

Bylaws of the Canadian Association of Pharmacy in Oncology (CAPHO)

Approved Bylaws passed at the 2011 Annual General Meeting, November 5, Quebec City.

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1.0 Name

The name of the Association shall be the "Canadian Association of Pharmacy in Oncology", otherwise known as CAPhO. In the French language, it shall be referred to as "l'Association canadienne de pharmacie en oncologie", or as ACPhO.

2.0 Mission

To promote the practice of oncology pharmacy in Canada, by conducting educational events, maintaining appropriate professional practice standards, facilitating communication between oncology pharmacists, pharmacy technicians and pharmacy assistants and other interested health professionals, and developing oncology pharmacy as an area of specialty practice.

3.0 Vision

- To be the Canadian national forum for oncology pharmacy practitioners and other health care professionals interested in oncology pharmacy
- To be the official representative of Canadian oncology pharmacy practitioners at an international level

4.0 Values

The activities, educational meetings and professional representatives of CAPhO will:

- support the exchange of information and experience of services provided on all aspects of oncology pharmacy practice in Canada;
- enhance professional networking, education and development through various means of communication, structured educational programs, and other means as appropriate;
- develop and maintain standards of practice in the area of oncology pharmacy;
- foster the education of pharmacists, pharmacy technicians and pharmacy assistants, and other health professionals in the knowledge and practice of oncology and oncology pharmacy;
- promote occupational health and safety issues for pharmacy personnel working with hazardous cytotoxic agents;
- support and develop accreditation and recognition of oncology as a specialty area of pharmacy practice; and
- foster the development of pharmacy-based research in the practice of oncology pharmacy and related areas.

5.0 Organizational Structure

5.1 Membership

The membership of CAPHO is comprised of individual members interested in the practice of oncology pharmacy in Canada.

5.2 Executive Officers

The Executive Officers are the President, President-Elect, Treasurer and Immediate Past President. The Executive Officers shall be pharmacists, pharmacy technicians or pharmacy assistants currently working in oncology. All Executive Officers shall be CAPHO members in good standing (except corporate). The Executive Officers are responsible to the Executive Committee and manage and operate the Association.

5.3 Executive Committee

The Executive Committee is comprised of the Executive Officers (President, President-Elect, Treasurer and Immediate Past President), the Advocacy Committee Chair, the Awards Committee Chair, the Communications Committee Chair, the Education Co-Chair CEC and NOPS/Research, the Membership Committee Chair and the Technician Committee Chair. The Executive Committee members shall be pharmacists, pharmacy technicians or pharmacy assistants currently working in oncology and are active members of CAPHO.

5.4 Standing Committees

Committees are formed to recommend programs and policies to the Executive Officers. Committees are permanent and ongoing. All Committee members shall be CAPHO members in good standing (except corporate).

5.5 Task Forces

To respond to changing needs of the Association and its members, Task Forces are formed to deal with specific issues. Task Forces are dissolved once their work is complete. All Task Force members shall be CAPHO members in good standing (except corporate).

6.0 Duties and Responsibilities

6.1 Executive Officers

6.1.1 President

The duties and responsibilities of the President include, but are not limited to:

- attends all meetings of the Executive Officers and Executive Committee;
- represents the Association at other meetings as required;
- together with the Treasurer, co-approves expenses on behalf of the Association that are in excess of \$2,000;
- presides at Executive Officers' and Executive Committee meetings and the Annual General Meeting;
- establishes agenda in conjunction with Executive Committee members;
- prepares and submits annual report of activities to the membership at the Annual General Meeting;
- attends the National Oncology Pharmacy Symposium and participates as required;
- ensures Chairs are appointed for Committees and Task Forces;
- ensures Terms of Reference are established for Committees and Task Forces;
- reviews minutes and ensures clarity and accuracy;
- prepares correspondence as required;
- ensures maintenance and safekeeping of all official records of the Association; and
- maintains communication with members.

6.1.2 President-Elect

The duties and responsibilities of the President-Elect include, but are not limited to:

- attends all meetings of the Executive Officers and Executive Committee;
- performs the duties of the President in the absence of the President;
- together with the Treasurer, co-approves expenses on behalf of the Association that are in excess of \$2,000;
- attends the National Oncology Pharmacy Symposium and participates as required; and
- assumes the office of President at the completion of the term as President-Elect.

6.1.3 Immediate Past President

The duties and responsibilities of the Immediate Past President, include, but are not limited to:

- meets with the incoming President to ensure a smooth transition of office;
- conducts an information session for the incoming Executive Committee members;
- attends all meetings of the Executive Officers and Executive Committee;
- serves as Chairperson in the absence of the President and the President-Elect;
- serves as Chairperson of the Nominating Committee (unless the individual is running for election for another position); and
- ensures the nominations and election process are executed according to the Bylaws.

6.1.4 Treasurer

The duties and responsibilities of the Treasurer include, but are not limited to:

- manages financial transactions as per established rules (refer to Bylaw 7.0 Financial Rules);
- together with another Executive Officer, co-approves expenses on behalf of the Association that are in excess of \$2,000;
- attends all meetings of the Executive Officers and Executive Committee;
- oversees banking transactions within approved budgetary guidelines;
- authorizes disbursement of funds under the direction of the Executive Committee for Association business;
- reviews proposed plans and programs with regards to financial implications for the Association;
- provides updates of financial status at meetings of the Executive Officers and Executive Committee regularly;
- with assistance from the Association Management Office, submits an annual budget to the Executive Committee;
- presents a financial report at the Annual General Meeting;
- with assistance from the Association Management Office, arranges payments and maintains records of all expenditures and revenues;
- with assistance from the Association Management Office, maintains a current expense claim form; and
- after review by the Association Management Office, approves and signs all contracts related to Association business.

6.2 Executive Committee Chairs

Executive Committee Chairs are appointed by the Executive Officers.

6.2.1 Awards Committee Chair

The duties and responsibilities of the Awards Committee Chair include but are not limited to:

- attends all meetings of the Executive Committee;
- coordinates the Awards and Grants Program of the Association;
- submits an annual budget to the Treasurer;
- conducts a call for applications / nominations;
- conducts a selection process;
- corresponds with all applicants following completion of selection process;
- coordinates with the Association Management Office the payment of grant monies to successful applicants;
- submits material for the e-newsletter as appropriate;
- arranges payments and maintains records of all expenditures and revenues (financial transactions outside the budgeted sums shall receive prior approval by the Treasurer); and
- reviews and updates the Terms of Reference for the Awards Committee annually.
- Awards and grants may include:
 - CAPHO Distinguished Service Award;
 - CAPHO Merit Award;
 - CAPHO Past President Award;
 - CAPHO Poster Award;
 - ISOPP travel grant(s);
 - MASCC travel grant(s); and
 - NCIC Spring Meeting travel grant(s).

6.2.2 Communications Committee Chair

The duties and responsibilities of the Communications Committee Chair include, but are not limited to:

- attends all meetings of the Executive Committee and the Annual General Meeting;
- submits an annual budget to the Treasurer;
- coordinates publication of the e-newsletter;
- oversees third-party mailings/distribution; and
- acts as the official liaison between CAPHO and the webmaster.

6.2.3 Education Co-Chair CEC

The duties and responsibilities of the Education Co-Chair CEC include, but are not limited to:

- attends all meetings of the Executive Committee and the Annual General Meeting;
- submits an annual budget to the Treasurer; including NOPS
- oversees and appoints Chair(s) for Committees and Task Forces as needed for development of educational programs on the recommendation of the Executive Committee;
- oversees the educational activities for CAPHO members;
- acts as liaison between the CAPHO Executive and Committees or Task Forces formed for the development of educational programs; and
- assumes the duties of the Chair(s) of the Committees and Task Forces that are formed for the development of educational programs, if the Chair(s) is unable to carry out their responsibilities.

6.2.4 Education Co-Chair NOPS/Research

The duties and responsibilities of the Education Co-Chair NOPS/Research include, but are not limited to:

- attends all Executive Committee meetings and the Annual General Meeting;
- submits an annual budget to the Treasurer;
- appoints Chair(s) for the National Oncology Pharmacy Symposium (NOPS) Organizing Committee on the recommendation of the Executive Committee;
- oversees the NOPS Organizing Committee and attends regular conference calls to plan NOPS;
- reviews and approves any contracts associated with NOPS planning;
- forwards any contracts associated with NOPS planning to the Treasurer for approval and signature;
- acts as liaison between the CAPHO Executive and the NOPS Organizing Committee;
- assumes the duties of the NOPS Chair(s) if the Chairperson(s) is unable to carry out their responsibilities;
- in collaboration with the President, elaborates and coordinates a contract with a meetings management company if needed;
- provides a report to the Executive Committee at each Executive Committee meeting of the progress of the organization of the upcoming NOPS;
- provides a final report to the Executive Committee within three months after NOPS
- oversees the Research Sub Committee and attends any teleconferences; and
- oversees any research activities.

6.2.5 Membership Committee

The membership of CAPhO is comprised of individual members interested in the practice of oncology pharmacy in Canada. The purpose of the Membership Committee is to develop, promote and build the value of membership in CAPhO. The Membership Committee's duties and responsibilities include, but are not limited to:

- the Chair shall attend all meetings of the Executive Committee;
- creates activities that maintain and expand the membership and enhance involvement of members in governance and committee structures of CAPhO;
- oversees the maintenance of a current, accurate, and accessible database of members;
- reviews and updates the Terms of Reference for the Membership Committee annually; and
- submits an annual budget to the Treasurer.

6.3 Committees

- all Committee Chairs and Committee Members shall be members in good standing of CAPhO and shall be pharmacists, pharmacy technicians or pharmacy assistants currently working in oncology;
- Committee Chairs are appointed by the Executive Committee;
- Committee Chairs shall recruit Committee Members as required;
- Committee Chairs shall attend all Executive Committee meetings;
- Terms of Reference or duties and responsibilities are established by the Executive Committee in collaboration with the Committee Chairs and shall be reviewed and updated annually by the Committee Chair;
- the Committee Chair shall conduct meetings;
- the Committee Chair shall submit an annual summary of Committee activities to the Executive Committee;
- funding for annual or special events shall be granted on an annual basis. The Committee Chair shall ensure an annual budget is submitted to the Treasurer; and
- correspondence on behalf of the Association should be copied to the President. Official Association letterhead/logo should be used.

6.3.1 Nominating Committee

The Nominating Committee coordinates, in conjunction with the Past President, the call for nomination and election process according to the Bylaws.

6.3.2 NOPS Planning Committee

The NOPS Planning Committee's duties and responsibilities include but are not limited to:

- organizes the National Oncology Pharmacy Symposium (NOPS);
- liaises with the contracted meeting management company;
- holds regular conference calls to plan the symposium;
- solicits sponsorship for symposium events;
- establishes the program for NOPS and finds speakers;
- publicizes NOPS to members and others;
- oversees the contracting of room and food with the venue and other suppliers;
- ensures availability of audio-visual equipment for the symposium events;
- submits material for the e-newsletter as appropriate;
- arranges payments and oversees the maintenance of all expenditures and revenues records (financial transactions shall receive prior approval by the Treasurer); and
- reports regularly to the Education Co-Chair NOPS/Research.

7.0 Financial Rules

The finances of the Canadian Association of Pharmacy in Oncology shall be the responsibility of the elected Treasurer of the Association.

7.1 Fiscal Year

The fiscal year of the Association shall be January 1 to December 31. The Executive Committee shall submit to each Annual General Meeting an accounting of the funds received and expended during the completed financial year preceding such meeting.

7.2 Budget

Prior to the beginning of each fiscal year, the Association Management Office will draft a budget for the Association for review by the Treasurer. The budget will be developed in cooperation with other Executive Committee members including Committee Chairs. The Treasurer will review proposed plans and programs with regards to financial implications for the Association.

The budget will be passed by the Executive Committee by majority vote. Voting by the Executive Committee may be performed by a show of hands or by secret ballot (in person or by mail, electronic mail or fax returns). The outcome of the vote will be documented in the minutes of an Executive Committee meeting.

If the budget is not accepted, it must be modified until a majority vote can be achieved.

7.3 Annual Financial Statement

At the end of each fiscal year, all transactions will be summarized into an annual Financial Statement for the Association.

At the end of each fiscal year, the Treasurer will arrange for an independent audit of the Financial Statement. The audited Financial Statement will be presented to the membership at the Annual General Meeting.

Specific financial matters may be raised for discussion, motions and votes by any member during the Annual General Meeting. Resolution of these matters will become incorporated into the financial rules as indicated.

Any significant difference between the budget allowance and the actual expenditures for any account will be described in the explanatory body of the annual Financial Statement.

7.4 Financial Transactions (deposits, retrievals, receipts)

The current account of the Association will be established so that signing privileges will be performed by the CAPHO Treasurer.

All monies received for membership dues will be acknowledged by an official receipt from CAPHO.

Any transaction shall receive prior approval by the Treasurer. Any financial transaction in excess of \$2,000 shall be co-approved by the Treasurer and the President or President-Elect of the Association.

The Treasurer is responsible for investment of any monies belonging to the Association. Investments shall be organized so that adequate funds remain available for routine operating expenses of the Association.

The Treasurer oversees Association income deposits as performed by the Association Management Office.

7.5 Committee Financial Transactions

Committee Chairs shall be responsible for submitting any budget requests sixty (60) days in advance of the Annual General Meeting to the CAPHO Treasurer.

Routine management of a Committee's (or Task Force) financial transactions will be performed by the Association Management Office, as approved by the Treasurer and the Committee Chair.

Expected financial transactions to be performed by the Association Management Office shall be reported to the Treasurer by submitting an annual budget. Any transaction shall receive prior approval by the Treasurer.

Committee expenses for each fiscal year shall be submitted within one (1) month of the expense being incurred.

7.6 Reimbursement of Expenses

Any member (excluding corporate) representing the association who incurs expenses on Association business shall be entitled to have his/her reasonable expenses reimbursed by the Association.

The expense claim form must be completed and submitted with accompanying receipts within one (1) month of the expense being incurred.

Members traveling on Association business are entitled to transportation, accommodation and services which meet reasonable and adequate standards of convenience, safety and comfort. In applying this general policy, it is hoped that the same care will be exercised in incurring expenses as would be used if traveling at personal expense.

Reimbursement guidelines are as follows:

- Accommodation: The standard single room rates of the hotel will be reimbursed. When accompanied by a spouse, the added cost of double occupancy and meals must be deducted from the hotel bill when submitting the expense claim.
- Meals: The cost of personal meals, other than those provided by the Association, will be reimbursed to the current maximum daily allowance stated on the Expense Claim Form.
- Transportation: The maximum allowable expense shall be reimbursed according to the allowable expense on the Expense Claim Form.
- Miscellaneous: Telephone calls, printing, photocopying, postage, parking expenses incurred on behalf of the Association shall be reimbursed upon receipt of proof of payment. Extra expenses incurred such as entertainment, personal telephone calls, movies, etc. shall not be covered.

Reimbursement requests, other than those approved during the budget process, must be submitted to the Treasurer prior to the event.

8.0 Membership

8.1 Categories of Membership

8.1.1 Active Member

Active members are pharmacists, pharmacy technicians, pharmacy assistants or health care professionals (including academia) who support the goals and objectives of CAPHO and pay fees to the Association.

- Only active members are eligible to nominate for election, vote or stand for election in the Association
- Active members must declare their working status at registration.
- Individuals working in the pharmaceutical industry will not be eligible for active membership.

8.1.2 Corporate Member (Individual or Company)

Individual Corporate membership and Company Corporate membership is available. Corporate members are individuals working in the pharmaceutical industry who support the objectives of CAPHO and pay fees to the Association.

- One person is to be identified as the contact to receive member communications.
- This individual is not eligible to vote.
- This individual is not eligible for the NOPS discount for registration.
- This individual is not allowed to be on any Committees or Task Forces.

8.1.3 Health Association/Organization Member

Health association or organization members are unincorporated associations or organizations that support the goals and objectives of CAPHO and pay fees to the Association, but do not qualify for other membership categories. Example organizations are cancer agencies, hospitals, and organizations such as CANO, CSHP etc).

- One person is to be identified as the contact to receive member communications.
- This individual is not eligible to vote.
- This individual is not eligible for the NOPS discount for registration.

8.1.3 Student Member

- Undergraduate

An undergraduate student enrolled in a school, faculty or college of pharmacy in Canada that confers academic qualifications, the completion of which is a prerequisite for practice of pharmacy in a province or territory of Canada or a student enrolled in an accredited community college pharmacy technician program.

- Graduate

An individual qualified to be an active member of CAPHO and is currently enrolled in graduate studies related to oncology pharmacy including: Oncology pharmacy residency, Pharm D program, or other post baccalaureate pharmacy training programs.

Students pay a reduced fee to the Association, receive all member communications, but are not eligible to vote.

8.1.4 Honorary Life Member

Honorary Life membership is an honour granted to individual oncology pharmacists to recognize outstanding, long-term (>20 years), career contributions related to the profession and CAPHO. Honorary Life members are nominated by the CAPHO Membership Committee and approved for membership by the Executive Committee. They retain all the privileges of Active Membership and are not required to pay fees.

When Honorary Life Membership is granted, the recipient will receive an engraved plaque from CAPHO to indicate the significance of the occasion.

8.2 Applications

Applications for membership shall be in a form prescribed by the Executive Committee and shall be accompanied by the prescribed fees.

8.3 Fees

The membership year shall commence on January 1.

Membership fees shall apply to the membership year in which they are paid.

Fees of existing members shall be due on January 1 of each year, after which date a member whose fees remain unpaid shall be deemed to be in default and shall not be entitled to privileges of membership.

Changes in fees shall come into effect only after approval from the voting members.

9.0 Executive Officers (refer to Bylaw 5.2)

9.1 Quorum

A majority of Executive Officers shall constitute a quorum at any meeting of Executive Officers.

9.2 Voting

Each Executive Officer shall have a vote. Voting rights of all Officers shall be equal. The method of voting shall be as specified under Bylaw 11.4.

9.3 Meetings

The Executive Officers shall hold a meeting at the call of the President. Special meetings may be called by the President or by the majority of Executive Officers. Notice of meetings shall be communicated to each Executive Officer not less than seven days before such a meeting is held.

Meetings of the Executive Officers may be held without formal notice if all Executive Officers are present or those absent have signified their consent to such meeting being held in their absence.

Meetings of the Executive Officers may be held by means of a conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other.

Minutes of the Executive Officers meeting shall not be distributed to the general membership of the Association, but shall be distributed to the Executive Committee.

9.4 Duties and Responsibilities of Executive Officers

The Executive Officers shall manage and operate the Association. They may do all things not otherwise prohibited which in their opinion shall best carry out the objectives of the Association.

The Executive Officers shall consider and take action upon all matters delegated to them by the Executive Committee and all matters which require attention between meetings of the Executive Committee.

The Executive Officers shall perform duties incident to their office and report to general meetings.

9.5 Remuneration

Executive Officers shall not receive remuneration for their work for the Association, but shall be entitled to have their reasonable expenses reimbursed by the Association.

10.0 Executive Committee (refer to Bylaw 5.3)

10.1 Term of Office

Executive Committee Chairs shall be appointed for a three-year term and may be re-appointed for another three years at the time of, or immediately following, the Annual General Meeting.

The President, President-Elect and Past President shall hold office for a two-year term. The Treasurer shall hold office for a two-year term and can be re-elected for a maximum of another two years.

Such terms shall commence with the installation of Executive Officers or Executive Committee Chairs at the Annual General Meeting and terminate at the installation of Executive Officers or Executive Committee Chairs of the second annual meeting thereafter.

A Task Force Chair and Members shall continue their term until completion of the specific task for which it was convened and shall dissolve when the work is deemed completed.

10.2 Quorum

A majority of members of the Executive Committee shall constitute a quorum at any meeting of the Executive Committee. Where no quorum is present, notice of a further meeting shall be communicated to all Executive Committee members giving not less than ten (10) days notice, and no quorum shall be necessary.

10.3 Voting

Each Executive Committee member shall have a vote. Voting rights of all members shall be equal. The method of voting shall be as specified under Bylaw 11.4.

10.4 Meetings

The Executive Committee shall hold not less than two (2) regular meetings each year. Special meetings may be called by the President or by the majority of Executive Committee members. Notice of meetings shall be communicated to each member of the Executive Committee not less than seven (7) days before such meeting is held.

Meetings of the Executive Committee may be held without formal notice if all members of the Committee are present or those absent have signified their consent to such meeting being held in their absence.

Meetings of the Executive Committee may be held by means of a conference telephone or other communication equipment by means of which all persons participating in the meeting can hear each other.

Minutes of the Executive Committee meeting shall be made available to the general membership of the Association.

10.5 Duties and Responsibilities of the Executive Committee

The Executive Committee shall control the property and affairs of the Association.

10.6 Remuneration

Executive Committee members shall not receive remuneration for their work for the Association, but shall be entitled to have their reasonable expenses reimbursed by the Association.

11.0 General Meetings

11.1 Annual General Meeting

The Association shall convene a meeting of its members annually, and this meeting shall be called the Annual General Meeting and shall be held in Canada.

11.2 Special Meetings

Special Meetings of the Association may be called at any time by the President with the approval of the Executive Officers. The President shall call a special meeting if at any point he/she receives receipt of a written demand by no less than 5% of the voting members of the Association which states the business to be transacted at such a meeting.

Notice of a Special Meeting shall be communicated at least thirty (30) days prior to the Special Meeting to all active members of the Association.

11.3 Quorum

At any General Meeting of the Association, 15% of the total active membership present in person shall constitute a quorum. Where no quorum is present, those members present may declare a quorum.

11.4 Voting

Only active members may vote at meetings of the Association. At any meeting of members, each active member shall be entitled to give one vote. There shall be no voting by proxy.

At all meetings of members, every question shall be decided by a majority of the votes unless otherwise required by the Bylaws of the Association or by law.

Every question shall be decided in the first instance by a show of hands unless a secret ballot is demanded. Upon show of hands, every member present in person shall have a vote and, unless a secret ballot is demanded, a declaration by the Chairperson that a resolution has been carried or not carried. An entry to that effect in the minutes shall be sufficient evidence of the fact without proof of the number or proportion of the votes recorded in favor of or against such resolution. In the event of a tie vote, the motion shall be defeated.

When issues are to be voted on at times other than meetings of the Association, a mail or email ballot may be used to obtain membership's input.

12.0 Nominations

12.1 Nominating Committee

A Nominating Committee of three Active members shall be appointed by the Executive Officers. Members of the Nominating Committee shall be appointed for no more than two consecutive years.

Any member of the Nominating Committee wishing to stand for office in the Association must first resign from the Nominating Committee.

12.2 Call for Nominations

A call for nominations shall be mailed to all members of the Association at least thirty (30) days prior to the election.

Only active members are eligible to nominate for election, vote, or stand for election in the Association.

Positions for which nominations are to be sought are:

- President-Elect and
- Treasurer.

Nominations for elections shall be in writing (mail or email). Each nomination shall be submitted to the Nominating Committee prior to the commencement of the Annual General Meeting.

12.3 Vacancies

An Executive Officer's seat shall be deemed vacant if an officer:

- ceases to be a member in good standing of the Association;
- resigns; or
- dies.

Where a vacancy occurs, the Executive Committee may appoint a successor from among qualified members of the Association and such appointee shall hold office for the remainder of the term or until an election can take place.

13.0 Elections

13.1 Election Date

Membership shall elect Officers at the time of the Annual General Meeting. The election may be held during the Annual General Meeting or by mail or email ballot immediately prior to the Annual General Meeting.

13.2 Election Procedure

The Chairperson of the Nominating Committee shall conduct the election, which shall be by secret ballot.

The candidate receiving the highest number of the cast ballots shall be declared elected. In the event that there is a tie between two winning candidates, the President shall break the tie.

Where a question arises with regard to the election(s) (including validity of the election(s)) that is not provided for in these Bylaws, the Chairperson of the Nominating Committee shall decide the question at the Chairperson's sole discretion.

If, for any reason, the President-Elect is unable to assume the office of President, an election for President shall be held. The current President shall remain in office until the election has been held. The term of the current President may be extended for a period defined by the Executive Committee.

If for any reason the President is unable to assume the office of Past President, the most recent available Past President shall assume the position.

14.0 Amendment of Bylaws

14.1 Amendment of Bylaws

The Executive Committee may repeal or amend or re-enact this or any Bylaw of the Association. Such repeal or amendment or re-enactment shall remain in force only until the next Annual General Meeting for the purpose of considering the same proposed change. If the said change is not accepted by a vote of the Active members present at the Annual General Meeting, then the change shall cease to be in force from the date of the Annual General Meeting.

14.2 Notice of Amendment to Bylaws

Notice in writing (mail or email) of any proposed changes to the Bylaws of the Association to be presented at the Annual General Meeting shall be distributed to the general membership at least one month prior to such meeting.