

## **CYCANAL**

Child and Youth Care Association of Newfoundland and Labrador  
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### **Preamble:**

The following definitions of terms apply to the Constitution, Bylaws, and Policies and Procedures of CYCANAL, Child and Youth Care Association of Newfoundland and Labrador.

### **In this document:**

- 1.1. Child and Youth Care Services- promoting the optimal development of children, youth and their families in a variety of settings, such as early care and education, community-based child and youth development programs, parent education and family support, school based programs, community mental health, group homes, residential centers, rehabilitation programs, paediatric health care and juvenile justice programs.
- 1.2. Provincial Executive-consists of the Provincial President, Vice-President, Secretary, Treasurer, Past President, and Regional Representatives all of whom are voting members with the exception of the Past-President.
- 1.3. Association Delegate- a current member of the CYCANAL elected at a Provincial Annual General meeting, who represents the Association on a board, Executive, or a committee of another organization as a voting member.
- 1.4. Officers of the Association- include all members in good standing of the Provincial Executive.
- 1.5. Fiscal Year- the period of April 01 to March 31.
- 1.6. Term of Office- a period of two years.

## **CONSTITUTION**

### **SECTION 1**

This organization shall be known as “CYCANAL - The Child and Youth Care Association of Newfoundland and Labrador [herein after referred to as “the Association” or CYCANAL].

### **SECTION 2**

The purposes of CYCANAL, The Child and Youth Care Association, are as follows:

- 2.1 To provide a forum to network with others in the field.
- 2.2 To promote the field of Child and Youth Care as a profession through the development of standards and ethics for those working in the field.
- 2.3 To provide opportunities for professional development through workshops, and promotion of educational initiatives undertaken by post-secondary institutions.
- 2.4 To provide up-to-date information on developments in the field of Child and Youth Care through newsletters and journals.

## **JURISDICTION**

### **SECTION 3**

The Association has jurisdiction over the activities of its members as related to the goals cited in Section 2.

### **SECTION 4**

The Association shall be carried on without purpose or gain for its members and any profits or other accretions to the Association shall be used for promoting its objectives.

## **SECTION 5**

In the event of dissolution of the Association, funds and assets of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations promoting the same objectives as this Association, as may be determined by the members of the Association at the time of winding up or dissolution, and if effect cannot be given to the aforesaid provision, then such funds shall be given or transferred to some other organization, provided that such organization referred to in this paragraph shall be a charitable organization, a charitable corporation, or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provisions of the Income Tax Act of Canada from time to time in effect.

## **SECTION 6**

No Officer shall be remunerated for being or acting as an Officer. An Officer may be reimbursed for all expenses necessarily and reasonably incurred by him/her while engaged in the affairs of the Association.

## **ASSOCIATION BYLAWS**

### **STRUCTURE**

#### **SECTION 1**

- 1.1 The Association Executive shall divide the province into regions to clarify regional jurisdictions and to promote the development of all regions.
- 1.2 To establish an active region, a minimum of five (5) members from the designated region must indicate support.
- 1.3 A meeting in the proposed region must be held at which the office of Regional Representative shall be duly elected by a majority of members present.

### **MEMBERSHIP**

#### **SECTION 2**

Membership shall be available to persons coming under the jurisdiction of this Association. Members in good standing are expected to conduct themselves in accordance with the CYCANAL code of ethics and remain current with Association dues. Full members are entitled to vote at Association meetings and elections. They are entitled to receive Association newsletters, bulletins and any other materials circulated to the membership. They are entitled to any special rates for publications and professional development activities that may be available to members through the Association.

Membership is open to persons who meet one of the following criteria:

- 2.1 Full membership is available to those persons who are or have been involved in the development and/or practice of Child and Youth Care in a manner considered to be of a professional nature.
- 2.2 Persons pursuing full time studies (according to the guidelines and principles of the college or university attended) pertaining to the practice of Child and Youth Care are eligible for Student Membership in the Association and bears all rights and privileges of the Association, exclusive of the right to vote.

- 2.3 Persons ineligible for membership under 2.1 or 2.2 who wish to support the purposes of the Association are eligible for Associate membership status. Associate members are entitled to all rights and privileges of full membership, exclusive of the right to vote.
- 2.4 Organizations who wish to support the purposes of the Association are eligible for Organizational member status. Organizational members are entitled to all rights and privileges of full membership exclusive of the right to vote. Organizational members will receive four (4) copies of each newsletter and four (4) reduced rates of registration at selected conferences.
- 2.5 All memberships shall be renewable yearly.
- 2.6 Membership in the Association shall be obtained by submission of an application form and applicable dues to the Association Treasurer via the Membership Committee.

## **TERMINATION OF MEMBERSHIP**

### **SECTION 3**

- 3.1 Any member who desires to withdraw from membership should notify the Membership Secretary in writing to that effect. Upon receipt of such request, the members name shall be removed from the current membership roster. No refunds of dues shall be issued.
- 3.2 Should a complaint regarding the conduct of a current member be brought to the attention of the Association Executive, that member's status would be reviewed by a tribunal consisting of one member of the Provincial executive, the member under review or his/her representative, and a chairperson agreeable to both parties. After considering all relevant information, the Tribunal will make a recommendation to the Association executive within (60) sixty days. The Association Executive reserves the right to suspend membership until such time that a tribunal recommendation is made.
- 3.3 A lapsed membership shall result in the loss of membership privileges.

## **FEES AND DUES**

### **SECTION 4**

The Association Executive shall set annual fees for the Association.

## **OFFICERS OF THE ASSOCIATION**

### **SECTION 5**

- 5.1 The executive officers of the Association are: President, Vice-President, Secretary, Treasurer, Past-President, elected regional representatives, and other such officers as the Board of Directors may determine from time to time. Only members may be officers.
- 5.2 The outgoing President of the Provincial Executive shall be appointed as a member of the incoming executive of the Association and shall hold office in the capacity of Past-President and be an ex-officio member for a period of one (1) term. This officer shall not be a voting member of the Association Executive.
- 5.3 The Association Executive shall have the authority to fill any vacancy that may occur on the Association Executive, or in the position Association Delegate between General Meetings.
- 5.4 Any officer of the Association or Regional Representative may be removed from office as a result of a breach of the constitution or the Code of Ethics under conditions as outlined under section 3.2 by a simple majority vote of the membership present at the Provincial General Meeting.

## **DUTIES OF OFFICERS OF THE ASSOCIATION**

### **SECTION 6 – Provincial Executive**

- 6.1 The Provincial Executive shall be responsible for generation of policy and providing the direction and management of the Association. They shall abide by the Constitution and Bylaws of the Association.
- 6.2 The Provincial Executive shall hold meetings at the call of the Provincial President, or at least call a majority of the members thereof as required to carry on the business of the Association. The Association Executive shall meet not less than four times during a fiscal year.
- 6.3 The minutes of Provincial Executive meetings shall be submitted to each Provincial Executive member and any others the Association Executive may deem appropriate.
- 6.4 The Provincial President shall preside at all Provincial Executive meetings and at all Delegate Conventions and Provincial General meetings. The Provincial President shall be charged with the general management and supervision of the affairs and operations of the Association, and with the responsibility for carrying out the policies of the Association.
- 6.5 The Provincial Vice-President shall preside at all Provincial Executive meetings where the Provincial President is absent. During the absence of the Provincial President, his/her duties and powers shall be exercised by the Provincial Vice-President. The Provincial Vice-President shall act as the Chairperson of the Provincial Nominating Committee and shall carry out the duties of this responsibility according to Section 9.
- 6.6 The Provincial Secretary shall keep accurate minutes of all Provincial Executive meetings and Provincial General meetings. The Provincial Secretary shall be the Custodian of the Seal of the Association, of all books, papers, correspondence, contracts, and other documents pertaining to the business of the Association. He/she shall correspond as directed by the Provincial Executive.
- 6.7 The Regional Representative shall be responsible for the management of the Region. He/she shall abide by the Constitution and Bylaws of the Association. The Regional Representative shall hold meetings at the call of the majority of members thereof as required to carry on the business of the Region. The Regional Representative shall meet not less than four times during a fiscal year with members of the Region and minutes shall be taken and submitted to the Provincial Executive.

- 6.8 The Provincial Treasurer shall be responsible for keeping accurate records of receipts and disbursements of the Provincial Accounts. He/she shall ensure that proper books of accounts are being maintained at the regional level. He/she shall be responsible for deposits of all monies in such financial institutions as may from time to time be designated by the Provincial Executive. The Provincial Treasurer shall present a current financial report to all Provincial Executive meetings. The Provincial Treasurer shall submit a statement of accounts for presentation at the Provincial Annual General Meeting. A copy of this financial statement shall be submitted to the Secretary for the Association records. The Provincial Treasurer shall have authority to demand a full documentation of any fund raising project of any committee or active Region.

## **ASSOCIATION DELEGATES**

### **SECTION 7**

- 7.1 Association Delegate/s are those defined in the definition of terms.
- 7.2 Association Delegate/s are not CYCANAL Executive positions.
- 7.3 Association Delegate/s shall be elected to provide voting representation on boards, executive bodies, or committees of organizations with which the CYCANAL desires a cooperative working relationship.
- 7.4 The Provincial Executive shall determine the organizations on which the CYCANAL requires voting representation. The Provincial Executive shall notify membership of the need to elect that Association Delegate thirty (30) days prior at the next Provincial Annual General Meeting.

## NOMINATIONS AND ELECTIONS

### SECTION 8

- 8.1 The Provincial President, Vice–President, Secretary and Treasurer, and when required Association Delegate/s shall be elected at the Provincial Annual General Meeting.
- 8.2 Thirty days prior to the Provincial Annual General meeting, the Vice –President of the Provincial Executive shall prepare and distribute to the membership, a notice describing the nomination procedures. At this time nominations shall be invited for the offices of President, Vice –President, Secretary, Treasure, Regional Representatives, and when required Association Delegates.
- 8.3 The Provincial Executive shall appoint a three person nominating committee; one member of which shall be the Provincial Vice-President.
- 8.4 The Provincial Nominating Committee shall have the responsibility of organizing, coordinating, and directing the entire election process as stipulated in these Bylaws and in accordance with Robert’s Rules of Order (newly revised).
- 8.5 Further nominations for Provincial Executive and Association delegate/s positions may be made from the floor during the Provincial Annual General meeting. All candidates may be requested to speak to their nominations.
- 8.6 A member may serve in any one office of the Provincial Executive or as Association Delegate for no more than three (3) consecutive terms. After being out of the position for one (1) term, a member may be elected again to the same position.
- 8.7 There shall be one ballot for each Provincial Executive Office, Regional Representative, and Association Delegate position/s. In the event of a tie, additional ballots shall be taken until one candidate receives a majority.
- 8.8 Members must show proof of membership prior to voting in an election.

## **AMENDMENTS TO THE CONSTITUTION AND BYLAWS**

### **SECTION 9**

- 9.1** The Constitution and Bylaws may be amended at a Provincial General Meeting.
- 9.2** A constitutional review will be called every six (6) years.

## **ASSOCIATION MEETINGS AND QUORUM**

### **SECTION 10**

- 10.1** The Association shall hold a Provincial Annual General Meeting on or before the first (1<sup>st</sup>) of each year. Written notice of this meeting shall be given to the membership at least thirty days in advance, setting out the time and place of the meeting.
- 10.2** A General Meeting requires thirty (30) days written notice to the membership informing them of the time and place of the meeting.
- 10.3** All General Meetings shall be regulated by and operated within the confines of the current Constitution and Bylaws.
- 10.4** General Meetings shall be governed by Robert's Rules of Order (newly revised). Other Association meetings may be governed by Robert's Rules of Order at the request of any member.
- 10.5** Thirty (30) days prior to a General Meeting, notice of the details of proposed amendments to the Constitution or Bylaws shall be given to all members of the Association.
- 10.6** Amendments to the Constitution or Bylaws at a General Meeting must be approved by a three-quarters (3/4) majority of the members present.
- 10.7** One quarter (1/4) of the current membership or at least ten (10) members, whichever is lesser, shall constitute a quorum at Provincial General Meetings.

- 10.8 For the purposes of determining a quorum, the membership committee shall certify the number of current members in the Association's Register of Members, as of the date of the General Meeting in question.
- 10.9 Any four (4) Executive members shall constitute a quorum at any meeting of the Provincial Executive, properly called and constituted.
- 10.10 Any member with voting privilege will be given an opportunity to vote by proxy when unable to attend a General Meeting due to geographical constraints.

## **FINANCES**

### **SECTION 11**

- 11.1 The revenue of the Association shall be derived from the dues charged to the members of the association, and such other sources as may be from time to time available.
- 11.2 No funds of the association shall be disbursed except by the negotiation of a cheque drawn on a financial institution account in the name of the Association.
- 11.3 Cheques issued against funds in the Association's provincial treasury shall be signed by two of the following members of the Provincial Executive: the Treasurer and one of the President, Vice-President, or Secretary.
- 11.4 The fiscal year of the Association shall end on the thirty-first (31<sup>st</sup>) day of March each year.
- 11.5 At the completion of each fiscal year, or at the request of a quorum of the Association Executive, the Provincial Treasurer shall submit a statement of accounts for inspection by a Chartered Accountant, who is neither a member of the Association nor promotes or benefits from the promotion of the objectives of the association other than specific fee for service. The resulting accountant's statement shall be made available for inspection by the membership at the next Provincial General meeting.

## **INSPECTION OF BOOKS AND RECORDS**

### **SECTION 12**

Books and records of the Association shall be open to inspection by any member, within thirty (30) days of receipt of a written request to the Provincial Executive, approved by the Provincial Executive.

## **BORROWING POWERS**

### **SECTION 13**

The association shall not have the authority to borrow monies to further the objectives of the Association or any of its' members.

## **STANDING COMMITTEES**

### **SECTION 14**

- 14.1 The association may appoint a Standing Committee that will facilitate the development of Association purposes and objectives.
- 14.2 Standing Committees shall abide by the constitution and Bylaws of the Association.
- 14.3 Standing Committees shall be held accountable to the Association Executive regarding the specific nature of their business.
- 14.4 To be considered for financial assistance, Standing Committees are required to submit a written budget proposal and complete description of committee goals. Financial assistance is subject to approval by the association Executive.
- 14.5 Standing Committees shall appoint a Chairperson or Co-Chairpersons charged with the general management of committee business and bearing responsibility for the finances, policies, projects, and position papers created therein.
- 14.6 The Standing Committee Chairperson shall be responsible for keeping accurate records of receipts and disbursements of committee accounts.
- 14.7 Standing Committees shall provide a written report of the Committee's activities to the Association Executive prior to the Provincial Annual General Meeting.

