



## By-law #19

### By-law Regulations

Approved BOD 18.1.15

Previously considered at BOD: 17.12,

Replaces: 21/12/2017

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Persons Affected: All Staff and Board

Effective: 25/01/2018

1. The definitive version of any By-law will be a paper copy to be kept securely alongside the Board Minutes Book, and authenticated by the signature of the President or by the Chair of the Board meeting at which the By-law was adopted.
2. That paper copy will be presented for signature at the time that the President/Chair signs off in the Board Minute Book the entry of the minutes of the said Board meeting. The authentication signature on any amended or replaced By-law will be overwritten.
3. Any copy of the By-law will be an image scan of the signed version, typically as a PDF (Adobe portable document file). A printed copy of it will be placed in the By-law folder in the Board Room. Any parent text file (.docx or similar) will be held by the Secretary or nominated Officer and will not be disseminated. Any discrepancy between it and the definitive paper copy will be resolved in favour of the paper copy.
4. If a By-law is amended or replaced, the new version will retain the original's allocated number.
5. By-law numbers will not necessarily reflect the date order of their adoption.
6. The Board will, whenever practicable, introduce new elements as changes to existing by-laws rather than new By-laws.

Authenticated

*C Flynn*  
C Flynn, President

on this day

*18/2/22*