

ANNEX A  
TO SOHO CONSTITUTION  
AND BY-LAWS

**SOHO COMMUNITY DEFINITION**

1. The area of the SOHO community shall be defined as, and bordered by:
  - a. Adelaide Street in the east;
  - b. The CN rail line in the north;
  - c. The Thames river in the south and west.

ANNEX B  
TO SOHO CONSTITUTION

AND BY-LAWS

**DUTIES OF THE PRESIDENT OF THE SOHO EXECUTIVE COMMITTEE**

1. The efficient administration and management of the SoHo executive including:
  - a. Budget preparation;
  - b. Training and supervision of committee members.
1. Liaison with the treasurer concerning the SoHo accounts and certification of financial records for audit purposes
2. Ensuring the SoHo accounts comply with current rules and regulations regarding good accounting procedures as well as ensuring that expenditures are not in excess of available funds.

ANNEX C  
TO SOHO CONSTITUTION  
AND BY-LAWS

**DUTIES OF THE VICE PRESIDENT OF THE SOHO EXECUTIVE COMMITTEE**

1. Understudying the President and acting as such in the president's absence.
2. Assisting the President in the detailed execution of his/her duties.
3. Acting as Chairperson of any project sub-committee at the direction of the Executive.

ANNEX D  
TO SOHO CONSTITUTION  
AND BY-LAWS

**DUTIES OF THE RECORDING SECRETARY**

1. Preparation and timely submission and dissemination of meeting agenda and minutes of meetings in accordance with the current constitution and by-laws.

ANNEX E  
TO SOHO CONSTITUTION  
AND BY-LAWS

**DUTIES OF THE TREASURER**

1. Maintenance and safekeeping of the accounts and records of the SoHo Executive
2. Handling/ supervision of the safekeeping of cash
3. Ensure that the SoHo executive is aware of the financial implications of any decision
4. Other members of the Executive may be assigned some of these duties on a temporary basis.

