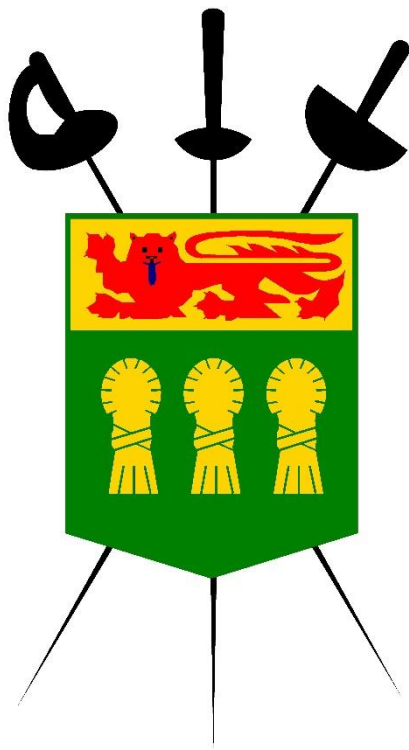


**Saskatchewan Fencing Association**

# **Bylaws**

**(Revised October 2017)**





**BYLAWS OF THE  
SASKATCHEWAN FENCING ASSOCIATION  
(amended October 2017)**

<b>ARTICLE I</b>	<b>Mission Statement .....</b>	<b>3</b>
<b>ARTICLE II</b>	<b>Objectives .....</b>	<b>3</b>
<b>ARTICLE III</b>	<b>Affiliations .....</b>	<b>3</b>
<b>ARTICLE IV</b>	<b>Memberships .....</b>	<b>3</b>
<b>ARTICLE V</b>	<b>Directors .....</b>	<b>5</b>
<b>ARTICLE VI</b>	<b>Officers .....</b>	<b>8</b>
<b>ARTICLE VII</b>	<b>Committees .....</b>	<b>8</b>
<b>ARTICLE VIII</b>	<b>General Meetings .....</b>	<b>13</b>

## **ARTICLE I – MISSION STATEMENT**

Creating opportunities within the sport of fencing.

## **ARTICLE II – OBJECTIVES**

1. The Objectives of the Association are:
  - 1) To support athletes in achieving their potentials in the sport of fencing.
  - 2) To increase participation in fencing in Saskatchewan.
  - 3) To encourage the development of organized fencing clubs in Saskatchewan.
  - 4) To work towards raising the standard of fencing in Saskatchewan.
  - 5) To further the ideals of sportsmanship.
  - 6) To cooperate with other organizations to promote sport in Saskatchewan.

## **ARTICLE III – AFFILIATIONS**

1. The Association shall be a member of Sask Sport.
2. The Association shall be a member of the Saskatchewan Sports Hall of Fame and Museum.

## **ARTICLE IV – MEMBERSHIP**

1. Any person may become a member of the society upon application for membership in a Member Club, payment of the prescribed membership fee for that Club, and approval of his/her application by the directors, subject to such terms and conditions as may be imposed by resolution of said directors.

3. The society shall have the following classes of membership:

1) **CLUB** - Any club that is formed in Saskatchewan for the purpose of participating in fencing shall be eligible to apply for Club Membership.

### **2) INDIVIDUAL**

a) **Regular** - persons who register with a Member Club so as to be eligible to participate athletically in the sport of fencing. NOTE: ‘to participate athletically in the sport of fencing’ includes ‘to receive physical instruction at a fencing club’, ‘to participate in physical activity at a fencing club’, ‘to enter fencing competitions’, and such other definitions as may be decided from time to time by the Board of Directors of the SFA, subject to the provisions of Article XV. NOTE: Half (½) year Regular Memberships are available provided the corresponding CFF fee is paid in full for the year.

b) **Regular Recreational** - persons who register with a Member Club so as to be eligible ‘to receive physical instruction at a fencing club’ and ‘to participate in physical activity at a

fencing club' and are permitted to participate in non-CFF sanctioned SFA events as permitted by the rules of the tournament as listed on the tournament entry/registration form (Paper or Electronic). NOTE: Half (½) year Regular Recreational Memberships are available.

c) **Regular Recreational Semester** - persons who register with a Member Club so as to be eligible 'to receive physical instruction by a fencing club and 'to participate in physical activity by a fencing club' in an introductory/beginner level clinic/class/course on the sport of fencing, and are permitted to participate in non-CFF sanctioned SFA events as permitted by the rules of the tournament as listed on the tournament entry/registration form (Paper or Electronic). NOTE: 'Semester' is defined as a four (4) to eight (8) week period of time.

d) **Regular Non-Eligible Semester** - persons who register with a Member Club so as to be eligible 'to receive physical instruction by a fencing club and 'to participate in physical activity with a fencing club' in an introductory/beginner level clinic/class/course on the sport of fencing, and are NOT permitted to participate in any SFA or CFF sanctioned event. NOTE: 'Semester' is defined as a four (4) to eight (8) week period of time.

e) **Day Camp** – persons who participate in an introductory/beginner level fencing “camp” or “day camp” as organized by a Member Club so as to be eligible 'to receive physical instruction by a fencing club' and 'to participate in physical activity with a fencing club' Such persons shall register with that Member Club. NOTE: A “camp” or “day camp” is defined as a four (4) to ten (10) consecutive day period of receiving corresponding instruction. Participants in a day camp must be under the age of fifteen (15) year. Participants are NOT permitted to participate in any SFA or CFF sanctioned event. Persons who participate in the “Salle Seguin Summer Camp” are excluded from this membership.

f) **Supporting** - persons who register with a Member Club so as to support the objectives of the society. Supporting members shall not be eligible to participate athletically in the sport of fencing and shall be limited to participation as a coach, Board Member of a Member Club and/or the SFA, referee and volunteer.

3. The Saskatchewan Fencing Association shall be the Branch Member of the Canadian Fencing Federation as defined in the Bylaws and Rules and Regulations of that organization. Member Clubs of the Saskatchewan Fencing Association shall also be members of the Canadian Fencing Federation. Individual Regular Members and Supporting Members of Member Clubs shall also be Individual Members of the Saskatchewan Fencing Association and the Canadian Fencing Federation. All other types of Members shall be Members of solely the SFA.

4. Any member who accepts membership in the Association shall be deemed to have undertaken to abide by the provisions of the Rules and Regulations of the Association.

5. Any violation of the Rules and Regulations by a member shall render such member liable to suspension or expulsion or fine by the Directors. In the event a member is suspended, expelled or fined he/she may appeal the decision through provisions made in the Rules and Regulations and the Directors may allow or dismiss the appeal by a majority vote of members present.

6. The affairs of each Member Club shall be governed in accordance with the provisions of the Rules and Regulations of the Association insofar as the same are applicable. A Member Club may enact Bylaws and prescribe Rules and Regulations for its management, but such Bylaws, Rules and Regulations shall not become operative unless and until approved by the Directors of the Association.
7. To be eligible for Club Membership the club must have at least two (2) Individual Members.
8. A Club with at least two (2) Individual members but less than five (5) members in the Regular category will be accepted for membership without voting rights. The Club will gain its voting rights upon registration of the fifth Regular member.
9. Club and Individual memberships will be accepted only on the forms provided, accompanied by the necessary fees.
10. An Individual may belong to no more than two (2) Clubs but may compete for only one (1) of those Clubs during a season, except as provided for in the CFF Rules and Regulations regarding transfers and student participation on school teams. Participation in other Association activities must also be limited to representing one (1) of the Clubs, not necessarily the competition Club.
11. The membership year shall coincide with the Association's fiscal year: July 1 to June 30.

## **ARTICLE V – DIRECTORS**

1. Directors shall be Individual Members of the Saskatchewan Fencing Association.
2. Subject to Paragraph 5, at the first Annual Meeting of the Association and at each subsequent Annual Meeting all the directors shall retire from office.
3. Directors retiring from office shall be deemed to hold office until the beginning of the meeting at which they retire. Directors who are also officers of the Association (ARTICLE VI) shall attend the meeting at which they retire.
4. A retiring director shall be eligible for re-election, except for the Past-President.
5. The Association may by special resolution remove any director before the expiration of his/her term of office and may request to elect another person in his/her stead; the person so elected shall retire from office at the same time as the director whom he/she is replacing would have retired.
6. The directors may meet together for the dispatch of business, adjourn and otherwise regulate their meeting as they may determine.
7. Notice of a director's meeting shall be given to the directors at least fourteen (14) days prior to the date of the meeting, provided however that the directors may meet on regular dates without notice, or may, by unanimous consent, meet at any time or place without notice.
8. A majority, or at least half, of the directors personally present shall constitute a quorum for the purpose of a meeting of the directors.

9. Directors, as such, shall not receive any stated remuneration for their service but, by resolution, expenses of their attendance may be allowed for their attendance at each regular or special meeting of the directors. Such fixed sum may be paid to the directors provided that nothing herein contained shall be construed to preclude any director from serving the Association as an officer or in any other capacity and receiving compensation therefore.
10. The directors shall have power to authorize expenditures on behalf of the Association from time to time and may delegate by resolution to an officer or officers of the Association, the right to employ and pay salaries to employees. The directors shall have the power to make expenditures for the purpose of furthering the objectives of the Association.
11. The directors of the Association shall be the President, Vice-President Technical, Vice-President Administration, Vice-President Finance, Vice-President Marketing and Communications, Athlete Representative, and Past-President, and such other directors as the Association may from time to time appoint by resolution.
12. Except as governed by Article V, Paragraph 9, the remuneration of all agents and employees shall be fixed by the directors by resolution. Such resolution shall have force and effect only until the next annual meeting when it shall be confirmed, and in the absence of such confirmation then the remuneration to such officers, agents, or employees shall cease to be payable from the date of such meeting.
13. The President shall be the chief executive officer of the Association. He/she shall preside at all meetings of the Association. He/she shall have the general and active management of the business of the Association. He/she shall see that all orders and resolutions of the directors are carried into effect and he/she, (or the Vice-President Technical in the absence or inability to act of the President), with the Vice-President Technical or the Vice-President Administration, shall sign all Bylaws and other documents requiring the signatures of the officers of the Association. At the end of his/her term, unless the President is re-elected, he/she shall serve as immediate Past-President.
14. The Past-President shall, in the absence or inability to act of the President, perform the duties and exercise the powers of the President. In the event that there is no current serving Past-President, the Vice-President Technical shall, in the absence or inability to act of the President, perform the duties and exercise the powers of the President.
15. The Vice-President Finance shall have the custody of the Association funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association and shall confirm the deposit of all moneys and other valuable effects in the name and to the credit of the Association in such depositories as may be designated by the directors from time to time. He/she shall monitor the disbursement of the funds of the Association as may be ordered by the directors, confirming proper vouchers for such disbursements and shall render to the President and directors at the regular meeting of the directors, or whenever they may require it, an account of all transactions as Vice-President Finances and of the financial position of the Association. He/she shall ensure that full copies of bank statements are received by the SFA office monthly. He/she must be involved with all

actions affecting the Association funds and securities. He/she shall also perform such other duties as may from time to time be determined by the directors.

16. The Vice-President Administration shall attend all meeting of the directors and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. He/she shall perform such other duties as may be prescribed by the directors or President, under whose supervision he/she shall be.
17. Reporting to the SFA Board, the Vice-President of Marketing and Communications is responsible for developing and implementing the annual communications plan for recruiting of new fencers, the promotion of existing fencers, and communications with existing SFA members, interested media, and potential or existing funders.

Working from a marketing plan introduced at the AGM, approved and supported by all members of the Board, the VP Marketing and Communications shall:

- Issue press releases and inform media in individual jurisdictions of favourable results from all provincially held tournaments.
  - Issue press releases and inform media in individual jurisdictions of favourable results for all Saskatchewan fencers for any out of province, or out of country competitions.
  - Invite media, funders, and special guests to attend local tournaments.
  - Coordinate media interviews and photo opportunities with Saskatchewan fencers.
  - Speak to media representatives on behalf of the Association or arrange for the appropriate individual when requested.
  - Prepare newsletter-styled content to inform members of the Saskatchewan Fencing Association of on-going newsworthy events, competitions, or other relevant content.
  - Work as a member of an online team (webmaster, Facebook and Twitter) to promote and draw attention to the activities of the Association and the Fencers it represents.
  - Advise members and individual Club organizers when sought to help implement individual Club marketing strategies.
  - Work as a team member on select Marketing activities that can further the interests of the SFA.
  - Assist member Salles upon their request for marketing and promotions solutions.
  - Collect and develop logos and wordmarks for use with the promotion of the SFA and affiliated clubs.
  - Maintain archival marketing tools such as posters, flyers, brochures, and press releases. If possible, include those produces by member salles (clubs).
  - Be responsible to the SFA Board of Directors, to ensure that each edition of the SaskSword adheres to the newsletter's (i.e. SaskSword's) and SFA vision statements. Any action or article deemed to violate the Newsletter (i.e. SaskSword) and/or SFA vision statements shall not be published.
18. The Past-President shall advise and assist the President, and shall have such other duties as the Board of Directors shall assign.
  19. The Athlete Representative shall be voted in for a two-year term by the members of the Provincial Team. Nominations and votes to be gathered and tabulated via e-mail vote by the Office Administrator 30 days prior to the Spring Meeting. The Athlete Representative position:

- Shall attend and have a vote at the S.F.A. Annual General Meeting
- Shall attend and have a vote at all meeting.

Each Athlete Representative will be required to follow all S.F.A. Bylaws, Rules & Regulations pertaining to the Board, including the Board Member Attendance Bylaw.

If the Athlete Representative is in default of this bylaw, or cannot fulfil his/her term, the Board shall appoint a replacement by approaching one or more of the nominees from the previous Provincial Team. The method of approach to be based on the voting from the previous Provincial Team. The method of approach to be based on the voting from the previous Provincial Team or by the current Board's vote. The individual selected shall fill the position till the next Spring Meeting.

The Athlete Representative will be required to do the following:

1. The active fencers of Saskatchewan shall be represented at all meeting of the Board, at the AGM of the Association, and all other meeting required, by a delegated representative of the competing athletes.
  2. He/she shall be responsible for any and all affairs of the Association concerning the affairs of fencers generally and shall be their representative to the Association.
  3. He/she shall be responsible for the preparation of reports, brief, budgets and timetables as required by the Association.
  4. He/she shall prepare and submit to the Provincial Office a written report of the activity of the active fencers thirty (30) days prior to the AGM of the Association.
20. All Directors and Officials of the Association shall be required to sign the Director Agreement before assuming their duties.
21. Any violation of the Director Agreement by present or past Directors and Officials of the Association shall be reported to the Board of Directors in writing. By majority vote of the Board of Directors, two Directors and/or Officials will investigate the complaint and submit their findings within one month of notification. Violation of the Director Agreement may result in removal from office, prohibition of re-election to the Board of Director and/or revocation of membership for a length of time determined by a majority vote of the Board.
22. If a position as elected director is vacated prior to the Annual General Meeting, and the position is not provided for automatically under the Rules and Regulations of the Association, the Association may, by special resolution, request an election for the vacated position.

## **ARTICLE VI – OFFICERS**

## **ARTICLE VII – COMMITTEES**

1. The Committees of the Association shall be:
  - Membership
  - Relations
  - Technical
  - Nominations



2. The President of the Association shall be a member ex-officio of all Committees, except the Nominations Committee. The President shall not carry a vote at any Committee meeting unless he/she is elected to the Committee concerned by the Delegates.
3. All Committee members shall be Individual Members of the Association.
4. Each Committee shall hold at least one meeting each year. Meetings may be called by the Chair of the Committee upon at least fourteen (14) days' notice in writing given to each committee member, including ex-officio, except that where a time for a subsequent meeting is set and included in the minutes of a meeting and circulated to the committee members prior to the next meeting, or when all the committee's members agree, such notice may be waived.
5. The Chair of each Committee shall insure that accurate minutes are kept of each meeting.
6. The Chair of each Committee shall forward to the Vice-President Administration At least Twenty-one (21) days prior to both the Annual General Meeting and Spring Meeting a complete report of the activities of the Committee.
7. For the transaction of business, a simple majority of the members shall constitute a quorum. Each member, excluding ex-officio, shall have one vote with a casting vote vested in the Chair. Questions arising at any meeting shall be decided by a majority vote of those present entitled to vote.
8. Where a Committee Member finds him/herself in a conflict of interest position, he/she shall abstain from discussion and voting relating to the matter from which conflict arises. In the event that there are less than two Committee Members not in conflict of interest, or in the event that the Committee Members remaining in the discussion are unable to reach a decision relating to the matter from which the conflict arises, the President of the Association shall decide the matter. In the event that the President also finds him/her in a conflict of interest position, the Board of Directors shall consider and render a decision on the matter from which the conflict arises.
9. Committees shall perform those duties assigned them by these Rules and Regulations and such other duties as may be assigned to them from time to time by the Board of Directors.
10. Committee Members who are elected by the Board of Directors may be removed from office only by a two-thirds (2/3) vote at a Board Meeting.

#### 11. Membership and Duties

##### 1) **Membership Committee**

- a) The Committee shall be composed of the Vice-President Administration and the Vice-President Marketing and Communications as co-chairs, and other members elected or appointed by the Directors or the Delegate.
- b) The Committee shall:
  - i) Receive complaints and appeals in reference to membership problems;
  - ii) Draft policy recommendations regarding membership categories, criteria, and registration procedures.
  - iii) Draft recommendations regarding ways to increase and maintain membership.

- iv) Ensure that Individual Members are kept informed of pertinent business discussed in Board of Directors Meetings.

## **2) Relations Committee**

- a) The Committee shall be composed of the President as Chair and two other members elected by the Delegates with not more than one (1) of the three members of the Committee from any one Club.
- b) The Committee shall:
  - i) Receive complaints and appeals in reference to Association problems;
  - ii) Draft guidelines, time limits, penalties, and general procedures for Relations activities;
  - iii) Act on its own to ensure that the rights of members are protected at all times.
- c) The Committee shall use the following procedure for the handling of complaints concerning the internal affairs of the Association:
  - i) Notice of any complaint shall be forwarded in writing to the Relations Committee within thirty (30) days of notification of the act or decision that forms the basis for the complaint.
  - ii) Once a complaint has been submitted to the Relations Committee, the Committee shall confirm its reception to the Plaintiff(s).
  - iii) The Relations Committee shall meet with the Plaintiff(s) at a time and place convenient to both to discuss the complaint.
  - iv) The Relations Committee shall research any complaint to the fullest extent possible.
  - v) The findings of the Committee and its decision shall be passed on to both parties in writing. Copies of said correspondence shall also be filed with the Association.
  - vi) Should the Plaintiff feel that he, she, or they has/have not been dealt with fairly, they may appeal to the Board of Directors after so advising all parties involved.
  - vii) The decision of the Board of Directors on any such matter brought before it shall be final and binding on all parties concerned.
- d) Once the reception of the complaint has been confirmed, all subsequent communication regarding the complaint shall be solely directed to the Relations Committee.

## **3) Technical Committee**

- a) The Committee shall be composed of the Vice-President Technical as Chair, and four (4) other voting members elected by the Delegates at the Annual Meeting, the Provincial Coach who is to act as a non-voting advisor, and the Executive Director (or Office Manager in the absence of the Executive Director) as a non-voting member.
- b) The Committee shall:

- i) Have the final responsibility for the selection of competitors, coaches, and team managers, when teams or individuals are sent to out-of-province tournaments or when selections must be made for special events such as Games Teams;
- ii) Maintain confidentiality of Committee deliberations;
- iii) Review and communicate selection criteria;
- iv) Draft and update team management guidelines;

Incidents involving violations of the SFA/Athlete Agreement that occur while the Squad is at a competition or training camp should be dealt with on-site. The team manager or chaperone will be responsible for convening a small panel to review the incident. If appropriate, this panel may include an athlete representative.

In the case of a matter that may warrant further action, the following procedures shall be followed:

- At the earliest convenience following notification of a possible disciplinary matter, the Technical Committee shall meet to discuss the matter. The Technical Committee shall strike a two-person investigating committee; and, depending on the severity of the matter, may suspend squad membership and/or SFA membership privileges of the person(s) under investigation.
  - The Investigating Committee shall request written statements from all parties that may have information relevant to the matter under investigation. These statements are to be received by the Investigating Committee no later than 2 weeks following their request;
  - Upon review of the written statements the Investigating Committee may conduct interviews of persons as it deems necessary;
  - Upon completion of its investigation and no later than one (1) month after conducting its last interview, the Investigating Committee shall submit a written report to both the Technical Committee and the SFA Board of Directors. The report shall contain a summary of the matter investigated, a summary of the findings of the Investigating Committee, and recommendations as to what further action, if any, should be considered.
- v) Make selections sufficiently in advance, where possible, and shall notify all registered candidates as soon as possible once selections have been made;
  - vi) Have the responsibility, prior to departure of each team, for any and all changes in team composition. Once the team has assembled for departure, the Team Management (Coaches and Managers) shall have the responsibility to make changes. The ultimate authority shall be delegated to a coach or manager within the Team Management prior to departure.
- c) In addition to the above functions, each elected member of the Committee shall have responsibility for one of the following areas:
    - i) Development - of all fencers, including Cadets, Juniors, Elite Athletes, and the Provincial Squad

- 
- ii) Coaching - aid in the organization of clinics. Act as liaison with coaches, with SaskSport, and at a National level.
  - iii) Officials - draw up and maintain a roster of qualified officials, and arrange for presiding clinics and the examination of candidates for presiding qualifications.
  - iv) Tournaments - including the organization and supervision of such aspects as entry forms, organization committee, running the tournaments, results, and ratings.
  - v) Equipment and Facilities - provide a running account of the availability of scoring apparatus and Association equipment.
- 4) Nominations Committee**
- a) The Committee shall be composed of no less than two (2) and no more than three (3) members elected by the Delegates with not more than one (1) of the member of the Committee from any one Club. Directors shall not sit on the Nominations Committee.
  - b) The Committee shall:
    - i) Maintain a list of all elected incumbents;
    - ii) Encourage members to participate in the Association as directors and to serve on committees;
    - iii) Canvass nominations;
    - iv) Verify that all nominees are individual members of the Association in good standing;
    - v) Forward all valid nominees to the SFA Office at least twenty-one (21) days prior to the Annual General Meeting;
    - vi) Maintain confidentiality of Committee deliberations.
  - c) The Committee shall use the following procedure for canvassing nominations:
    - i) Incumbents shall be asked if they wish to be re-nominated;
    - ii) Priority shall be given to vacancies and/or when the incumbent does not wish to be re-nominated;
    - iii) The Committee shall communicate to the membership of the positions available and how to nominate members;
    - iv) Nominations must include background information;
    - v) Nominees must provide written consent to stand;
    - vi) Committee members may invite members to stand for election.
  - d) The Office here of the Association shall distribute the nominations to the Directors and Delegates no later than fourteen (14) days before the Annual General Meeting.

## ARTICLE VIII – GENERAL MEETINGS

1. The annual general meeting of the Association shall be held in September of each year in a place and on a date to be fixed by the directors.
2. A special general meeting may be called by the President as and when he/she considers it necessary but he/she shall call a special general meeting when requested to do so in writing by a majority of the directors or by at least two Member Clubs. Such meeting to be held at the Head Office unless otherwise stated.
3. Thirty (30) days prior notice shall be given to each Member Club, Athlete Representative, Committee Chair, and Officer of the Association of the Annual General and Spring Meetings by such means as the Directors may decide. Fourteen (14) days prior notice shall be given to the above-named members of any other general meeting or meeting of the Board of Directors. Such notice may be waived providing at least two-thirds of the directors agree.
4. Delegates personally present and constituting a majority, or at least half, of the votes shall constitute a quorum at any general meeting of the Association.
5. Each Member Club shall be allocated votes as follows, based on the current year's membership numbers as of Thirty (30) days prior to the date of the meeting:

# of Regular Members	# of Votes
0 to 4	0
5 to 49	1
50 to 99	2
100 to 149	3
150 to 199	4

6. Individual Members and Sustaining Members, as such, shall not be members of the Annual General Meeting or any special general meeting of members for any purpose whatsoever, and, for greater certainty, no Individual Member and no Sustaining Member, as such, is entitled to notice of, or any vote at, any annual or special general meeting of members of the Association. Nothing in the provisions of this section shall preclude Individual Members, as such, from being in attendance at the annual general meeting or any special general meeting.
7. Votes
  - 1) Voting shall be by ballot in the case of election of directors and by show of hands in other cases except where a ballot is requested by at least three delegates.
  - 2) Mail Ballots – All votes taken by mail shall be conducted in the following manner:
    - a) Background information shall be provided unless previously distributed to the voters.
    - b) A ballot paper clearly stating the question and with a space for the voter's response shall be sent to each eligible voter.

- 
- c) A plain white envelope bearing only the word 'Ballot' or 'Ballot for ----' shall be included with the ballot paper.
  - d) The voter shall be instructed to return the ballot in the following manner:
    - i) Mark the ballot and place it in the envelope provided.
    - ii) Seal the envelope. Make no marks on the envelope.
    - iii) Return the sealed ballot envelope in another envelope on which should be your name and address.
  - e) A deadline for return of ballots shall be set and the voters informed of it. The deadline shall be not less than fourteen (14) nor more than thirty (30) days from the distribution date of the ballots. No ballots shall be accepted unless enclosed in the ballot envelope and received on or before the deadline.
  - f) The person in charge of the voting, upon receipt of returned ballots, shall:
    - i) Check off the voter's name from a list maintained for that purpose.
    - ii) Remove the ballot envelope and destroy the outer or mailing envelope.
    - iii) Retain the sealed ballot envelopes, unopened, until after the deadline.
    - iv) Open the envelopes, count the ballots, and report the results, after the deadline.
- 3) If at close of nominations at the Semi-annual and/or Annual General Meeting, there remains only one nominee, the nominee shall be declared elected.
8. At all meetings of members of the Association every question shall be determined by a majority of votes unless otherwise specifically provided by the Societies Act or the Rules and Regulations of the Association.
9. At all meetings of the Association the following shall be the Order of Business:
- Roll Call
  - Announcements, Changes to the Order of Business, and Additions to the Agenda
  - Reading of Minutes
  - Business Arising from the Minutes
  - Correspondence
  - President's Report
  - Vice-President Finance's Report
  - Reports from Officers, Committee Chairmen & Appointed Officials
  - Club Reports (Spring Meeting Only)
  - Resolutions, Orders & General Business
  - Ratification of Rules & Regulations (Annual Meeting Only)
  - Elections & Appointments
  - New Business
  - Adjournment

- 
10. The Order of Business may be changed by a majority vote of those present and voting at any meeting of the Association and the change shall be valid for that meeting only.
  11. Quorum for meetings of the Association shall be as outlined previously, and once established at a meeting it shall continue until adjournment even when the remaining members at the meeting constitute less than the quorum.
  12. Proxy votes are not allowed by the Societies Act.
  13. A written agenda shall be circulated along with the notice of meeting when such notice is given in writing according to the Rules and Regulations.
  14. All notices of motion shall be submitted in written form to the Office of the Association at least twenty-one (21) days prior to a meeting. The Office shall distribute these notices of motion to the Directors and Delegates not later than fourteen (14) days before the meeting.
  15. The Office shall distribute the Audited Financial Statements to the Directors and Delegates not later than fifteen (15) days before the meeting.
  16. The President shall call a Spring Meeting in the month of April or May at a time and place to be determined by the Board of Directors.
  17. Each Officer of the Association and Committee Chair shall forward to the SFA Office at least twenty-one (21) days prior to both the Annual General Meeting and Spring Meeting complete reports of the activities of their Office or Committee. Each Member Club shall forward to the SFA Office at least twenty-one (21) days prior to the Spring Meeting a complete report of the activities of the Club. The Club Report should include a list of the executive, number of members, summary of season's activities, future plans, etc.) The SFA Office shall distribute these reports to the Directors not later than fourteen (14) days before the meeting.
  18. Minutes shall be submitted to the meeting attendees no later than four (4) weeks after the Spring Meeting and/or Annual General Meeting. Upon acceptance of the minutes, all related reports and amendments shall be kept on file together at the SFA office as a complete record of the Spring and/or Annual General Meeting.