at any time. As well up to three (3) directors can be individual members. If the circumstances warrant the Board may temporarily authorize additional Directors from a club or an individual, whose term would expire at the Annual General Meeting

### **ARTICLE 26 – LENGTH OF MANDATE FOR DIRECTORS**

Unless the election policy is modified, the length of mandates of Directors is a term of two (2) years to a maximum of five (5) consecutive terms

#### **26.1 Replacing a Director**

A Director whose position has become vacant can be replaced by a vote on a resolution by the membership and the replacement Director is elected for the remaining duration of the first officer's mandate.

### **ARTICLE 27 – MANDATE AND DUTY OF BOARD OF DIRECTORS**

The Board of Directors administers the business of the Association. The responsibilities of the Board of Director will include but is not limited to the following:

- a) Execute and put into place decisions made during general meetings.

- b) Deal with matters regarding the policies and goals of the Association, as well as the means through which the objectives set out by the Association, which are not proscribed elsewhere in the present rules, can be attained.
- c) Admit and refuse to admit clubs that request to become members, deal with requests to leave the Association as well as make all decisions regarding the exclusion of members.
- d) Hire full time and part time employees as required to accomplish the business of the Association.
- e) Prepare yearly budget and expense estimates necessary for fiscal year.
- f) Appoint if it is deemed necessary, member committee using Association delegates or Directors and determine their mandates.
- g) Organize "Regions" and determine territorial limits.
- h) By way of resolution, fill any vacancies, which occur in one of the Permanent Committees.
- g) Designate the persons who must sign the necessary documents for the normal operations of the Association.
- g) Directors from the different "Regions" must;
  - 1 Attend a club meeting with clubs from their Regions at least once every year.
  - 2 Report the results of the club activity reports during the year at the General Meetings.
  - 3 Not claim to act with the Association's authority unless having been explicitly authorized to do so by the Executive Committee.
  - 4 Attend club events, whenever possible as a representative of SATVA.
  - 5 Advertise SATVA within your region.
  - 6 Raise corporate memberships within their region.
  - 7 Distribute information to clubs and potential members.
  - 8 Report twice annually on their mandate to SATVA.

## **ARTICLE 28 – QUORUM**

The quorum for a Board meeting is to be at least (50 %) fifty percent of the total number of Directors.

## **ARTICLE 29 – MEETINGS**

### **29.1 Frequency of meetings.**

The Board meets as often as necessary in order to conduct its business. It meets at the request of the President or of four (4) officers, but not less than two (2) times per year. This does not include a meeting held within General Meetings.

### **29.2 Convocation**

The notice for a meeting on which the indicated date, time and location of Board meetings must be given directly or sent by mail, e mail or fax, or given verbally by telephone to each director at his last address, as shown in the Association files, at least four (4) days before the date of the meeting. The Board can nonetheless meet without a formal notice being sent out if all Directors waive a notice of a meeting.

As long as the quorum is met, it is not necessary to send a notice of meeting to the newly elected or appointed Directors in the case of the first meeting of the Board which will be held immediately following the election of its members at the Annual General Meeting or at a Special General Meeting.

### **29.3 Emergency Meetings**

In case of an emergency, the President may convene a meeting of the Board in a shorter notice than is mentioned in sub-article 17.3. However, unless the President's decision to hold an Executive meeting on such short notice is ratified during the next regularly convened meeting as described in sub-article 17.3 the President will no longer have the authority to convene Board meetings on such short notice.

### **29.4 Poll**

When a Board Meeting cannot be held, the President, in agreement with another officer, may carry out a poll by telephone or by other means, regarding any issue requiring immediate attention.

### **ARTICLE 30 – PARTICIPATION BY TELEPHONE**

Members of the Board may participate in a meeting via the use of technology notably the telephone. Thus, those who cannot be present physically may still participate in the meeting.

### **ARTICLE 31 – VOTING AT MEETINGS**

Subject to the bylaws, all issues brought up during a Board Meeting will be decided upon with a majority vote. When the vote ends in a tie, the President may cast the deciding vote. If the President abstains from breaking the tie, the motion is defeated.

### **ARTICLE 32 – REMUNERATION**

Directors will not be paid for their services as members of the Board. However, they will have the right to be reimbursed for any reasonable expenses brought on by the fulfillment of their functions.

The Board will establish reimbursement policies for reasonable expenses brought on by the functions of the Officers. However, the Board must present these policies, as well as any changes, which may be brought to these policies, to the member clubs for approval.

#### **32.1 Termination of Mandate**

Notwithstanding what is written above, the mandate of directors ends before two (2) years if:

- (a) He is relieved of their functions by a resolution of delegates providing a majority of two thirds (2/3) of votes cast at a general meeting are met; or
- (b) He misses, without sufficient reasons according to the executive, two (2) consecutive board meetings; or
- (c) He is no longer eligible if he ceases to be a member in good standing of an Association Club.
- (d) He offers their written resignation to the President or Secretary/Treasurer or announces his resignation during an Association General Meeting.



## ***CHAPTER VII – EXECUTIVE OFFICERS***

### **ARTICLE 33 – GENERAL**

The Association's Executive Officers are its President, Vice President, Past President, and Secretary/Treasurer.

### **ARTICLE 34 – ELECTION OF EXECUTIVE OFFICERS**

At its first meeting after the Annual General Meeting, the Board shall elect from among the Directors, all Elective Officers for the following year.

### **ARTICLE 35 –LENGTH OF MANDATE OF EXECUTIVE OFFICERS**

The mandate of the President, Vice President, Past President, Secretary/Treasurer, Regional Directors and Directors at Large hold office until re-elected or until a successor is elected.

### **ARTICLE 36 – RESIGNATION AND DISMISSAL**

Any Executive Officer mentioned in Article 38 – 41 may resign their position at any time either by writing to the President or Secretary/Treasurer or by giving an oral resignation during an Executive Meeting. Any Executive Officer may be dismissed either by resolution of the majority of the membership during a special meeting called for that purpose.

Any Executive Officer who is dismissed or who resigns must immediately hand over all Associations documentation and belongings in his possession or control to a person designated by the Board.

### **ARTICLE 37 – VACANCIES**

All vacancies at the executive level can be filled through a resolution of the Directors at a Board meeting.

### **ARTICLE 38 – PRESIDENT**

- a) Presides over and controls the Association's General Meetings as well as the meetings of the executive.
- b) Is an ex-officio member of all committees and has the right to attend all committee meetings at his discretion.
- c) Is authorized to convene Executive Meetings when he deems they are necessary and desirable.

- d) Signs official documents and confirms minutes from previous meetings of the Association of Directors and the Executive Committee once the attendees have approved these documents.
- e) Votes on when a ballot ends in a tie, except in cases where his decisions are appealed.
- f) Manages and is responsible for the associations business during his term of office.
- g) Reports to the general meeting and the Annual General Meeting.

#### **ARTICLE 39 – VICE PRESIDENT**

In the absence of the President, or in cases where the President cannot act, the Vice-President assumes the power and obligations of the President.

#### **ARTICLE 40 – SECRETARY/TREASURER**

- g) Records and signs minutes from the Annual General Meeting and board meetings and in the 30 days following these meetings, sends the minutes to all directors (board meetings) and to all delegates (for AGM). Secretary is to maintain custody of the minutes of all general and executive meetings of the society.
- b) Sends out notices of meetings as well as all other notices to Directors of the Association and to member clubs.
- c) Keeps a complete list of delegates.
- d) Other than in his capacity as Secretary, he does not act in the name of the Association, unless he is authorized to do so by the Executive.
- e) If a meeting is being held without the President or Vice President, the Secretary must call the meeting to order and ask for the election of an interim President.
- f) He is responsible for all Association documents and belongings, which are related to his functions.
- g) Is responsible for verifying that the association's assets and funds are handled, stored, maintained, deposited and recorded in an acceptable fashion.



- h) Is responsible for ascertaining that all of the Association's funds and value in the name of the Association are deposited in a chartered bank or in a credit union, whichever is deemed appropriate.
- i) Must ascertain that the Association's financial situation and financial transactions are readily available to the President and Directors. He must also let the accounts and books of the Association be examined by the Associations designated auditor and other interested and concerned parties.
  - 1) Ascertain that financial statements are prepared and presented along with adequate explanations to the Directors, to the Annual General Meeting and at other times as may be required.
  - 2) Assures that the payment of credit accounts is part of an approved budget.
  - 3) Is responsible for ascertaining that funds are withdrawn from the Associations accounts exclusively by cheque, duly signed by any two of the following: President, Vice-President, Secretary/Treasurer, and where approved by the Board, the General Manager.
  - 4) Is responsible for ascertaining that a detailed inventory of all of the Associations belongings, including its rolling stock and field equipment is maintained, detailing its original purchase price, current value and condition; the said inventory list must be signed by the Associations President & Treasurer before the Annual Meeting is held.
  - 5) Signs or countersigns all documents on which his signature is required.
  - 6) Visits the Association's office from time to time in order to review its financial affairs and verify compliance with the Association's financial Bylaw requirements and policies.
  - 7) Meets with the representatives of the Association's auditors responsible for our account as required.
    - chairs the Finance Committee, if any;

#### **ARTICLE 41 - PAST PRESIDENT**

- a) His duty is to maintain the continuity of the affairs of the Association and facilitate the transition of the new Executive.
- b) Unless otherwise directed by the Board, the Past President will be retained for one year following his/her replacement by the incumbent president or resigns or is dismissed as per Article 36

The Past President maintains full voting rights at meetings.

## **ARTICLE 42 – DELEGATION OF AUTHORITY/RESPONSIBILITY**

Any authority/responsibility that is outlined in these by-laws to any Director or Executive Officer of the Association may be delegated to a staff person by the Board with such conditions as the Board may see fit.

## **ARTICLE 43 – INDEMNIFICATION OF DIRECTORS AND OFFICERS**

Every director or Executive Officer, his/her heirs, executors, estate and effects shall be indemnified and saved harmless out of the funds of the Association from and against all costs and expenses whatsoever that he/she may sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against him/her for or in respect of any act, deed, matter of thing whatsoever, made, done, or permitted by him/her in or about the execution of the duties of his office; and also from and against all other costs, charges and expenses that he/she sustains or incurs in or about or in the relation to the affairs thereof, except costs, charges or expenses that are occasioned by his/her own willful neglect or default.

### **CHAPTER VIII - COMMITTEES**

## **ARTICLE 44 – COMMITTEES**

### **44.1 Permanent Committees**

The Executive may establish any committee it sees fit. Following are committees that may exist.

- Policy Committee
- Finance Committee
- Membership Committee
- Trail Committee
- Safety Committee
- Nominating Committee
- Team Outreach
- Regulation Committee
- Raffle Committee

## **CHAPTER IX - GENERAL CLAUSES**

### **ARTICLE 45 – OMISSION AND ERROR**

In cases where, by accidental omission, any notice is given to a member club, Director or Officer, any notice is not received by a member, Director or Officer; or again, any error is contained in a notice, but does not substantially change the content of the notice, any decision made during a meeting held after this notice was distributed are not invalidated.

### **ARTICLE 46 - ACCESS TO BOOKS AND LEDGERS**

The association's books and ledgers may be examined at any time by any of the Directors or any Regular Member, excluding Corporate members, provided reasonable notice is given. Reasonable notice is defined as 30 days or more.

### **ARTICLE 47 - BONDING**

All persons responsible for the Association's funds must be bondable to an amount required by the Board.



### **ARTICLE 48 – REMOVAL, MODIFICATION OR AMENDMENT**

#### **48.1 Procedures**

- a) In order to be taken into consideration, all removals, all modifications or all amendments proposed to the Association's general by – laws must be submitted, in detail, to the policy committee, not less than sixty (60) days before the Annual General Meeting.
- b) In order to take into consideration, all removals, all modifications or all amendments must be submitted to the board by the by – laws committee at least forty – five (45) days before the Annual General Meeting.
- c) A notice of the proposed removals, modifications and / or amendments must be given in writing to the member clubs at least thirty (30) days before the Annual General Meeting, along with the notice of the Annual General Meeting during which they will be discussed.

#### 48.2 Adoption

A majority of three quarters (3/4) of the voting delegates in attendance, or represented by an alternate, at the Annual General Meeting or at the Special General Meeting convened for this specific reason, is necessary for the adoption of all removals, all modification and / or all emendations to the Association's General bylaws.

### **ARTICLE 49 – RULES OF PROCEDURE**

The rules of procedure contained in the most recent edition of "Robert's Rules of Order" will be used to govern the Association, whenever they are applicable; in so much as they do not conflict with the Association's Rules or with the Companies Act.

### **ARTICLE 50 – VOLUNTARY DISSOLUTION**

The Association may be dissolved with the consenting vote of three quarters (3 / 4) of the members present at a General Meeting convened for this specific reason. However, a written notice showing the motion of dissolution must be sent with the notice of meeting.

Once the Association has been dissolved, all Association assets remaining after payment of debts will be distributed to member clubs, proportionately to the number of members in each club or a non-profit organization having similar objectives to those of the Association.

### **ARTICLE 51 – ABROGATION OF PREVIOUSLY ADOPTED BYLAWS**

Any previous bylaws of the Association, which may have been previously adopted, are hereby abrogated and replaced with these general bylaws.

### **ARTICLE 52 – OFFICERS IN PLACE**

Directors in place on the date the bylaws were passed will remain in force.

### **ARTICLE 53 – CUSTODY AND USE OF THE SEAL OF THE SOCIETY**

The society does not have a seal.

### **ARTICLE 54 – AUDIT OF ACCOUNTS**

The SATVA shall make a written report to the members as to the financial position of the SATVA and the report shall contain a balance sheet and operating account. The auditor shall make a written report to the members upon the balance sheet and operating account, and in every such report, he shall state whether, in his opinion, the balance sheet is a full and fair balance sheet containing the particulars required by the SATVA and properly drawn up so as to exhibit a true and correct view of the society's affairs and such report shall be read at the annual meeting. A copy of the balance sheet, showing the general particulars of its liabilities and assets and a statement of its income and expenditure in the

preceding year, audited by the auditor, shall be filed with the registrar within fourteen days after the annual meeting in each year as required by law.

#### **ARTICLE 54 – SIGNING AUTHORITIES**

Signing authorities for the Association's accounts are the following; President, Vice-President, Secretary/Treasurer, and where approved by the Board, the General Manager.

#### **ARTICLE 56 – ELECTION POLICY FOR EXECUTIVE OFFICERS**

1. The purpose of this policy is to set out guidelines to be followed in the nomination and election of officers of the Association.
2. The policy shall be administered by the Nominating Committee which is established by the executive pursuant to the bylaws.
3. All Executive Officers shall be elected in separate elections. These officers along with the Past President are hereinafter called the "Executive".
4. In order to be eligible to be an Executive Officer the person must have been a Director of Association for a minimum of one (1) year, or in special circumstances this can be waived at the discretion of the Board
5. The Chairman of the nominating committee will conduct an election for the office of President, Vice President, Secretary, and Treasurer, provided there is more than one nomination. Should there be only one nomination, this nominee, if they accept this position, shall be declared elected.
  - a) To be elected, the candidate must receive a minimum of 51% of the votes cast, if more than two persons run for this office and no majority is obtained the candidate with the fewest votes will be dropped from the ballot and the election continue until a majority is achieved.
  - b) The Zone Directors are to be elected by the clubs in each zone at least 2 months prior to the Annual General Meeting and the results immediately advised to the Secretary. Each club in the Zone will have (1) One vote and a simple majority is required to elect.
6. The General Manager shall then declare the nominations closed.
7. Elections can be by way of secret ballot. The General Manager shall appoint one or more scrutineers to distribute, collect, tabulate and destroy the ballots.
8. The General Manager may prescribe such procedures and forms not inconsistent with this policy of the bylaws, as it considers necessary or desirable to more effectively carry out elections of the officers.

9. The substantive provisions of this policy may be amended by the Executive Officers, but no such amendment shall take effect until approved by the same majority as is required to amend the bylaws of the Association.

Signed June 16, 2018

*Rod Snaith*

President

*Dave Arndt*

Vice President

