

CAWOA / ACOLA

**CANADIAN AMATEUR WRESTLING OFFICIALS
ASSOCIATION
/
ASSOCIATION CANADIENNE DES OFFICIELS DE
LUTTE AMATEUR**

Constitution and ByLaws

Section 18.1

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Chapter 1 – CONSTITUTION AND BYLAWS

Article 1

1.1 NAME

The organization name shall be the Canadian Amateur Wrestling Officials Association (CAWOA) and/or Association Canadienne des Officiels de Lutte Amateur (ACOLA). For convenience in this document, references to CAWOA shall also mean ACOLA and references to ACOLA shall also mean CAWOA. The Association is to be an affiliated member of the Canadian Amateur Wrestling Association (CAWA) and/or l'Association Canadienne de Lutte Amateur (ACLA). For convenience in this document, references to CAWA shall also mean ACLA and references to ACLA shall also mean CAWA. For convenience in this document, references to the masculine shall also mean the feminine and/or neuter and references to the feminine shall also mean the masculine and/or neuter.

1.2 DEFINITION

CAWOA is the amateur wrestling officials' Governing Body in Canada. In response to the wishes of its members, CAWOA shall control the affairs of the national wrestling officials' program throughout Canada.

Article 2

2.1 INSIGNIA

This Association shall have such official insignia as the Governing Body may decide.

2.2 COLOUR

The colours of this Association are red, blue and white.

Article 3

3.1 AIMS AND OBJECTIVES

- To foster the development of amateur wrestling officials at the provincial, national, and international levels;
- To improve the skill and technical knowledge of officials in CAWOA;
- To stimulate people's interest in becoming officials in the CAWOA;
- To unify and co-ordinate the efforts of all provinces and regions interested in promoting officiating and to permit them a voice in the development of an official's Association in Canada;
- To create and maintain projects that will benefit all parties interested in officiating by updating officiating techniques;
- To provide a clearing house for the distribution of officiating literature, files, research materials and rules;

- To give prompt attention to valid suggestions on how to improve wrestling officiating in Canada;
- To establish national and regional wrestling officials' clinic;
- To train and certify competent officials nationally and internationally; and
- To supply and recommend officials for national and international competitions to the CAWA.

Article 4

4.1 REGULAR MEMBER

Membership in the Association shall include any individual (referee/judge or pairing master) who has successfully participated in a national up-grading clinic and who has been recommended/rated by a National Clinician, is a member in good standing with their provincial or regional officials' Association, and has paid their current CAWOA Membership fee. Any member may withdraw their membership at any time in writing to the President. For the withdrawal to be effected, the Executive Committee must accept it by majority. Any member who voluntarily withdraws will forfeit any/all fees and amounts due to the member from the CAWOA.

Regular members not holding office on Executive Committee or serving the Governing Body in the capacity of a Branch member representative may meet at any time but may not transact any business, raise any motions, vote on any issues, or propose, change or repeal any ByLaws. Only Executive Committee meetings, Special Meetings, Biennial Meetings, or any other meeting as specified by the Governing Body may be expensed and no member shall be remunerated, paid, or otherwise compensated beyond actual costs for their involvement in these capacities.

4.2 HONORARY MEMBER

Any individual who had previously been a Regular Member of the Association for fifteen (15) years or greater, had attained the highest level in the Association (Can AE/PM-A), as well as a Tier I Clinician, and having been nominated and accepted by the Governing Body, in recognition of their exceptional work and dedication to the sport and the CAWOA. Honorary members shall be entitled to all the benefits the Association has to offer its Regular Members except for the privilege of active officiating. No membership fee will be assessed for any Honorary Members. Any member may withdraw their membership at any time in writing to the President. For the withdrawal to be effected, the Executive Committee must accept it by majority. Any member who voluntarily withdraws will forfeit any/all fees and amounts due to the member from the CAWOA.

4.3 BRANCH MEMBER

Branch Membership in the Association shall include any Provincial or Territorial Officials Association, as recognized by each Provincial or Territorial Association recognized by the CAWA, which is a member in good standing and has paid the

current CAWOA membership fee. Any member may withdraw their membership at any time in writing to the President. Any Provincial or Territorial Officials Association may withdraw and re-designate an individual acting as their representative at any time with notification to the Secretary/Treasurer so long as their representative is at least eighteen (18) years of age with the power under law to contract. For the withdrawal to be effected, the Executive Committee must accept it by majority. Any Regular Member who voluntarily withdraws will forfeit any/all fees and amounts due to the member from the CAWOA.

Article 5

5.1 OFFICERS

The officers of this Association shall consist of:

- President
- Past President
- VP International
- VP National
- Secretary/Treasurer

5.2 DUTY OF OFFICERS

5.2.1 President

- i. The Association shall have a President elected in accordance with CAWOA Election Procedures. Refer to Appendix 4 for CAWOA Election Procedures.
- ii. The newly elected President shall assume office in accordance with CAWOA Election Procedures.
- iii. The President shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two- year term.
- iv. The President or his representative shall preside at all meetings of the Association.
- v. The President shall be responsible for the affairs of the Association and with the assistance of the Executive Committee shall execute and administer the policies established by the Governing Body.
- vi. The President shall co-ordinate the activity of the members of the executive and work to implement the program approved by Governing Body.
- vii. In conjunction with the VP International, the President shall be responsible for international operations, including but not limited to the activity of the international officials and correspondence with the Federation Internationale des Luttes Associées (FILA).
- viii. In conjunction with the VP National, the President shall be responsible for national operations, including but not limited to the activity of the national officials and correspondence with the CAWA.
- ix. The Secretary/Treasurer shall keep custody of the Corporate Seal of the Association and shall only use it only with the consent of the President.

Consent for use of the seal rests with the President, and the Secretary/Treasurer shall with that consent certify all official Association documents using the seal.

- x. In conjunction with the Secretary/Treasurer, the President shall be responsible for the submission and allocation of all grants and budgets.
- xi. The President shall be responsible to ensure that the Corporate Minute Book for the CAWOA is maintained and updated regularly.
- xii. The President shall regularly evaluate the operations of the Association and the performance of its members.
- xiii. It shall also be the President's duty to ensure that the other officers of the Association perform their duties strictly in accordance with the Constitution and ByLaws.

5.2.2 VP International

- i. The Association shall have a VP International elected in accordance with CAWOA Election Procedures.
- ii. The newly elected VP International shall assume office in accordance with CAWOA Election Procedures.
- iii. The VP International shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- iv. In the event that the President is unable to perform the duties of office, the VP International will assume the duties until such time as the President is able to resume these responsibilities.
- v. The VP International shall have the responsibility for international operations, develop the necessary programs for the recruitment and training of international officials and co-ordinate the activity of these officials (under the President's supervision).
- vi. The VP International shall assist the President in executing and administering the policies of the Associations.
- vii. The VP International shall regularly report upon and evaluate the performance of the international officials and the international programs.

5.2.3 VP National

- i. The Association shall have a VP National elected in accordance with CAWOA Election Procedures.
- ii. The newly elected VP National shall assume office in accordance with CAWOA Election Procedures.
- iii. The VP National shall serve a two year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two year term.
- iv. In the event that the President and VP International are unable to perform their duties, the VP National shall assume their duties until such time as the President and the VP International are able to assume their responsibilities.
- v. The VP National shall assist the President in executing and administering the policies of the Association.

- vi. The VP National shall have the responsibility for national operations, develop the necessary national programs for the recruitment and training of national officials and co-ordinate the activity of these officials (under the President's supervision).
- vii. The VP National shall regularly report upon and evaluate the performance of the national officials and the national programs.

5.2.4 Secretary/Treasurer

- i. The Association shall have a Secretary/Treasurer elected in accordance with CAWOA Election Procedures.
- ii. The newly elected Secretary/Treasurer shall assume office in accordance with CAWOA Election Procedures.
- iii. The Secretary/Treasurer shall serve a two-year term from the moment of the meeting at which the election takes place and may be re-elected to one additional consecutive two-year term.
- iv. The Secretary/Treasurer shall be responsible for all moneys of the Association and any other financial matters delegated by the Association. A financial statement shall be completed in full for the Biennial meeting, annually, and at other times as requested.
- v. The Secretary/Treasurer must be able to give on demand a general analysis of the Associations financial standing.
- vi. The Secretary/Treasurer shall present at the Biennial Meeting/Executive Meeting to the executive prior to the end of any fiscal period a proposed operating budget for the ensuing fiscal year, and more often if required.
- vii. The Secretary/Treasurer shall be responsible for the preparation of all operating budgets as required by Sport Canada.
- viii. The Secretary/Treasurer shall keep an inventory of the equipment/materials necessary for the members' use.
- ix. The Secretary/Treasurer shall keep custody of the Corporate Seal of the Association and shall only use it only with the consent of the President. Consent for use of the seal rests with the President, and the Secretary/Treasurer shall certify all official Association documents.
- x. The Secretary/Treasurer shall collect all fees and dues as required of the members.
- xi. The Secretary/Treasurer shall keep an up to date record of names and addresses of all members of the Association and shall make them available at all times to members entitled to view these records.
- xii. The Secretary/Treasurer shall prepare revisions to the Constitution and ByLaws for recommendation to the CAWOA Governing Body as needed.
- xiii. The Secretary/Treasurer shall be responsible for the minutes of all meetings of the Association and forward a copy to each member of the Executive and Governing Body.

5.2.5 Past President

- i. The Association shall have a Past President, who shall be the person who held the position of President immediately prior to the Election of the President in accordance with CAWOA Election Procedures.
- ii. The President shall assume office in accordance with CAWOA Election Procedures.
- iii. The Past President shall have the responsibility for the administration of the awards of the Association (under the President's supervision). The awards include, but are not limited to, the following: Honorary Memberships, CAWOA Bursaries, nomination to the CAWA Hall of Fame and for other external awards which the CAWOA may nominate one of its members.
- iv. The Past President shall serve a two-year term and may serve an additional two-year term based on the president serving a second two-year term.
- v. The Past President shall have the duty of advising the Executive Committee of the history of the Association and shall take on other such duties as requested by the President.

5.3 AUDITOR

Branch Members shall each year unanimously appoint a Regular Member to audit the accounts of the Association who is not a member of the Governing Body, the Executive Committee or a paid employee of the CAWOA. No member will serve in the capacity of auditor for more than one year consecutively. The auditor shall review the financial records of the Association and conduct whatever tests necessary to satisfy himself/herself that the financial statements of the Association accurately and materially reflect the financial transactions and affairs of the Association, and make a report to the Executive Committee and Governing Body annually.

These tests shall not create any financial cost to the Association.

5.4 EXECUTIVE COMMITTEE

5.4.1 Executive Committee

The executive committee shall consist of the President, the Past President, the VP International, the VP National and the Secretary/Treasurer. The Executive Committee shall meet at least annually. Other meetings shall be called when requested. The Executive Committee is responsible to the national membership of the Association, and may exercise all such powers on behalf of the CAWOA, including: acting upon existing bylaws, recommending new bylaws, creating and implementing Policies and Procedures required to be exercised in order to manage and direct the affairs of the Association.

5.4.2 Executive Committee Quorum

An Executive Committee quorum shall exist when three of the five executive members are present at a meeting.

5.4.3 Powers of the Executive Committee

The Executive Committee shall have the power to impose and enforce suspensions and/or penalties for any violation of the Constitution and ByLaws, by-laws and/or regulations or the edicts of the President. Such penalties must be agreed upon by a majority of the executive committee.

5.5 DISCIPLINARY ACTION

When immediate disciplinary action is needed the President shall appoint a disciplinary committee. The Disciplinary Committee should include a minimum of any five CAWOA members. The Committee will normally be the Executive Committee unless there is a conflict of interest. The Disciplinary Committee shall act within requirements of the Association's Policies and Procedures.

Article 6

6.1 BIENNIAL AND SPECIAL MEETINGS

The place and date of Biennial meetings of the Association shall be decided by the Executive Committee. It shall under normal circumstance be held in conjunction with the Senior National Championships. At all meetings of the Association, voting shall be done by a show of hands. However, should a member ask for a secret ballot, such a vote will be held without any further discussion of the process. Executive Committee meetings may be held as deemed necessary. These meetings are open to the Governing Body, as observers.

Regular members not holding office on Executive Committee or serving the Governing Body in the capacity of a Branch member representative may meet at any time but may not transact any business, raise any motions, vote on any issues, or propose, change or repeal any ByLaws. Only Executive Committee meetings, Special Meetings, Biennial Meetings, or any other meeting as specified by the Governing Body may be expensed and no member shall be remunerated, paid, or otherwise compensated beyond actual costs for their involvement in these capacities.

In the year when the Biennial Meeting is not held, at minimum, the Governing Body shall meet by other electronic means. Meetings by other electronic means shall occur provided that a majority of the Governing Body: approves of the medium of the meeting, determines that security issues are mitigated to a satisfactory level. Meetings by other electronic means shall occur provided that a minimum of 2/3 of the Governing Body will participate, that minutes are recorded, and that all Governing Body members are able to participate in the medium proposed. Meetings by other electronic means may be held in any appropriate forum such as, but not limited to, e-mail response, fax response, telecommunication conference call, private discussion and/or private internet chat rooms. In such circumstances, recorded responses indicating a 2/3 of the Governing Body shall constitute both quorum and/or motion acceptance/defeat. Any member may observe any in person meeting of the Governing Body at their

own expense. Members may, by virtue of their affiliation with a Branch Member, be represented by their Provincial or Territorial representative in any meeting of the Governing Body. Thirty days prior to the meeting, the President shall notify the Governing Body of the place, date and time of the meeting. Representation by 2/3's of the Governing Body shall constitute quorum for the transaction of business. The President is authorized to conduct mail, telegraphic, telephonic, fax or e-mail polls of the Governing Body. When balloting is completed, the President shall be charged with counting the votes and reporting the results to the Governing Body by mail, telegraphic, telephonic, fax or e-mail means.

6.2 ARRANGEMENTS

All plans, arrangements, programs, budgets and like subjects affecting the welfare and policies of the Association shall be prepared and actuated by the Executive Committee.

Article 7

7.1 GOVERNING BODY

The Association shall have one (1) Governing Body who shall act as a Board of Directors. One (1) elected representative from each Provincial or Territorial Branch Membership (in good standing) and the elected President of the CAWOA shall act as directors, each having one (1) vote, and shall constitute the Governing Body. Each of the Provincial or Territorial Branch Memberships shall nominate or elect a regular or honorary member in good standing from their provincial or territorial body who is at least eighteen (18) years of age with the power to contract to be the representative to the Governing Body not later than January 31 of each year. Any Provincial or Territorial Officials Association may withdraw and re-designate an individual acting as their representative at any time with notification to the Secretary/Treasurer. For the withdrawal to effected, the Executive Committee must accept it by majority. Any Regular Member who voluntarily withdraws will forfeit any/all fees and amounts due to the member from the CAWOA.

The Governing Body shall meet in person at least every two years (Biennial Meeting), Special Meetings shall be called when requested in writing and approved by a 2/3 majority of the Governing Body. The cost of Special Meetings shall be born by the Branch Members attending the meeting. The Biennial meeting shall be scheduled at a place and time that is convenient for the membership. Where possible, the Biennial meeting or, in a year where there is no Biennial meeting, the Executive meeting, shall be held in a manner so that the Governing Body may meet in person.

In the year when the Biennial Meeting is not held, at minimum, the Governing Body shall meet by other electronic means. Meetings by other electronic means shall occur provided that a majority of the Governing Body: approves of the medium of the meeting, determines that security issues are mitigated to a

satisfactory level. Meetings by other electronic means shall occur provided that a minimum of 2/3 of the Governing Body will participate, that minutes are recorded, and that all Governing Body members are able to participate in the medium proposed. Meetings by other electronic means may be held in any appropriate forum such as, but not limited to, e-mail response, fax response, telecommunication conference call, private discussion and/or private internet chat rooms. In such circumstances, recorded responses indicating a 2/3 of the Governing Body shall constitute both quorum and/or motion acceptance/defeat. Any member may observe any in person meeting of the Governing Body at their own expense. Members may, by virtue of their affiliation with a Branch Member, be represented by their Provincial or Territorial representative in any meeting of the Governing Body. Thirty days prior to the meeting, the President shall notify the Governing Body of the place, date and time of the meeting. Representation by 2/3's of the Governing Body shall constitute quorum for the transaction of business. The President is authorized to conduct mail, telegraphic, telephonic, fax or e-mail polls of the Governing Body. When balloting is completed, the President shall be charged with counting the votes and reporting the results to the Governing Body by mail, telegraphic, telephonic, fax or e-mail means.

The Governing Body must discuss upon written request of the member, disciplinary actions taken by a Disciplinary Committee. Should the Governing Body find that they are unable to support the actions taken, then they are responsible for deciding what further actions must be taken.

The Governing Body shall ensure that all dues and moneys are collected for the Association to expend the same.

The Governing Body may, at any meeting of the Governing Body, with a 2/3 majority vote of the representatives present:

- a) borrow money upon credit of the Association;
- b) limit or increase the amount to be borrowed;
- c) issue or cause to be issued bonds, debentures or other securities of the Association and pledge or sell the same for such sums, upon such terms, covenants and conditions and at such prices as may be deemed expedient;
- d) secure any bond, debentures or other securities, or any other present or future borrowing or liability of the Association, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Association, and the undertaking and rights of the Association;
- e) grant or limit powers to enact the above to any member; and
- f) nothing herein limits or restricts the borrowing of money by the Association on bills of exchange or promissory notes made, drawn, accepted or endorsed by or on behalf of the Association.

7.2 OUTSIDE ORGANIZATIONS

The Association is responsible for training and providing officials for national and international competitions. The program for training and certifying officials will be organized through this Association within the guidelines approved by CAWA. The Association will work co-operatively with CAWA and FILA.

Article 8

8.1 AMENDMENTS TO CONSTITUTION AND BYLAWS

The Constitution and ByLaws may be amended, at any Biennial annual meeting of the Governing Body, by two-thirds of the votes of the delegates present and voting following the latest edition of Wainberg's Society Meetings Including Rules of Order, or by special unanimous resolution of the Governing Body. Proposed amendments shall be submitted to the President and the Secretary - Treasurer at least forty-five days prior to the meeting at which the amendments are to be considered. The President shall mail a copy of any proposed amendments to the membership of the Governing Body, no later than thirty (30) days preceding any such meeting. No resolution or amendment shall be enforced or acted upon until it has received the approval of the Minister of Industry as required in the Application for Incorporation.

8.2 AMENDMENTS TO THE POLICIES AND PROCEDURES

The POLICIES AND PROCEDURES may be amended at a Biennial meeting, a special meeting of the Governing Body or by the Executive Committee in alternate years to the Biennial Meeting . Voting is by a majority of votes of those members present and voting. In the case of a policy change by the Executive Committee, the change shall be circulated immediately to the Governing Body.

8.3 EXECUTION OF DOCUMENTS

Contracts, documents or any instruments in writing requiring the signature of the corporation shall be signed by any two officers and all contracts, documents and instruments in writing so signed shall be binding upon the corporation without any further authorization or formality. The Governing Body shall have power from time to time by resolution to appoint an officer or officers on behalf of the corporation to sign specific contracts, documents and instruments in writing. The Governing Body may give the corporation's power of attorney to any registered dealer in securities for the purposes of the transferring of and dealing with any stocks, bonds, and other securities of the corporation. The seal of the corporation, when required, may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or officers appointed by resolution of the Governing Body.

Article 9

9.1 FEES

There shall be an initial membership fee payable to become a member of the Association, plus a fee to be paid each year thereafter. The annual membership year is January 1st to December 31st. All dues must be paid in accordance with the policies of the CAWOA. Fees shall be paid to the Secretary/Treasurer by cheque or money order. The fiscal year of the Association shall end on the last day in February each year.

9.2 PROFITS

The Association shall carry on its operations without pecuniary gain to its members and any profits or other accretions to the Association are to be used in promoting its objects.

9.3 RESIDUAL

In the event of liquidation or winding up of the Association, all its assets after payment of its liabilities shall be entrusted to the CAWA with the provision that a new association with objects similar to the CAWOA be established within one (1) year. In the event that the CAWA is unable to fulfill this trust, all remaining assets shall be distributed equally, based on registered Regular Member numbers, to all Branch members.

Article 10

10.1 GRIEVANCES

All grievances shall be forwarded to the President of the Association in writing and shall be dealt with by the Executive Committee. Members concerned should attend these meetings. In the event of a grievance from a third party who is not a member of CAWOA, the third party must be informed by carbon copy of all proceedings including the initial charge. Should the third party be a member of this Association, the member shall be invited to attend the meeting and shall be informed in writing of the proceedings.

10.2 DISCLAIMER

This Association is not responsible or liable for any expenses incurred by any member, unless same is authorized by the President or Secretary/Treasurer of the CAWOA.

10.3 RECORDS

Each officer shall, at the end of their term of office, hand over to the successor such records pertaining to that office. Records for the association each year, after the meeting of the Branch Members, shall be sorted and any correspondence found to not be of use or value shall be destroyed.

10.4 GENERAL

The Association meetings shall at all times be free of all political and theological discussions. Certified to be a true copy of the revised by-laws of the Canadian Amateur Wrestling Officials Association duly enacted by the Association at its Annual General Meeting held in the City of Calgary, on the 29th day of March, 2007.

Signed: _____
John Cook, President CAWOA

Kelly Delanoy, Sec./Treas. CAWOA

APPENDICES

APPENDIX 1: ORDER OF BUSINESS AT THE BIENNIAL MEETING

Shall be:

- Roll call
- Acceptance of agenda
- Acceptance of minutes and reading of correspondence

- Business arising from minutes and correspondence

- President's Report
- VP International Report
- VP National Report
- Secretary/Treasurer's Report
- Past President's Report

- Resolutions

- Election of officers

- General and new business

- Closure of the meeting

APPENDIX 2: ORDER OF BUSINESS AT ALL OTHER MEETINGS

Shall be:

- Roll call
- Acceptance of the agenda
- Acceptance of minutes and reading of correspondence

- Business arising from the minutes and correspondence

- Secretary/Treasurer Report
- Payment of bills

- New business

- Closure of the meeting

APPENDIX 3: PARLIAMENTARY PROCEDURE FOR A MAIN MOTION

DEFINITION: Proposition for the members of the membership to have the Governing Body consider.

REQUIREMENTS:

- 1) It must be in order; it must be made at a time when no other business is before the meeting and in the proper order of the business; and it must be made by the member who has the floor;
- 2) It must be seconded;
- 3) It must be stated by the President;
- 4) It may always be discussed;
- 5) It must be disposed of in any way acceptable to the members present, and;
- 6) Discussion is not in order until after motion is seconded and after it has been stated by the President.

NB: (All meetings shall be conducted under the procedure laid down in the most recent edition of Wainberg's Society Meetings Including Rules of Orders, except where these are in conflict with the Constitution and ByLaws).

APPENDIX 4: Executive Committee Elections

Nomination

Nominations for Executive Committee positions shall be received by the Past President by January 31 of the year in which the position is to be determined. Nominations shall be made by any member of the Governing Body. Any Regular Member in good standing may be nominated for any position so long as they are at least eighteen (18) years of age and have the power under law to contract. A Regular Member in good standing may be nominated for more than one Executive Committee position simultaneously. A current Executive Committee member who is a Regular Member in good standing may be nominated for a position to be elected, and if elected must resign a position in order to only hold one (1) Executive Committee position. A Regular Member may not hold more than one (1) Executive Committee position simultaneously. A list of nominations received, along with the name of the nominator, shall be circulated by the Past President by February 8 each year. Any positions up for election with only one (1) nomination shall be elected by virtue of acclamation.

Conflict of Interest

In the event that the Past President has been nominated for a position the Executive Committee will appoint another member to act as scrutinizer who is not in conflict of interest from the following order: Secretary/Treasurer, VP International, VP National, another CAWOA Regular Member in good standing. A scrutinizer should not be nominated for any position nor nominate any member for any position to be elected. Any member of the Governing Body, by virtue of the voting process, is deemed in conflict of interest from acting as scrutinizer. Any member of the Governing Body who has been nominated for a position to be elected shall temporarily vacate their position within the Governing Body and appoint another representative to participate in the voting process. No Executive Committee member, except the President by virtue of the elected office, shall hold a position on the Governing Body.

Vacant Positions

Any positions with no nomination shall be open to appointment by the Governing Body by majority vote by the fiscal year end or the conclusion of the Biennial Meeting if held in the current election year, whichever is later. Consideration for appointment shall be given to members who were nominated for other Executive Committee positions to be elected and were not elected in the current year.

Where a member of the Executive Committee resigns prior to the completion of their term of office, the Executive Committee shall have discretion to appoint a Regular Member in good standing to the vacant position on an interim basis until the next scheduled election for that position occurs.

Discussion

Any positions with two (2) or more nominations for election shall be voted on during the Election Process by the Governing Body. Any members nominated or their nominator may, by March 1 of the election year, submit a one (1) page vitae or rationale for nomination to the Past President. The Past President shall distribute any submitted vitae/rationales to the Governing Body by March 8 of the election year or advise them that no submissions were presented. Any discussions, commentary, and/or communications regarding candidates shall commence upon receipt of the vitae/rationales/notification of non-submission from the Past President and end when the voting process for the position begins. Any discussions, commentary and/or communications shall always be done in the positive toward candidates and be scrutinized by the CAWOA Code of Ethics.

Election and Voting Process

Election shall occur by the conclusion of the Branch Members annual meeting within the ByLaws of the Association. Elections shall be done by secret written ballot to the scrutinizer, who shall provide 48 hours for voting on a position if done over distant means. Elections for positions shall be in the following order:

ODD Calendar Year: President
 VP National

EVEN Calendar Year: VP International
 Secretary/Treasurer

The scrutinizer shall report the result of the voting, without indicating the number of votes, to the Governing Body prior to commencing the voting for another position. Elected positions must be by clear majority of the votes cast, or a subsequent ballot shall be ordered. In the case of a subsequent ballot, the candidate receiving the least votes in the previous round of voting shall be eliminated from any further ballots and the election shall continue until a candidate is declared winner by clear majority of the votes cast. Once the scrutinizer has reported the result of the voting the Governing Body may request an immediate open roll call vote, and within 24 hours if voting is done over distant means, and only with unanimous consent of the Governing Body members who voted. At a Biennial Meeting, a motion to destroy the ballots will make the result official. When voting is done by distant means the Governing Body shall have 24 hours from first notification of the result for the elected position to make a motion to have an open roll call vote. When voting by distant means, after 24 hours, and barring a motion for open roll call vote, the secret written ballots shall automatically be destroyed and the result of the voting for that position shall become official.