

By-Laws

I GENERAL

1.1 Purpose – These By-Laws relate to the general conduct of the affairs of the Chatham Figure Skating Club. The purpose of the Club shall be to encourage the instruction, practice, enjoyment and advancement of its members in all aspects of skating in accordance with the Rules, Policies and Procedures of the Chatham Figure Skating Club.

1.2 Definitions – The following terms have these meanings in these By-Laws:

- a) **Act** – Ontario Corporations Act, 1990 or any successor legislation
- b) **Auditor** – a certified individual or public accounting firm appointed by the Board at the Annual Meeting to audit the books, accounts, and records of the Club for a report to the Members at the next Annual Meeting in accordance with the Act.
- c) **Board** – the Board of Directors of the Club.
- d) **Club** – Chatham Figure Skating Club.
- e) **Date of Notice** – Date of notice will be the date on which receipt of the notice is confirmed verbally where the notice is hand-delivered, electronically where the notice is faxed or emailed, or in writing where the notice is couriered, or in the case of notice that is provided by mail, five (5) days after the date the mail is post-marked.
- f) **Days** – days including weekends and holidays.
- g) **Director** – an individual elected or appointed to serve on the Board pursuant to these By-Laws.
- h) **Error in Notice** – The accidental omission to give notice of a meeting of the Board or of the Members, the failure of any Director or Member to receive notice, or an error in any notice which does not affect its substance will not invalidate any action taken at the Meeting.
- i) **Members** – members of the Club in accordance with the By-Law and who have not ceased to be members and includes Voting Members and Non-Voting Members.
- j) **Officer** – an individual elected or appointed to serve as an Officer of the Club pursuant to these By-Laws.

- k) **Ordinary Resolution** – a resolution passed by a majority of the votes cast on that resolution.
- l) **Skate Canada** – means Skate Canada, a corporation governed by the laws of Canada. It is the sport governing body for figure skating in Canada.
- m) **Skate Ontario** – means Skate Ontario, a corporation governed by the laws of Ontario. It is the sport governing body for figure skating in Ontario.
- n) **Special Resolution** – a resolution passed by not less than two-thirds of the votes cast on that resolution.
- o) **Written Notice** – In these By-Laws, written notice will mean notice which is hand-delivered or provided by mail, fax, electronic mail or courier to the address of record of the individual, Director, Officer, or Member, as applicable.

1.3 Registered Office – The registered office of the Club will be located within the Municipality of Chatham-Kent.

1.4 No Gain for Members – The Club will be carried on without the purpose of gain for its Members and any profits or other accretions to the Club will be used in promoting its objectives.

1.5 Ruling on By-Laws – Except as provided in the Act, the Board will have the authority to interpret any provision of these By-Laws that is contradictory, ambiguous, or unclear, provided such interpretation is consistent with the objects of the Club.

1.6 Conduct of Meetings – Meetings of Members and meetings of the Board will be conducted in accordance with recognized standards as determined by the Board.

1.7 Interpretation – Words importing the singular will include the plural and vice versa. Words importing masculine or feminine will include gender neutral or non-binary and vice versa. Words importing persons will include bodies corporate. Words importing an organization name, title, or program will include any successor organizational name, title, or program.

1.8 Affiliations – The Club is a member of Skate Canada and a member of Skate Ontario. As such, it is bound by and will operate in compliance with the applicable By-Laws, rules, regulations, policies and procedures of Skate Canada and Skate Ontario.

II MEMBERSHIP

2.1 Club Membership – Membership in the Club shall be open to all located within the Province of Ontario. The Club shall protect the eligibility status of its members. The Club shall not take or omit any action that would knowingly jeopardize the eligible status of its members.

2.2 Membership Fees, Duration, and Year –

- a) Members of the Club shall be registered with Skate Canada and pay an associated annual registration fee.
- b) The membership year of the Club will be September 1st to August 31st unless otherwise determined by the Board.
- c) Membership and Club fees will be set by the Board of Directors on an annual basis.
- d) Fees, skating rules and skating hours shall be determined by the Board of Directors.

2.3 Member in Good Standing –

A Member will be in good standing provided that the Member:

- a) Has not ceased to be a Member of the Club;
- b) Has not been suspended or terminated from membership, or had other membership restrictions or sanctions imposed;
- c) Has complied with the By-laws, policies, and rules of the Club;
- d) Is not subject to a disciplinary investigation or action by the Club, Skate Ontario or Skate Canada, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- e) Has paid all required membership fees to the Club. Members will not be permitted to take part in any Club activities if these fees are outstanding.

2.4 Cease to be in Good Standing – Members that cease to be in good standing, as determined by the Board shall not be entitled to vote at meetings of the Members or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing. Members in arrears shall be considered as having terminated their club membership.

2.5 Suspension or Termination of Membership – The Board of Directors may suspend or terminate a member of the club for acting contrary to the By-laws, Rules and Regulations of Skate Canada or of the Club. The Club Board shall develop a suspension and termination policy in accordance with the Chatham Skating Club Conflict Resolution Policy and the *Skate Canada's National Complaints Procedure* that contains a provision for suspending or terminating of any member of the Club from such membership on terms and conditions that are deemed appropriate and necessary by the Club Board of Directors. This policy shall be approved by the Club Board of Directors from time to time and it shall be in writing and made available to all members in advance of its implementation. This policy must include an appropriate hearing and appeal process, which includes principles of due process, an appropriate reinstatement application process and an appropriate graduated series of disciplinary measures.

2.6 Classes of Membership – There shall be one (1) class of voting membership, the members of which are called “Voting Members” and one (1) class of non-voting membership, the members of which are called “Non-Voting Members”.

a) Voting Membership - An individual is deemed to be a Voting Member in any of the following situations:

- I. a Director, for so long as he/she/they remains a Director;
- II. a Skater who is 18 years of age or older, for the duration of the current Skating Year;
- III. A Parent or Legal Guardian whose child (children) is (are) under the age of 18 and is (are) registered as a Skater(s) with the Club, for the duration of the current Skating Year. There is one vote per member.

b) Non-Voting Membership - A Skater who is under the age of 18 is deemed to be a Non-Voting Member for the duration of the current Skating Year.

III MEETINGS OF MEMBERS

3.1 Annual Meeting – The Club shall hold meetings of Members at such date, time and place as determined by the Board within the Province of Ontario. The Annual Meeting shall be held within fifteen (15) months of the last Annual Meeting and within three (3) months of the Club’s fiscal year end.

3.2 Special Meeting – A Special Meeting of the Members may be called at any time by Ordinary Resolution of the Board or upon the written requisition of ten percent (10%) or more of the Members for any purpose connected with the affairs of the Club that does not fall within the exceptions listed in the Act or is otherwise inconsistent with the Act, within twenty-one (21) days from the date of the deposit of the requisition.

3.3 Participation/Holding by Electronic Means – Any person entitled to attend a meeting of Members may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the Club makes such means available. A person so participating in a meeting is deemed to be present at the meeting. The Directors or Members may determine that the meeting be held entirely by telephonic or electronic means that permit all participants to communicate adequately with each other during the meeting.

3.4 Quorum – A quorum for an Annual General Meeting or Special Meeting shall be 10 % per cent of the eligible Voting Members as defined in MEMBERSHIP SECTION (2.6) or by written proxy.

3.5 Written notice – Notice of all Annual General Meetings and Special Meetings shall be given in writing 30 days in advance to each voting member. The notice shall include the time and place of the meeting. The proposed agenda, full details of any

proposed amendments to these by-laws, and a complete list of the candidates nominated for elections shall be posted at least 10 days prior to the meeting. Notice in writing shall include delivery by letter mail, or electronic media, provided that notice shall also be posted to the club website.

3.6 Error or Omission in Giving Notice – Provided that there is substantial compliance in good faith in the giving of notice to members of member meetings, no error or omission in giving notice of any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

3.7 New Business – Matters of business should be limited to matters properly brought before a Members’ meeting. No other item of business will be included in the notice of the meeting of the Members unless notice in writing of such other item of business, or a Member’s proposal, has been submitted to the Board forty-five (45) days prior to the meeting of the Members in accordance with procedures as approved by the Board. Copies of all such proposals together with copies of any amendments thereto then proposed by the Board and copies of all resolutions put forward by the Board shall be sent to all Members with the agenda and the notice calling an Annual Meeting.

3.8 Closed Meetings – Meetings of Members shall be closed to the public except by invitation of the Board or Members attending the meeting, and in accordance with 3.12.

3.9 Scrutineers – At the beginning of each meeting, the Chair shall appoint one or more scrutineers who shall be responsible for ensuring that votes are properly cast and counted. In cases where a member’s meeting is conducted electronically, the platform used should include a “scrutineer” mechanism.

3.10 Determination of Votes – Voting on Club elections shall be by secret ballot, and shall be for the number of positions vacant. A ballot is destroyed if you do not vote on a full ballot. Voting on other matters may be by a show of hands, orally or electronic ballot unless a secret or recorded ballot is requested by a Member.

3.11 Majority of Votes – A simple majority of votes will decide each issue. In the case of a tie, the motion will be deemed defeated.

3.12 Voting Rights – Members have the following voting rights at all meetings of the Members: A member, in accordance with 2.3, shall be assigned one (1) vote per family or per eligible member.

3.13 Proxy Voting – Every Member entitled to vote at a meeting of Members may, by means of a proxy, appoint a proxy holder to attend and vote on behalf of the Member. Each proxy holder shall be a delegate and may carry a maximum number of proxies that is equal to ten percent of the eligible votes at the respective meeting. A proxy must:

- a) Be signed by the Member;
- b) Comply with the format stipulated by the Club; and be submitted to the Club in accordance with the notice of the Member’s meeting.

3.14 Adjournments – With the majority consent of the Members present and quorum is ascertained, the Members may adjourn a meeting of Members and no notice is required for continuation of the meeting, if the meeting is held within thirty (30) days. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same

IV GOVERNANCE

4.1 Composition of the Board –

- a) The board shall consist of a minimum of 3 and a maximum of 11 elected directors.
- b) One member, and no more than two members of the Board, may be a registered Skate Canada coach, in good standing, with the full rights of a director.

4.2 Eligibility of Directors – To be eligible for election as Director, an individual must:

- a) Be eighteen (18) years of age or older
- b) Not have been found under the Substitute Decisions Act, 1992, or under the Mental Health Act, 1990 to be incapable of managing property
- c) Not have the status of bankrupt
- d) Not be a paid employee of the Club, with the exception of one (max. 2) registered Skate Canada coach, in good standing, who will fulfill the requirement as per 4.1 of these By-laws; these positions are limited to non-executive roles
- e) Be a Member of the Club, or become a Member within 10 days of being elected
- f) Shall be willing to abide by the policies and By-Laws governing the Club, Skate Canada, and Skate Ontario

Election of Directors

4.3 Nominations – Any nomination of an individual for election as a Director shall:

- a) Include the written consent of the nominee by signed or electronic signature
- b) Be submitted to the Board no later than twenty-one (21) days prior to the Annual Meeting. This timeline may be amended by Ordinary Resolution of the Board.
- c) There shall be no nominations from the floor of the meeting

4.4 Circulation of Nominations – Valid nominations shall be circulated to Members at minimum of 21 days before the meeting. The dates specific to the year of election shall be included on the nomination form.

4.5 Elections – Directors shall be elected by majority vote of all Voting Members in good standing at the Annual General Meeting. Candidates receiving the most votes shall be deemed to be elected for a term of two (2) years. Elected Directors shall take office commencing at the close of the Annual General Meeting.

4.6 Election by Acclamation – Where there is a single Person nominated for each vacant position in an election, or where the number of candidates is less than the number of vacant positions, the candidates are deemed to be elected by acclamation.

4.7 Terms of Office -

- a) Directors shall serve terms of two (2) years and will hold office until they or their successors have been duly elected in accordance with these By-Laws unless they resign or are removed from or vacate their office.
- b) The Board shall elect, from amongst themselves, the officers of the Board;
 - i. The President
 - ii. The Treasurer
 - iii. The Secretary

Resignation and Removal of Directors

4.8 Resignation – A Director may resign from the Board at any time by presenting his/her/their notice of resignation to the Board. This resignation shall become effective the date on which the notice is received by the President. When a Director who is subject to a disciplinary investigation or action of the Club resigns, that Director shall nonetheless be subject to any sanctions

4.9 Vacate Office – The office of any Director shall be vacated automatically if:

- a) The Director resigns;
- b) The Director is absent from three (3) consecutive meetings of the Board without a good cause and/or without prior notification to the President or Secretary;
- c) Has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
- d) The Director becomes bankrupt
- e) The Director dies.

4.10 Removal – An elected Director may be removed by Ordinary Resolution of the Members at an Annual Meeting or Special Meeting provided the Director has been given reasonable written notice of, and the opportunity to be present and to be heard at such a meeting. At such a meeting, the Members may, by a majority of votes cast at the meeting, elect a qualified individual in the removed Director's stead for a period ending at the next Annual Meeting.

Filling a Vacancy on the Board

4.11 Vacancy – Where the position of a Director becomes vacant for whatever reason and there is still a quorum of Directors, the Board may appoint a qualified individual to fill the vacancy for a term expiring no later than the close of the next Annual Meeting.

Meetings of the Board

4.12 Call of Meeting – A meeting of the Board shall be held at any time and place as determined by the President, or by written requisition of at least 50% of the Directors

4.13 Chair – The President will be the Chair of all Board meetings unless otherwise designated by the President.

4.14 Notice – Written notice, served other than by letter mail, of meetings of the Board shall be given to all Directors at least seven (7) days prior to the scheduled meeting. Notice served by mail will be sent at least fourteen (14) days prior to the meeting. No notice of a meeting of the Board is required if all Directors waive notice, or if those absent consent to the meeting being held in their absence. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the Annual Meeting of the Club.

4.15 Board Meeting with New Directors – For a first meeting of the Board held immediately following the election of Directors at a meeting of the Members, or for a meeting of the Board at which a Director is appointed to fill a vacancy on the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director(s).

4.16 Quorum – At any meeting of the Board, quorum will be a majority of the Board of Directors.

4.17 Voting – Each Director, including the President, is entitled to one vote at a meeting of the Board. Voting will be by a show of hands, written, or orally unless a majority of Directors present request a secret ballot. Resolutions will be passed upon a majority of the votes cast being in favour of the resolution. Abstaining voters are not counted in determining a majority. In the event of a tie, the motion will be deemed defeated.

4.18 No Alternate Directors – No person shall act for an absent Director at a meeting of directors.

4.19 Closed Meetings – Meetings of the Board shall be closed to Members and the public except by invitation of the Board.

4.20 Meetings by Telecommunications – A meeting of the Board may be held by telephone conference call or by means of another telecommunications technology. Directors who participate in a meeting by telecommunications technology are considered to have attended the meeting.

Duties of Directors

4.21 Standard of Care – Every Director shall:

- a) Act honestly and in good faith with a view to the best interests of the Club; and
- b) Exercise the care, diligence, and skill that a reasonably prudent person would exercise in comparable circumstances.
- c) Upon completion of the AGM, every board member will be requested to sign an annual form agreeing to the duties of a Director as stated above.

Powers of the Board

4.22 Powers of the Club – Except as otherwise provided in the Act or these By-Laws, the Board has the powers of the Club and may delegate any of its powers, duties, and functions.

4.23 Empowered – The Board is empowered, including but not limited to:

- a) Make policies and procedures or manage the affairs of the Club in accordance with the Act and these By-Laws;
- b) Make policies and procedures relating to the discipline of Members, and have the authority to discipline Members in accordance with such policies and procedures;
- c) Make policies and procedures relating to the management of disputes within the Club and deal with disputes in accordance with such policies and procedures;
- d) Employ or engage under contract such persons as it deems necessary to carry out the work of the Club;
- e) Follow registration procedures, and other registration requirements as determined by Skate Canada
- f) Enable the Club to receive donations and benefits for the purpose of furthering the objects and purposes of the Club;
- g) Make expenditures for the purpose of furthering the objects and purposes of the Club;
- h) Borrow money upon the credit of the Club as it deems necessary in accordance with these By-Laws; and
- i) Perform any other duties from time to time as may be in the best interests of the Club.

V OFFICERS

5.1 Composition – The President by virtue of their office shall be an officer of the Club. At the first meeting following the Annual General Meeting, the Board shall appoint from the Directors, a Secretary and a Treasurer, each of whom will be an Officer of the Club.

5.2 Duties – The duties of Officers are as follows:

- a) The **President** shall be the chair of the Board and shall preside at the Annual and Special Meetings of the Club and at meetings of the Board unless otherwise designated. The President shall be the official spokesperson of the Club and shall perform such other duties as may from time to time be established by the Board.
- b) The **Secretary** shall be responsible for:
 - i. keeping minutes of all meetings of the Club and the Board;
 - ii. the custody of all records and documents of the Club, except those required to be kept by the Treasurer;
 - iii. the conduct of the correspondence of the Club;
 - iv. the issuance of notices of meetings of the Club and the BoardIf the secretary is absent from any meeting of the Club or the Board, the President shall appoint another individual to act as Secretary at that meeting.
- c) The **Treasurer** shall, subject to the powers and duties of the Board, ensure that proper accounting records, as required by the Act are kept and shall perform such other duties as may from time to time be established by the Board. Any two of the current Executive shall sign all cheques and legal documents.

Note: It is recommended that the Treasurer be one of the signatories.

5.3 Delegation of Duties – At the discretion of the Officer and with approval by Ordinary Resolution of the Board, any Officer may delegate any duties of that office to appropriate staff or committee of the Club, or to another Director.

5.4 Removal – The President may be removed by Ordinary Resolution at a meeting of the Members, provided the President has been given notice of and the opportunity to be present and to be heard at the meeting where such Ordinary Resolution is put to a vote. If the President is removed by the Members, his or her position as a Director will automatically and simultaneously be terminated. Officers, other than the President, may be removed from their respective offices as Officers by ordinary resolution of the Board.

5.5 Vacancy – Where the position of an Officer becomes vacant for whatever reason and there is still a quorum of Directors, the Board may, by Ordinary Resolution, appoint a qualified individual to fill the vacancy until the next Annual General Meeting. If the President position becomes vacant, an assigned Director shall become President from among the Directors (by majority vote) until the next Annual General Meeting.

VI BOARD COMMITTEES

6.1 Appointment of Committees – The Board may appoint such committees as it deems necessary for managing the affairs of the Club and may appoint members of committees or provide for the election of members of committees, may prescribe the

duties and terms of reference of committees, and may delegate to any Committee any of its powers, duties, and functions.

6.2 Vacancy – When a vacancy occurs on any committee, the Board may appoint a qualified individual to fill the vacancy for the remainder of the Committee’s term.

6.3 President Ex-officio – The President shall be an ex-officio non-voting member of all Committees of the Club.

6.4 Removal – The Board may remove any member of any committee.

6.5 Debts – No Committee will have the authority to incur debts in the name of the Club. This will be decided at the Board level.

6.6 Finance Committee – This Committee shall be responsible for preparing the Club's annual budget and supervising the finances of the Club. The Board shall present the annual financial statements to its members, presented in accordance with the Act.

6.7 Nominating Committee – This committee is responsible for selecting at least a full slate of candidates for election to the Club Board of Directors and shall present such a slate to the Board of Directors no later than 21 days before an Annual Meeting in the year which an election is to be held. The nominating committee shall consist of a maximum of four members with at least one current director and one from the general membership. Other nominations may be made by any member in good standing by a written submission to the nominating committee at least 21 days before the Annual Meeting. Each nominee must indicate acceptance in writing prior to the commencement of elections. Nominations from the floor at the Annual Meeting will not be accepted.

VII FINANCE AND MANAGEMENT

7.1 Fiscal Year – Unless otherwise determined by the Board, the fiscal year of the Club will be June 1st to May 31st.

7.2 Bank – The banking business of the Club will be conducted at such financial institution as the Board may determine.

7.3 The Financial Statements – The Financial Statements shall include: a) The income statement; b) the balance sheet; c) Any further information respecting the financial position of the Club.

7.4 Review of Financial Statements – A person designated by the Board of Directors shall make a review of the financial statements of the Club each year. This person shall not be an employee, Officer, or Director of the Club or their spouse.

7.5 Annual Financial Statements – The Board of Directors shall approve the financial statements annually evidenced by the signature of the President and one or more Directors. The approved financial statements shall be made available to the

membership at least 10 days before the Annual meeting. The statements shall be presented to the membership at every annual meeting.

7.6 Books and Records – The necessary books and records of the Club required by applicable law will be necessarily and properly kept.

7.7 Property – The Club may acquire, lease, sell, or otherwise dispose of securities, lands, buildings, or other property, or any right or interest therein, for such consideration and upon such terms and conditions as the Board may determine.

7.8 Borrowing – The Board may from time to time:

- a) Borrow money on the credit of the Club;
- b) Issue, reissue, sell or pledge debt obligations including bonds, debentures, debenture stock, notes or other like liabilities (whether secured or unsecured) of the Club;
- c) Give a guarantee on behalf of the Club to secure performance of an obligation of any person;
- d) Charge, mortgage, hypothecate, or pledge all or any currently owned or subsequently acquired real or personal, moveable or immovable property of the Club, including book debts, rights, powers, franchises and undertakings, to secure any debt or liability of the Club.

7.9 No Remuneration – All Directors, Officers and members of Committees will serve their term of office without remuneration (unless approved by at a meeting of Members) except for reimbursement of expenses as approved by the Board.

7.10 Conflict of Interest – A Director, Officer or member of a Committee who has an interest, or who may be perceived as having an interest, in a proposed contract or transaction with the Club shall disclose fully and promptly the nature and extent of such interest to the Board or Committee, as the case may be, shall refrain from voting or speaking in debate on such contract or transaction, shall refrain from influencing the decision on such contract or transaction, and will otherwise comply with the requirements of the Act regarding conflict of interest and any Board approved Conflict of Interest Policy.

VIII AMENDMENT OF BY- LAWS

8.1 Voting – By a simple majority (50% + 1) of the voting Members present at a meeting duly called pursuant to 3.1 or 3.2 of this by-law to amend, revise, or repeal these By-Laws.

- a) By Ordinary Resolution of the Board. Any By-Law amendments will be submitted to the Members at the next meeting of Members and the voting Members may confirm, reject, or amend the By-Laws by Ordinary Resolution.
- b) Proposed amendments will not be accepted from the floor of the meeting.

8.2 Effective Date – By-Laws amendments are effective immediately at the close of the meeting unless otherwise indicated in the amendment motion itself.

IX INDEMNIFICATION

9.1 Shall Indemnify – The Club shall indemnify and hold harmless out of the funds of the Club each Director and any individual who acts at the Club’s request in a similar capacity, their heirs, executors and administrators from and against any and all claims, charges, expenses, demands, actions or costs, including an amount paid to settle an action or satisfy a judgment, which may arise or be incurred as a result of occupying the position or performing the duties of a Director or and any individual who acts at the Club’s request in a similar capacity.

9.2 Shall Not Indemnify – The Club shall not indemnify a Director or any individual who acts at the Club’s request in a similar capacity for acts of fraud, dishonesty, and bad faith, breach of any statutory duty or responsibility imposed upon him or her under the Act. For further clarity, the Clubs shall not indemnify an individual unless:

- a) The individual acted honestly and in good faith with a view to the best interests of the Club; and
- b) If the matter is a criminal or administrative proceeding that is enforced by a monetary penalty, the individual had reasonable grounds for believing that his or her conduct was lawful.

9.3 Insurance – The Club shall, at all times, maintain in force reasonable insurance including Directors and Officers liability insurance. Extra Director Protection can be purchased or added from BFL CANADA, if required. This can be adopted on a year-by-year basis. BFL CANADA – Professional liability insurance and risk management plan. bflcanada.ca

X ADOPTION OF THESE BY-LAWS

10.1 Ratification – These By-laws were passed and enacted by Ordinary Resolution on June 29, 2021.

10.2 Repeal of Prior By-laws – In ratifying these By-laws, all prior By-laws of the Club shall be repealed provided that such repeal does not impair the validity of any action done pursuant to the repealed By-laws.

Adopted by the Chatham Figure Skating Club, Date appointed

Signed by: William Lindsay Date: August 5, 2026
President

Signed by: Heather MacLeod Date: August 5, 2026
Secretary