

# MEMBERSHIP FORM



The Canadian Association of Allied Health Programs (CAAHP) is an advocate on key issues and trends with government, professional associations and other stakeholders. CAAHP is built on collaboration and information exchange among institutions involved in health science education. By becoming a member, you are promoting best practices and innovation within the college and institute system.

To become a member, please take a moment to fill out this form.

Please select your membership:

Educational Member

Affiliate Member

Name of Educational Institution or Company

Name of Key Contact

Title

Address

City

Province

Postal Code

Country

Phone

 - 

Email

Please complete the above application form and send to Fax number: 604-432-1816 with Attention to: The Canadian Association of Allied Health Programs (CAAHP). Once approved, an email of your application form will be copied, in addition to an Invoice for the Annual Membership Dues. The membership year runs from September 1st to August 31<sup>st</sup>.

# Bylaws of the Canadian Association of Allied Health Programs (CAAHP)

Revised 2012 AGM

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## **Article 1: Name, Mission, and Purpose**

### **1.1 Name**

The Organization shall be known as the Canadian Association of Allied Health Programs.

### **1.2 Vision**

The vision of the association is to shape the future of health sciences education.

### **1.3 Mission and Purpose**

The mission of the association is to be the national voice for allied health sciences education. In fulfillment of its mission the Association will direct its activities to the following goals:

- (a) To be a forum for collaboration and information exchange among institutions involved in allied health sciences education.
- (b) To profile and promote best practices and innovation, within the college and institute system.
- (c) To be an advocate on key issues and trends with governments, professions and other stakeholders.

## **Article 2: Membership**

### **2.1 Membership**

The institutional membership of the association shall consist of publicly funded institutions offering Health Sciences Programs in post-secondary education. They shall be represented by the Dean, Director or equivalent.

An organization agency or individual with an interest in the mission and purpose of the association may become affiliate members of the association. Each affiliate application must be approved by the Board of Directors. Once approved affiliate members will have the right to attend all general meetings and receive all general documentation, but will have neither voting rights nor the right to hold office.

#### Voting Membership

In all matters in which the membership shall vote, each institutional member will have one vote. A majority of those present is required to approve minutes, reports etc.

Honorary individual membership may be conferred at the discretion of the Board of Directors on individuals who have made significant contribution and/or had long and outstanding service to the Association. Honorary members shall be non-voting, shall not hold office and shall not be required to pay annual dues.

### **2.2 Annual Membership Dues**

The membership year runs from September 1st to August 31st and members will be assessed on an annual basis. The annual dues shall be established by the Board of Directors and ratified at the AGM.

At the discretion of the Board, any member failing to pay dues within 90 days of the due date shall automatically forfeit membership in the Association.

### **2.3 Annual General Meeting**

An annual General Meeting open to all members shall be held on such a date and at such a place as determined by the Board of Directors. Written notice thereof shall be given to all members not less than 90 days prior to the meeting date. Other general meetings may be called at the discretion of the Board. The President shall preside at all general meetings.

## **Article 3: Board of Directors**

### **3.1 General**

The activities and affairs of the Association shall be conducted by a Board of Directors. The President shall preside during meetings.

### **3.2 Composition and Term of Office**

The Board of Directors shall consist of up to eight Directors. Terms are normally 3 years, and may be renewed once at the discretion of the Board. No institution shall have more than 1 representative on the Board of Directors at any given time.

### **3.3 Nominations**

A Nominating Committee of three Board members, chaired by the Past President, shall be struck 6 months prior to the Annual General Meeting and shall nominate members for the Board of Directors. Every effort shall be made to ensure broad representation of the membership and to reflect the regional and linguistic diversity of the Association. The Pan Canadian Board will consist of the following representatives:

- British Columbia, Alberta, Manitoba, Saskatchewan, Quebec, and the Atlantic Region shall each have one representative on the board.
- Ontario shall have two representatives, given its size and number of colleges

### **3.4 Election**

The eight Directors shall be elected by the general membership with approximately one third of the Directors standing for election each year.

### **3.5 Vacancies**

#### **3.5.1 Directors**

When Directors' vacancies occur, they shall be filled by an election at the next Annual General Meeting or by an interim appointment by the Board until the end of the term.

#### **3.5.2 Removal of Directors**

If a Director is unable or fails to perform duties satisfactorily over a period of time, the Board of Directors is authorized to declare the position vacant and delegate the duties of the position to be performed to another Director. A member of the Board of Directors may be removed for cause by not less than two-thirds vote of the general membership.

### **3.6 Frequency of Meetings**

There will be a minimum of one in-person meeting per year. The Board of Directors will also meet periodically via teleconference.

### **3.7 Voting**

Each member of the Board of Directors shall be entitled to one vote.

### **3.8 Quorum**

The presence of a majority of the members of the Board of Directors shall constitute a quorum at all meetings of the Board of Directors.

## **Article 4: Officers**

### **4.1 Number**

The Officers of the Association shall consist of a President, Vice President, Treasurer / Membership Chair, Secretary, and immediate Past President.

### **4.2 Election and Term**

Officers shall be appointed by the Board of Directors subsequent to the Annual General Meeting. An officer of the Association shall not serve in the same office for more than three years, unless otherwise approved by the Board.

### **4.3 President**

The President shall be the chief officer of the Association and shall serve as chairperson of the Board of Directors, and the presiding officer at all meetings of the Board of Directors and, at the Annual General Meeting. The president shall prepare an annual report which will include reports from the officers of the board, for presentation to the Annual General Meeting.

### **4.4 Vice President**

The Vice President shall replace the President should the President be absent or otherwise unable to carry out his/her responsibilities. If the Presidency becomes vacant the Vice President shall become President. Upon completion of the President's term, the Vice President shall assume the President's position.

### **4.5 Immediate Past President**

The Immediate Past president shall serve in an advisory capacity to the President and shall carry out whatever duties may be assigned by the President or Board. The Past President shall chair the Nominating Committee. Upon expiry of the President's term, that individual becomes Past-President.

### **4.6 Treasurer / Membership Chair**

The Treasurer / Membership Chair shall be the financial officer of the Association and shall oversee all membership records: He/she will:

- Have charge or oversight, and responsibility for, all funds of the Association;
- Issue a payment for invoices approved by the President or Vice President, and acted on by the Treasurer;
- Be responsible for developing and presenting an annual budget to the Board of Directors;
- Monitor budgetary performance of the Association; recommend budgetary modifications as required; review and refine the Association's budgetary procedures as required;
- Maintain an annual membership list and report it to the board;
- Perform the membership renewal process by sending application forms to members;
- Review or refine membership procedures as required;
- Lead recruitment initiatives;
- Prepare financial reports three times a year;
- Present a financial report and a membership report at the Annual General Meeting.

#### **4.8 Secretary**

The Secretary shall oversee all association documents, minutes and correspondence. He/she shall:

- Take minutes at the Annual general Meeting and distribute to all members;
- Hold all association documents, minutes and correspondence;
- Hold the Bylaws and present any bylaw revisions to the membership for approval at the AGM.

#### **Article 5: Committees**

##### **5.1 Committees**

All committees appointed by the Board shall be constituted in such a manner as to reflect a wide representation of the Association's membership. Subcommittees will be struck to work on the priorities of the association as required.

#### **Article 6: Amendments**

##### **6.1 Amendments**

These Bylaws will be reviewed periodically. They may be amended or repealed by the affirmative vote of two-thirds of the voting membership at the Annual General Meeting. Thirty days written notice of the proposed amendment to the general membership shall be provided.

#### **Article 7: Meeting Rules**

##### **7.1 Meeting Rules**

The rules contained in the latest edition of Robert's Rules of Order Revised shall govern meetings of the Association and all components thereof, except where not applicable or otherwise inconsistent with these Bylaws.