



ALBERTA ASSOCIATION FOR SUPPORTED EMPLOYMENT

BYLAWS

ARTICLE 1. PREAMBLE

1.1 THE ASSOCIATION

The name of the Association is the Alberta Association for Supported Employment

1.2 THE BYLAWS

The following articles set forth the Bylaws of Alberta Association for Supported Employment

ARTICLE 2. DEFINING AND INTERPRETING THE BYLAWS

2.1 DEFINITIONS

- 2.1.1 **ASSOCIATION** – means the Alberta Association for Supported Employment
- 2.1.2 **BYLAWS** - means the Bylaws of the Alberta Association for Supported Employment
- 2.1.3 **DIRECTOR AT LARGE** - means any persons elected or appointed to the Executive Committee.
- 2.1.4 **EXECUTIVE COMMITTEE** - refers to the persons elected or appointed to hold the official offices of .the Alberta Association for Supported Employment
- 2.1.5 **ANNUAL GENERAL MEETING** - means the annual meeting of .the Alberta Association for Supported Employment
- 2.1.6 **SPECIAL GENERAL MEETING** - means a special meeting described in Article 5.
- 2.1.7 **GENERAL MEETING** - refers to meetings of the full membership.
- 2.1.8 **MEMBER** - means a Member in good standing of the Alberta Association for Supported Employment..
- 2.1.9 **OFFICERS** -means the Chair, Vice Chair, Secretary, Treasurer and Directors at large.
- 2.1.10 **REGISTER OF MEMBERS** - means the register maintained by the Secretary containing the names and addresses of the Members of the Alberta Association for Supported Employment

- 2.1.11 **VOTING ENTITLEMENTS** - means each Member is entitled to vote at the meetings of the Alberta Association for Supported Employment.

2.2 INTERPRETATION

- 2.2.1 **SINGULAR AND PLURAL** - words indicating the singular number also include the plural and vice-versa.
- 2.2.2 **MASCULINE AND FEMININE** - words indicating the masculine gender also include the feminine gender and vice-versa.
- 2.2.3 **HEADINGS** - are for convenience only. They do not affect the interpretation of the Bylaws.

ARTICLE 3. OBJECTS OF THE ASSOCIATION

3.1 OBJECTS OF THE ASSOCIATION:

OBJECTIVES

- 1) To provide a meeting place for consideration and discussion of questions affecting the interest of the community
- 2) Generally to encourage and foster and develop among its members a recognition of the importance of supported employment in the province. This shall be accomplished by :
 - a) Promoting and marketing supported employment to create awareness in the general public.
 - b) To ensure funding for the ongoing operation of the Association and approved events.
 - c) To foster the members' pursuit of excellence.
 - d) To address issues pertaining to the delivery of quality support services to persons with disabilities.
 - e) To provide leadership and set standards for the delivery and development of quality support services.
 - f) To develop a network for exchanging information.

ARTICLE 4. MEMBERSHIP

4.1 GENERAL

Membership in the Association is open to any individual or organization within the Province of Alberta who supports the mission and objectives of the Association and who meets the criteria for the membership category.

4.2 CATEGORIES OF MEMBERSHIP

- a) The Executive Committee may establish several classes of membership.

4.3 ADMISSION OF MEMBERS

- 4.3.1 A person or organization may become a Member by meeting the requirements in Article 4.1 and paying the annual membership fee.

4.4 MEMBERSHIP FEES

4.4.1 MEMBERSHIP YEAR

The membership year is January 1 to December 31.

4.4.2 SETTING MEMBERSHIP FEES

The annual membership fee is to be set annually by the Executive Committee. All membership fees are non-refundable.

4.4.3 PAYMENT DATE FOR FEES

The annual membership fee must be paid on or before the due date as set by the Executive Committee.

4.5 RIGHTS AND PRIVILEGES OF MEMBERS

4.5.1 MEMBER IN GOOD STANDING

A Member is in good standing when:

- they have paid membership fees for the current year.

4.5.2 MEMBER ENTITLEMENTS

Any Member in good standing is entitled to:

- attend any Annual or Special General Meetings of the Association.
- receive all minutes of the Association meetings.

- vote at Annual or Special General Meetings of the Association.

4.6 RESIGNATION FROM THE ASSOCIATION

- 4.6.1 Any Member may resign from the Association by sending or delivering a written notice to the Chair of the Association.
- 4.6.2 Once the notice is received, the Member's name will be removed from the Registrar of Members. The Member is considered to have ceased being a member on the date their name is removed from the Register of Members.
- 4.6.3 If a Member has not paid the annual membership fee by the date set by the Executive Committee, they are considered to have submitted their resignation.

4.6.4 The Board of Directors shall have the power to expel or suspend any Member whose conduct shall have been determined by the Board to be improper, unbecoming, or likely to endanger the interest or reputation of the Society or who willfully commits a breach of the by-laws of the Society. No member shall be expelled or suspended without being notified of the charge or complaint against him or her or without having first been given an opportunity to be heard by the Board at a meeting called for the purpose. Once the Board makes a decision, the member shall be notified in writing.

ARTICLE 5. MEETINGS OF THE ASSOCIATION

5.1 ANNUAL GENERAL MEETING

- 5.1.1 The Annual General Meeting will be held once in each calendar year at such place and time as determined by the Executive Committee.
- 5.1.2 **NOTICE**
A notice must be mailed, delivered, emailed or faxed by the secretary to each Member at least (14) days before the Annual General Meeting. This notice must state the place, date, time and purpose of the Annual General Meeting.
- 5.1.3 **AGENDA**
Only the matters set out in the notice for the Annual General meeting are considered at the Annual General Meeting.

5.3 SPECIAL GENERAL MEETINGS

5.3.1 CALLING OF A SPECIAL GENERAL MEETING

A Special General Meeting may be called at any time by:

- a resolution of the Association to that effect.
- written request of at least five (5) Members. The request must state the reason for the Special General Meeting and the motion(s) intended to be submitted at this Special General Meeting.

5.3.2 NOTICE

A notice must be mailed, delivered, emailed or faxed by the secretary to each Member at least fourteen (14) days before the Special General Meeting. This notice must state the place, date, time and purpose of the Special General Meeting.

5.3.3 AGENDA FOR THE SPECIAL GENERAL MEETING

Only the matter(s) set out in the notice for the Special General meeting are considered at the special General Meeting.

5.4 PROCEDURES AT AN ANNUAL OR SPECIAL GENERAL MEETING

5.4.1 QUORUM

Attendance by 20% of the membership + one Member constitutes a quorum.

5.4.2 PRESIDING OFFICERS

- 5.4.2.1 The Chair or Vice-Chair will chair every meeting of the Association.
- 5.4.2.2 If the Chair or Vice-Chair are not present, a Member of the Executive Committee will chair the meeting.

5.4.3 VOTING

- 5.4.3.1 Each Member in good standing is entitled to (1) vote at a meeting of members of the Association. An individual holding more than one membership under Section 4.2 shall be entitled to only one vote at meetings of members of the Association.
- 5.4.3.2 If there is a tie vote, the motion is defeated.
- 5.4.3.3 A member may vote in person or by proxy, but if by proxy the proxy is only valid if properly signed and provided to the Secretary at least 24 hours before any meeting.

- 5.4.3.4 A majority of the votes by the Members present decides each issue and resolution.

ARTICLE 6. THE GOVERNMENT OF THE COUNCIL

6.1 ROLE OF THE EXECUTIVE COMMITTEE

- 6.1.1 To provide active leadership and governance on behalf of the Association Membership in articulating the Mission Statement and ensuring the goals and objectives of the Association are achieved.

6.2 POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE

These include:

- To represent Members as a whole in championing for employment standards and quality supports for all persons with disabilities.
- Ensure that a planning process is established to fulfill the Objectives of the Association.
- Establish an annual fee schedule.
- Approve all expenditures for operating and managing the Association.
- Maintaining all accounts and financial records of the Association.

6.3 COMPOSITION OF THE EXECUTIVE COMMITTEE

- 6.3.1 The Executive committee consists of one Chair, one Vice-Chair, one Secretary, one Treasurer and a maximum of nine (9) Directors at Large.

6.4 ELECTION OF THE EXECUTIVE COMMITTEE

- 6.4.1 At the Annual General Meeting of the Association, the Members elect the Executive Committee. All persons elected must be members of Association in good standing.
- 6.4.2 Members of the Executive Committee will service a term of not less than two (2) years but not more than (5) five years.

6.5 RESIGNATION OF AN OFFICER OF THE EXECUTIVE COMMITTEE

- 6.5.1 An Officer may resign from office by giving one (1) month's notice in writing to the Chair.
- 6.5.2 If there is a vacancy on the Executive Committee, the Members of the Executive Committee may appoint a

Member in good standing to fill that vacancy for the remainder of the term.

6.6 **DISQUALIFICATION OF AN OFFICER OF THE EXECUTIVE COMMITTEE**

- 6.6.1 The office of an Executive Committee member shall be ipso facto vacated:
- if he be legally declared not responsible for his/her actions.
 - if he is convicted of a criminal offense
 - if he is removed by resolution of the Society.

6.7 **MEETINGS OF THE EXECUTIVE COMMITTEE**

- 6.7.1 The Executive Committee will hold at least four (4) meetings each year.
- 6.7.2 Members of the Executive Committee are expected to attend all meetings.
- 6.7.3 Attendance by 50% + one Member of the Executive Committee constitutes a quorum.
- 6.7.4 A tie vote means the motion is defeated.
- 6.7.5 An Executive Committee Member may not vote by proxy.
- 6.7.6 A majority of the votes by the Executive Committee Members present decides each issue and resolution.

6.8 **ROLES AND RESPONSIBILITIES OF THE OFFICERS**

- 6.8.1 **CHAIR**
- when present, chairs all meetings of the Association
 - acts as the spokesperson for the Association
 - chairs the Executive Committee
 - prepares the Annual General Report for the Association
 - carry out other duties assigned by the Executive Committee
- 6.8.2 **VICE-CHAIR**
- assume duties of the Chair in his absence
- 6.8.3 **TREASURER**
- deposits all monies in a chartered bank, Treasury Branch or trust company chosen by the Executive Committee
 - prepares a detailed account of revenues and

expenditures and reports to the Membership at the Annual General Meeting.

- Invoices and collects annual membership fees
- carries out other duties as assigned by the Executive Committee
- prepares the Annual return
- prepares the accounts of the Association for the annual audit

6.8.4 **SECRETARY**

- record or cause to be recorded the proceedings and minutes of the Annual, Special or General meetings.
- record or cause to be recorded the proceedings and minutes of the Executive Committee shall be responsible for distributing minutes of both the Executive meetings , and any other meetings
 - maintains a Register of Members of the Alberta Association for Supported Employment
- shall send or arrange for publication of all notices of meetings as required

6.8.5 **DIRECTORS AT LARGE**

- carries out duties as assigned by the Executive Committee

ARTICLE 7. SUBCOMMITTEE OF THE ASSOCIATION

7.1 The Executive Committee may appoint sub-committees as required.

7.2 PROCEDURES FOR ANY APPOINTMENT TO SUB-COMMITTEE

7.2.1 A Member must chair each sub-committee created by the Association.

7.2.2 The Chair and each subcommittee calls the subcommittee meetings. Each committee will:

- develop written Terms of reference
- record the minutes of it's meetings
- distribute these minutes to the committee members and to the Executive Committee
- provide reports as requested

ARTICLE 8. FINANCE AND OTHER MANAGEMENT MATTERS

8.1 **INSPECTIONS OF ACCOUNTS AND RECORDS**

8.1.1 The Association books of record and the books of accounts will be open to inspection by any members. A request to review the books of record and/or accounts is to be made in writing to the Chairman. A mutually agreeable time and location will be determined between the Secretary/Treasurer and the person requesting the review and such a meeting will occur.

8.2 **FINANCE AND AUDITING**

8.2.1 The fiscal year of the Alberta Association for Supported Employment ends on December 31 of each year..

8.2.2 There must be a financial statement for the Association at least once each year signed by two (2) Members of the Executive Committee as to its accuracy and authenticity.

8.2.3 The financial books of the society must be audited once year by two members of the executive committee

8.3 **PAYMENT**

8.3.1 No Member will receive payment for his services.

8.3.2 Reasonable expense incurred while carrying out the duties of the Association may be reimbursed upon the Executive Committee approval.

8.3.3 Directors and officers will not be paid for their time spend on behalf of the Association. Any expenses incurred by either members or directors shall be reimbursed to a member or director as long as the expenses have been approved by the executive.

8.4 **LIMITATIONS ON THE LIABILITY OF MEMBERS**

No member is, in his individual capacity, liable for any debts or liability of the Association.

8.5 **BORROWING POWERS**

For the purpose of carrying out it's objects, the Association may borrow or raise or secure the payment of money in such manner as approved by the Executive Committee.

8.6 **ASSOCIATION SEAL**

The Alberta Association for Supported Employment will not have or utilize a corporate seal.

