

BYLAWS

ARTICLE 1 - NAME

- 1.1 **Name.** The name of this organization shall be “Saskatchewan Archery Association Inc.” (“SAA”, “Sask Archery” or the “Association”).

ARTICLE 2 - PURPOSE

- 2.1 **Purpose.** The purpose of the Association shall be:
- (a) To foster, perpetuate and direct the practice of archery in the spirit of good fellowship and sportsmanship among all archers;
 - (b) To encourage the use of the bow in the hunting of all legal game and to protect, improve and increase the privileges of bow and arrow hunters;
 - (c) To enhance and further the objectives, scope and aims of the Association and to act in general as the supreme governing body in all matters that pertain to archery in Saskatchewan.

ARTICLE 3 - MEMBERSHIP AND MEMBERSHIP FEES

3.1 **Honorary Membership.**

- (a) Individuals in good standing may be recommended by any member in writing, to the Nominating Committee for Honorary Membership. Election of the Honorary Member will be awarded by a majority vote of the members entitled to vote at an annual general meeting of the members. Upon payment of the one-time fee, as set out in the Saskatchewan Archery Association Policies and Procedures (the “Policies”), Honorary Members will be exempt from regular fees and dues and will have all the rights of a Senior Member;
- (b) An Honorary Member has one vote.

3.2 **Adult Membership.**

- (a) An individual member who is at least 18 years old as of January 1st of that membership year, provided they are in good standing and appropriate fees, and dues have been paid;
- (b) An Adult Member has one vote.

3.3 **Youth Membership.**

- (a) Individual member who is under 18 years old as of January 1st of that membership year, provided they are in good standing and appropriate fees and dues have been paid;
- (b) A Youth Member does not have voting rights.

3.4 **Club Affiliation Membership.** Club Affiliation Membership shall be granted to any group of archers who have formed an archery club with appropriate directors, officers and bylaws that conform in principle with the Bylaws of the Association provided that:

- (a) The Club is in good standing and appropriate fees and dues have been paid; and
- (b) All of the members of the Club have also become Adult or Youth Members, as the case may be, of the SAA.

3.5 **Membership Fees and Dues.**

- (a) Membership fees shall be set by the Board of Directors (the “Board” or “Directors”) from time to time, and shall be set out in the Policies;
- (b) All fees and dues, as well as penalties for non-payment of fees, shall be set by the Directors from time to time and shall be set out in the Policies;

- (c) Annual membership fees will become payable on first day of January in each year;
 - (d) Any membership fees which are not received by January 31st in each year, will be subject to a late fee, at the option of the Directors, and at the rate set out in the Policies.
- 3.6 **Obligation of Membership.** All members shall be subject to any stated guidelines or “Best Practices” policies adopted by the Association.
- 3.7 **Member Can Be Expelled.** The Directors may, with just reason and explanation, expel a member, but such member may appeal to the SAA at the AGM within one calendar year and by a majority vote of the voting membership be re-installed.
- 3.8 **Age Groups.** Age groups of the members shall be that set by the Federation of Canadian Archers Inc. (“**Archery Canada**”) with the Board having the right to set additional age groups for developmental programs.

ARTICLE 4 - MEETINGS OF MEMBERS

4.1 Annual General Meetings.

- (a) The Annual General Meeting of the members having the right to vote (the “**AGM**”) shall be held each year on such day, at such time and in such place as the Board shall determine, in accordance with the provisions of the Bylaws and *The Non-profit Corporations Act, 1995* (the “**Act**”);
- (b) Unless otherwise stated, the order of business at the AGM shall be:
 - (i) Reading of the minutes of the last AGM;
 - (ii) Reading of the minutes of Extraordinary Meetings held since the last AGM;
 - (iii) Business arising from the minutes;
 - (iv) The President’s Report;
 - (v) The Vice- President’s Report;
 - (vi) The Treasurer’s Report:
 - (A) To receive the financial statements and the report of the Association’s Auditor;
 - (B) To appoint auditors for the ensuring year.;
 - (vii) The Target/Field Coordinator’s Report;
 - (viii) The JOP Coordinator’s Report;
 - (ix) The Membership Coordinator’s Report;
 - (x) The Officials Coordinator’s Report;
 - (xi) Coaching Coordinator Report;
 - (xii) The 3D Coordinator’s Report;
 - (xiii) The Archery Canada coordinator’s Report;
 - (xiv) The Publicity Coordinator’s Report;
 - (xv) Reports of committee chairpersons, if any, including:
 - (A) Bylaws Committee;
 - (B) Nomination Committee;
 - (C) Awards Committee;
 - (D) Equipment Management Committee; and
 - (E) Other committees, if any;

- (xvi) Election of Directors;
 - (xvii) Election of Honorary Members;
 - (xviii) Old business;
 - (xix) New business;
 - (xx) Adjournment.
- (c) All reports shall be written and submitted to the secretary two weeks before the AGM. After presentation at the AGM, the secretary shall place them on file in the Records Book of the Association.

4.2 **Extraordinary General Meeting.**

- (a) All general meetings of the members of the SAA having the right to vote, other than the AGM, shall be Extraordinary General Meetings (an "**Extraordinary General Meeting**"), and shall be called by the President or pursuant to Article 4.2(b). Extraordinary General Meetings shall be held in a place as designated by the Board;
- (b) An Extraordinary General Meeting may be called on written request signed by ten (10%) percent of the members of the SAA having the right to vote addressed to the President and stating therein the general nature of the business to be transacted;
- (c) Order of business at an Extraordinary General Meeting shall be:
 - (i) Reading of the minutes of the last Extraordinary General Meeting;
 - (ii) Business for which the meeting was called;
 - (iii) Election of members to vacancies in the Board, if any;
 - (iv) Adjournment.

- 4.3 **Quorum for AGM and Extraordinary General Meetings.** The quorum for an AGM or an Extraordinary General Meeting will be the Voting Members who are present at such meeting in person (which includes telephone, video conference or other electronic means provided all members can hear each other) or by proxy, provided that a quorum may not be less than three such people.

ARTICLE 5 - DIRECTORS, OFFICERS AND OTHER POSITIONS

5.1 **Directors.**

- (a) **Responsibility of Directors.** The supervision and business responsibility of the Association shall reside with the Board;
- (b) **Minimum / Maximum Number of Directors.** The Association shall have a minimum of six and a maximum of eighteen Directors in total at all times, such Directors to be elected by the members or appointed by the Directors only in order to fill a vacancy;
- (c) **Past President a Director.** The Past-President will automatically be a Director;
- (d) **Term.** Directors will be elected for two (2) year terms. Each election shall elect a total of one-half (1/2) of the Directors for a two year term;
- (e) **Staggered Directors Terms.** At the AGM of the Association held in 2013, there shall be elected seven Directors for a period of one year and the balance of Directors for a period of two years, and they shall hold office until the expiration of their elected terms or until their successors are duly elected, and after the 2013 general meeting, there shall be elected at each AGM for a two year term such directors as are required;
- (f) **Filling a Board Vacancy.** Any vacancy to occur may be filled by appointment by the Directors. Such an appointee shall hold office until the next AGM at which time the vacancy shall be filled by election for the unexpired term of office;

- (g) **Quorum.** Fifty (50%) per cent of the elected Directors shall constitute a quorum at any Directors meeting;
- (h) **Period for Conducting Business.** The Directors shall conduct the business of the Association in the period between AGM's, an expected period of one year.

5.2 **Directors' Meetings by Telephone.** A Director may participate in any Directors' or Committee meeting by telephone or by any other communications facility provided that:

- (a) all persons participating in the meeting can hear each other; and
- (b) all such persons agree to such participation;

and any Director participating in a meeting pursuant to this Article 5.2 will be:

- (c) deemed to be present at that meeting;
- (d) counted in the quorum at that meeting; and
- (e) entitled to speak and vote at that meeting.

Any resolutions passed during such a meeting will be as effective as if passed at a meeting where the Director was present in person.

5.3 **Directors' Resolutions by Electronic Means in Lieu of Meeting.** A Directors' resolution may be voted on by all the directors entitled to vote on that resolution at a meeting of Directors or Committee by way of electronic means provided that:

- (a) The motion is made in writing;
- (b) The directors are given ten (10) days notice in which to vote;
- (c) The resolution must be passed and approved by a two thirds majority vote of the directors who vote on the resolution.

5.4 **Members may Attend Directors' Meetings.** A maximum of five members, as approved by a majority of Directors, shall be allowed to attend a meeting of the Directors, but shall not be entitled to vote, discuss, or otherwise participate in such meeting (an "**Attending Member**"). The Directors shall, by majority vote, be entitled to request any Attending Member leave a Directors' meeting. If such Attending Member refuses to leave such Directors' meeting, the Directors may, by majority vote, revoke the membership of the Attending Member.

5.5 **Officers.**

- (a) The officers of the Association are the Past-President, President, the Vice-President, the Secretary, the Treasurer and such other officers as required (the "**Officers**");
- (b) The President, Vice-President, Secretary and Treasurer are elected by the Directors from among themselves;
- (c) Past-President will be the previous President.

5.6 **Directors' Responsibility to Act as Officer or Coordinator.** Subject to the provisions of the Act, each person agreeing to act as Director shall, prior to being elected, agree that they will, if so requested by the Directors of the Association, hold one of the following coordinator positions or offices:

- (a) President, Vice-President, Secretary and Treasurer, subject to confirmation and election by the Directors as required by Article 5.2 and the Act;
- (b) Publicity Coordinator;
- (c) JOP Coordinator;
- (d) Coaching Coordinator;
- (e) Officials Coordinator;
- (f) 3D Coordinator;

- (g) Target/Field Coordinator;
- (h) High Performance Coordinator;
- (i) Archery Canada Liaison;
- (j) Aboriginal Liaison;
- (k) Grants Coordinator;
- (l) Membership Coordinator;
- (m) Such other Officers or coordinators as may be determined by the Directors from time to time.

Each Coordinator shall be permitted to select his/her own committee members as are needed to perform his/her duties.

5.7 **Committees.**

- (a) The Board may, at its option, appoint at its earliest convenience or as required, a chairperson (the "**Chairperson**") for such committee or committees (the "**Committees**" or individually a "**Committee**") as may be required to assist in the operation of the Association;
- (b) The Chairperson of a Committee shall be responsible directly to the Directors and shall serve a term of office as determined by the Directors;
- (c) Each Chairperson shall be permitted to select his/her own committee members as is needed to perform the duties of the Committee;
- (d) Duties and responsibilities of appointed Chairpersons shall be as set out in these Bylaws.

5.8 **Paid Position of Program Coordinator.**

- (a) The Association will employ and maintain employment of a Program Coordinator as required by and under the direction of Sask Sport Inc. ("**Sask Sport**");
- (b) The Program Coordinator will NOT be a voting position on the Board;
- (c) The Program Coordinator will report directly to the President and then to the Board through the President;
- (d) The Program Coordinator position will include the following duties and responsibilities:
 - (i) Effectively build and maintain positive collaborative community relations with relevant business, government and community based organizations and associations to ensure success of courses, events and the reputation of the Association;
 - (ii) Liaise with local archery club representatives and physical education departments in high schools across the province to set up presentation/demonstration opportunities in an effort to promote the sport of archery;
 - (iii) In conjunction with the Officials Coordinator and the Coaching Coordinator, set up dates and locations and manage registrations for officials/coaches clinics. Ensure officials/coach records are maintained and registered at the provincial and national levels. Distribute manuals/workbooks to participants of clinics;
 - (iv) Collect and review all applications for the Member Assistance Program (MAP) grants to ensure all required information has been completed. Liaise with the Grants Coordinator to determine recommendations for payments to the Board;
 - (v) Prepare and distribute hosting packages for clubs scheduled to host an SAA sanctioned archery shoot;

- (vi) Assist club tournament organizers with collecting provincial registrations and assist with managing/entering results on the day of the shoots;
- (vii) At the direction of the Publicity Coordinator, assist with the delivery of promotional materials, publications distribution as well as advertisement placements;
- (viii) Under the direction of the Treasurer, assist with budget preparation, grant applications and follow-up with Sask Sport;
- (ix) Assist the Membership Coordinator with the following:
 - (A) Collection of club and individual membership applications and fees. Ensure that fees are provided to the Treasurer for deposit and that a report is provided to the Treasurer in a timely manner;
 - (B) Produce and distribute membership cards and up-to-date club lists to members/clubs (monthly);
 - (C) Maintaining a membership database. ensuring it is current and accurate at all times;
 - (D) Provide membership information regularly to Archery Canada and the Board;
- (x) Produce and distribute membership cards and up to date club lists to members/clubs (monthly);
- (xi) Manage all equipment loans to clubs or organizations;
- (xii) Co-ordination and distribution of SAA merchandise.

ARTICLE 6 - DUTIES OF OFFICERS AND OTHER APPOINTED POSITIONS

6.1 President. The President shall:

- (a) Preside at all meetings of the SAA and of the Board;
- (b) Preserve order and shall apply and enforce all Bylaws and rules of the SAA;
- (c) Appoint all of the Directors to committees as the President deems necessary and expedient;
- (d) Be an appointed signing authority for cheques on behalf of the SAA;
- (e) Watch over the assets and records of the SAA;
- (f) Be ex-officious member of all committees;
- (g) Delegate any of the President's duties as he deems expedient;
- (h) Initiate and develop activities which will accomplish the objectives of the SAA;
- (i) Hire and direct activities of all staff personnel.

6.2 Vice-President. The Vice-President shall:

- (a) Assist the President in the discharge of the President's duties and in the absence or disability of the President, shall act in his stead;
- (b) Be an appointed signing authority for cheques on behalf of the SAA;
- (c) Receive copies of all pertinent correspondence and material received by the President so that he is knowledgeable and informed as to what is requested of, and what is being done when taking over the duties of the President in the President's absence or disability;
- (d) Normally become President following the end of a term as Vice-President;

- (e) Become President should that office becomes vacant (in that circumstance shall be eligible for full term as President in the period upon succession to Presidency).

6.3 Past-President. The Past-President shall:

- (a) Hold office for one year after the date of his or her retirement as President;
- (b) Be eligible to act on any committee, generally assist the President and give such assistance to the Board and the Association, as well as advance the objectives of the Association;
- (c) Be a Director and vote at Director's meetings.

6.4 Treasurer. The Treasurer shall:

- (a) Exhibit accurate records of all income and expenditures, assets and liabilities of the SAA;
- (b) Receive and deposit all membership fees and dues from the Membership Coordinator or Program Coordinator;
- (c) Deposit all receipts of cash and cheques in the bank or depository as directed by the Board;
- (d) Be an appointed signing authority for the SAA;
- (e) Present a financial statement at the AGM;
- (f) Present the books and accounts of the SAA to a duly qualified chartered accountant or certified general accountant within six (6) weeks after the termination of each fiscal year, to have an audit of the financial affairs of the SAA;
- (g) Attend to all required corporate filings with Information Services Corporation;
- (h) Give such bond as may be agreed on by the Board.

6.5 Secretary. The Secretary shall:

- (a) Record minutes of all meetings of the SAA and Board and keep an up-to-date list of all Bylaws;
- (b) Promptly attend to all correspondence and see that all notices are duly given as required;
- (c) Send copies of minutes to all Directors within 10 days of the meetings;
- (d) Carry out policies formulated by the Board;
- (e) Have ballots prepared for use at the AGM;
- (f) Ensure minutes from the AGM are posted on the SAA's website.

6.6 Officials Coordinator. Officials Coordinator shall:

- (a) Study in detail the rules covering both world controlled (FITA) and nationally controlled (Archery Canada) competition;
- (b) Immediately avail himself/herself of shooting schedules for all provincial competitions planned for the next 12 months;
- (c) Work with the 3D Coordinator and the Target Coordinator to draw up a roster of judges prepared to work in the major tournaments;
- (d) Assess the clinics needs of Saskatchewan for the up-coming year;
- (e) Research and pursue adequate funding of host judges clinics;
- (f) Organize and train a roster of provincial judges who will be available for judging at provincial tournaments;
- (g) Whenever the occasion permits, conduct seminars regarding judging responsibilities and rule interpretations;

- (h) Ensure consistent, accurate interpretation of all shooting rules governing competition and Archery Canada;
- (i) Enforce all rules of Archery Canada at all competitions;
- (j) Maintain a record of active judges who can make themselves available for a reasonable number of tournaments;
- (k) Keep the membership and clubs aware of the certified judges in Saskatchewan.

6.7 Target/Field Coordinator. The Target /Field Coordinator shall:

- (a) Ensure that the field is set up in accordance with rules and for the safety of all;
- (b) Appoint or act as registrar to collect fees and set target assignments;
- (c) Appoint or act as Director of Shooting at each tournament;
- (d) Ensure that all scores are collected and forwarded to the appropriate person keeping statistical records;
- (e) Compile, up-date, standardize and publish rules and regulations for target/field rounds;
- (f) Order medals and awards required for target/field shoots;
- (g) Monitor all expense claims for target/field classes, instructions, Competitions and athlete expenses.

6.8 3D Coordinator. The 3D Coordinator shall:

- (a) Ensure that the field is set up in accordance with rules and for the safety of all;
- (b) Appoint or act as registrar to collect fees and set target assignments;
- (c) Appoint or act as director of shooting at each tournament;
- (d) Ensure that all scores are collected and forwarded to the appropriate person keeping statistical records;
- (e) Compile, update, standardize and publish rules and regulations for 3D rounds;
- (f) Order medals and awards required for 3D shoots;
- (g) Monitor all expense claims for 3D classes, instructions, Competitions and athlete expenses.

6.9 High Performance Coordinator. The High Performance Coordinator shall:

- (a) Ensure that the field is set up in accordance with rules and for the safety of all;
- (b) Appoint or act as registrar to collect fees and set target assignments;
- (c) Appoint or act as director of shooting at each tournament;
- (d) Ensure that all scores are collected and forwarded to the appropriate person keeping statistical records;
- (e) Compile, update, standardize and publish rules and regulations for High Performance rounds;
- (f) Monitor all expense claims for High Performance classes, instructions, Competitions and athlete expenses.

6.10 JOP Coordinator. The JOP Coordinator shall:

- (a) Over see the Clubs that are participating in the JOP program;
- (b) Work with the JOP coordinator appointed by each Club (the “**Club JOP Coordinator**”);
- (c) Confirm with the Membership Coordinator or the Program Coordinator that the JOP archers are SAA members;

- (d) Record the JOP archers' information and scores that are sent in by the Club JOP Coordinators and send badges, button and vinyl stripes as they are requested by the Club JOP Coordinators;
 - (e) Maintain a supply of badges, buttons and vinyl stripes;
 - (f) With respect to the annual JOP Championship:
 - (i) attend to all matters relating to the registration of the archers submitted by the Club JOP Coordinators for the annual JOP Championship;
 - (ii) set target assignments;
 - (iii) attend to ordering medals;
 - (iv) ensure that all scores are collected and submit final results of the JOP Championship to the Publicity Director for posting on the SAS website.
- 6.11 **Archery Canada Liaison.** Archery Canada Liaison shall:
- (a) Represent the SAA at all Archery Canada directors meetings;
 - (b) Pass information from Archery Canada to other members of the SAA who may need the information;
 - (c) Be on one or more Archery Canada committees.
- 6.12 **Membership Coordinator.** Membership Coordinator shall perform or oversee the Program Coordinator in performing the following:
- (a) Receive all applications for memberships submitted to the SAA;
 - (b) Pass all membership fees received along to the Treasurer or deposit in the account as directed by the Treasurer;
 - (c) Submit all memberships to the Archery Canada in a format as directed by the Directors;
 - (d) At the earliest date, return membership cards to the members and update club lists to the association;
 - (e) Keep a list or lists of members as directed by the Directors;
 - (f) Provide membership statistics of members as directed by the Directors.
- 6.13 **Publicity Coordinator.** Publicity Coordinator shall:
- (a) Keep Archery Canada informed of events by way of website;
 - (b) Keep media informed of shoot results;
 - (c) Keep SAA members informed by way of the website and posters;
 - (d) Advertise SAA events through the media if possible or by posters on the website and forwarded to clubs.
- 6.14 **Grants Coordinator.** The Grants Coordinator shall:
- (a) Apply for all Annual Funding grants and complete all required follow up reporting required by Sask Sport;
 - (b) Apply for the Member Assistance Program Grant (MAP) and accept and review all applications from Clubs for MAP Grants, and oversee the disbursement of all MAP Grants.
- 6.15 **Coaching Coordinator (N.C.C.P.).** The Coaching Coordinator (N.C.C.P.) shall:
- (a) Set up all coaching clinics;
 - (b) Keep a list of all coaches as is needed by the Board.

- 6.16 **Aboriginal Liaison.** The Aboriginal Liaison shall:
- (a) Liaise with, all aboriginal groups throughout the province as requested by Sask Sport or by any such aboriginal group;
 - (b) Represent all aboriginal groups throughout the province when required.

ARTICLE 7 - ELECTIONS

- 7.1 **Nominations.** Nominations for election as Directors of the Association shall be made at each AGM. Directors will be elected by a majority vote of the voting members present at the AGM.

ARTICLE 8 - COMMITTEES

- 8.1 **President may Establish Committees.** The President may establish such committees as may be required from time to time, including, but not limited to, the Committees set out in Article 5.7. The Chairperson and members of each Committee do not need to be Directors.

- 8.2 **Bylaws Committee Chairperson.** The Bylaws Committee shall:

- (a) update and maintain the Bylaws as required;
- (b) bring proposed amendments or changes to the Board.

- 8.3 **Nomination Committee Chairperson.** The Nomination Committee Chairperson shall:

- (a) draw up a slate of nominees for Directors;
- (b) contact members of the SAA to ascertain if they have any desire to sit on the Board;
- (c) present to the AGM a list of nominees for Directors;
- (d) nominate only such persons that the Committee has contacted with respect to their desire to serve on the Board.

- 8.4 **Awards Committee.** The Awards Committee shall:

- (a) ensure medals and awards are on hand that will be presented at all SAA championships;
- (b) assist with the tabulation of the results of all SAA Championships and assist with the presentation of the awards to the winners;
- (c) purchase awards for volunteers and others as directed by the Board.

ARTICLE 9 - ANNUAL INDOOR/ OUTDOOR FITA/FIELD AND 3D PROVINCIAL CHAMPIONSHIPS

- 9.1 **Annual Tournaments.** The SAA shall sponsor annual tournaments (the "**Championships**") to determine Provincial Champions. The type and location of the Championships shall be determined by the Board.
- 9.2 **Rules.** The rules of the Championships will be the rules set by Archery Canada from time to time. The Board shall be able to add classes (cubs, masters, etc) and types of tournaments (3-D, JOP, etc) for the purpose of developing participation in archery.
- 9.3 **Bids.** Bids for the Championships are to be submitted by clubs capable of hosting the Championships and presented to the Board at their meeting designated for that purpose.
- 9.4 **Tournament Committee.** Subject to guidance and approval of the Board, a tournament committee shall arrange and manage all details of the Championships.
- 9.5 **Competition Open to SAA Members.** Competition in all Championships shall be open to all members in good standing on payment of appropriate fees and dues. The Championship titles and trophies can only be won by SAA members in good standing.

ARTICLE 10 - SAA CHAMPIONSHIPS

- 10.1 **Target and Field Championship Events Fees.** Target and Field Championship events registration fees be set by the Directors from time to time, and shall be set out in the Policies.
- 10.2 **3D Outdoor Events Fees.** 3D Outdoor Championship events registration fees be set by the Directors from time to time, and shall be set out in the Policies.
- 10.3 **3D Indoor Events Fees.** 3D Indoor Championship events registration fees be set by the Directors from time to time, and shall be set out in the Policies.
- 10.4 **Compensation.** The Hosting Clubs of 3D Championship events and Target and Field Championship events will receive the following funding:
- (a) A fee for each senior participant and a lower fee for each youth participant in the amounts to be set by the Directors from time to time, as set out in the Policies;
 - (b) A grant in the amount set by the Directors from time to time, as set out in the Policies.
- 10.5 **Provision of Targets, Medals and Officials.**
- (a) For all 3-D Championship events, the Hosting Club will supply all 3-D animal targets;
 - (b) For all Target and Field Championship events, the Hosting Club will supply all targets and butts;
 - (c) The SAA will supply all medals and trophies for each Championship event;
 - (d) The SAA will pay the costs of the Officials for each Championship event, based on the rates set by the Directors from time to time as out in the Policies.

ARTICLE 11 - ATHLETE OUT OF PROVINCE TRAVEL ASSISTANCE

- 11.1 **Qualifying To Receive Out of Province Travel Assistance.** In order to qualify for financial assistance, target archers, 3D archers or High Performance Archers, as the case may be, must meet the requirements set by the Directors from time to time as set out in the Policies.

ARTICLE 12 - ASSISTANCE TO BE PAID

- 12.1 **Financial Assistance.** As per Sask Sport's Funding Guidelines, this portion of funding is allocated to enable the Association to provide direct funding support to athletes who are committed to competing beyond a provincial level and have the greatest potential to improve their performance standard and/or ranking at the national level. Financial Assistance is subject to the following:
- (a) Assistance is subject to available funds;
 - (b) Expense forms must be submitted to the appropriate Coordinator within one week of a National event, and to the Treasurer by August 31st;
 - (c) Expenses shall be paid at the rate set by the Directors from time to time as set out in the Policies.
- 12.2 **Funding.** Funding for each of the programs shall be as set by the Directors from time to time, and as set out in the Policies.
- 12.3 **Athlete Eligibility and Criteria.** Athletes must meet the eligibility and criteria requirements as set by the Directors from time to time and as set out in the Policies.
- 12.4 **Athlete Program Completion Responsibility.** Once the granted funds are used, the athlete must complete the required follow up report and return it, along with receipts for costs incurred, to the Association. The Association is responsible for approving all follow up reports and submitting to Sask Sport.

- 12.5 **Eligible Expenditures.** The eligible expenditures will be set by the Directors from time to time and will be set out in the Policies.

ARTICLE 13 - NOTICES

- 13.1 **Notice to Members.** A notice may be given to a member either personally, by mail to the member's registered address, by facsimile to the number that the member provides to the Association or by electronic mail at the address that the member provides to the Association, or in accordance with the Act.
- 13.2 **Deemed Delivery.** Any notice that the Association gives the member:
- (a) By mail will be deemed to have been given 72 hours after it is posted, and to prove that notice was given it is sufficient to prove that the notice was properly addressed and put in a Canadian post office receptacle;
 - (b) By facsimile will be deemed to have been given on the day that the transmission was successfully sent to the member's facsimile number;
 - (c) By electronic mail will be deemed to have been given on the day that the transmission was successfully sent to the member's electronic mail address;
 - (d) As otherwise set out in the Act.
- 13.3 **Omission or Non-Receipt of Notice.** The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any member does not invalidate proceedings at that meeting.
- 13.4 **Definition of Notice.** In these Bylaws, the word "notice" includes any request, statement or other writing required or permitted to be given by the Association to the members.

ARTICLE 14 - FISCAL YEAR END

- 14.1 **Fiscal Year End** The fiscal year end of the Association will be September 30th.

ARTICLE 15 - ADDRESS

- 15.1 **Address.** The address of the SAA shall be the home of the President, Secretary or Treasurer, as determined by the Directors from time to time.

ARTICLE 16 - OFFICIAL LANGUAGE

- 16.1 **Official Language.** The official language of the SAA shall be English.

ARTICLE 17 - DISSOLUTION

- 17.1 **Dissolution.** Upon liquidation and dissolution any remaining assets of the Association shall be donated to one or more registered Canadian charities decided upon by the membership at a General Meeting.

ARTICLE 18 - AMENDMENTS AND REVISIONS TO THE BYLAWS

- 18.1 **Amendments and Revisions.**
- (a) These Bylaws may be amended or revised by Special Resolution of the voting members of the Association. Notice of a motion to amend or revise these Bylaws must have been given to the voting members, in accordance with Article 13 thirty (30) days prior to the vote.
 - (b) "Special Resolution" means a resolution:
 - (i) Passed and approved by a two thirds majority vote of the voting members, present in person or by proxy at a duly called and convened AGM or Extraordinary General Meeting; or

- (ii) Made and approved in writing (which may be transmitted by facsimile, electronically, by mail or otherwise) by a two-thirds majority of votes received from the voting members by facsimile, electronically, returned ballots taken by mail vote, or otherwise.

/kew/constitution-2013-06-11