

CHLA/ABSC - Chapter Structure, Requirements and Responsibilities

Chapter Structure

A chapter is a group of five (5) or more persons residing in a particular community or geographical area of Canada, who have formed an organization, incorporated or unincorporated, with objectives in accordance with those of the Association, but not including objectives that are inconsistent with those of the Association. (Fall 2003, Toronto, 6.3)

Requirements for Forming a New Chapter

An organization may apply to the Board of Directors for recognition as a Chapter of the Association. Recognition may be granted upon presentation of satisfactory evidence that:

- 1) The group was formally organized prior to application for Chapter status;
- 2) The group represents a single geographic area small enough to allow members to attend its activities regularly;
- 3) Membership is open to any person interested in the purposes of the Association and is not limited on the basis of the type of position or training of the individual, nor by the type of organization in which the individual works;
- 4) The group should have a minimum of five members ;
- 5) All Officers of the group are current individual members of the Association;
- 6) All Officers of the group were elected by the membership group;
- 7) The group has a constitution or By-Laws compatible with the Association's By-laws.

“The Board of Directors may grant a charter to a prospective Chapter which meets all the requirements and obligations prescribed by the policies of the Association. Upon the acceptance of a charter, a Chapter shall be deemed to be a part of the Association and be bound by and shall be governed in a manner prescribed by the By-laws of the Association and the Governance Manual” (Article 8 of the By-laws). No such group or organization shall be granted recognition as a Chapter until the constitution of said organization and the terms and conditions of its recognition as a Chapter have been approved by a two-thirds majority vote of the Board.

Chapter Responsibilities

- 1) Each Chapter shall determine the composition of its own Executive/Officer positions according to local legislation (if any) governing the operation of the Chapter.
- 2) All Executive Officers (President, Vice-President, Past-President, Treasurer, and Secretary) of the Chapter shall be current individual members of CHLA/ABSC. Note: Individual member means regular, student, retired, or sustaining member of CHLA/ABSC; institutional membership does not qualify. (Calgary, Oct 2013, 7.9)
- 3) Directors or other non-voting members of a Chapter's Executive or Board of Directors are encouraged but not required to hold a membership with CHLA/ABSC
- 4) Each Chapter shall cover its basic costs of meeting from local resources (e.g. meeting space, announcements, refreshments, travel, etc.). Chapters may apply to the Board for funds to support or assist proposed Chapter activities via the Chapter Initiatives Fund.
- 5) Chapter Presidents are responsible for discussing CHLA/ABSC business at Chapter Meetings and relaying Chapter concerns and/or feedback to the Board as required.

- 6) Each Chapter shall provide to the Board a written Annual Chapter Report which includes Chapter financial information. Using the template, the report should be submitted to the CHLA Treasurer by May 1st of each year using the template (insert link)
- 7) Each Chapter shall forward to the CHLA/ABSC PR Director any item of interest to other Chapters and members of the Association. Chapter Presidents are responsible for notifying the Board when chapter officers change via the [online form](#).
- 8) Each Chapter shall ensure representation at the Chapter President's Luncheon held in conjunction with the Annual Conference. (1995, Toronto, 19.0) Each chapter shall also send a small gift to the Annual Conference, such gifts to be drawn as door prizes at the conference Awards Banquet.
- 9) bb) Each Chapter shall provide a membership list to the CHLA/ABSC President upon request.

Merging, Suspension, Inactivity & Dissolution of a Chapter

If any Chapter ceases to meet the outlined Chapter responsibilities, they are encouraged to consider merging before dissolution. Chapter status will be suspended until the responsibilities have been fulfilled. Notwithstanding anything contained in an agreement between a Chapter and the Association, that agreement may be terminated and recognition withdrawn at any time, upon a resolution of the Board of Directors confirmed by a majority vote at a Members' Meeting. A chapter shall be deemed inactive if it:

- a) No longer has elected officers OR
- b) Has not held a members meeting in 24 months.

In the event of the dissolution of a Chapter:

- a) Chapters that wish to become inactive must notify CHLA/ABSC of their intention.
- b) Chapter documents shall be forwarded to CHLA/ABSC Secretary for submission to the Association archives unless alternate archival measures have been taken.
- c) Chapters that become inactive should distribute the remaining assets to such non-profit organizations in Canada as the Chapter shall decide. Any outstanding Chapter funds shall be returned to the CHLA/ABSC Treasurer for deposit to the Association general operating account notwithstanding any By-Law or clause in the Chapter's constitution which would prohibit this.
- d) Financial records need to be retained for 7 years. These can be sent to the Association Office by courier or registered mail.

Chapters that wish to become active again must meet the criteria for becoming a Chapter outlined in the CHLA/ABSC By-Laws to be reinstated.