



P.O. Box 391 Englehart, Ontario P0J 1H0

CONSTITUTION

AND

BY-LAWS

(Amended March 2, 2010)

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ENGLEHART MINOR HOCKEY ASSOCIATION CONSTITUTION

Article 1 Name:

- a) The Association shall be called the “Englehart Minor Hockey Association”, also known as E.M.H.A.”
- b) E.M.H.A.’s jurisdictional area , and so the Northern Ontario Hockey Association (N.O.H.A.) District it lies within, will be as set out by the N.O.H.A.’s Constitution By-laws and Regulations.
- c) Per current N.O.H.A. direction, Elk Lake residents have the option to play in Temiskaming Shores Minor Hockey Association or E.M.H.A.
- d) The colors of the E.M.H.A. shall be white on red and red on white with the Sponsors’ name bar attached to the bottom back of all home and away sweaters. The only exception to this Article is the Corporate Sponsors that carry their own colors and logos. It is understood that their longstanding sponsorship shall continue as is and will until their sweaters need to be replaced and will be given first consideration for Sponsorship on the new E.M.H.A. approved sweaters.
- e) All team sweaters will be purchased by the E.M.H.A. with the approved colors and logo being displayed on the front of all sweaters.
- f) All members or non-members must seek permission in writing from the E.M.H.A. executive prior to the use of the E.M.H.A. name/logo.

Article 2 Mission Statement:

The Mission of the E.M.H.A. is to provide the opportunity for children to be part of a team; to build new friendships; to encourage good sportsmanship and fair play; and above all else to have fun.

Article 3 Aim:

The aim of this E.M.H.A. is to teach our children to play hockey.

Article 4 Objectives:

- a) To promote, govern, supervise and improve an organized recreational hockey program in Englehart.
- b) To encourage community spirit, good citizenship and high standards in schoolwork while maintaining or increasing youths interest in the game of hockey.
- c) To promote minor hockey at all levels regardless of gender, ability or individual development.
- d) To sponsor and promote E.M.H.A. approved athletic, social and other activities that they may contribute to the finances of the E.M.H.A. and or individual teams playing under the E.M.H.A.

Article 5 Constant Authority:

- a) The E.M.H.A. will enforce the rules and regulations of minor hockey as set out in the rules of the Canadian Amateur Hockey Association (C.A.H.A.) Ontario Hockey Federation (O.H.F.), N.O.H.A. and E.M.H.A.
- b) After registration fees have been paid to the E.M.H.A., all players, parents, team officials and E.M.H.A. executive must adhere to the E.M.H.A. Constitution and By-Laws and Codes of Conduct or be subject to disciplinary action by the same.
- c) Any player(s) causing damage to any arena property home or away or to the reputation of E.M.H.A. will be subject to disciplinary action by the E.M.H.A. executive. E.M.H.A. reserves the right to recover the costs of any such damage from the involved player(s). E.M.H.A further reserves the right to revoke the privilege of these players to participate in further hockey events until the matter is addressed by the E.M.H.A. executive.
- d) All concerns, complaints and or constructive input must be addressed to the E.M.H.A. executive prior to discussion with individual members or the N.O.H.A. District representative. Unless proof of misrepresentation is provided all decisions made by the E.M.H.A. executive will be final.
- e) As a minimum, all Volunteers will be subject to current Criminal Record checks. Further, they may also be subject to reference checks, and be required to attend mandatory training courses as set out by the N.O.H.A.

Article 6 Membership: Executive:

- a) Executive Officer positions of the E.M.H.A. must be nominated by an executive member and voted on by those present at the Annual General Meeting (A.G.M.)
- b) The Executive may select someone to fill any midterm vacancy or a position not filled at elections.
- c) All Executive positions are for a one-year term. The officers will be: President, Vice-President, Treasurer and Secretary plus a minimum of six Directors.
- d) A Minimum of six elected Executive members is needed to be present at a meeting to form a quorum.
- e) With the exception of the A.G.M. only the E.M.H.A. Executive shall vote on motions.
- f) The Executive members shall have the power and responsibility of suspending/removing any E.M.H.A. executive member as deemed necessary, providing just cause has been established as set out in articles of the Constitution and By Laws and Code of Conduct.
- g) E.M.H.A., reserves the right to send up to the maximum number of voting members allowed to attend the N.O.H.A. A.G.M. E.M.H.A. also reserves the right to reimburse the attendees a appropriate amount for travel allowances, meal allowance and lodging if necessary.
- h) The E.M.H.A. will review the cost on an annual basis to send an executive member(s) to any sanctioned meetings and will reimburse accordingly.

- i) As a minimum, Executive members will be subject to current Criminal Record checks. Further, they may also be subject to reference checks, and be required to attend mandatory training courses as set out by the N.O.H.A.

Team Officials:

- a) The E.M.H.A. executive reserves the right to suspend or discipline any E.M.H.A. team official referee or off ice official operating under but not limited to the E.M.H.A.
- b) The E.M.H.A. executive reserves the right to accept all E.M.H.A. team head coaching positions and associated team officials each year only by way of written application.
- c) The E.M.H.A. executive reserves the right to establish and utilize a selection process for E.M.H.A. team head coaching positions based on interviews, reference checks and/or any other selection process(s) deemed appropriate.
- d) All selected E.M.H.A. coaches and assistant coaches will be required to be certified as follows, consistent with the N.O.H.A. Constitution:

Initiation & Novice H/L

- all Coaches and Asst. Coaches require Speak Out & Initiation certification
- all Trainers require valid trainer's certification (3 year term) & Speak Out certification

Atom, Bantam and Midget H/L

- all Coaches and Asst. Coaches require Speak Out & Coach Level or Development 1 certification
- all Trainers require valid trainer's certification (3 year term) & Speak Out certification

Peewee H/L and Peewee Representative teams

- all Coaches and Asst. Coaches require Speak Out & Coach Level or Development 1 & **Body Checking** certification
- all Trainers require valid trainer's certification (3 year term) & Speak Out certification

Novice, Atom, Bantam, Midget Representative teams and Junior teams

- all Coaches and Asst. Coaches require Speak Out & Coach Level or Development 1 certification
- all Trainers require valid trainer's certification (3 year term) & Speak Out certification

All Teams regardless of level

- all team officials will be subject to a current Criminal Record check and be carded per N.O.H.A. Constitution.
- all Managers require Speak Out certification
- only a maximum of two Managers will be carded per any team
- each team must have at least one certified coach and at least one certified trainer on the bench for all N.O.H.A. sanctioned games.
- each team will have an N.O.H.A. certified trainer, with current First Aid certification and CPR on the bench for all N.O.H.A. sanctioned games.

Note: All selected E.M.H.A. team officials will be subject to current Criminal Record checks..

Criminal record checks will be required to be conducted every four (4) years for all E.M.H.A. Executive members and team officials. All completed criminal record checks will be kept on file at the Englehart Arena by the E.M.H.A. Director of Harassment and Abuse.

- e) All team official requirements must be completed prior to beginning of the season and before going onto the ice.
- f) E.M.H.A. Executive reserves the right to reimburse E.M.H.A. Executive members and team officials for appropriate and approved costs associated with attendance at N.O.H.A. and/or O.H.F. sanctioned courses and/or clinics.
- g) E.M.H.A. Team officials shall have control of their players on and off the ice, while at home and at out of town. Officials of each E.M.H.A. team will ensure that a carded team official is present at the arena at least one hour before game time and at least a half hour before practice, and until the respective teams dressing room is empty afterwards.
- i) An E.M.H.A. team official(s) shall escort any player(s) required to leave a game for their respective team's dressing room for any reason, including but not limited to player equipment failure, injury or game misconduct, and that a team official(s) will remain in the presence of the same player(s) until such time as the player(s) returns to the game, or changes and leaves the team dressing room under the direct supervision of their parent(s) or legal guardian(s).
- j) All E.M.H.A. team officials on ice during E.M.H.A. sanctioned practices shall wear an approved helmet with chinstrap fastened.
- k) Only E.M.H.A. registered players may volunteer during other E.M.H.A. teams on ice practices, and shall dress in full hockey approved protective equipment in accordance with N.O.H.A. and C.A.H.A. standards.

Players:

- a) All players registered with the E.M.H.A. when on the ice must wear full protective equipment in accordance with N.O.H.A and C.A.H.A. standards.
- b) E.M.H.A. Executive reserves the right that, excepting for requests of “N.O.H.A. Player Tryout and Releases Forms” for N.O.H.A. sanctioned AAA teams, players within the E.M.H.A. jurisdictional area, and upon request of the E.M.H.A. Executive, will not be issued a(ny) “N.O.H.A. Player Tryout and Releases Forms” excepting if the E.M.H.A. is unable to field an N.O.H.A. sanctioned team at the requesting player’s level for the coming season. In the event that the E.M.H.A. is unable to field an N.O.H.A. sanctioned team at the requesting player’s level , all “N.O.H.A. Player Tryout and Releases Forms” must be submitted to the Executive for it’s consideration In all such instances, the E.M.H.A. Executive will deal with each such request on an individual basis and may request a meeting with the parties involved prior to authorization
- c) E.M.H.A. will take into consideration the number of E.M.H.A jurisdictional area registered players on any team at each particular division(s) before considering outside E.M.H.A. jurisdictional area players, and will only consider such players accompanied by signed “N.O.H.A. Player Tryout and Releases Forms” Players from within the E.M.H.A. jurisdictional area will have priority over all out of E.M.H.A. jurisdictional area players given equivalent hockey player’s skill and abilities.
- d) All registered E.M.H.A. players and their parents or legal guardians must sign respective E.M.H.A. Code of Conducts which shall be returned to their respective E.M.H.A. team manager prior to their first sanctioned N.O.H.A. scheduled exhibition or league game. Failure to have submitted signed E.M.H.A. players and/or their parents or legal guardians Codes of Conduct(s) will disqualify the respective player from participating in any sanctioned N.O.H.A. scheduled exhibition or league game.
- e) No exhibition games between two different E.M.H.A. teams will be allowed to work off E.M.H.A. players and/or team official(s) suspensions.

Article 7 Meetings:

- a) Monthly Executive meetings will be held from June to April each year. The President may call additional meetings as deemed necessary.
- b) All scheduled E.M.H.A. monthly meetings will be posted on the E.M.H.A website.
- c) The Secretary may prepare an additional Agenda for all regular and general meetings.
- d) All business must be put up for discussion headed by the meeting Chairperson. Upon conclusion of the discussion a motion shall be proposed from the floor (‘I move that...’) and Seconded (“I second the motion”). The Chairperson then shall open the motion up for all those in

favor and those opposed. A declaration of carried or lost is announced and the carried motion shall then be recorded.

- e) Amendments to motions can be made but only when reopened by the Chairperson.
- f) The Chairperson shall not allow speakers to digress from the subject under discussion. Irrelevance, repetition, offensive language and reflection of a personal nature are out of order.
- g) The speaker holding the floor shall not be interrupted unless the point of order has been broken.
- h) All parties wanting to make a presentation at a regular scheduled E.M.H.A. executive meeting must submit a written request to the secretary one week prior to the meeting. A time limit will be set and enforced by the chairperson.

Article 8 Sponsorship:

- a) The E.M.H.A. executive will annually determine team Corporate Sponsorship Fees.
- b) Previous years E.M.H.A. team Corporate Sponsors will be given priority until such time as they declare their desire to be removed of their financial responsibility, or at such time as the E.M.H.A. executive finds the Corporate Sponsor to be negligent in their annual team Sponsorship fee payment.
- c) New team Corporate Sponsorship will be put on a waiting list.
- d) The E.M.H.A. executive will have authority over disbursement of monies being donated when no sponsorships are available.
- e) Annually E.M.H.A. executive will determine any respective monies allotted for teams tournament entry fees.
- f) Any purchases requested by team Corporate Sponsors must be submitted in writing to the E.M.H.A. executive for approval prior to purchase.

Article 9 Fundraising:

- a) All registered player(s) must pay the fundraising fee as set annually by the Executive, which will be paid in full at the time of registration. All players and/or their parents/guardians will be given the opportunity to work off their fundraising fee through association E.M.H.A. approved events.
- b) All team fundraising projects must be requested in writing and submitted to the Executive for approval.
- c) At the discretion of, and upon approval of the E.M.H.A. Executive, all E.M.H.A. teams may participate in fund raising at tournaments or exhibition games and only after a lottery license has been obtained by the Town of Englehart in accordance with the Ontario Lottery Licensing Corporation.

Article 10 Registration:

- a) Registration of any child with E.M.H.A. is at the sole discretion of the E.M.H.A. executive.
- b) Player registration fees, late registration fees, and associated late registration dates, will be set annually by the E.M.H.A. executive.
- c) Refunds of all and or any portion of registration fee paid shall be at the discretion of the E.M.H.A executive.
- d) No player shall be registered outside his age category.
- e) All parents/guardians must provide proof of age for their children upon registration with the E.M.H.A.
- f) If full registration payment is not received by November 30th of each season, E.M.H.A. reserves the right that the player(s) will no longer be allowed to participate in N.O.H.A. or E.M.H.A. sanctioned practices, games and/or other sanctioned events.
- g) The E.M.H.A. executive may review individual players special circumstances as to the application of a late registration fee if and when they feel it may be in the best interest of the Association. The E.M.H.A. reserves the right as to the application or waving of any such late registration fee.
- h) The E.M.H.A. executive reserves the right that any outstanding registration/fundraising fees from previous years must be paid in full before players will be considered for registration for any current E.M.H.A season.
- i) E.M.H.A. Executive reserves the right to accept cheques from parties of concern.

Article 11 Harassment and Abuse:

- a) Englehart Minor Hockey adopts the E.M.H.A. Code of Conduct as its guiding policy and procedure.
- b) E.M.H.A's Harassment and Abuse committee, led by an E.M.H.A. Executive member, will investigate any complaints received under this policy.
- c) The E.M.H.A. Executive member responsible to the Harassment and Abuse Committee will submit all investigation findings and recommendations, if any, in writing to the E.M.H.A. President for consideration and responsive measures deemed appropriate.

Article 12 Constitution and By-Law Amendments:

- a) Amendments to this constitution and By-Laws can be made at any meeting as set out in the meeting agenda. Amendments must be in writing and presented to the Executive 10 days in advance of the meeting. All E.M.H.A. executive members should be present to vote on any amendments proposed, though in the very least a formal quorum must be present to pass any such amendment proposals.
- b) Copies of the Constitution and By Laws will be available from the E.M.H.A. website, and hard copies upon written request.

Article 13 Awards:

- a) **Esso Most improved**
-Given to a player on each team, voted on by their Team Officials and given to a player that they feel has improved the most in the past season.
- b) **Esso Most Sportsman like**
- Given to a player on each team, voted on by their Team Officials and given to a player that they feel has proved to be a good sport an empathic team member and most of all a positive influence to their team in the past season.
- c) **Esso Most Dedicated**
-Given to a player on each team, voted on by their Team Officials and given to a player that they feel has given their all during games and practices off and on the ice throughout the past season.
- d) **Coach of the Year**
-Nominated by the parents and chosen by a selection committee.
-A coach that goes above and beyond what is required of him.
-A mentor to all players on their team.
-A role model for other coaches to aspire to.

**ENGLEHART MINOR HOCKEY ASSOCIATION
BY-LAWS**

1. Executive:

- a) Meetings will be held monthly, on the day agreed at the first meeting of the new hockey season. Additional meetings of the Executive may be called by the President as deemed necessary. Any officer elected or appointed who is absent for three (3) consecutive meetings, without

notification to the President, unless given leave of absence, shall be replaced by a person appointed by the Executive.

- b) All members of the E.M.H.A. Executive will be residents of the District the Association operates under, and will comply with all requirements of its Constitution and By-laws.
- c) Englehart Minor Hockey Association mailing address shall be
P.O. Box 391
Englehart Ontario
P0J 1H0

2. **Duties of the Officers:**

President

- a) Shall preside at all meetings of the E.M.H.A. Executive and will cast a vote in the event of a tie.
- b) Shall call meetings as deemed necessary.
- c) Shall assume direction or enact suspension of all officials or other E.M.H.A. personnel, as directed by the Executive.
- d) Co-sign all cheques (1st Signing Officer) for payment of authorized accounts and bills, which have been prepared and assigned by the Treasurer.
- e) Shall exercise the powers of the executive in case of emergency.
- f) Shall be the official representative at all functions or events as deemed necessary.
- g) Shall submit a report at the Annual General Meeting (i.e.: AGM).
- h) Shall provide leadership in determining Policies and in the administration of the Association.

Note: Whenever possible, persons nominated for President will have previously served on the E.M.H.A.'s executive committee.

Vice - President

- a) Shall perform such duties assigned by the President and as required, act in the President's absence..
- b) Shall coordinate duties of all directors as set by the President.
- c) Shall be the (1st Signing Officer) with prior permission from the President.

Treasurer:

- a) Shall collect and properly record all finances involving the E.M.H.A.
- b) Shall pay all accounts upon the Executive committee's approval by chequer.
- c) Co-sign all cheques (2nd Signing Officer) for payment of authorized accounts and bills.

- d) Shall present reports to the Executive as requested,
- e) Shall prepare the Annual Budget of the year's operation and present a verified financial statement.
- f) Shall notify the Executive of all overdue accounts and or registrations.
- g) Shall keep all files, including in and out correspondence.
- h) Shall have all books balanced and closed by the end of the fiscal year.
- i) Shall present a financial statement to the members at the AGM.

Secretary:

- a) Shall keep a record of proceeding at Executive and general meetings.
- b) At every meeting the Secretary shall have minutes and letters relative to the business of E.H.M.A., which may be transacted at any meeting.
- c) Shall receive all correspondence received by the E.M.H.A.
- d) Shall complete all N.O.H.A. team registration forms have them signed by the President and Secretary, and submitted them by no later than November 15th of any hockey season.
- e) Shall inform all members prior to monthly meetings, including special and the A.G.M., of the date, time and place of the meeting.
- f) Shall make arrangements for the meeting place.
- g) Co-sign all cheques (3rd Signing Officer) for payment of authorized accounts and bills.

Signing Officers:

- a) Signing officers of the E.M.H.A. will be as follows, Treasurer, President (Vice President with prior permission) and Secretary. .
- b) Only two signing officers are required to complete payment on invoice as set out by the Treasurer and approved by the President.

3. Duties of Directors:

1) Director of Registration and Player's List:

- Shall co-ordinate all phases of player registration.
- Shall keep a file of all players in the Association.
- Shall receive and certify all certificates submitted on behalf of the players.
- Shall Update all forms and electronic files as required.

2) Director of Equipment:

- Shall take equipment inventory every fall and spring.
- Shall submit a list of equipment requirements for each division and level.

- Shall seek approval from the E.M.H.A. executive prior to any purchase.
- Shall track all equipment loaned out to players/teams, take appropriate measures to obtain any missing equipment.
- Shall advise the Association of concerns of the storage facilities and any repairs necessary to equipment and or storage lockers.

3) Director of House Teams and Rep Teams:

- With the Director of Ice Rental shall draw up a schedule for the Rep/House League and arrange play-off games as necessary.
- Shall inform equipment director of equipment requirements.
- Shall have the authority to enforce the E.M.H.A. Code of Conduct Constitution and By-Laws within the Rep /House League divisions.
- Shall elect Assistant Conveners for the division as deemed necessary and shall be responsible for all actions of said Conveners.
- Shall inform Team Officials of any E.M.H.A., N.O.H.A. and N.D.H.L business that would aid in a successful operating season.
- Shall be present at the E.M.H.A. coaches and managers meeting at the beginning of the season.
- Shall Inform the E.M.H.A. executive of all registered players on all E.M.H.A. Rep and House teams.
- Shall seek approval(s) from the E.M.H.A. executive prior to any player movement within E.M.H.A. sanctioned teams
- Shall be prepared to submit a report at all regular and annual meetings, of any highlights and or challenges faced or presented by all House and Rep teams.

4) Director of N.O.H.A. Business:

- Shall inform team officials and executive of all tournaments sanctioned by the N.O.H.A.
- Shall Post all tournaments held by the E.M.H.A. on the N.O.H. A. web site.
- Shall keep current N.O.H.A. By-laws and Regulations, and E.M.H.A. signed Code of Conducts, Constitution and By-Laws on file at the Englehart Arena and update as necessary.

5) Director of Ice Rental:

- Shall be responsible for obtaining ice time through the Town of Englehart.
- Shall disperse ice time to the director of House and Rep teams
- Shall be responsible for scheduling, re-scheduling of ice time, and exchange of ice time and cancellation of ice time.
- Shall approve ice time for exhibition games through the League director prior to the scheduling of the game.
- Shall approve and record all ice time used by the teams under the jurisdiction of the E.M.H.A. and any out of town ice scheduling for e.g. ice loss due to bookings for non-hockey events, arena closures etc..

- Shall be prepared to inform the executive of season's progress and challenges at all regular and annual meetings.

6) Director of Referees and Time keepers

- Shall secure referees for all scheduled House League and Rep League exhibition and regular league games.
- Shall authorize payment of referees according to game sheet records.
- Shall ensure there are no less than 2 referees officiating all games of the Pee Wee division and above.
- Shall Inform the E.M.H.A. Executive by way of written and/or verbal monthly reports of occurrences as deemed necessary.
- Shall appoint timekeepers for all scheduled House League and Rep League or exhibition and regular league games.
- Shall retain the sole responsibility for the dismissal of any timekeeper deemed incompetent or unsuitable.
- Shall foster and aid off ice officials (i.e.: timekeepers) with advice and attendance at necessary clinics as to satisfy the demands of the E.M.H.A..

7) Director of Sponsorship/Fundraising:

- Shall draw up Letters for Support for any team vacancy.
- Shall send letters to past Team Sponsors.
- Shall inform the Association of any changes to the current years sponsorships.
- Shall inform the Association of all fundraising requests for approval.
- Shall aid House League /Rep League director when planning tournaments that may involve fundraising activities.

8) Director of Bingo:

- Shall attend all Temiskaming Shores monthly meetings.
- Shall present a report whether in person or in writing at all regular monthly and the AGM.
- Shall inform E.M.H.A. executive of any Rule and Regulation changes as imposed by the Temiskaming Shores Bingo Association.
- Shall list all Bingo dates at the Arena.
- Shall ensure all bingos have sufficient workers.
- Shall select reliable, trustworthy workers as to safe guard the E.M.H.A.'s bingo's.

9) Director of Harassment and Abuse:

- Shall be responsible for all Harassment and Abuse claims.

- Shall Inform the Association of all claims and reports on any initiate investigation and their progress and conclusion.
- Shall document all claims and keep them on secure file within E.M.H.A. files at the Englehart Arena Community Complex.
- Shall keep on file the current Harassment and Abuse manual as established by the N.O.H.A.

10) Director at Large – Other Business of E.M.H.A.

- Shall give support to any director that requires guidance.
- Shall attend scheduled regular monthly E.M.H.A. Executive meetings and provide direction as appropriate.

11) Director Complaints and Discipline:

- Shall be responsible for receiving all complaints.
- Shall inform the Executive of all complaints received and reports back on same upon resolution.
- Shall initiate complaint investigations and disciplinary hearings when required.
- Shall maintain written records and files within the E.M.H.A. files at the Englehart Arena Community Complex for all complaints received and disciplinary hearing held.
- Shall keep on file the current Complaints and Disciplinary Policy established by the E.M.H.A.

4. The Annual Meeting (AGM):

- The E.M.H.A.AGM shall be held before June 15 of each year.
- Utilizing local media, the AGM shall be publicized at least one week prior.
- The following order will be followed during all E.M.H.A. AGM, Special and/or regularly scheduled monthly Meetings.

1. Call to order.
2. Minutes of last Annual, Special or General meeting.
3. President’s Report.
4. Reports of Standing or Special Committees.
5. Treasurer’s Report.
6. Correspondence.
7. New Business.
8. Resolutions and Amendments-Annual Meeting only.
9. Nominations and Elections of Director-AGM only.
10. Adjournment.