

ARTICLE 1 : Name, Vision, Mission and Goals

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 within the college and institute system.

1.3 Mission and Goals

The Mission of the Association is to be an effective national network of academic institutions and affiliate organizations, creating a forum for collaboration and information exchange.

The goals of the Association are:

- (a) To be a forum for collaboration and information exchange among institutions involved in 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 government, professional associations and other interest holders.

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.

2.2 Affiliate Members

An organization, agency or individual, not named in the previous paragraph, with an interest in the mission and goals purpose of the association may become an affiliate member 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.

2.3 Annual Membership Dues

The membership year runs from April 1st to March 31st and membership fees will be assessed fees on an annual basis.

Any member failing to pay dues by the Spring Annual General Meeting or June 1st (whichever occurs first) shall automatically forfeit membership in the Association.

ARTICLE 3 : Annual General Meeting

3.1 Composition

An annual General Meeting is open to all the members of the Association such as defined in article 2.

3.2 Annual General Meeting

The Annual General Meeting will take place once a year. The place and the date will be determined by the members of Board of Directors. This Meeting will be held for the purpose of :

- (a) presenting and adopting the financial statements of the year coming to an end ;
- (b) presenting the annual report(s) from the Board of Directors as well as the budget estimates for the upcoming year ;
- (c) electing new members to the Board of Directors.

3.3 Notice of Meeting

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.

3.4 Vote

In all matters in which the membership shall vote, each institutional member will have one (1) vote. The simple majority of those present will carry the vote. If the vote results in a tie, then the motion shall be considered defeated.

ARTICLE 4 : Board of Directors

4.1 General Responsibility

The Board of Directors will carry out its responsibilities/authority according to current Bylaws.

4.2 Composition of the Board

The activities and the affairs of the Association shall be conducted by a Board of Directors. The Pan Canadian Board will consist of the following eight representatives :

- (a) British Columbia, Alberta, Manitoba, Saskatchewan, Quebec and the Atlantic Region shall each have one (1) representative on the Board;
- (b) Ontario shall have two (2) representative, given its size and number of colleges.
- (c) Additional representation from any province/territory can be approved by the board on an ad hoc basis

Every effort shall be made to ensure broad representation and to reflect the regional, linguistic, urban and rural diversity of the Association.

No institution shall have more than 1 representative on the Board of Directors at any given time.

4.3 Nominations

Nominations for vacant board positions can be brought forward in advance of the vote at the Annual General Meeting.

4.4 Election

Directors shall be elected by the general membership at the Annual General Meeting. Every effort will be made to stagger board member appointment to ensure stability.

4.5 Term

Terms are three (3) years, and may be renewed on a recommendation from the Board and confirmed by a vote at the next Annual General Meeting.

4.6 Authority

The Board of Directors possesses all the authorities which are conferred on it by the Annual General Meeting or by the present By laws. Among others authorities and obligations, the Board will :

- (a) administer the day-to-day matters of the Association ;
- (b) manage the activities of the Association, such as defined by the Annual General Meeting ;
- (c) execute the decisions of the Association ;
- (d) create/identify any working committee to assist during the current year ;
- (e) monitor the budget adopted by the Association.

4.6 Frequency of Meetings

There will be a minimum of one (1) meeting per year, other than the annual conference and Annual General Meeting. The Board of Directors will also meet periodically at the call of the President.

The President shall preside during meetings.

4.8 Vote

Each Director as defined by 4.2 (a) and 4.2 (b) shall be entitled to one (1) vote. A simple majority will carry the vote. If the vote results in a tie, then the motion shall be considered defeated.

4.9 Quorum

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

4.10 Expenses

Expenses incurred while conducting business of the Board shall be borne by the individual Director except where otherwise approved by the Board.

4. 11 Vacancies

When Director's vacancies occur, the Board may appoint an interim Director until the next Annual General Meeting at which time the vacant position shall be filled in accordance with the Bylaws.

4.12 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 by another Director.

Directors may be removed for cause by a simple majority vote of the Board.

4. 13 Resignation

A Director can resign at any time from their functions by submitting a letter of resignation to the Board. This resignation comes into effect on the date determined by the signatory.

ARTICLE 5 : Officers

5. 1 Membership

The Officers of the Association shall consist of a President, Vice President, Treasurer, Secretary and Immediate Past President. Offices may be combined at the discretion of the Board.

5.2 Election

Officers shall be appointed by the Board of Directors subsequent to the Annual General Meeting.

5.3 Term

If re-elected to the Board, an officer of the Association shall not serve in the same office for more than two (2) consecutive terms.

5.4 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.

5.5 Vice President

The Vice President shall replace the President should the President be absent or otherwise unable to carry out their responsibilities. If the Presidency becomes vacant, the Vice President shall become President. If re-elected to the Board upon completion of the President's term, the Vice President shall assume the President's position.

5.6 Treasurer

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

- (a) have charge or oversight, and responsibility for all funds of the Association ;
- (b) issue a payment for invoices approved by the President or Vice President, and acted on by the Treasurer ;
- (c) be responsible for developing and presenting an annual budget to the Board of Directors ;
- (d) monitor budgetary performance of the Association; recommend budgetary modifications as required; review and refine the Association's budgetary procedures as required ;
- (e) prepare financial reports twice a year ;
- (f) present a financial report and a membership report at the Annual General Meeting.

5.7 Secretary

The Secretary shall oversee all association documents, minutes and correspondence. They shall :

- (a) minute the Board of Directors meetings and distribute to Board members ;
- (b) minute the Annual General Meeting and distribute to all members ;
- (c) maintain all association documents, minutes and correspondence ;
- (d) maintain the Bylaws and present any bylaw revisions to the membership for approval at the Annual General Meeting.

5.8 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 Board. The Past President shall chair the Nominating Committee. Upon expiry of the President's term, that individual becomes Past President.

5.9 Execution of Documents/Signing Authority

The President or the Vice President and the Treasurer are the signing authorities.

ARTICLE 6 : Committees

6.1 Membership

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

ARTICLE 7 : Amendments

7.1 Amendments

These Bylaws will be reviewed periodically. They may be amended or repealed by the affirmative vote of a simple majority 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 8 : Meeting Rules

8.1 Meeting Rules

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

