

## **Chapter Regulations (2004), Established Pursuant to Section 7.1.12 of the Association Bylaws**

### **1. Establishment of a Regional Chapter**

- 1.1 Upon application, a body proposing to establish a Regional Chapter (hereafter referred to as “the applicants”) of CATAIR (hereafter referred to as “the Association”) agrees to abide by all Association bylaws, and in addition, by the following regulations:
- 1.2 The geographic area shall be defined by the National executive, and maintain a minimum of 5 Association members within the prescribed boundaries.
- 1.3 The applicants shall abide by all Association bylaws.
- 1.4 The applicants will be granted a provisional Chapter affiliation, with a board of directors appointed, or approved, by the Association National executive, to serve for a period not exceeding 1 year, or until the next Association elections are scheduled.
- 1.5 Upon granting of a provisional Regional Chapter status, the National executive is responsible to provide the interim Regional executive a grant in the sum of \$1000.00 to establish the Chapter. This advance of funds is a non-repayable grant.
- 1.6 The Regional Chapter shall establish a bank account to administer Chapter funds. This account shall be established to include a signing authority of the National President. This signing authority shall only be used in the event of a dissolving of the Regional Chapter governing body by the National executive, or a failure of the Chapter, and then only for the purpose of transferring Chapter funds into trust by the National treasury.
- 1.7 The Regional Chapter shall notify the National President prior to any change in the banking arrangements or institution within 5 business days. This information is to include the name of the financial institution, the address, the account number. This information is required, in part, to enable the President to maintain signing authority within the account, for the purposes noted in section 1.6 of these regulations.
- 1.8 The applicants shall supply the names of five members in good standing, selected from within the Region, to assume the interim positions of:
  - Chair,
  - Secretary\*,
  - Treasurer\*, and

## Directors (2)

\*A single person may hold the positions of Secretary and Treasurer.

- 1.9 The names of the members proposed under Section 1.8 are subject to approval by the National executive however, such approval shall not be unreasonably withheld.
- 1.10 At the termination of the provisional period, a Regional executive will be nominated and elected by the Regional membership. The elected executive will serve for a period of 2 years, at which time further elections will occur. The nomination and elections shall run concurrently with the National elections.
- 1.11 The Regional Chapter elections, following the initial elections, will elect the positions of Chair and one Director; in the first year and Secretary, Treasurer, and one Director, in the second year.

## **2. Existing Regional Chapter Regulations**

- 2.1 All Regional Chapters shall have an executive consisting of the following positions:

Chair,

Secretary\*,

Treasurer\*, and

Directors (2)

\*A single person may hold the positions of Secretary and Treasurer.

- 2.2 All Regional executives shall maintain current membership, within the Association, as per the renewal regulations set forth in the Association bylaws. Failure to maintain membership will result in expulsion from the Regional executive, and the member will forfeit all rights and privileges associated with membership.
- 2.3 By default, the Chair of each Regional Chapter shall assume a dual role of National Director.
- 2.4 The Regional Chapter shall maintain a bank account to administer Chapter funds. This account shall include a signing authority of the National President. This signing authority shall only be used in the event of dissolving of the Regional Chapter governing body by the National executive, or a failure of the

Chapter, and then only for the purpose of transferring Chapter funds into trust by the National treasury.

- 2.5 The Regional Chapter shall notify the National President prior to any change in the banking arrangements, or institution within 5 business days. This information is to include the name of the financial institution, the address, the account number. This information is required, in part, to enable the President to maintain signing authority within the account, for the purposes noted in section 2.4 of these regulations.
- 2.6 The Regional Chapter will foremost promote the National Association, and act as ambassadors to the Association in all business dealings.
- 2.7 The Regional Chapter will adopt the approved Chapter logo, and/or, display the National logo on all promotional and business advertising.
- 2.8 Regional Chapters may develop and maintain separate websites, however all affiliated websites MUST display the National logo in a prominent position on the home page, and provide a clear and easily accessed link to the National website. The cost of maintaining Regional websites remains with the Regional Chapter.
- 2.9 The National website shall provide links to all Regional Chapter websites and shall display the names and contact information for all members of the National and Regional executives.
- 2.10 The Regional executive shall host a minimum of one annual training session and meeting, in addition to fulfilling their National requirements.
- 2.11 All profits resulting from Regional Chapter events remain wholly within the Regional Chapter treasury.
- 2.12 The Regional executive shall host an annual general meeting of the Association and a recognized training course rotating years with the remaining Chapters.
- 2.13 All profits realized from hosting a National event will be shared with the National Association, with 75% of the proceeds remaining with the Regional treasury. The Regional Chapter executive shall provide the National executive with a business plan and budget for each National event prior to undertaking contractual agreements. Upon acceptance of the business plan and budget, the National executive accepts responsibility for any losses incurred as a result of the approved plan and budget, notwithstanding that deficits incurred (or anticipated) as a result of items/issues not included in the approved plan and budget, must be presented to the National executive for consideration of payment, as soon as a possible deficit situation is anticipated.
- 2.14 The Regional executive is responsible to submit a detailed financial report to the National treasurer prior to April 1<sup>st</sup>, of the following calendar year.

- 2.15 All Regional Chapters shall maintain a detailed inventory of its assets (all equipment, training aids, etc). This inventory shall form part of the annual financial report to the national executive.
- 2.16 Failure of the Regional executive to file a detailed financial report for a period of 6 months (October 1<sup>st</sup> of the following year) may result in cancellation of a Regional Chapter status. Should this occur, the finances of the Chapter would become the property of the National Association membership, and the financial institution would be notified as to the dissolving of the governing body. The funds would be held by the National treasurer, in trust, for release upon re-establishment of a Regional executive.
- 2.17 All Regional meetings and events should be advertised a minimum of 45 days in advance of the advance of the meeting or event on the National website, at no expense to the Regional executive. Any amendments to the scheduled date of event or meeting should be forwarded for inclusion on the National website as soon as practical.
- 2.18 All members of the Association shall be welcomed to all Regional events and meetings, and shall be afforded all the rights and privileges entitled by membership.
- 2.19 Upon advance notification of special language requirements (restricted to English and French) by attending members to any Regional meeting or event, the Region shall provide interpretation and transcription services. The costs of these services shall be shared between the Regional and the National executive. The division of financial responsibilities is to be negotiated and agreed upon prior to the commencement of the meeting or event. A minimum number of 3 delegates registered and confirmed for attendance is required to initiate this cost sharing agreement.
- 2.20 A minimum of 30 days notice of special language considerations must be provided to the appropriate Regional chair, or National President, prior to any Regional or National event.
- 2.21 The National executive retains the right to rescind any Regional Chapter status as previously granted, and dissolve the Chapter governing body. Rescinding of a Chapter status, and/or dissolving of a Chapter governing body requires a motion before the National executive, and a 80% majority vote of the National Executive. Grounds for rescinding of a Chapter status, or dissolving of a Chapter governing body include, but are not exclusive to:
- 2.21.1 Breach of Association bylaws by the Chapter governing body member(s);
  - 2.21.2 Breach of Association regulations by the Chapter governing body member(s);
  - 2.21.3 Misappropriation of Association funds or property;

2.21.4 Failure of Chapter governing body members to maintain current membership status

- 2.22 Upon the failure of a Regional Chapter, or the dissolving of the Regional Chapter governing body, the National executive shall take control over all funds and property owned or under the control of the Regional Chapter. These funds and property shall be held in trust by the National executive until such time that the Regional Chapter is re-established.
- 2.23 The National executive shall promote and encourage the re-establishment of the affected Regional Chapter through personal promotion, the National website, and periodic mailings.
- 2.24 Upon re-establishment of a Regional Chapter, the National executive may not provide a non-repayable grant to the appointed or approved interim governing body.
- 2.25 In the event that the affected Regional Chapter is not re-established within a 24-month period, the funds and property held in trust shall be placed under Association control, for the benefit of all Association members.

We the undersigned have read and agree with the above regulations.

Signed:

Regional Chapter: \_\_\_\_\_

Chair: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

\  
Director: \_\_\_\_\_

Director: \_\_\_\_\_

National Executive Representative:

President or Vice-President

\_\_\_\_\_ Position: \_\_\_\_\_

Dated this \_\_\_\_ day of \_\_\_\_\_, 2004