

MANITOBA ALL-FOURS ASSOCIATION

BY-LAWS

B-1 DUTIES OF THE BOARD OF DIRECTORS

- i. To organize and administrate the affairs of the Association.

B-2 DUTIES OF THE OFFICERS

A. THE CHAIRPERSON

- i. Shall preside at all executive and general meetings of the Association.
- ii. Shall be an ex-officio member of all committees.
- iii. Shall perform all duties as customarily devolved upon President in addition to all other duties as may be assigned by the Executive or the general body.
- iv. Shall act as a spokesperson for the Association.
- v. Shall continue to serve on the executive for one (1) year after term of office has expired.

B. THE VICE CHAIRPERSON

- i. Shall perform all the duties of the Chairperson in the absence of the Chairperson.
- ii. Shall perform all other duties which may be assigned by the Board of Directors or by the membership at a general meeting.

C. THE SECRETARY

- i. Shall keep or supervise the keeping of the minutes of all Board of Directors and General meetings.
- ii. Shall maintain and update all records of the Association.
- iii. Shall be responsible for giving notice of meetings.
- iv. Shall communicate to individual members all correspondence pertaining to them.
- v. Shall perform all other duties which may be assigned by the Board of Directors or by the membership at a general meeting.

D. THE ASSISTANT SECRETARY

- i. Shall perform all the duties of the secretary in the absence of the secretary.
- ii. Shall perform all other duties which may be assigned by the Board of Directors or the membership at a general meeting.

E. THE TREASURER

- i. Shall be the custodian of all funds of the Association and shall keep such funds in a bank, in a trust account or in a Credit Union, as directed by the Board of Directors.
- ii. Shall make an annual report to the membership on receipts, investments and expenditures.
- iii. Shall make such other reports on the finances of the Association at all Board of Directors' meetings.
- iv. Shall make the ledgers of the Association available for auditing by an independent auditor as directed by the Board of Directors.
- v. Shall also perform all other duties as customarily devolve upon the treasurer and any other as may be assigned by the Board of Directors or the membership at a general meeting.

F. THE PUBLIC RELATIONS OFFICER

- i. Shall act as a liaison with other associations.
- ii. Shall be responsible for publicizing and promoting the activities of the Association.
- iii. Shall perform all other duties as assigned by the Board of Directors or by the membership at a general meeting.

B-3 MEETINGS

- i. There shall be at least two general meetings each year, one of which will be in October.
- ii. The Board of Directors shall give at least two weeks notice of a General Meeting.
- iii. A QUORUM at any General Meeting shall consist of at least fifty percent of the voting membership.
 - a) The voting membership shall be two members from each registered team and the Executive.
- iv. A QUORUM at any Executive Meeting shall consist of a simple majority of its members.

B-4 NOMINATION AND ELECTION OF OFFICERS

- i. Election of Officers shall take place at the first meeting of the Board of Directors following the Annual General meeting in October.
- ii. Nomination of Officers shall come from the members of the Board of Directors.
- iii. Members running for office must be present at the meeting. In cases of emergency (illness, death in the family) a letter of intent must be forwarded to the immediate past chairperson.

- iv. A Returning Officer shall be appointed by the immediate Board of Directors at the meeting.
- v. Voting shall be conducted by secret ballot.
- vi. A nominee defeated for an office may be nominated for another position.
- vii. In the event of a tie vote, the Returning Officer shall cast the deciding vote.

B-5 AMENDMENTS

- i. The constitution or by-laws may be amended by submitting a motion for amendment to the secretary at least three weeks prior a general meeting.
- ii. The membership must be notified of the proposed amendment at least two weeks prior to the meeting.
- iii. An amendment becomes effective upon acceptance by a simple majority vote of the members present.

B-6 RULES AND PROCEDURE FOR CONDUCTING MEETINGS

- i. The chairperson shall provide an agenda for the meeting.
- ii. A suggested order of business shall include:
 - a) Call to Order
 - b) Adoption of Agenda
 - c) Reading and adoption of minutes
 - d) Business arising out of minutes
 - e) Chairperson's Report
 - f) Correspondence
 - g) Treasurer's Report
 - h) Committee Reports
 - i) Unfinished Business
 - j) New Business
 - k) Others
 - l) Announcements
 - m) Adjournment

Adopted this 15 day of November 2002.

Sais Madansingh
(Chairperson)

Harry Dyal
(Secretary)