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Section 100 - General

NAME

100.1 **THE SOUTH ALBERTA LIGHT HORSE REGIMENTAL ASSOCIATION** shall be the name of the Association, hereinafter referred to as "the Association', with the official Association acronym being **SALHRA**. The South Alberta Light Horse is a Primary Reserve Army Regiment in the Canadian Forces that perpetuates many Regiments from Alberta that make it a truly Pan-Alberta Regiment. The South Alberta Light Horse hereinafter referred to as "the Regiment" with the acronym **SALH**. The location of the headquarters can be changed by the serving President of the Association with the approval of the Commanding Officer of the South Alberta Light Horse.

101-119 inclusive - not allocated

SECTION 120 MEMBERSHIP

ELIGIBILITY

- 120.1 The following shall be eligible for membership:
 - a. all current and former serving members of the Regiment;
 - b. family members of current and former serving members of the Regiment;
 - c. all serving and former members of the Armed Forces, who, at any time, served with the South Alberta Light Horse, its allied regiments, its antecedents; and their families, on application and payment of fees. This includes members of other regiments and corps and the regular force who were posted to The Regiment for any time period;
 - d. Friends and supporters of the Regiment, on application and payment of fees; and
 - e. All other applications as vetted and approved by the Board of Directors.

TERM

- 121.1 Active membership shall be continuous, subject to the payment of current annual fees, or Life or Paid-Up membership. The Board of Directors may revoke membership at any time should the actions of any member bring discredit to the Association.
- 121.2 Any member may withdraw from the Association by:

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- a. delivering to the Association, a written resignation and lodging a copy of the same with the Secretary, or
- b. not paying annual dues.
- 121.3 The terms of members in the South Alberta Light Horse Regimental Association shall consist of the following:
 - a. Regular member;
 - b. Lifetime member;
 - c. Honorary member; and
 - d. Associate members.
- 121.4 The terms for all members end when the Board of Directors or the Commanding Officer of the Regiment revoke membership in writing to the member. The Board of Directors must have a meeting and record minutes in order to revoke a membership. The Commanding Officer must revoke a membership in writing to the applicable member with a letter to the Board of Directors informing the Board of Directors of the revocation and the applicable reasons. The revocation of a membership must be reviewed as new business and recorded in the minutes of the next Board of Directors meeting.

REGULAR MEMBERSHIP

- 122.1 Regular members are those members who meet the criteria of eligibility at 120.1a, 120.1b and 120.1c and who have had their applications approved by the President and the Commanding Officer of the Regiment and who maintain current dues.
- 122.2 The Board of Directors may from time to time, at its discretion, vary the amount of membership fees as set forth in article 151.1.
- 122.3 Regular members have full voting privileges at general meetings.

LIFE-TIME MEMBERSHIP

- 123.1 Members who wish to become life time members may do so with the contribution of the Life Time membership fee as listed in section 151.1.
- 123.3 Surviving spouses of members of the Association killed on duty, whose dues are current, shall be deemed to be Life Time Members.
- 123.4 The granting of a Life Time Membership does not restrict the Board of Directors or the Commanding Officer from revoking membership.
- 123.5 The Board of Directors may from time to time, at its discretion, vary the amount of membership fees as set forth in article 151.1.
- 123.6 Life Time Members have full voting privileges at general meetings.

HONORARY MEMBERSHIP

124.1 Honourary members may be appointed by the Board of Directors in recognition of outstanding services to the Regiment, with payment of membership fees being waived. All appointments to Honourary Membership shall be reported to the members at the next Annual General Meeting (AGM).

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124.2 Honorary members do not have voting rights.

ASSOCIATE MEMBERSHIP

- 125.1 Associate members are those members who do not meet the criteria of eligibility at 120.1a, 120.1b or 120.1c, but do meet the criteria of eligibility at sections 120.1d or 120.1e. and who have had their applications approved by the President and the Commanding Officer of the Regiment and who maintain current dues.
- 125.2 The Board of Directors may from time to time, at its discretion, vary the amount of membership fees as set forth in article 151.1.
- 125.3 Associate members do not have voting rights.

RIGHTS AND OBLIGATIONS

- 126.1 In addition to the rights and obligations listed for each type of membership, all members shall have the right to wear Association badges and accourrements that bear the Association's name or official crest. All members have the right to identify themselves as members of the Association.
- 126.2 **Only** Regular Members who meet the criteria at 120.1a and 120.1c have the right to wear their applicable Regimental head dress with cap badge, appropriate attire with decorations and to fall in on SALH Regimental Parades at the discretion of the CO and RSM.
- 126.3 All members are obliged to request authority to wear badges and accoutrements of the Regiment through the CO or the RSM. All members are obliged to represent the association in an appropriate manner. All members are obliged to report behaviour or representation of other members or non-members that reflects negatively upon the Association or the Regiment to the CO and the President.
- 126.4 All members are obliged to promote the Regiment and Association in an appropriate manner at all times.
- 126.5 All members, less Honorary Members, are obliged to pay dues as applicable to their type of membership in order to remain members.

127-129 inclusive - not allocated

SECTION 130 ADMINISTRATION

BOARD OF DIRECTORS

- 130.1 The Association shall be administered by a Board of Directors, hereinafter referred to as "the Board", elected by the members.
- 130.2 The Board shall be comprised of a minimum nine (9) lay members. Board Members will not be paid or given any form of remuneration for their service as the positions are all voluntary.
- 130.3 Seven (7) Directors shall be elected members, each serving two (2) year terms. Two (2) Directors are automatically appointed upon appointment as either the Commanding Officer or the Regimental Sergeant-Major of the Regiment. At each Annual General Meeting of the Association, pursuant to paragraph 130.5 three directors will be elected in even years and four will be elected in odd years. This is to ensure continuity in leadership on the Board.
- 130.4 The Board of Directors of the Association shall be elected or acclaimed as follows:

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- a. a President to be elected or acclaimed as applicable in odd years;
- b. a Vice-President to be elected or acclaimed as applicable in even years;
- c. a Secretary to be elected or acclaimed as applicable in odd years;
- d. a Treasurer to be elected or acclaimed as applicable in even years;
- e. Membership Officer Medicine Hat Garrison to be elected or acclaimed as applicable in odd years;
- f. Membership Officer Edmonton Garrison to be elected or acclaimed as applicable in even years;
- g. a Regimental History Officer to be elected or acclaimed as applicable in odd years;
- h. the current serving Commanding Officer (CO) of the Regiment (automatically appointed to the Board of Directors upon appointment to CO, ratification is not required). When the CO of the Regiment changes, the outgoing CO is automatically removed from the board and the incoming CO is automatically appointed as a director. Both changes will be noted as new business at the next Board meeting;
- i. the current serving Regimental Sergeant-Major (RSM) of the Regiment (automatically appointed to the Board of Directors upon appointment to RSM, ratification is not required). When the RSM of the Regiment changes, the outgoing RSM is automatically removed from the board and the incoming RSM is automatically appointed as a director. Both changes will be noted as new business at the next Board meeting;
- j. other individuals appointed as a Project Officer of the Association for the express purpose of conducting and managing Association projects. The Board shall allocate and prescribe duties exclusively to the Project Officers of the Association. Project Officers will not have voting privileges on the Board of Directors.
- 130.5 Elections for the seven (7) elected members of the Board of Directors will be held annually as at 130.4 at the AGM and in the case of vacant positions elections will be held at the next AGM. In the event a vacant position is filled in a year when that position would normally not be put up for election, the newly elected director will be elected for a three (3) year term in order to maintain the balance of electing roughly half of the directors at each AGM.
- 130.6 Prior to elections for the board, Directors in elected positions on the board can be removed from the Board. Removal of a Director from the Board is to be done by any of: a simple majority vote of the Board at a Board of Directors Meeting; notice by the Commanding Officer to the Board in writing; or by a majority vote of the membership at a General Meeting. All instances where Board Members have been removed from the Board will be brought up as new business at the next Board and General meetings. The President will send the affected Board Member notice of his/her removal from the Board of Directors immediately following the effective removal of the Board Member.
- 130.7 If a vacancy occurs among the Directors, the Board may appoint a replacement until the next general meeting, in compliance with Article 130.1.
- 130.8 The Board may appoint such other officers as are required for the administration of the Association. These officers can be appointed with or without voting rights for the Board of Directors at the discretion of the Board of Directors.
- 130.9 The Board shall allocate and prescribe duties exclusively to the Project Officers of the Association.
- 130.10 Each member of the Board shall have one (1) vote. The president shall cast the tie breaking

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vote. The Regimental CO and/or the Regimental RSM will have veto authority on voting under conditions outlined in 130.14 - g and 130.14 - h.

- 130.11 All Board members, other than the serving CO and RSM of the Regiment shall be elected by the majority of votes of fully qualified members only at the Annual General Meeting of the Association.
- 130.11 All Board members must be fully accredited members of The Association and must hold full membership in The Association. (Project Officers assigned for specific tasks, may be exempt from this rule given their temporary duty status.)
- 130.12 The Board shall be the authority for the purpose of interpreting the By-Laws, thus maintaining the general well-being of The Association and the aims and objects as therein set out.
- 130.13 In order to disapprove or revoke any action taken by The Board, two-thirds vote of the Members in attendance at the Annual General Meeting when such matter is brought up shall be necessary.
- 130.14 The duties and the responsibilities of the Board Members are as follows and can be delegated as required, but remain the responsibility of the Board Member delegating the applicable responsibilities:

a. President

- (1) He shall preside at all meetings of the Association and shall act as ex-officio member of all Committees. He shall, when present, preside at all meetings of the Association and of the Executive.
- (2) Responsible for the efficient operation of the Association and efficient discharge of committee members' duties.
- (3) Sign the Minute Book after each Committee or general Meeting.
- (4) Appoint replacements arising out of the absence of any Committee members.
- (5) Conduct Committee and General Meetings, including Notice of Meetings and Agenda, direct the operation of the Association and supervise the members of the Committee in their duties.
- (6) Ensure that all expenditures are properly authorized.
- (7) Handover all applicable documents pertaining to the operation of the Association to the incoming President.

b. Vice-President

- (1) Assist the President on all Association matters.
- (2) To act as President during the absence of the President.

c. Secretary

- (1) It shall be the duty of the Secretary to attend all meetings of the Association and of the Board and keep accurate minutes of the same. He shall have charge of the Seal of the Association which seal whenever used shall be authenticated by the signature of the Secretary and the President or in case of the death or inability of either to act, by the Vice-President. In case of absence of the Secretary his duties shall be discharged by such offices as may be appointed by the Board. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.
- (2) The Secretary shall also keep a record of all the members of the Society and their

By-Laws

addresses, send all notices of the various meetings as required

d. The Treasurer

- (1) The Treasurer shall receive all moneys paid to the Association and shall be responsible for the deposit of same in whatever Bank the Board may order provided that such facility must be a CDIC-insured financial institution.
- (2) He shall properly account for funds of the Association and keep such books as may be directed. He shall ensure that all reporting to the Government of Alberta and the Government of Canada and any applicable agencies is done as required by the governments or the applicable agencies at the prescribed times and in the required formats.
- (3) He shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall prepare for submission to the Annual Meeting a statement duly audited as herein after set forth of the financial position of the Association and submit a copy to the Secretary for the Associations records.
- (4) The office of the Secretary and Treasurer may be filled by one person if any annual meeting for the election of officers shall so decide.
- (5) Maintain adequate insurance coverage where required and as directed by the Board

e. Membership Officers

- (1) The Membership Officers at each of the Edmonton and Medicine Hat garrisons shall have identical duties.
- (2) They shall ensure there is an up-to-date record of all the members of the Society and their addresses.
- (3) Upon direction from the Secretary, they shall send all notices of functions/meetings/etc as required,
- (4) They shall collect and receive the annual dues or assessments levied by the Association, such moneys to be promptly turned over to the Treasurer for deposit, and
- (5) They shall assist the Secretary/Treasurer with their administrative duties as required.

f. Regimental History Officer

- (1) The History Officer shall be someone fully familiar with the history of the Regiment, its customs and traditions as well as those of its perpetuated units.
- (2) The History Officer will assist the Board with such knowledge during regular Committee meetings and during general meetings such as the annual general meeting. In addition, the History Officer shall be available at the Board's discretion to assist all Project Officers in fulfilment of their mandates.
- (3) The History Officer may, at the Board's discretion, be a member of the Board of Director's of the Regimental Museum sub-committee (a sub-committee as per article 130.4. i.)

g. The Commanding Officer (CO) of the Regiment

(1) The CO of the Regiment will always be considered as a key member of the Board. As CO, he/she will have direct say in all matters where Regimental participation is requested. Furthermore, the CO will have veto authority on any activities requiring Regimental participation, if, in his/her opinion, such participation

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is not in the best interests of the Regiment.

- (2) The CO will have the authority to deny applications for membership to the Association or to revoke memberships within the Association.
- (3) The CO is a guardian of the name and reputation of the Regiment and the Association due to the ties between the Regiment and the Association. The CO will protect the name and reputation of both entities while not stifling the efforts of the Association un-necessarily.
- (4) The CO can designate, in writing to the Board of Directors, an Acting CO for a defined period of time who will have the authorities and responsibilities outlined as above. The CO can revoke the designation of the Acting CO at any time in writing to the Board of Directors.

h. The RSM of the Regiment

- (1) The RSM of the Regiment, acting on the CO's behalf will be the final arbiter in matters involving all ceremonial procedures requiring direct participation of the Regiment.
- (2) The RSM, will act as the CO's representative at Board meetings, in the event the CO is absent and will invoke the CO's veto authority at 130.14g1 and only in his absence.

i. Project Officers

- (1) Project Officers appointed by the Board, shall act in accordance with directions issued by the Board as recorded in the minutes of whichever meeting promulgated the Project. Said minutes will record in detail, the purpose of each project, its operating parameters, its duration, its periodic reporting requirements and its financial governances.
- (2) Minutes from whichever Board meeting promulgated each project will be taken as the operating guidelines for each project, without need for further elaboration. Modifications to any project parameters will be similarly promulgated through Board meetings, with any revisions to the project's methodology applying upon promulgation of the minutes of said meeting.
- (3) Projects may be of any duration. Standing requirements such as the Museum Committee may be assigned project status in perpetuity if deemed necessary.
- (4) Project Officers, and members of appointed sub-committees, may not be required to be members of SALHRA in order to conduct their duties. Such requirements will be determined by the Board at the time of promulgation of the project.
- (5) Project Officers shall not normally have voting privileges within the Board of Directors, but can be granted them by the Board of Directors.

ELECTION AND FRANCHISE

- 132.1 Twenty (20) days prior to the AGM, the President shall appoint a Nominating Committee for the purpose of submitting nominees for election of Directors.
- 132.2 The Nominating Committee shall be comprised of a Chairman who shall be a past President of the Association, and two (2) members of the Association.
- 132.3 The President shall issue written instructions to the Nominating Committee which shall include:

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- a. that written agreement to stand for election must be received from the nominees;
- b. that nominees must be members of the Association, and
- c. such other direction he may deem necessary.
- 132.4 The Chairman of the Nominating Committee shall submit a report to the Board which shall be included in the Notice of the Meeting.
- 132.5 In addition to those nominations for election of Directors submitted by the Nominating Committee, Members of the Association, may at any time, prior to the election of the Directors, submit nominations for Directors provided that such nominations are accompanied by the endorsement in writing of at least 5% of the Association membership.
- 132.6 In addition to the above any voting member shall be eligible to nominate a member for election at the Annual General Meeting.

MEETINGS

- 133.1 The Board shall meet at the call of the President, but not less than twice in each calendar year. The President shall give fifteen (15) days notice of Board meetings to Board members.
- 133.2 A quorum of not less than four (4) members of The Board and all Project Officers reporting or requiring direction shall be required for the Board to conduct business.
- 133.3 General Meetings will be held at the direction of the President. At least one general meeting will be held in the fall of each calendar year at the direction of the President and will be known as the Annual General Meeting. The President must ensure that thirty (30) days notice is given to all members when General Meetings and Annual General Meetings are called.
- 133.4 General Meetings will be presided over by either the President or Vice-President of the Executive.
- 133.5 At all General and Special Meetings, twelve members of the Association shall form a quorum.
- 133.6 At all Board of Director meetings at least five elected members of the Executive shall form a quorum.
- 133.7 The General Meeting shall be held for the purpose of:
 - a. To consider financial statements presented by the Treasurer.
 - b. To report to the members on the year's stewardship.
 - c. To transact any other business.
 - d. To elect officers and auditors.
 - e. To conduct special resolutions.
- 133.8 The monthly Executive Meetings will be held for the purpose of considering the following:
 - a. Approval of accounts payable incurred in the preceding month.
 - b. Approval, subject to audit, of financial statements.
 - c. Proposed expenditures on activities.
 - d. Any other matters relative to the operation of the Association.
- 133.9 Remuneration whether in cash or kind, shall not be paid in respect to service as a member of any Committee or sub-Committee of the Association.

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- 133.10 Sub-Committees may be formed to arrange for certain entertainment and other activities of the Association. Such Sub-Committees shall be responsible to the Executive only for the period required to carry out the task for which the Sub-Committee was formed.
- 133.11 All full members of the Association are expected to attend the General Meeting.
- 133.12 All motions shall be voted upon by the full members of the Association and shall be decided upon by the majority vote. Voting shall be by a show of hands, except that any member may request that a secret ballot be taken.
- 133.13 The following order of business shall be observed at all General Meetings:
 - a. Minutes of the previous meeting.
 - b. Business arising from those minutes.
 - c. Presentation of the Financial Statements for the preceding period.
 - d. Reports of the Sub-Committees.
 - e. Motions and/or presentations of any new business.
 - f. Adjournment.
- 134 -139 inclusive not allocated

SECTION 140 - ANNUAL, SPECIAL AND GENERAL MEETINGS

CONVENING

- 140.1 The AGM of the Association shall take place in September of each year upon resumption of Regimental training after summer break.
- 140.2 The President of the Board may call a Special General Meeting of the Association on fifteen (15) days notice to the membership.
- 140.3 Notification of meetings shall be by a combination of e-mail, website postings, posting in all Regimental Messes and through the Association Newsletter.
- 140.4 The Board shall conduct quarterly meetings, as required, for the purpose of status reporting and planning. The Board has the autonomy to decide who, other than The Board, may be invited to these quarterly meetings.

CONDUCT OF MEETINGS

- 141.1 The AGM shall review audited financial statements, elect directors, and consider other matters pertinent to the purpose of the Association.
- 141.2 For the purpose of a General Meeting or Special General Meeting, fifteen (15) members present in person or by telephone conference system shall constitute a quorum.
- 141.3 Members may join by phone or teleconference if such a conference system is available but The Association is not obligated to provide such a system if not practical or cost effective.
- 142-149 inclusive not allocated.

SECTION 150 - FINANCIAL

By-Laws

GENERAL

- 150.1 The Association shall account for money and property in accordance with generally accepted accounting procedures.
- 150.2 The Board shall designate a bank for the Association. (As mentioned in 130.14. d. (1) such bank must be a CIDC-insured financial institution.)
- 150.3 No expenditures shall be made without the authority of the Board.
- 150.4 Expenditures provided for in any budget approved by the members at a General Meeting shall be deemed to have been authorized by the Board, with total of each item not to exceed the amount so approved.
- 150.5 The exercise of borrowing powers is not authorized by any member or director of the Association.

FEES

- 151.1 Fees for Regular, Lifetime, and Associate memberships will be set and periodically updated as deemed necessary by the Board of Directors.
- 151.2 The Board shall have authority to waive all or part of a member's fee without notification to the membership.
- 151.3 The Board shall determine whether or not to refund part or all of a current year's dues to a former member whose membership was revoked. In the case of a Lifetime membership the Board shall determine whether or not to refund part of the fees and only when the Lifetime membership was paid within 365 days of revocation, otherwise no refund shall be authorized.

CLUB FACILITIES

152.1 The Association may operate club facilities.

AUDIT

- 153.1 The books, accounts and records of the Secretary and Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of the Association elected for that purpose at the Annual Meeting. A complete and proper statement of the standing of the books for the previous year shall be submitted by such auditor at the Annual Meeting of the Association. July 31st in each year shall be the end of the fiscal year of the Association.
- 153.2 The SALHRA will also meet all audit requirements outlined for Society status according to provincial regulations, including provincial audit timelines. The Association will also meet all Canada Revenue Agency requirements for reporting as applicable to societies and charitable organizations.
- 153.3 The books and records of the Association may be inspected by any member of the Association at the Annual Meeting provided for herein, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of same. Each Member of the Board shall at all times have access to such books and records.
- 153.4 The books and records will be maintained by the treasurer with copies of all reports and records to be filed at Association Headquarters.

154-159 inclusive - not allocated

SECTION 160 - AMENDMENTS

BY-LAWS

- 160.1 These By-Laws may only be amended by special resolution, in full accordance with the provisions of the Alberta Societies Act (or successor legislation) in force at the time of such amendment.
- 160.2 By-law amendments will take effect upon registration by the Government of Alberta Corporate Registry. No rescission or alteration of or addition to a bylaw has effect until it has been registered by the Registrar.
- 161-169 inclusive not allocated

SECTION 170 - ENTERTAINMENT

- 170.1 The term Social Function shall include the following:
 - a. Entertainment which the attendance of all members is desired.
 - b. Entertainment which the attendance of members is optional.
- 170.2 The method of payment for the cost of entertainment shall be by way of the individuals participating paying in equal amounts.
- 170.3 The Secretary shall inform all members of Association activities, including social functions, in a timely manner, and at least ten (10) days prior to an event.
- 170.4 Members of the Association may invite quests to any functions held by the Association unless specifically directed by the Executive.
- 171-179 inclusive not allocated

SECTION 180 - DISPUTES

- 180.1In the event of a dispute arising out of the affairs of the Association or between a member or person who is aggrieved and who has for not more than six (6) months ceased to be a member; or a person claiming through the member or aggrieved person or claiming under the By-Laws of the Association and the Association or the Executive Members or Officers of the Association: such dispute shall be decided by arbitration pursuant to the provisions of the Arbitration Act.
- 180.2A decision made pursuant to such arbitration is binding upon all parties and may be enforced on application to a District Court and there shall be no appeal there from.
- 181-189 inclusive not allocated

SECTION 190 - INDEMNIFICATION

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- 190.1No member of the Association shall be liable for the act, receipt, neglect, or default of any other member of the Association or for joining in any receipt or act of conformity or for any loss or expenses happening in the Association through insufficiency or deficiency of any security in or upon which monies of the Association shall be invested or for any loss or damage arising from the bankruptcy, insolvency or tortuous act of any person with whom any money, security, or effects shall be deposited, or for any loss, damage, or misfortune whatsoever which shall happen in the executive duties of his office or in relations thereof, unless the same shall happen through his own dishonestly.
- 190.2 The seal of the Association shall remain in the custody of the Secretary and shall only be used with the consent and knowledge of a majority of the members of the Executive.
- 190.3 No officers of the Association shall be entitled to receive any remuneration for his service as such.

191-199 inclusive - not allocated

SECTION 200 - THE ASSOCIATION BADGE

200.1 The Association badge is as below. The Association can approve badges, devices, logos or other items that promote the Association through a simple majority at a Board of Directors Meeting.



SECTION 210 - THE ASSOCIATION PRAYER

210.1 The Association Prayer will be adopted by the executive through a simple majority vote by the Board of Directors. The vote can be called by the President when he determines that sufficient options have been presented or at least one suitable prayer has been made available for a vote. The Association Prayer can be changed or rescinded in the same manner.

SECTION 220 - THE ASSOCIATION GRACE

220.1 The Association Grace will be adopted by the executive through a simple majority vote by the Board of Directors. The vote can be called by the President when he determines that sufficient options have been presented or at least one suitable grace has been made available for a vote. The Association Grace can be changed or rescinded in the same manner.