

- e) have custody of the common seal of the Association;
- f) maintain the register of Members.

65. The Treasurer must:

- a) keep the financial records, including books of account, necessary to comply with the Association Act, and
- b) render financial statements to the Directors, Members and others when required.

66. The Membership Co-ordinator(s) must maintain the register of members.

67. In the absence of the Secretary from a meeting, the Executive must appoint another person to act as Secretary at the meeting.

#### **NOTICES TO MEMBERS**

68. A notice may be given to a Member, either personally, by mail, or by-mail to the Member at the Member's registered address.

69. A notice sent by mail is deemed to have been given on the second day following the day on which the notice is posted, and in proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.

70. Notice of a general meeting must be given to every Member shown on the register of Members on the day notice is given. No other person is entitled to receive a notice of a general meeting.

#### **BYLAWS**

71. On being admitted to Membership, each Member is entitled to, and the Association must give the Member without charge, a copy of the bylaws of the Association.

72. These bylaws must not be altered or added to except by special resolution.