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**WESTERN ONTARIO FISH & GAME PROTECTIVE  
ASSOCIATION INC.**

**CONSTITUTION**

Issue Date: November 13, 2003

**This Association was formed to promote environmental awareness and the protection and conservation of fish and game. Your membership designates you as a Sportsman - Act Accordingly.**

### Our Pledge

I give my pledge as a Canadian to save and faithfully defend from waste, the natural resources of my country, its soils and minerals, forests, water, air and wildlife, and to obey all Fish and Game Laws.

## TABLE OF CONTENTS

<b>1</b>	<b>TITLE .....</b>	<b>1</b>
1.1	ASSOCIATION TITLE .....	1
1.2	REFERENCES .....	1
1.3	DEFINITIONS .....	1
<b>2</b>	<b>PURPOSE.....</b>	<b>1</b>
<b>3</b>	<b>SEAL.....</b>	<b>1</b>
3.1	CONTENTS.....	1
3.2	AUTHORIZATION .....	1
3.3	SECURITY.....	1
3.4	USE.....	1
<b>4</b>	<b>NOMINATIONS.....</b>	<b>1</b>
4.1	PROCEDURE .....	1
4.2	ACCEPTANCE.....	1
4.3	ADDRESSING THE MEMBERSHIP .....	1
4.4	INFRACTIONS .....	1
<b>5</b>	<b>QUALIFICATION TO HOLD OFFICE.....</b>	<b>1</b>
5.1	MEMBER ELIGIBILITY.....	1
5.2	NUMBER OF OFFICES HELD .....	2
<b>6</b>	<b>VACANCIES .....</b>	<b>2</b>
6.1	PROCEDURE FOR REPLACEMENT OF UP TO TWO OFFICERS.....	2
6.2	PROCEDURE FOR REPLACEMENT OF OFFICERS WHERE A QUORUM IS NOT MET.....	2
<b>7</b>	<b>OFFICERS OF THE ASSOCIATION.....</b>	<b>2</b>
7.1	OFFICERS.....	2
7.2	BOARD OF DIRECTORS.....	2
<b>8</b>	<b>ELECTIONS AND APPOINTMENTS .....</b>	<b>2</b>
8.1	PROCEDURE .....	2
8.2	OFFICERS.....	2
8.3	Committees Appointed.....	2
8.3.1	Appointments.....	2
8.3.2	Restrictions.....	2
<b>9</b>	<b>DUTIES OF OFFICERS.....</b>	<b>2</b>
9.1	GENERAL.....	2
9.2	PRESIDENT .....	2
9.3	FIRST VICE PRESIDENT .....	3
9.4	SECOND VICE PRESIDENT .....	3
9.5	SECRETARY .....	3
9.6	TREASURER.....	3
9.7	IMMEDIATE PAST PRESIDENT .....	3
9.8	BOARD OF DIRECTORS DESIGNATE.....	4
<b>10</b>	<b>SIGNING AUTHORITY .....</b>	<b>4</b>
10.1	OFFICIAL DOCUMENTS .....	4
10.2	CORRESPONDENCE .....	4
10.3	CHEQUES.....	4
10.4	OTHER DOCUMENTS .....	4
10.5	NOTWITHSTANDING .....	4
10.6	SPECIAL CONDITIONS.....	4

<b>11</b>	<b>MEMBERSHIP .....</b>	<b>4</b>
11.1	APPROVAL .....	4
11.2	PRIVILEGES.....	4
11.3	CLASSIFICATIONS .....	4
11.3.1	Family membership.....	4
11.3.2	Single membership .....	4
11.3.3	Youth membership.....	4
11.3.4	Sponsored Youth membership .....	5
11.3.5	Sponsored Child membership.....	5
11.3.6	Senior citizen membership.....	5
11.3.7	Honorary membership .....	5
11.3.8	Life membership .....	5
11.4	MEMBERSHIP FEES .....	5
11.4.1	Amount.....	5
11.4.2	Period.....	5
11.4.3	Initiation fee.....	5
11.4.4	Grace period .....	5
11.5	DUTIES .....	5
11.6	RESIGNATION .....	5
11.7	FORFEITURE OF MEMBERSHIP .....	5
<b>12</b>	<b>MEETINGS .....</b>	<b>6</b>
12.1	SCHEDULE .....	6
12.2	ORDER OF BUSINESS .....	6
12.3	CHANGES TO THE ORDER .....	6
<b>13</b>	<b>COMMITTEES .....</b>	<b>6</b>
13.1	ASSOCIATION COMMITTEES.....	6
13.2	DUTIES OF COMMITTEES.....	6
13.2.1	Entertainment.....	6
13.2.2	Grounds .....	6
13.2.3	House.....	6
13.2.4	Membership .....	7
13.2.5	Newsletter .....	7
13.2.6	Ponds.....	7
13.2.7	Welfare.....	7
13.2.8	Boat Rack .....	7
13.2.9	Public Relations .....	7
<b>14</b>	<b>QUORUM.....</b>	<b>7</b>
14.1	NUMBER REQUIRED .....	7
14.2	CRITERIA FOR BUSINESS DECISION .....	7
<b>15</b>	<b>PAYMENT OF EXPENSES .....</b>	<b>8</b>
15.1	PREREQUISITES .....	8
15.2	PROCEDURES.....	8
<b>16</b>	<b>AMENDMENTS TO THE CONSTITUTION .....</b>	<b>8</b>
16.1	PROCEDURE .....	8
16.1.1	Submission of motion.....	8
16.1.2	Passing of motion .....	8
16.1.3	Publication of Motion.....	8
16.1.4	Passing of Amendment.....	8
16.2	INCLUSION IN CONSTITUTION .....	8
16.3	RECORDS .....	8
<b>17</b>	<b>RULES AND REGULATIONS .....</b>	<b>8</b>
17.1	MEMBERS SUBJECT .....	8
17.2	CONFLICTS.....	8
17.3	PRECEDENCE .....	8

## 1 TITLE

### 1.1 ASSOCIATION TITLE

The title of this incorporated association is known as the "Western Ontario Fish and Game Protective Association, Inc."

### 1.2 REFERENCES

For purposes of documentation, be it this Constitution, the Rules and Regulations or any other pertinent documents, the Western Ontario Fish and Game Protective Association Inc. will also be referred to as the "Association".

### 1.3 DEFINITIONS

"Member" – means an individual in good standing of the Association who shall be granted all privileges of the Association.

"Majority" – means Fifty percent (50%), plus one, of actual votes cast either positive or negative.

## 2 PURPOSE

It shall be the purpose of this Association to:

- (a) To promote true sportsmanship, conservation and environmental awareness.
- (b) To maintain the Association's wetlands for the enjoyment of Association members.
- (c) To maintain a clubhouse and grounds for the enjoyment of members, their families, friends and guests.

## 3 SEAL

### 3.1 CONTENTS

The seal shall contain the name WESTERN ONTARIO FISH & GAME PROTECTIVE ASSN. surrounding the word INCORPORATED.

### 3.2 AUTHORIZATION

The seal shall be affixed as authorized by either the President or the Secretary of the Association.

### 3.3 SECURITY

The seal shall be securely retained by the Secretary of the Association.

### 3.4 USE

The seal shall be used on all official and formal documents and orders.

## 4 NOMINATIONS

### 4.1 PROCEDURE

Nominations shall be made separately for all elected Officers in the Association in the order in which they appear in Section 7 commencing with the most senior.

### 4.2 ACCEPTANCE

All candidates for an elected office in the Association shall signify his/her willingness to accept the nomination, upon presentation of his/her name, in person if present, or, if absent, in writing to the Chairman, such written authorization being presented at the time of nomination.

### 4.3 ADDRESSING THE MEMBERSHIP

No member shall attempt to influence the election of any member to any office of the Association by public address or distribution of printed, written, oral or picture material or by any other means during the elections or at any other time.

### 4.4 INFRACTIONS

For any infraction of the provisions of Section 4.3, where a candidate is a party to or is aware of an infraction, he shall be disqualified as a candidate for any elected office of the Association for that year.

## 5 QUALIFICATION TO HOLD OFFICE

### 5.1 MEMBER ELIGIBILITY

A member shall be eligible to hold office in the Association who is and remains in good standing in the Association for a minimum of 12 consecutive months and has served on at least one Committee for 12 months.

5.2 NUMBER OF OFFICES HELD

No one member is eligible to hold more than one office concurrently in a given term.

6 VACANCIES

6.1 PROCEDURE FOR REPLACEMENT OF UP TO TWO OFFICERS

Upon the death, resignation or permanent incapacity of any Officer, a replacement for this position will be agreed upon by the majority of the remaining Officers. If this replacement is currently an Officer, then this procedure will be duplicated until all positions are filled under the Constitution.

6.2 PROCEDURE FOR REPLACEMENT OF OFFICERS WHERE A QUORUM IS NOT MET.

Upon the death, resignation or permanent incapacity of any Officer, the replacement procedure for the positions will be agreed upon by the remaining Officers and the Board of Directors.

7 OFFICERS OF THE ASSOCIATION

7.1 OFFICERS

The Officers of the Association shall be a President, First Vice President, Second Vice President, Secretary, Treasurer, Immediate Past President and one designate from the Board of Directors.

7.2 BOARD OF DIRECTORS

The Board of Directors shall consist of all Past Presidents who are still members in good standing, with the exception of the Immediate Past President, and two other members in good standing who are not Officers and are elected by the General Membership.

8 ELECTIONS AND APPOINTMENTS

8.1 PROCEDURE

Elections will be conducted at the annual meeting held on the second Thursday in March. The Immediate Past President, or in his/her absence the designate of the Officers of the Association, will conduct the election and installation of Officers in the order in which they appear in Section 7 commencing with the most senior.

8.2 OFFICERS

The Officers of the Corporation shall be elected by a majority vote at the annual meeting.

8.3 Committees Appointed

Members of the various committees may be appointed at the annual meeting. Their authority shall be designated by the Officers of the Association. These members will then appoint a committee chairman as a representative and spokesperson.

8.3.1 Appointments

If a new committee is created after the annual meeting, the Officers of the Association may appoint member(s) to said committee. Upon acceptance of said position, these members will then appoint a committee chairman as a representative and spokesperson.

8.3.2 Restrictions

The custodian shall not be appointed to the House Committee.

9 DUTIES OF OFFICERS

9.1 GENERAL

It shall be the duty of the Officers of the Association to establish Rules and Regulations applicable to all members.

9.2 PRESIDENT

The President of the Association shall:

- (a) Be charged with the general management of the Association.
- (b) When present, preside over all meetings of the Association.

- (c) Sign all appropriate documents as per the instructions of the Officers of the Association in conjunction with the Secretary or other Officer duly appointed to this task.
- (d) Sign all Cheques issued by the Association in conjunction with the Treasurer or other Officer duly appointed to this task.
- (e) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 9.3 FIRST VICE PRESIDENT

The First Vice President of the Association shall:

- (a) Exercise the powers and duties of the President if the President is absent or incapable of performing his/her duties.
- (b) Exercise the powers and duties of the Secretary if the Secretary is absent or incapable of performing his/her duties.
- (c) Ensure that the above duties do not conflict at any time, as would be the case in the absence or incapability of both the President and the Secretary.
- (d) Execute such other duties as may from time to time be determined by the Officers of the Association.
- (e) Endeavour to associate himself/herself with a committee, preferably as chairperson, in order to broaden his/her knowledge of the workings of the Association and thus enhance his/her ability to ascend through the Association.

#### 9.4 SECOND VICE PRESIDENT

The Second Vice President of the Association shall:

- (a) Exercise the powers and duties of the President if the President and First Vice President are absent or incapable of performing their duties.
- (b) Exercise the powers and duties of the Treasurer if the Treasurer is absent or incapable of performing his/her duties.
- (c) Ensure that the above duties do not conflict at any time as would be the case in the absence or incapability of both the President, First Vice President and Treasurer.
- (d) Execute such other duties as may from time to time be determined by the Officers of the Association.
- (e) Endeavour to associate himself/herself with a committee, preferably as chairperson, in order to broaden his/her knowledge of the workings of the Association and thus enhance his/her ability to ascend through the Association.

#### 9.5 SECRETARY

The Secretary of the Association shall:

- (a) Record all the facts and minutes of the proceedings of all meetings in the books kept for that purpose.
- (b) Publish all the facts and minutes for distribution to all members present at the subsequent meeting.
- (c) Distribute all notices required to be given to members and Officers of the Association.
- (d) Be custodian of the Association seal and all books, papers, records, correspondence, contracts, and other documents belonging to the Association.
- (e) Deal with all correspondence placed in his/her care for that purpose.
- (f) Receive, record and sign all vouchers payable by the Association.
- (g) Receive, record and sign appropriate vouchers for all moneys taken in by the Association.
- (h) Convey all money and vouchers received to the Treasurer at the close of each meeting.
- (i) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 9.6 TREASURER

The Treasurer of the Association shall:

- (a) Keep full and accurate accounts of all receipts and disbursements of the Association in proper books of accounts.
- (b) Receive all moneys from the Secretary at the close of each meeting and sign appropriate vouchers.
- (c) Deposit all moneys and other valuable effects in the name and to the credit of the Association in such bank or hands as designated by the Officers of the Association within seven (7) days said.
- (d) Disburse the funds of the Association under the direction of the Officers of the Association, taking and keeping proper vouchers thereof. Said disbursements should be transacted within seven (7) days or as directed by the Officers of the Association.
- (e) Render at each meeting an account of all transactions and the financial position of the Association.
- (f) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 9.7 IMMEDIATE PAST PRESIDENT

The Immediate Past President of the Association shall:

- (a) Ensure that proper procedures are in place and maintained at all times according to the Constitution and the Rules and Regulations of the Association.
- (b) Exercise the powers and duties of the President if the First Vice President or the Second Vice-President have a conflict in duties due the absence or the incapability of these Officers which results in said conflict.
- (c) Conduct the annual election and installation of Officers in the order in which they appear in Section 7.1 commencing with the most senior.
- (d) Execute such other duties as may from time to time be determined by the Officers of the Association.

9.8 BOARD OF DIRECTORS DESIGNATE

The designate of the Board of Directors shall:

- (a) Ensure that proper procedures are in place and maintained at all times according to the Constitution and the Rules and Regulations of the Association.
- (b) Be an overseer of the Grounds, House and Ponds committees in any area where there are conflicts, concerns, or non-performance of duties.
- (c) Execute such other duties as may from time to time be determined by the Officers of the Association.

10 SIGNING AUTHORITY

10.1 OFFICIAL DOCUMENTS

The President and Secretary of the Association have authority to and will sign all documents deemed official by the Officers of the Association.

10.2 CORRESPONDENCE

The President and/or Secretary of the Association have authority to and will sign all outgoing correspondence as authorized by the Officers of the Association.

10.3 CHEQUES

The President and Treasurer of the Association have authority to and will sign all outgoing Cheques as authorized by the Officers of the Association.

10.4 OTHER DOCUMENTS

The President and/or Secretary of the Association have authority to sign all other documents as authorized and deemed necessary of signature by the Officers of the Association.

10.5 NOTWITHSTANDING

The aforementioned signing authority presumes that this authority passes to the other Officers of the Association as per their stated duties.

10.6 SPECIAL CONDITIONS

Under certain conditions, as deemed by the Officers of the Association through official documentation, other Officers, Committee Chairperson and/or members of the Association may be assigned signing authority.

11 MEMBERSHIP

11.1 APPROVAL

All membership applications shall be subject to by the approval of the Officers of the Association whose decision shall be final.

11.2 PRIVILEGES

Privileges of membership are listed in the Association's Rules and Regulations.

11.3 CLASSIFICATIONS

11.3.1 Family membership

All individuals, their spouse, and their immediate family members under the age of 16, upon payment of the annual membership fees may be granted a membership in the Association. Only one vote will be granted for each membership to the individual parent purchasing said membership.

11.3.2 Single membership

Those individuals over the age of 18 may be granted a membership in the Association upon payment of the annual membership fees. All privileges of regular membership shall be granted.

11.3.3 Youth membership

Those individuals over the age of 16 and under the age of 18, whose parent or Guardian is a member in good standing, may be granted a Youth membership in the Association upon payment of the annual Youth membership fees. All privileges of the Primary membership with the exception of voting and guest privileges, shall be granted said members.

- 11.3.4 **Sponsored Youth membership**  
A primary member may upon the approval of the Officers, sponsor one (1) Youth between the age of 16 and 18 who is not a member of their immediate family. All privileges of the primary membership with the exception of voting and guest privileges shall be granted. A sponsored youth may attend the Association property, if accompanied by a member, over the age of 16, who belongs to the sponsoring membership.
- 11.3.5 **Sponsored Child membership**  
A primary member may, upon the approval of the Officers sponsor up to two (2) children under the age of 16 who are not members of their immediate family.
- 11.3.6 **Senior citizen membership**  
Any members who have reached the age of 65 prior to their renewal date shall be deemed as senior citizen member. All privileges of Family membership shall be retained by said members.
- 11.3.7 **Honorary membership**  
Any non-members who have assisted the Association through their endeavours may be appointed as honorary members. Annual membership fees will not apply to said honorary members. All privileges of Single membership, with the exception of -fishing privileges, shall be granted for a term as determined by the Officers.
- 11.3.8 **Life membership**  
Any members who, through their dedication to the Association and its purpose, may be awarded membership for life. Life membership will also be granted to any member who has been in good standing for ten years with seven years of service as an elected Officer or Director. All privileges of Family membership shall accompany this appointment. Annual membership fees shall be discontinued under this appointment.
- 11.4 **MEMBERSHIP FEES**
- 11.4.1 **Amount**  
Membership fees will be determined at the annual meeting of the Association for inclusion in the Rules and Regulations of the Association.
- 11.4.2 **Period**  
Membership fees will cover a period of one (1) calendar year based on the month of original membership approval.
- 11.4.3 **Initiation fee**  
A non-member requesting membership to the Association through completion of all appropriate regulations and payment of designated membership fees, shall also be subject to an initiation fee which will be determined at the annual meeting of the Association for inclusion in the Regulations of the Association.
- 11.4.4 **Grace period**  
A grace period of one (1) month will be granted to all members for payment of annual membership fees. Members in default following this grace period will cease to be a member.
- 11.5 **DUTIES**  
The duties of the members of the Association shall be as follows:  
  - (a) To support the purposes of the Association.
  - (b) To attend all meetings possible.
  - (c) To assist the Officers of the Association in the discharge of their duties.
  - (d) To further the interests of the Association.
- 11.6 **RESIGNATION**  
A member may resign by submitting said resignation in writing to the Association. Said member may be reinstated at a later date without payment of the initiation fee.
- 11.7 **FORFEITURE OF MEMBERSHIP**  
Any member being convicted of violating the Fish and Game laws of Ontario, the Constitution and/or the Rules and Regulations of the Association shall be brought before the Officers of the Association for possible forfeiture of membership. Individuals who forfeit their membership cannot be reinstated without a hearing before the Officers of the Association. Any decision made by the Officers of the Association will affect said member and their immediate family. The decision of the Officers of the Association shall be final.

## 12 MEETINGS

### 12.1 SCHEDULE

Meetings will be held as outlined in the Rules and Regulations.

### 12.2 ORDER OF BUSINESS

- (a) Call meeting to order.
- (b) Initiation of new members.
- (c) Acceptance of minutes of previous regular and Officers' meeting as distributed by secretary
- (d) Reading of communications.
- (e) Bills and accounts.
- (f) Treasurer's report.
- (g) Committee reports.
- (h) Unfinished business.
- (i) New business.
- (j) Presentations.
- (k) Good of the Association.
- (l) Adjournment.

### 12.3 CHANGES TO THE ORDER

The Officers of the Association may, without normal procedures for changes to the Constitution, change the order of business to accommodate various situations that may present themselves at a meeting. Changes made to the order of business will only take effect for the meeting in question. The order of business as outlined in the Constitution will be resumed at subsequent meetings.

## 13 COMMITTEES

### 13.1 ASSOCIATION COMMITTEES

The Association will endeavour to keep the following committees active:

- Entertainment
- Grounds
- House
- Membership
- Newsletter
- Ponds
- Welfare
- Boat Rack
- Public Relations

Coupled with the above committees will be Safe Hunter Training, Boat Safety and Ontario Federation of Anglers and Hunters representatives. The Association may, by the direction of the Officers of the Association, add to and/or delete from this list at any time.

### 13.2 DUTIES OF COMMITTEES

#### 13.2.1 Entertainment

The Entertainment Committee will be responsible for the following:

- (a) The organization, operation and reporting of any events deemed to fall under their control as directed by the Officers of the Association.
- (b) The adherence to the Rules and Regulations of the Association as they pertain to said events.
- (c) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.2 Grounds

The Grounds Committee will be responsible for the following:

- (a) All activities revolving around the upkeep and improvement of Association grounds and equipment for said purpose as deemed by the Officers of the Association.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.3 House

The House Committee will be responsible for the following:

- (a) All activities revolving around the upkeep and improvement of the Association clubhouse and caretaker residence including equipment for said purpose as deemed by the Officers of the Association.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.4 Membership

The Membership Committee will be responsible for the following:

- (a) The receipt of all applications for membership or renewal of membership.
- (b) To act on such applications.
- (c) To receive all appropriate membership fees.
- (d) To turn over said fees to the Secretary of the Association or his/her designate and record said fees in an accounting ledger for audit at the annual General Meeting.
- (e) To sign and issue all appropriate membership cards.
- (f) To maintain an up-to-date membership roster.
- (g) To report the membership position when appropriate.
- (h) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.5 Newsletter

The Newsletter Committee will be responsible for the following:

- (a) The organization, typing, printing and subsequent distribution of the Association Newsletter as per the schedule contained in the Association Rules and Regulations to all members in good standing at the time of printing.
- (b) The maintenance of a membership roster for the distribution of said newsletter and as a cross-balance to the Membership Committee's roster.
- (c) The organization, typing, printing and subsequent distribution of the notice for membership renewal as outlined in the Association Regulations.
- (d) Execute such other duties as may from time to time be determined by the Officers of the Association.
- (e) To generate revenues which assist with offsetting newsletter publication costs.

#### 13.2.6 Ponds

The Ponds Committee will be responsible for the following:

- (a) All activities revolving around the upkeep and improvement of the Association pond including equipment for said purpose as deemed by the Officers of the Association.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.7 Welfare

The Welfare Committee will be responsible for the following:

- (a) To represent the Association concerning the health and welfare of its members.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.8 Boat Rack

The Boat Rack Committee will be responsible for the following:

- (a) All activities revolving around the upkeep and improvement of the Association boat rack including equipment for said purpose as deemed by the Officers of the Association.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

#### 13.2.9 Public Relations

The Public Relations Committee will be responsible for the following:

- (a) All activities revolving around the promotion and improvement of the Association involvement within the community.
- (b) Execute such other duties as may from time to time be determined by the Officers of the Association.

### 14 QUORUM

#### 14.1 NUMBER REQUIRED

The number of Officers of the Association required for a quorum will be four.

#### 14.2 CRITERIA FOR BUSINESS DECISION

In order for any business of the Association to be passed, a quorum of the Officers of the Association must be present.

## 15 PAYMENT OF EXPENSES

### 15.1 PREREQUISITES

All expenses incurred by members and/or Officers of the Association or directly to the Association require that said expenses be previously approved by the Officers of the Association within the limits granted by said approval and / or the limits set out in the Rules and Regulations of the Association.

### 15.2 PROCEDURES

- (a) Said expense(s), with appropriate documentation, will be submitted to the Secretary of the Association or his/her designate.
- (b) The Secretary of the Association or his/her designate will receive and record said expenses and sign appropriate receipt.
- (c) The Secretary of the Association or his/her designate will verbally detail said expenses when called upon to do so during the regular course of a meeting.
- (d) The President of the Association or his/her designate will call upon the membership in attendance at said meeting to vote on approval of said expenses.
- (e) The Secretary of the Association or his/her designate will convey all approved expenses to the Treasurer of the Association or his/her designate.
- (f) The Treasurer of the Association or his/her designate will pay all approved expenses conveyed to him/her within seven (7) days of said conveyance.
- (g) The Treasurer of the Association or his/her designate will keep full and accurate records of all expenses paid.
- (h) The Treasurer of the Association or his/her designate will sign, take and keep appropriate receipts.

## 16 AMENDMENTS TO THE CONSTITUTION

### 16.1 PROCEDURE

#### 16.1.1 Submission of motion

All proposals for change to the Constitution of the Association must be submitted, either verbally or in writing, at a regularly scheduled general meeting of the Association in the form of a motion for change to the Constitution.

#### 16.1.2 Passing of motion

Any motion for change to the Constitution of the Association must be voted upon by all members present at said meeting and passed by a majority of said members to invoke any further action.

#### 16.1.3 Publication of Motion

Upon the passing of the aforementioned motion, first notice will be published to all members in good standing at the time of publication via the Association newsletter. Said publication will be verbatim as to the original motion and indicate that said motion will become an amendment to the Constitution of the Association upon approval by the membership. An explanation of the motion and its need may accompany said publication.

#### 16.1.4 Passing of Amendment

The second and third readings of said motion will be read at the next two scheduled General Meetings to all members in good standing of the Association present at said meeting by the President of the Association or his/her designate. Immediately after the third (3<sup>rd</sup>) reading, a vote will then be taken of said members on the passing of said amendment. Upon approval by a majority of said members, said amendment will be passed.

### 16.2 INCLUSION IN CONSTITUTION

All amendments approved through the preceding procedures will be consolidated into the Constitution of the Association.

### 16.3 RECORDS

The original and all amendments to the Constitution of the Association will be archived by the Secretary of the Association as part of the Association's historical records.

## 17 RULES AND REGULATIONS

### 17.1 MEMBERS SUBJECT

All Association members, their spouses and immediate family are subject to the Rules and Regulations of the Association.

### 17.2 CONFLICTS

Every measure should be taken to avoid conflicts between the Association's Constitution and its Rules and Regulations.

### 17.3 PRECEDENCE

If a conflict does arise between the Association's Constitution and its Rules and Regulations, the Association's Constitution shall take precedence.