



# BYLAWS

As amended up to including March 22 2022

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## **ARTICLE 1: POLICIES & PROCEDURES**

**1.1** The Policies & Procedures are recognized as By Laws of the Corporation. The said By Laws may be altered or amended at any regular meetings of the Executive.

## **ARTICLE 2: TEAMS SELECTION WITH OWHA**

**2.1** The Corporation will endeavour to enter House League and Representative Teams for competition in the Ontario Women's Hockey Association (OWHA).

## **ARTICLE 3: CONTACTING CORPORATE SPONSORS**

**3.1** Representative Sponsors for the Corporation shall be solicited and awarded by the respective teams in conjunction with the Vice President Jr. Greyhounds. No persons other than those authorized by the Corporation shall have the right to deal directly or indirectly with a Corporation sponsor.

**3.2.** Corporate sponsors will receive a photograph of the team they sponsor.

## **ARTICLE 4: PARTICIPANTS REGISTRATION**

**4.1** Participating members cannot participate in hockey activities until they have been duly registered for that season. Proof of age and residency must be presented at time of initial registration.

## **ARTICLE 5: REGISTRATION PAYMENT**

**5.1.** The registration deadline for Jr. Greyhound teams shall be May 31st of the registration year.

**5.2.** The payment deadline for Jr. Greyhound Teams shall be September 1st of the registration year.

**5.3.** House League Registration: Full payment is due before players step on the ice for HL draft games at the beginning of the HL season.

## **ARTICLE 6: UNPAID FEES**

**6.1** Any member of the Corporation, having any outstanding fees, either Registration or Team Fees, shall not be allowed to register with the Corporation until such fees are paid in full, or satisfactory payment arrangements have been made.

## **ARTICLE 7: PARTICIPATING IN OTHER ASSOCIATIONS**

**7.1** Any participating member shall not be granted permission to participate in any other organized hockey association unless prior approval has been granted by the President in writing using the approved OWHA release forms and/or permission to skate forms.

## **ARTICLE 8: OWHA – ROSTER**

**8.1.** All participating members shall comply with the registration requirements of the Corporation and the OWHA.

**8.2.** All teams must submit completed team rosters and have OWHA approvals returned prior to participation in any league or tournament game.

## **ARTICLE 9: TEAM APPARELS**

**9.1** Any apparel shall include, but not be limited to, tracksuits, summer jackets, caps toques or hats, equipment bags, etc. All such approved apparel should also display the official approved logo by the Corporation.

## **ARTICLE 10: VOICE OF THE CORPORATION**

**10.1.** The Executive shall be the official voice for the Corporation for all hockey and business matters. Any person acting on behalf of the Corporation, without approval of the Executive shall be suspended indefinitely.

## **ARTICLE 11: PROPER AGE CATEGORY AND ADVANCING EXCEPTIONALS**

**11.1.** All participating members shall play in her proper age category. The proper age is defined, as the age of the participant will attain on or before December 31st in that playing year.

## **ARTICLE 12: REQUIREMENT TO ADVANCE**

**12.1.** The Sault Female Hockey Association strongly recommends that all skilled players strive to play on the highest-level team within their own age group. In order to ensure these players, the opportunity to participate at their appropriate level, the Sault Female Hockey Association has adopted a general “team selection” process.

**12.2.** Movement in all divisions must only be permitted for players in their major year. Players will only be permitted to jump one division.

**12.3.** If the eligible player(s) is/are invited to a higher-level tryout, the Vice President of Jr Hounds and Director of Development must be advised prior to March 1st of the respective season in order to allow for the arrangement of a neutral party or parties to attend and to assess the intended player(s) skill level for further recommendation.

**12.4.** Director of Development and the President along with the Development Committee shall review the request and determine if the participating underage player is deemed eligible to tryout. The intended player(s) can be given exceptional status and shall be in the opinion of the coach of the team of the higher age category, regarded as an impact player(s). These impact player(s) must be categorized in the following order; one of the top three forwards, one of the top two defense and the top goalie.

**12.5.** The criteria for drafting underage players are set out in the policies and procedures.

**12.6.** There are not to be more than two (2) players playing above their appropriate age group on any Soo Jr. Girls Greyhound team, except for Intermediate or Senior categories.

## **ARTICLE 13: INTERFERENCE AT GAMES**

**13.1.** Any member, who interferes in any manner with the on-ice officials, the coaching staff, the participating members, or with the playing of the game, may be ejected from the arena facility for the balance of that game, and for an extended period prescribed by the Corporation. Any member found in contravention of the League Code of Conduct shall take the Respect-In-Sport online course.

## **ARTICLE 14: EQUIPMENT OF THE CORPORATION**

**14.1.** All equipment purchased by the Corporation shall not be altered, customized, modified unless prior permission is granted for such change by the Director Equipment Management.

## **ARTICLE 15: EQUIPMENT**

**15.1.** All equipment owned by the Corporation shall be returned prior to the Annual General Meeting.

## **ARTICLE 16: CORRESPONDENCE TO THE CORPORATION**

**16.1.** All correspondence of the Corporation shall be handled and distributed to the proper Director or Coordinator by the Secretary.

**16.2.** All information pertaining to the corporation and the organization will be stored in a central cloud-based database utilizing a knowledge management system. Only the President, Secretary and Director of Development will have direct access to this system with the ability to edit and add.

**16.3.** All additions, deletions or edits to the knowledge management system and files must be done with notification to the 3 individuals with access.

**16.4.** All minutes of executive meetings, coaching files, evaluations, financial statements, yearly season reviews, discipline proceedings as well as governance documents will be stored exclusively in this system.

## **ARTICLE 17: INFORMATION OF THE CORPORATION**

**17.1** Information will be maintained in a central database. This will include meeting minutes, player evaluations, reviews of programming, as well as pertinent data related to the operations of Sault Female Hockey Association.

## **ARTICLE 18: FAIR ICE TIME RULES**

**18.1.** All coaches shall adhere to the Fair Ice Time Rules of the Corporation as prescribed in the Procedures of the Corporation. Fair ice time rules apply for all league sponsored games, including exhibition games.

## **ARTICLE 19: FAIR ICE TIME RULES – TIME STUDIES**

**19.1.** All ice time studies will be conducted randomly or during a suspected contravention of the Fair Ice Time rule.



## **ARTICLE 20: TEAM FUNDS**

**20.1.** The team funds collected from parents shall be dispensed as prescribed in the Procedures of the Corporation.

## **ARTICLE 21: TEAM TRUST ACCOUNT**

**21.1.** All team managers shall be responsible to conduct all financial administration of team funds through the aid of a trust account at a designated banking institution. Two team signing authorities are required with a Trust Account.

## **ARTICLE 22: FINANCIAL STATEMENTS**

**22.1.** The team manager shall provide a financial statement to the Executive and each parent as prescribed in the Procedures of the Corporation.

## **ARTICLE 23: ADDITIONAL ICE TIMES**

**23.1.** Each additional ice time will be defined as any ice time booked by the team manager or designate. This will be paid to the arena through team fees.

## **ARTICLE 24: FUNDRAISERS**

## **ARTICLE 25: TEAM JERSEYS**

**25.1.** All non-representative teams shall be supplied distinctive team jerseys for league sponsored games, exhibition games and tournaments. These jerseys shall be worn only during games and tournaments. The coach or designate shall secure the jerseys after every game.

## **ARTICLE 26: FULL EQUIPMENT REQUIREMENT**

**26.1.** Any participating members, who are not in full equipment, are not permitted on the bench during any league sponsored games. All team staff shall ensure that all participants adhere to this rule.

## **ARTICLE 27: EQUIPMENT CSA APPROVED**

**27.1.** All participating members shall wear only CSA approved equipment. The mouth guard requirements shall comply with the OWHA guidelines provided in the Policies of the Corporation.

## **ARTICLE 28: OWHA AND HOCKEY CANADA RULES**

**28.1.** The Corporation shall operate under OWHA and OHF Hockey Canada rules. The OWHA rules shall apply unless precluded by a rule established by the Corporation.

## **ARTICLE 29: OWHA SUSPENSIONS**

**29.1.** Any protest or appeal resulting from a suspension or decision directly from the OWHA must be submitted to the OWHA in accordance with the OWHA regulations.

**29.2** Any suspensions from penalties assessed by a Referee can only be appealed through the NOHA Referee-in-Chief.

## **ARTICLE 30: SERVING A SUSPENSION – OWHA**

**30.1.** Any suspensions incurred during a game outside of the league game (exhibition, tournament, etc.) the participating member shall serve the suspension as per OWHA rules (interlocking games are considered part of the league sponsored games).

## **ARTICLE 31: HONOURING OWHA SUSPENSIONS**

**31.1.** Suspensions to any participating member or coaching staff by the OWHA shall be honoured by the Corporation. The Responsible Vice President shall be informed and responsible of any suspensions. A file will be opened by the Vice President.

## **ARTICLE 32: APPROVAL OF LEAGUE SUSPENSION**

**32.1.** All suspensions for the Corporation shall be approved by the Responsible Vice President before it is communicated.

## **ARTICLE 33: FILING OF SUSPENSIONS**

**33.1.** All Corporation or OWHA suspensions shall be documented and filed in the appropriate coaching file to be opened by the responsible Vice President.

## **ARTICLE 34: SUSPENSION NOTIFICATION**

**34.1.** Any suspension to any member shall not be communicated until 24 hours following the incident. The Responsible Vice President shall communicate the suspension.

## **ARTICLE 35: SERVING A SUSPENSION – LEAGUE PLAY**

**35.1.** Any participant or coaching staff suspended during a league sponsored game, shall serve such suspension in accordance with the OWHA.

## **ARTICLE 36: COMPLAINT FORM**

**36.1.** All complaints shall be submitted to the Complaint Committee using the approved Complaint Form listed on the SFHA website. The form shall be completed in its entirety including a legible signature of the person filing the complaint. No complaints will be received via email or text message to any executive member. Failure to comply with this will render the complaint void, should the complainant violate the SFHA code of conduct, disciplinary action may follow.

**36.2** Following the 24hr rule, all complaints to do with team matters need to first go through the team parent rep, who will be designated at the start of the season. If the matter cannot be resolved with the parent rep, the complaint can be brought to the team manager. If this is not settled following the meeting with the Manager, the complaint can be brought forward to the VP rep/houseleague with a non refundable fee of \$100. If the complaint cannot be resolved, from the VP rep/houseleague, it can be brought forward to the executive with a paid fee of \$200 non refundable.

**36.3** If the complaint is not a team matter and not of criminal nature, a \$200 non refundable payment and completion of the complaint document can be submitted to the secretary in accordance with the constitution.

**36.4** Complaints must be filed within 7 calendar days of the date of occurrence.

## **ARTICLE 37: MASTER ICE SCHEDULE**

**37.1.** The Master Ice Schedule shall be completed as soon as practicable, shortly after the numbers of teams have been determined for each division.

## **ARTICLE 38: DIVISION PRACTICE REQUIREMENTS**

**38.1.** All participating members shall be required to attend all practices, whether scheduled by the Corporation or not. Failing to comply, without reasonable excuse, may result in the benching of the participating member.

## **ARTICLE 39: DRAFT**

**39.1.** A complete league draft will be held in fair and equitable manner as determined by the Executive. Any changes to the draft will be communicated to the members, prior to holding such a draft. The VP House League responsible for the division will attend and organize all draft games and draft meetings.

## **ARTICLE 40: TRANSFER OF PARTICIPANTS – DRAFT**

**40.1.** No participant shall be transferred after the draft.

## **ARTICLE 41: TRANSFER OF PARTICIPANTS – LEAGUE SPONSORED GAMES**

**41.1.** For league sponsored games, no participant shall be allowed to play on any other team without the prior approval of the Responsible Vice-President and communication with the coaches involved. All participant pickups will follow the OWHA affiliation.

## **ARTICLE 42: PROTEST OR APPEALS**

**42.1.** All protest and appeals must be in writing, forwarded to the Secretary within 24-hours of the event. The protest and appeals process shall be prescribed in the Procedures of the Corporation.

## **ARTICLE 43: MEETINGS**

**43.1.** The Executive shall meet once every month. Any additional meetings can be scheduled as required by the Executive.

At the discretion of the Executive, a standing committee can be requested to attend an Executive meeting.

The Development Committee shall meet during the months of March and April. Additional meetings shall be at the discretion of the committee.

The Tournament Committee shall meet at their discretion during the hockey season.

The Constitution Review Committee shall meet once in February and March during the hockey season.

The Coaching Selection Committee shall meet in January, February, and March following the registration of the Corporation. Additional meetings shall be at the discretion of the committee. The Nomination Committee shall meet in March during the hockey season. Additional meetings shall be at the discretion of the committee.

Complaints Committee shall meet at the discretion of the Executive.

**43.2** If an Executive Committee member is neglecting his/her duties or absent for more than 3 meetings within the year (June 15th to the following June 14th), the SFHA Executive Committee reserves the right to declare that seat vacant. The Board can also decide to appoint or designate a support person to assist that Executive member on the interim.

## **ARTICLE 44: PARTICIPANT POSITIONS**

**44.1.** Any participating member, registered with the Corporation, is not guaranteed the preferred position, as listed in the registration form. The goalies are the only guaranteed position in divisions. When a goalie is drafted, the participating member shall play as a goalie for the entire season.

## **ARTICLE 45: OVER AGE PARTICIPANT**

**45.1.** A participating member may submit a request to participate in a lower age division for league sponsored games only. The requests shall not be considered past the League's first draft game of the hockey season.

**45.2.** The intent of this request is to allow participants to play with other members that are close to their skill level. It is not intended to create a loophole to allow "stacked" teams.

**45.3.** When a participant is moved down, it is done to allow the participant to develop their skills in a positive, safe, and fun environment. This will provide the participant an opportunity to develop their skill level to their appropriate age group.

**45.4.** The participant will be permitted to play in a lower age division under the following conditions:

- i. The Executive must vote in favour of the participating member playing in the lower age division.
- ii. This is only permitted for a participating member to drop down to house league.
- iii. The participating member is only permitted to move down one age division (e.g. participant is U13 age, therefore, the participant can only move down to the U11 age division).
- iv. The participating member must not be considered a strong participant on the team that he/she is going to be playing with.
- v. The participating members are not permitted to move down a category so that it provides enough participants to create a team. Participant movement is only permitted if it provides a benefit to the participating member.
- vi. The name and participant number of over age participants must be distributed to all teams participating in the division.

## **ARTICLE 46: FALSIFYING AGE**

**46.1.** Any person proven guilty of falsifying a birth certificate, or the evidence in lieu thereof, or of having had knowledge that same had been falsified, or of playing on other than his/her own birth certificate, HCR record or forging and playing under an assumed name, shall be automatically suspended from playing hockey with any team in the Corporation or its affiliates for a period of not less than one (1) and not more than three (3) years from the date of his/her suspension. This penalty shall be final and there shall be no appeal.

## **ARTICLE 47: TEAM CARDING-OWHA**

**47.1.** All teams are referred to as Soo Jr. Greyhounds Girls Hockey shall be carded Representative (REP) Teams with the OWHA.

**47.2.** The association will endeavour to operate one Soo Jr. Greyhounds Team for each age group, Except for the U15 and U18 divisions.

**47.3.** In the U15 and U18 divisions, the association will endeavour to roster at least 2 Rep teams of different cards with AA being the first Rep team. Each first Soo Jr. Greyhound Girls Hockey Teams shall strive to hold the highest carding (AA) in OWHA. Any considerations for reclassifications for any teams registered with the OWHA shall be submitted in writing to the Vice President for approval and submissions, and if deemed appropriate the Vice President will inform the Registrar. The second Soo Jr. Greyhound Girls Hockey Team must be carded a minimum of one division lower than the first team.

**47.4.** Additional Rep teams may be added in each division where sufficient numbers and skill exist at the first team tryout as determined by the Development Committee, the Director of Development and the President. If a conflict exists between the Development Committee and the division in question, a third-party committee of 3 members from outside the association will be asked by the Executive consensus to mediate the decision.

**47.5.** All teams referred to as Development Teams will be carded as Rep C teams with OWHA. These players will be registered and play in HL as well as on their respective Development Team. They will be referred to as Wildcat C Teams. The formation of these teams will be determined based on interest of players, coaches and the respective VP of that division.

**47.6.** All non-competitive teams of the Corporation shall be carded House League Teams with the OWHA.

## **ARTICLE 48: BODY CHECKING**

**48.1.** All teams within the Corporation shall not be allowed to play body checking during any league sponsored game as per OWHA policy.

## **ARTICLE 49: TEAM RESPONSIBILITY**

**49.1.** All teams shall be responsible for any willful damage to any property or equipment of any arena or rink and shall pay the costs for repairs. In the event that two teams are involved, and the fault is debatable, both teams shall be assessed equally.

## **ARTICLE 50: REPORTING FOR GAMES**

**50.1.** All teams shall be ready to play and game officials shall be ready to officiate 15 minutes before the scheduled starting time.

**50.2.** All games, including playoffs, shall commence at the scheduled starting time; however, in the event the ice is ready, the game officials may, at their discretion, start the game up to 15 minutes before the scheduled starting time. Game officials shall notify both teams of the earlier starting time, allowing five (5) minutes before the game is started.

**50.3.** When a game is started at the scheduled starting time or when game officials start a game before the scheduled starting time, and.

- i. if one team is not ready to commence play, that team shall be assessed a delay of game penalty: or
- ii. if one team is not ready to commence play after a five (5) minute delay, that team shall forfeit the game.
- iii. if both teams are not ready to commence play within five (5) minutes after the scheduled starting time, the game shall be canceled and shall not be rescheduled. The On-Ice Official shall report the incident to the appropriate Vice President concerned as to what disciplinary action shall be taken.

**50.4.** Any team failing to report for a scheduled game shall result in the automatic suspension of coaching staffs from further competition until dealt with by the Disciplinary Committee.

**50.5.** To commence play of a game, a team shall have a minimum of:

- i. Nine (9) eligible participants in uniform (not necessarily a goaltender); and
- ii. One (1) OWHF certified coach whose name must be legibly printed on the "Official Game Report" or the game shall be forfeited.



**50.6.** Before the start of all games the coaching staff in charge of a team shall print the names of all participants and coaching staff on the "Official Game Report" in the space provided. The use of team labels will not be permitted on official game sheets unless attached to all three (3) copies of the game sheet.

**50.7.** Suspended participants shall be listed on the "Official Game Report" with the letter "S" beside their name.

**50.8.** Absent participants shall be listed on the "Official Game Report" with the letter "A" beside their name.

**50.9.** Affiliate participants shall be listed on the "Official Game Report" with the letter "AP" beside their name.

**50.10.** The participants shall be listed in numerical order, with the exception of the goaltenders who shall be listed in the first (starting) and last (alternate) positions.

**50.11.** The On-Ice Official shall have the authority to order the removal of all unregistered persons from the participants' bench or from the timekeepers' bench.

**50.12.** An "Official Game Report" shall be completed for exhibition or tournament games and submitted to the League.

## **ARTICLE 51: AIR HORNS**

**51.1.** All spectators shall not be permitted to use air horns or blow horns at any league sponsored events.

## **ARTICLE 52: TIME OUT**

**52.1.** There will not be "Time Outs" in any regular league or exhibition games. During playoffs and any league sponsored tournament, there will be one (1) 30 second timeout allowed by each team in each game for the U9, U11, U13, U15 and U18 divisions.

## **ARTICLE 53: CANCELLATION OF GAME OR PRACTICE**

**53.1.** The On-Ice Officials may cancel a game:

- i. when the ice surface is not in good condition at the start of the game; or
- ii. when insufficient lighting exists which in the opinion of the On-Ice Official would prove hazardous to play.

**53.2.** The On-Ice Official's decision regarding playing conditions shall be final. However, officials shall discuss the matter fully with both coaching staffs and use good judgment in the application of this rule.

**53.3.** The arena attendant may advise that a practice is cancelled when:

- i. when the ice surface is not in good condition at the start of the practice;  
or,
- ii. when insufficient lighting exists which in the opinion of the attendant would prove hazardous to play.

**53.4.** The arena attendant's decision regarding practice conditions shall be final.

## **ARTICLE 54: PER DIEM**

**54.1.** A member conducting Corporation business out of the City limits, may receive prior approval from the Executive for a daily meal allowance.

Daily Allowance \$45

- i. Dinner - \$25
- ii. Lunch - \$13
- iii. Breakfast - \$7

**54.2.** All expenses must be supported by receipts to be eligible for reimbursement.

## **ARTICLE 55: USE OF PERSONAL VEHICLE**

**55.1.** Refer to the current Canada Revenue Agency Automobile Allowance rates. The member shall assume all responsibility under the Compulsory Automobile Insurance Act of Ontario.

## **ARTICLE 56: WEBSITE RESTRICTIONS**

**56.1.** Teams are prohibited from publishing pictures on the SFHA website which portray anything not related to team activities and can be construed as inappropriate in youth sports, e.g., alcohol consumption or tobacco use.

## **ARTICLE 57: VOLUNTEER REQUIREMENTS**

**57.1.** All volunteers with intent to participate in any League sponsored events during the current hockey season shall have at a minimum Criminal Reference Check and completed the Abuse and Harassment (Speak Out) clinic and any other required clinic prescribed in the OWHA policies and procedures.

## **ARTICLE 58: REPEAL OF PRIOR CONSTITUTION AND BY LAWS**

**58.1. REPEAL** - All prior "By Laws" of the Corporation are hereby repealed.

**58.2. PROVISION** - The repeal of the prior Bylaws of the Association shall not impair in any way the validity of any act or thing done pursuant to any such repealed of By Laws.

**58.3. EFFECTIVE DATE** - These ByLaws shall come into force without further formality after approval by the Executive as hereinafter set out. The foregoing Rules and Regulations are hereby ratified, sanctioned, confirmed and approved by the affirmative vote of the Director of the Corporation at the Executive Meeting of the Corporation duly called and held at the Corporation Office, in the City of Sault Ste. Marie, Ontario, and at which meeting a quorum was present, on the 23<sup>rd</sup> day of March 2021.