

CHAPTER BYLAWS: Approved June 2011

Article I: Name

The name of this organization is the OACDP/APPEO; The Ontario Alliance of Career Development Professionals (OACDP) / Alliance des professionnelles et professionnels de l'emploi de l'Ontario (APPEO).

The name of this chapter of the OACDP/APPEO is (your Chapter name/location) Chapter of the Ontario Alliance of Career Development Professionals (OACDP) / Alliance des professionnelles et professionnels de l'emploi de l'Ontario (APPEO)

This chapter of the OACDP/APPEO will abide by the OACDP/APPEO organization's bylaws and conduct its affairs according to articles 6.1.1. to 6.2.7 of those bylaws entitled "Chapters of the Alliance and Chapter Governance". The fiscal year will be the same as the provincial organization as per provincial bylaws article 8.3 and chapter meetings of the local general members will be held within six months following the fiscal year end.

Article II: Purposes

The purposes of this chapter are to:

1. Support the policies and goals of the Alliance as set forth in Article 1 to 6 of the OACDP/APPEO constitution, and in all matters act in harmony with the principles and procedures of the provincial Alliance and its bylaws;
2. Facilitate the professional development of its local members for the promotion of the interests of education, standards and ethics of the career development professionals, and in general to increase the usefulness and advance the standards, ideals, and welfare of the profession.
3. Protect and advance the professional status and interests of the chapter;
6. Facilitate the dissemination of information on ethics, principles and practices;
7. Inform the chapters' members on standards and policy statements; and
8. Develop necessary and proper chapter programs for the accomplishment of the aforementioned purposes.

In furtherance of the purposes described above, but not in limitation thereof, the chapter shall have power to conduct studies; to disseminate statistics and other information; to engage in appropriate fundraising activities; to conduct promotional activities, including advertising and publicity, in or by any suitable manner of media; to hold such property as is necessary to accomplish its purposes; and to further its purposes under Articles 2 and 3 of the

OACDP/APPEO Constitution. This chapter is organized and operated for the above stated purposes, and for other nonprofit purposes. No part of its assets, income, or profits shall be distributable to, or inure to the benefit of, any individual, except in consideration of services rendered.

Article III: Members

Eligibility for membership in this chapter shall extend to all current members as described in the provincial Bylaws Article 1 of the OACDP/APPEO. All chapter members may vote in chapter matters.

Article IV: Officers and Organization

The officers of this chapter shall be the chair, vice-chair, past-chair, secretary, and treasurer. The term of office shall be two years. Officers may serve no more than two consecutive terms. [The OACDP/APPEO constitution requires that the chapter elect, from its active members, at least biennially, a chair, a secretary, and a treasurer (or secretary-treasurer), and such other officers as the chapter may determine.]

Chair: The duties of the chair shall include carrying out the policies of the chapter, appointing all committees of the chapter, exercising general supervision over the activities of the chapter, and presiding at meetings of the chapter and executive committee. The Chair shall be a member ex officio of all committees.

Vice-chair: The duties of the vice-chair shall include those usually appertaining to the office and those delegated by the chair. In the absence of the chair, the vice-chair shall serve in the chair's stead.

Secretary: The duties of the secretary shall include keeping a record of all proceedings and correspondence of the chapter, verifying presence of chapter delegates at the chapter's annual meeting, preparing or overseeing the preparation of newsletters for distribution to the chapter if such shall be desired and maintaining official contact with the Alliance. It shall be the duty of the secretary to provide the secretary of the provincial Alliance the names of the officers of the chapter, the names of the members, and the chapter bylaws and to conduct the correspondence of the chapter with the provincial secretary. In the absence of the chair and vice chair, the secretary shall preside at meetings of the chapter.

Treasurer: The treasurer shall keep an accurate record of all funds received and disbursed. At the request of the chapter's executive committee, the treasurer shall prepare an annual chapter budget and report of finances, and submit them for approval. It shall be the duty of the treasurer to remit to the provincial Alliance any dues collected on behalf of the Alliance. In the absence of the chair, vice-chair, and secretary, the treasurer shall preside at meetings of the chapter.

When an officer has resigned or is disqualified, the office shall be filled by a special election of the chapter, which shall be held as promptly as is feasible. The executive committee is empowered to fill vacancies in any elective office until a special election is held. The person so elected shall hold office for the remainder of the term.

Article V: Dues

The chapter will collect chapter dues. Alliance dues will be established by a secret ballot vote conducted among voting provincial members at the provincial annual general meeting. The vote may be conducted either by mail ballot or, after reasonable notice, at a regular or special membership meeting. A portion, as determined by the general membership of the provincial organization, at the annual general meeting, shall be remitted to the provincial office within six (6) months of collecting any dues.

Article VI: Committees

A. Executive Committee

The executive committee shall consist of the elected officers of the chapter, the immediate past chair, and two members elected at large. The majority of the executive committee shall constitute a quorum for conduct of business of the committee. The executive committee shall assume responsibility for the chapter's continuing effective presence at the chapter, keeping all positions on the executive committee filled as vacancies occur. The executive committee shall:

1. Meet regularly;
2. Respond to chapter members seeking assistance;
3. Conduct the business of the chapter between meetings;
4. Regularly recruit members and encourage maintenance of membership;
5. Make necessary appointments to complete an unexpired term of any officer;
6. Set the agenda with appropriate notice for chapter meetings;
7. Consult regularly with the provincial Executive Committee on matters of mutual interest;
and
8. Respond to inquiries from the media.

B. Membership Committee

The membership committee shall regularly recruit new members and encourage the maintenance of membership. Working with the treasurer and other applicable chapter officers, the committee shall promote the establishment of a dues deduction plan and other appropriate plans to encourage membership recruitment and maintenance.

C. Other Committees

The chapter may create additional standing and ad hoc committees as necessary to promote the welfare of the chapter. The chair and members of these committees shall be appointed by the executive committee. Some such committees **may be, but are not limited to:**

Professional Ethics

Professional Development

Elections, dues, and chapter organization

Etc. (to be decided at the Chapter level)

Article VII: Meetings

The chapter shall hold regular meetings at least two times each year.

Special meetings of the chapter may be called by the chair or a majority of the executive committee. Written notice of such meetings shall be provided to each member by the secretary of the chapter at least five days in advance of the meeting date. The chair shall call special meetings of the chapter within seven days of being so directed by the executive committee or by a petition signed by ten percent of the members.

The quorum required for the transaction of business at all meetings of the chapter shall consist of the members present at the meeting at the Chapter's Annual General meeting and 50% plus one at all other meetings. Each member shall have the right to exercise one vote.

Article VIII: Dissolution

Upon dissolution of the chapter, its assets shall be distributed to the Alliance at the provincial level of the OACDP/APPEO.

Article IX: Amendments

Any amendment to Chapter bylaws has to be presented to the provincial Board of Directors for approval before they can be presented to the Chapter's members for final approval. Following approval by the provincial Board of Directors, these Chapter bylaws may be amended by majority vote of the members, provided that a notice setting forth the proposed amendment or amendments an explanation thereof and known objections thereto shall have been sent to

each member at least thirty days prior to the vote. Members of the chapter with the right to vote according to the categories of membership of the Alliance's bylaws may initiate an amendment.

Article X: Rules of Order

Roberts Rules of Order Revised shall be the authority for this chapter in matters of procedure not specified above.

Enacted this _____ day of _____ in the year _____.