

# RENFREW MINOR HOCKEY ASSOCIATION

## Constitution & By-Laws

**ARTICLE 1 – NAME**

- (a) The name of this organization shall be the “Renfrew Minor Hockey Association”, hereinafter referred to as the “RMHA” or the “Association”.

**ARTICLE 2 – PURPOSE**

- (a) To provide recreation by way of the game of amateur hockey in Renfrew and area.
- (b) To ensure that emphasis is on enjoyment of the game, sportsmanship, fair play, good citizenship, friendly competition and participation of all members.
- (c) To promote and teach amateur hockey in Renfrew and area.
- (d) To encourage and assist in the development of amateur hockey throughout the area.
- (e) To provide appropriate educational opportunities/courses for its coaches, managers, trainers, referees, and directors to further their development and to assist them in providing a safe learning and playing environment for all participants.

**ARTICLE 3 – BOUNDARIES**

- (a) The boundaries of the RMHA shall be as defined by Hockey Eastern Ontario (HEO) District # 5, as ratified by the District at its meeting held December 15<sup>th</sup>, 2003. The Secretary of the Association shall maintain a copy of the map of the boundaries.

**ARTICLE 4 – MEMBERSHIP**

- (a) Adult members of the Association shall be any interested person over the age of nineteen (19) who lives within the boundaries of the RMHA, as defined in ARTICLE 3(a) above. These members may hold recognized positions in the RMHA. Recognized positions shall include: President, Vice-President, Secretary, Past President, Treasurer, Referee-in-chief, Senior House League Convenor, Intermediate House League Convenor, Junior House league Convenor, Equipment Manager, Registrar, Fundraising Coordinator, Ice Allocator, Webmaster and Statistician.
- (b) Playing members shall be all players eligible to play in the leagues operated by the RMHA, or leagues in which the RMHA participates, who have registered and who have paid there required registration fee before participating in any activities of the RMHA.

**ARTICLE 5 – MANAGEMENT**

- (a) The management and administration of the affairs of RMHA shall be vested in the Executive. The Executive will have full power to take any action they see fit within the scope of the Constitution.
- (b) In the event of the resignation of any member of the Executive, the Executive shall appoint a person to fill the vacant position for the remainder of the current hockey season. The position will be open for election at the next Annual General Meeting. The member elected at the Annual General Meeting will fulfill the remainder of the term of office (one year) for the given position.
- (c) All legal documents of the RMHA shall be signed by the President or Vice-President, and either the Secretary or Treasurer.
- (d) All regular Executive meetings of the RMHA shall be called by the President with at least two days notice in advance given to all Executive members by the Secretary.

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- (e) Special Executive meetings of the RMHA shall be called by the President at the request of at least two (2) other Executive members within seven (7) days of the date of request and with at least two (2) days notice in advance given to all executive members by the Secretary.
- (f) A quorum at any Executive meeting of the RMHA shall comprise at least seven (7) voting members.
- (g) With respect to conflict-of-interest guidelines, the following shall apply:
  - Any Executive member may choose to voluntarily remove themselves from deliberating and/or voting on any issue they feel in conflict over.
  - No Executive member shall deliberate or vote on any issue specifically involving an individual who is a family member. Individual meaning a specific participant (player, coach or official) not a larger group (team, age bracket or association). Family member meaning Spouse, Father, Mother, Brother, Sister, Son, Daughter, Aunt, Uncle, Grandfather or Grandmother.

### ARTICLE 6 – EXECUTIVE

- (c) The Executive of Renfrew Minor Hockey Association shall consist of President, Vice-President, Secretary, Past President, Treasurer, Referee-in-chief, Senior House League Convenor, Intermediate House League Convenor, Junior House league Convenor, Equipment Manager, Registrar, Fundraising Coordinator, Ice Allocator, Webmaster and Statistician. The past President, who gains his office by succession, will sit as a member of the Executive for one term immediately following his/her departure from the office of President.
- (d) Members may only be elected to one position, but if necessary, may be appointed to another. No member shall cast more than one vote.
- (e) No one is to be elected President until he/she has served on the Executive for at least one year.
- (f) The president shall have the power to appoint additional directors as circumstances may require. Directors will not have voting power.
- (g) The term of office for each elected position is two years.
- (h) Elections:
  - (i) At Annual General Meeting in even-numbered years, the following positions shall be open for election: Junior House League Convenor, Intermediate House League Convenor, Senior House League Convenor, Registrar, Equipment Manager and Fundraising Coordinator.
  - (ii) At Annual General Meetings in odd-numbered years, the following positions shall be open for election: President, Vice-President, Secretary, Referee-in-Chief, Ice Allocator and Webmaster.
- (i) Appointments to the Executive for the positions of Treasurer and Statistician are made annually.
- (j) Voting power is reserved for the Executive members outlined in Article 7 of the Renfrew Minor Hockey Association Constitution.

### ARTICLE 7 – DUTIES OF THE EXECUTIVE

- (a) **President** (Elected)
  - i. Shall call and shall preside at all meeting of the RMHA.
  - ii. Shall appoint all committees and assign responsibilities.
  - iii. Shall act as Signing Officer on all legal and financial matters.
  - iv. Shall make decisions on matters requiring immediate attention with or without reference to the Executive. Shall subsequently report on such matters and decisions to the Executive at the next meeting. Shall represent RMHA at HEO, UOVMHL and District 5 meetings.

- v. Shall have voting power and as such, cast the tie-breaking vote.

**(b) Vice-President** (Elected)

- i. Shall perform the duties of the President in the absence of the elected President.
- ii. Shall be responsible for Risk and Safety Management and Development clinics for players, team officials and on and off-ice officials.
- iii. Shall perform the duties of the Competitive Convenor and, as such, oversee tryouts, the team selection process and day-to-day operations.
- iv. Shall act as Signing Officer on all legal and financial matters.
- v. Shall have voting power.

**(c) Past President** (Non-elected.)

- i. Shall participate in RMHA deliberations.
- ii. Shall have voting power.
- iii. Shall be a source of guidance to the Executive on all matters relating to the past conduct of business of the Association.

**(d) Secretary** (Elected)

- i. Shall record and maintain an accurate account of all RMHA Executive meetings.
- ii. Shall, in conjunction with the Registrar, maintain an up-to-date register of all Executive members, coaches, managers and trainers, including phone numbers and mailing addresses.
- iii. Shall be responsible for maintaining all incoming and outgoing correspondence and shall archive such items for a minimum of two years.
- iv. Shall notify all Executive members of forthcoming meeting at least two days in advance.
- v. Shall act as a Signing Officer on all legal and financial matters.
- vi. Shall have voting power.

**(e) Treasurer** (Annual Appointment)

- i. Shall collect and properly record all accounts receivable to RMHA and shall remit by cheque all accounts payable.
- ii. Shall arrange an annual audit of the financial transactions of RMHA.
- iii. Shall act as a Signing Officer on all legal and financial matters.
- iv. Shall have voting power.

**(f) Referee-in-Chief** (Elected)

- i. Shall oversee all on ice and off ice officials within RMHA.
- ii. Shall be responsible for the assigning of officiating schedules.
- iii. Shall ensure that all officials meet Hockey Canada and HEO certification requirements.
- iv. Shall advise the Executive of all reportable incidents arising from games played within RMHA.
- v. Shall have voting power.

**(g) Senior House League Convenor** (Elected)

- i. Shall be responsible for administering and convening all House League activity for the U15 and U18 levels.
- ii. Shall be responsible for organizing and appointing a convenor for the U15 and U18 House League tournaments, as sanctioned by HEO.
- iii. Shall have voting power

**(h) Intermediate House League Convenor** (Elected)

- i. Shall be responsible for administering and convening all House League activity for the U11 and U13 levels.
- ii. Shall be responsible for organizing and appointing a convenor for the U11 and U13 House League tournaments, as sanctioned by HEO.

iii. Shall have voting power.

(i) **Junior House League Convenor** (Elected)

- i. Shall be responsible for administering and convening all House League activity for the U7 and U9 levels.
- ii. Shall be responsible for organizing and appointing a convenor for the U7 and U9 tournaments, as sanctioned by HEO.
- iii. Shall have voting power.

(j) **Equipment Manager** (Elected)

- i. Shall be responsible for the administration and maintenance of all the equipment (jerseys, first aid kits, goalie equipment, pucks, and all hockey aids) owned by RMHA.
- ii. Shall assist House League convenors with the purchase and storage of tournament awards and mementoes.
- iii. Shall have voting power

(k) **Registrar** (Elected)

- i. Shall be responsible for all aspects of the registration.
- ii. Shall in conjunction with the Secretary, maintain an up-to-date register of all Executive members, coaches, managers, and trainers, including phone numbers and mailing addresses.
- iii. Shall have voting power

(l) **Fundraising Coordinator** (Elected)

- i. Shall be responsible for administering and coordinating all in-house fundraising.
- ii. In conjunction with the Treasurer, shall be responsible for the administration of the Nevada fundraising program.
- iii. Shall have voting power.

(m) **Ice Allocator** (Elected)

- i. Shall be responsible for coordinating and scheduling all RMHA ice times.
- ii. Shall have voting power.

(n) **Statistician** (Annual Appointment, Non-Voting) – eliminate??

- i. Shall be responsible for maintain accurate statistical records for all participants and team officials in the RMHA.
- ii.

(o) **Webmaster** (Elected )

- i. Shall be responsible for administration and maintenance to the RMHA website and social media platforms.
- ii. Shall have voting power

**ARTICLE 8 – ORDER OF BUSINESS AT REGULAR EXECUTIVE MEETINGS**

(a) Call to ORDER BY president.

(b) Roll call done by Secretary.

(c) Reading and approval of the minutes of the last meeting.

(d) Deputations.

(e) Presentations by guests.

- (f) Unfinished business arising from minutes of previous meeting.
- (g) New business.
- (h) Reading of any correspondence.
- (i) Treasurer's report.
- (j) Other Officers' reports (if any).
- (k) Reports of Committees (if any).
- (l) Discussion.
- (m) Announcements of Special Interest or of Future Activities.
- (n) Date of next meeting.
- (o) Adjournment.

**ARTICLE 9 – RULES OF ORDER**

- (a) Executive members shall notify the President or Secretary they intend to raise new business at least one day prior to the meeting.
- (b) No member shall use improper language or interrupt the speaker.
- (c) No other New Business shall be introduced until the business under debate is fully discussed and declared closed by the President.
- (d) Any motion to be carried must be moved, seconded and passed by a majority (either by actual vote or at least shown by a show of hands indicating support for the motion).
- (e) The Executive shall meet monthly to conduct the business of the RMHA.
- (f) Executive members must not miss more than three consecutive meetings unless they are extenuating circumstances, and the secretary is advised. Members missing more than three consecutive meetings will have deemed to have left the Executive and shall be so advised in writing. It shall be the power of the Executive to appoint someone to the thus vacant position.

**ARTICLE 10 – ANNUAL GENERAL MEETING**

- (a) The Annual General Meeting (AGM) of the Renfrew Minor Hockey Association shall be held each year at a time and place to be named by the President.
- (b) The Secretary shall arrange to advertise the AGM to the general public not less than 7 days prior to the meeting.
- (c) The minimum quorum requirement for an Annual General Meeting shall be such number of eligible adult members that is equal to 10% of the number of players registered for the current hockey season, or the season just ended if the AGM is held after the end of the season.

- (d) The Annual General Meeting of the RMHA shall be open to anyone interested in hockey. All adult members of the RMHA (ref: ARTICLE 3(B) – MEMBERSHIP) shall be allowed to vote on the Election of the Executive. In all business of the RMHA, a simple majority shall govern.
- (e) The Executive shall be elected for two-year terms or for the remainder of a term as it relates to an open position. Nominees must be present at the AGM, or if unable to attend, submit his/her intentions in writing (including letter, email, or text) to the President prior to the meeting.
1. The President shall appoint a Chairperson to preside over the Elections.
  2. The Chairperson shall conduct the Elections as follows:
    - i. “The floor is now open for nominations for President.”
    - ii. “Any further nominations?” for President.”
    - iii. “If no further nominations, I declare nominations for President closed.”
    - iv. To nominees: “Will you stand or decline the nomination?”
  3. Each member shall be given one ballot.
  4. Voting shall take place.
  5. The Chairperson and one other Executive member shall count the ballots and declare the winner.
  6. Each of the open Executive positions shall be elected using this procedure.
- (f) The order of business at the Annual General Meeting of the RMHA shall be:
1. Minutes of the last Annual General Meeting.
  2. Correspondence.
  3. Treasurer’s Report.
  4. President’s Report.
  5. Other Reports.
  6. Constitution and By-Law Amendments.
  7. Election of Executive.
  8. New Business.
  9. Adjournment.

**ARTICLE 11 – AMENDMENTS**

- (a) The Constitution and By-Laws of the RMHA may only be amended at the Annual General Meeting, and then only by majority vote of the adult members present. Proposed amendments to the Constitution and By-Laws must be provided in writing to the Secretary thirty days prior to the AGM and made available from the Secretary upon request.

- (b) The Executive or individual members shall not make a motion that would be in defiance of any or all sections of this Constitution and By-Laws or the Constitution, By-Laws and Regulations of the HEO.

**ARTICLE 12 – MISCELLANEOUS**

- (a) Throughout the Constitution and By-Laws, wherever the masculine gender is used, it is understood to include the feminine gender. Wherever the singular is used, it may also be deemed to mean the plural (and vice-versa), where the context so requires.



# RENFREW MINOR HOCKEY ASSOCIATION

## By-Laws

**1. REGISTRATION**

- (a) All players under the authority of the RMHA must be registered and recorded as having paid the required registrations fee as laid out by the Executive. Player must reside within the area encompassed by the boundaries of the RMHA (ref: ARTICLE 3(a)). A completed registration consists of the following: I. Completed on –line registration form.
- I. Full payment of the current year fees. Note: 50% of registration fees must be paid by August 31 before any child participates in any hockey related activities for the current season and the remaining funds must be paid by October 31 of the current hockey season or the child will be removed from all hockey related activities until such time that it is paid. Late registrants are required to pay 50% before participating and the balance by October 31.
  - II. Postdated cheques will be accepted from may to October and should be dated for the 5<sup>th</sup> and 20<sup>th</sup> of the month.
- (b) All players shall produce proof of age at the time of registration or at any time during the playing year when requested to do so by the Executive of the RMHA.
- (c) Any player who shall register or who shall play under an assumed name or who shall deliberately falsify his/her true age shall be expelled from the RMHA for the remainder of the year by the Discipline Committee. (d) Players shall be classified by their age as set by the Executive of the year in accordance with ODHA rules.
- (e) A player, upon written request from his/her parents, guardian or coach, may, upon approval of said request by the Executive, play in an age group above that in which he is registered. The movement of players shall be in accordance with the rules and regulations set out by ODMHA.
- (f) No player shall play or practice for more than one House League team except with the prior approval of the RMHA Executive.
- (g) Inter-team transfers of player within the RMHA shall only be made with the prior approval of, or at the discretion of, the Executive. Where the Executive feels it is in the best interest of the players concerned and the league, the Executive, with consultation of the coaches and convenor, may require the inter-team transfer of certain player.
- (h) Players registered for the playing year under the authority of the RMHA shall not be allowed to play for any other team outside the RMHA. Violations of this By-Law may result in suspension from the RMHA for the remainder of the year by the Discipline Committee. This By-Law shall not be interpreted to include school teams.

**2. ORGANIZATION OF TEAMS**

- (a) The Executive of the year shall decide on a system to be used for coming year either all House League, Interlocking Leagues and Competitive systems.
- (b) Sponsors for all teams playing under the authority of the RMHA shall be solicited only by the Executive. Fundraising activities of all teams must be approved by the Executive.
- (c) All coaches, trainers, and team officials will be required to supply evidence of completion of the appropriate level of courses, coaching certificates, trainer’s certificate, Respect in Sport (RIS) - Activity Leader or Speak-Out, Gender Identity and Expression Course, vulnerable sector check in accordance with HEO rules and regulations. For proper certifications, refer out to the following HEO page:  
<http://www.hockyeasternontario.ca/pages/coach/coachcert.php>

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- (d) The convenor shall assign an equal number of registered players to each team at the start of each playing year and as soon after the posted date(s) of registration as possible.
- (e) The Convenor shall assign all late registrations to each team on as fair a basis as possible.
- (f) The Convenors, after all Coaches, Assistant Coaches and Managers have been assigned to the House League teams, will arrange a meeting with the Executive of the RMHA where the rules of operation will be reviewed as to the proper operation of the teams, stressing the By-Laws of the RMHA.
- (g) A registered player who wishes to transfer out of RMHA must receive approval from the Competitive and House League Convenors with the knowledge of the whole Executive. Transfers must be received no later than October 5<sup>th</sup> of the current season.
- (h) Each team shall have a minimum of six players present at the start of the first period. Failure to have sufficient number of player shall result in automatic loss of the game. In the event that neither team has sufficient number of players to start the game, the referee shall declare the game tied zero to zero.
- (i) Each team shall be under authority of their coach or, in his absence, their manager.
- (j) All players on a team shall be dressed alike at least in sweaters of the same colour, to the satisfaction of the referees.
- (k) All players must wear full hockey equipment as laid out by HEO and Hockey Canada.
- (l) No teams of the RMHA shall play in any league without prior approval of the Executive.

### **3. DISCIPLINE COMMITTEE**

- (a) The Discipline Committee shall be comprised of the President, or his designate, two other RMHA Executive members, and one of the Senior House League Convenor, Intermediate House League Convenor, or Junior House League Convenor, as appropriate.
- (b) The Committee shall have the power to suspend players, team officials, referees or executives of the RMHA, for just cause, for any period of time considered proper under the circumstances. The committee shall also have the power to ban any spectator from the RMHA sanctioned events, for just cause, for any period of time considered appropriate under the circumstances.
- (c) The Statistician shall maintain and make available a record of all suspensions. The Secretary shall maintain such an account for record keeping purposes.
- (d) Decisions made by the Discipline Committee shall be considered final within RMHA. If applicable, judgments may be appealed to District # 5 of the HEO pursuant to their Regulations.

### **4. COACHES' RESPONSIBILITIES**

- (a) All coaches shall be fully conversant with the Constitution, By-Laws and Policies of the RMHA, and with the current rules and regulations of HEO and Hockey Canada.
- (b) To coach the team under their direction in accordance with the stated purposes of the RMHA.
- (c) Coaches are to:
  - To display and promote a high level of sportsmanship at all times
  - To teach hockey as a recreation
  - To develop, to the best of his ability, his players
  - To put sportsmen on the ice
  - To teach leadership by example
  - To point out right and wrong, fair and unfair

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- To cooperate with, and show respect for, authority
  - To know the pride of winning and how to lose like a sportsman
  - To earn friends everywhere for the coach, team and community
  - To have a few simple good rules understood by everyone and applied equally to all to help weak players as much or more than the strong ones.
  - To spend time planning and developing an attitude
  - To be a leader and a teacher as your behavior
  - To attend any coach's certification programs held by RMHA
- (d) The coach is responsible for the conduct of his players before, during and after games until the dressing rooms are cleared.
- (e) The coach is not to use obscene, profane, or abusive language or gestures to any person, or show disrespect for the ruling of an official.
- (f) Coaches are to keep players in the players' box during altercation on the ice and not facilitate line changes until the game officials have settled the altercation.
- (g) Coaches shall have their team properly dressed and ready to start the game at least 15 minutes ahead of the schedules start time.
- (h) Coaches shall record their complete roster of players on the game sheet and forward it to the timekeeper before game time.
- (i) Coaches are responsible for ensuring that all suspensions and the names of any Affiliated Players (AP) being used are properly recorded on the game sheet.
- (j) House League coaches are to ensure that ALL PLAYERS enjoy complete and equal ice times. No special players are to be used as penalty killing or power play units, with the exception of the last two minutes of the game and overtime, and the game is within two goals, the coach may at this time coach the team and try to win/tie the game.
- (k) In the event that the coach is unable to attend a game or practice, for whatever reason, he is responsible for ensuring that a qualified replacement is available.
- (l) The coach shall be responsible for the proper maintenance and storage of all equipment assigned to this team. He shall arrange for the safekeeping of all equipment assigned to his team and shall at the conclusion of the season give a proper accounting of all equipment to the Equipment Manager.
- (m) The coach (carded team executive members) or manager shall be responsible for scheduling all exhibition games and ensuring that they are played in accordance with the rules and regulations set down by the governing bodies including RMHA and the District.
- (n) Coaches have the right to discipline his players, up to and including suspension for one game. The coach shall immediately advise the appropriate convenor of such discipline. The coach may further recommend to the Discipline Committee that a player on his team be suspended for a longer period of time.
- (o) Coach shall advise RMHA Executive of all on or off ice incidents.
- (p) Any coach guilty of playing unregistered or suspended player shall be suspended by the RMHA until he is dealt with by the Executive of District 5.

### **6. COMPETITIVE TEAMS**

- a) The Executive of the RMHA shall appoint a Coach Selection Committee, comprised of a Chair, appointed from the Executive members, and five other persons. At least three of the five other members of the Committee must

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be sitting RMHA Executive members. No person who has applied for any of the Competitive Team coaching positions may be appointed to the Coach Selection Committee.

- b) The RMHA Executive shall place an advertisement advising that anyone interested in coaching a competitive team in the upcoming season, to submit his or her application to the RMHA President no later than May 31<sup>st</sup>.
- c) Applicants are required to submit a letter of application for the desired team outlining experience relating to hockey and children, as well as coaching qualifications and intended objective for the coming season. Applicants may apply for more than one team.
- d) All applicants must supply a current police background check and provide proof of minimum coaching qualifications – according to HEO regulations. Applicants must have at least attended the appropriate certification course prior to May 31<sup>st</sup>. Successful applicants must be certified prior to assuming control of their team in the fall.
- e) Applicants are asked to identify any potential support staff.
- f) Applicants must attend an interview with the Coach Selection Committee where a number of basic questions will be asked to determine philosophy and intended direction.
- g) All members of the Committee are entitled to vote, with the exception of the Chair who shall only vote in the case of a tie.
- h) Voting will be conducted by private ballot. Votes shall be counted by the Chair and one other Committee member. Ideally, review of resumes, completion of interviews, and interviews will take place at one meeting. The order of the vote will start with the youngest age group and move upward. At the discretion of the Chair, the order may be changed in order to accommodate decisions where an individual has applied for more than one team.
- i) Results will be made known after each divisional vote and all applicants will be notified by telephone and in writing within 10 business days.
- j) Successful applicants must meet with the RMHA Competitive Convenor (Vice President) prior to assuming control of their team. The RMHA will outline any requirements and provide direction where needed. Coaching staff will be directly responsible to the Competitive Convenor (Vice President).
- k) The RMHA Executive reserves the right to remove coaches and/or their support staff following provision of just cause at a disciplinary hearing.
- l) A coach shall not select a player outside of Renfrew Minor Hockey over a player registered within Renfrew Minor Hockey. Approval must be made by the Renfrew Minor Hockey Association Executive to allow a player outside of RMHA to take a position over a player from Renfrew Minor Hockey.

### **7. REFEREES' RESPONSIBILITIES**

- a) Referees shall be fully conversant with the Constitution and By-Laws of the RMHA and with the current playing rules of the HEO and Hockey Canada and shall conduct all games strictly in accordance therewith.
- b) The appropriate 2 or 3 person officiating system will be used for all games, in accordance with Hockey Canada, HEO, and UOVMHL rules and regulations.
- c) Referees shall have the full right to order the removal from the arena or from the immediate area of the ice surface, any players, coaches, team officials, parents, or spectators guilty of unsportsmanlike conduct.
- d) All reportable incidents must be forwarded to the Referee in Chief as soon as possible.

**8. POLICIES**

- a) There shall be, in addition to this Constitution and By-Laws, RMHA Policies, which shall govern all members of the RMHA.

**9. PROTESTS AND APPEALS**

- a) All players, coaches and other team officials have the right to address the RMHA Executive if they feel they are being mistreated.
- b) A fee of \$50.00 must accompany each protest of appeal. The Discipline Committee, at its discretion, may refund such fee should they rule in favor of the protester/appellant.
- c) All protests and appeals shall be referred to the Discipline Committee.
- d) If dissatisfied with the decision of the Discipline Committee, the appellant may appeal such decision to the HEO District # 5, subject to such timelines and fees for appeals as defined by the District.

**Certificate of Enactment**

This is to certify that the appended copy of the Constitution & By-Laws of the Renfrew Minor Hockey Association is a true and complete copy of the Constitution & By-Laws as amended by the Association as a properly constituted meeting of the Association held on the 9<sup>th</sup> day of May 2022.

Dated at Renfrew, Ontario this 9<sup>th</sup> day of May 2022.



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Mike McMahon  
President  
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