

REGULATION 1

MEMBERSHIP

Section 1. COMPOSITION

- a) The cooperating groups or organizations may be national and provincial organizations, component groups, provincial, territorial, municipal and other status of women committees and special interest women's groups, (e.g. crisis centres, research groups, women's centres, etc.).
- b) Space reserved

Section 2. ELIGIBILITY AND ADMISSION

- a) Space reserved
- b) Government departments and agencies are not eligible for membership.

Section 3. SEVERANCE: (Recall of Membership; Withdrawal; Reinstatement)

Severance may be by recall or withdrawal.

- a) Recall:
 1. The Executive Committee, should it deem it advisable, may recall the application of membership of the group that:
 - (i) Contravenes these Rules of Association;
 - (ii) Is in arrears of fees for a period of over one year.
- b) Withdrawal:
 1. The group in good standing may withdraw by presenting a letter of withdrawal signed by the group's officers.
- c) Reinstatement:
 1. After the lapse of one year from the date of severance, the group may apply for reinstatement, and the Executive Committee shall reopen the matter and act upon the application within six (6) months of receiving it.

Section 4. FRIENDS OF NAC

- a) The yearly fee for 'Friends of NAC' shall not be less than \$20.00, which includes a subscription to 'STATUS' magazine, and the NAC MEMO (optional). The designation of 'Friend of NAC' does not include any voting or membership rights.

REGULATION 11

FINANCES

Section 1. FISCAL YEAR

- a) Space reserved.

Section 2. CUSTODY OF FUNDS AND PROPERTY

- a) The President, or in her absence a member of the Executive Committee designated by her, and the Treasurer, or in her absence a member of the Executive Committee designated by her, shall approve all accounts before the accounts are paid.

REGULATION 11 continued

Section 2. continued

- b) The Budget and unanticipated non-budgetary expenditures shall be submitted to the Executive Committee for approval.
- c) The Treasurer shall pay accounts as authorized by the Executive Committee.
- d) At each meeting of the Executive Committee, the Treasurer shall present an account of money received and money disbursed.
- e) Bonding:

The President, the three Vice-Presidents, the Treasurer and the Secretary and such other officers and employees whom the Executive Committee deems it advisable to include, shall be bonded by a Blanket Position Bond in the amount determined by the Executive Committee, and the premium of the bond shall be paid from the funds of NAC/CNA.

Section 3. AUDIT

- a) Space reserved.
- b) The audited financial report shall be supplied to the individuals registered at the Annual Meeting in advance of the opening of the Annual Meeting.

Section 4. FUNDING

- a) Space reserved.

REGULATION 111

FEES

Section 1. MEMBERSHIP FEE

- a) The annual membership fee shall be:
 - 1) Twenty-five (\$25.) dollars for groups with less than 300 members;
 - 2) Fifty (\$50.) dollars for groups with 300 members or more unless special consideration is recommended by the Membership Committee.
- b) The annual membership fee is due and payable on April first of each calendar year.

Section 2. GROUP IN GOOD STANDING; GROUP IN ARREARS

- a) Space reserved
- b) Space reserved
- c) Space reserved

REGULATION 1V

MANAGEMENT

Section 1. MANAGEMENT

- a) Space reserved

Section 2. COMPOSITION OF EXECUTIVE COMMITTEE

- a) Space reserved

Section 3. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The officers shall be authorized to take action between Executive meetings consistent with NAC/CNA policy, such action to be ratified by the Executive Committee.
- b) Space reserved
- c) Space reserved
- d) The Executive Committee shall:
 - 1. Employ as it deems advisable, the services of an Executive Secretary and casual help whose remuneration it shall determine and pay from the funds of NAC/CNA and whose respective terms of employment it may terminate at its discretion;
 - 2. Pay reasonable expenses incurred by members of the Executive Committee when engaged on the business of NAC/CNA;
 - 3. Pay honoraria to a legal advisor, a public relations officer or other non-member of the Executive Committee as the Executive Committee deems advisable; and to the editor of STATUS, if any, for each issue published;
 - 4. Invite to attend its meetings, members to insure adequate representation or expertise, as deemed necessary. They shall have no vote.

Section 4. TERMS OF OFFICE

- a) The Executive may, in their discretion, replace any Executive member who has missed three consecutive Executive meetings. The Executive shall notify a member who has missed two consecutive meetings to inform her of the possible consequences of missing the third meeting.
- b) Space reserved
- c) Space reserved
- d) Space reserved

Section 5. LISTS

- a) Space reserved
- b) It is the policy of NAC/CNA not to make its membership list available to outside individuals or groups.

REGULATION IV - MANAGEMENT - continued

Section 6. SIGNING OFFICERS

- a) Space reserved
- b) The Executive Committee may authorize a staff member to be a signer of cheques, drafts, money orders and other business.

REGULATION V

MEETINGS

Section 1. EXECUTIVE COMMITTEE MEETINGS

- a) There shall be a minimum of six meetings between Annual Meetings.
- b) Space reserved
- c) Space reserved
- d) Each member of the Executive Committee shall be entitled to cast one vote on each motion.
- e) In the event of a tied vote, the motion is lost.

Section 2. ANNUAL MEETINGS

- a) Space reserved
- b) Space reserved
- c) Space reserved
- d) Space reserved
- e) Space reserved
- f) Space reserved

Section 3. SPECIAL MEETINGS

- a) Space reserved
- b) Space reserved

REGULATION VI

VOTING BODY AT ANNUAL MEETINGS

Section 1. VOTING BODY AT ANNUAL MEETINGS

- a) Space reserved
- b) Space reserved

REGULATION VII

ELECTIONS

Section 1. ELECTIONS

- a) There shall be no program of campaigning (buttons, posters, songs, parades, etc.) for candidates for election.
- b) Space reserved
- c) Space reserved
- d) Space reserved

Section 2. NOMINATIONS

- a)
 - 1. The deadline date for receipt of nominations shall ordinarily be no later than fourteen (14) days prior to the opening date of the Annual Meeting;
 - 2. Nominations received after that date shall not be accepted;
 - 3. The list of nominees shall be placed in the 'kits' of those individuals registered for the Annual Meeting, together with a list of the current Executive Committee;
- b) Space reserved
- c) Space reserved
- d) Space reserved

Section 3. HOURS OF VOTING

- a) The hours of voting shall appear on the agenda of the meeting, and shall be announced at the opening session of each day and posted in the meeting room.

Section 4. LIST OF ACCREDITED VOTERS

- a) Space reserved

REGULATION VIII

COMMITTEES - OTHER THAN THE EXECUTIVE COMMITTEE

Section 1. COMMITTEES

- a)
 - 1. The President shall be ex-officio a member of all committees;
 - 2. The chairpersons of standing and ad hoc committees shall be appointed by the President after consultation with the Officers, and approval of the Executive Committee.
- b) Space reserved
- c) Space reserved

REGULATION VII continued

Section 2. STANDING COMMITTEES

a) BUDGET AND FINANCE COMMITTEE

1. It shall be the duty of this Committee to prepare and submit a budget, and make recommendations for maintaining a sound financial position.

b) MEMBERSHIP

It shall be the duty of this Committee to:

1. Invite and encourage additional groups to join NAC/CNA;
2. To consider and recommend to the Executive Committee the action to be taken on applications for membership, recalls of applications, withdrawals and reinstatements.

Section 3. AD HOC COMMITTEES

a) Space reserved

- b) The Executive Committee shall appoint a Credentials Committee in advance of the Annual Meeting.

Section 4. EDITORIAL COMMITTEE

a) Space reserved

- b) It shall be the duty of the Editorial Committee:

1. To act in all matters pertaining to the publication of STATUS and to report and be accountable to the Executive Committee through the Editorial Committee's Chairperson;
2. To promote sales of subscriptions to STATUS among individuals and organizations.

REGULATION IX

RULES OF ASSOCIATION

Section 1. AUTHORIZATION BY ANNUAL MEETING

- a) Space reserved

Section 2. SOURCE OF AMENDMENTS

- a) Space reserved

Section 3. NOTICE OF AMENDMENTS

- a) Space reserved
b) Space reserved
c) Space reserved
d) Space reserved

REGULATION X

REGULATIONS

Section 1. REGULATIONS

- a) Space reserved
b) Space reserved
c) Space reserved
d) Space reserved
e) Space reserved

NAC

NATIONAL ACTION COMMITTEE ON THE STATUS OF WOMEN
REVENUE AND EXPENDITURES (UNAUDITED)

APRIL 1, 1982 TO FEBRUARY 28, 1983 (11 MONTHS)

OPENING BALANCE

37,436.78

REVENUE

Affiliation Fees	8,263.30
Donations	220.00
Grant: Secretary of State	123,662.00
Interest on Deposits	2,678.42
Publications & MEMO	573.00
Registration Fees: AGM	624.00
Subscriptions: <u>STATUS</u>	11,210.71
Recoveries:	
- Miscellaneous	37.36
- Trust Administration	1,200.00
- Pension Kits & Slides	3,484.99
- Speakers/Resource Fees	20.00
Fundraising:	
- T-Shirts	652.00
- Posters	44.00
- Two-Bit Campaign	23.00
- Playing Cards	314.70
Friends of NAC	<u>6,052.00</u>



159,059.48

196,496.26

EXPENSES

Annual Meeting

Telephone & Telegraph	72.75
Supplies	1,083.12
Travel: Delegates	28.15
Guest Speakers	(195.00)
Miscellaneous	<u>599.34</u>

1,588.36

Administration

Bank Charges	996.30
Salaries & Benefits	48,637.38
Rent & Maintenance	4,801.34
Telephone & Telegraph	5,705.82
Stationery, General & Office	1,479.55
Postage & Deliveries	5,928.10
Equipment: Maint, Rent/Purch.	5,764.67
Duplicating	5,449.50
Printing	995.33
Executive Meetings	1,724.20
Subscriptions, Dues	667.30
Consulting Fees	2,013.55
Miscellaneous Publications	<u>206.80</u>

84,369.84

Fundraising: T-Shirts

324.91

Travel:

Executive & Staff

31,695.08

Mid-Year Meeting

Facilities	35.72
Travel	268.90
Administration	<u>11.49</u>

316.11

NAC

Suggested Revision
Approved by Executive

NAC

CONSTITUTION WITH REGULATIONS APPENDED



I- NAME

The name of the organization shall be THE NATIONAL ACTION COMMITTEE ON THE STATUS OF WOMEN/LE COMITÉ NATIONAL D'ACTION SUR LE STATUT DE LA FEMME. It may be designated by the initials NAC/CNA.

II- PURPOSES AND OBJECTIVES

The purposes and objectives of NAC shall be to initiate and work for improvements in the status of women by:

1. actions designed to change legislation, attitudes, customs and practices; ^
2. ^ evaluating and advocating changes to benefit women, including measures proposed by the Royal Commission on the Status of Women, and those adopted by NAC;
3. encouraging the formation of, and communication and co-operation among, organizations interested in improving the status of women in Canada;
4. exchanging information with member organizations and other interested persons or groups, and providing information to the public about the current status of women and recommended changes for improvement.

III- TYPE OF ORGANIZATION

1. NAC shall be an organization operating throughout Canada, and recognizing the two official languages of Canada. <
2. NAC shall be without share capital and without purposes of financial profit for its members. Any profits or other accretions to NAC shall be used in promoting its purposes and objectives.] <

IV- MEMBERSHIP

1. COMPOSITION: ELIGIBILITY; RIGHTS AND OBLIGATIONS

- a) NAC shall be composed of member organizations.

A member organization -- is an organization with ten (10) or more members which, by its stated objectives, demonstrates that one of its primary purposes is to advance the status of women in Canada. A member shall subscribe to the purposes and objectives of NAC, and shall pay the annual membership fee. It shall be entitled to attendance with voting and speaking privileges at the Annual Meeting and other general meetings. It shall receive the publications and communications of NAC.

] Parts were formerly in Regulations

- b) Other organizations may also participate in the activities of NAC/CNA as co-operating organizations.

A cooperating organization -- is an organization which endorses the purposes and objectives of NAC in order to co-operate with NAC towards achieving common goals. Upon making an agreement to co-operate with NAC, an organization shall be entitled to receive the publications and communications of NAC in exchange for its own, and to attend the Annual Meeting and other general meetings as an observer.

- c) Members may include autonomous women's organizations and the women's branch/program/issue components of other organizations or institutions.

] Replacement of former Regulation

- d) Government departments and agencies, and any part(s) thereof, shall not be eligible for membership.] *Added from Regulations*

2. ADMISSION

- a) An organization applying to be a member or co-operating organization shall be recommended by a member of NAC in good standing, or by the Membership Committee.
- b) Admission as a member organization shall be subject to and effective upon the approval of the Executive Committee and payment of the annual membership fee. Acceptance as a co-operating organization shall be subject to and effective upon approval of the Executive Committee.]
- c) An organization that is accepted for membership thirty (30) days in advance of the Annual Meeting or a special meeting shall be entitled to attend and vote at that meeting.]

3. SEVERANCE: Revocation; Withdrawal; Reinstatement

- a) Severance of membership may be by revocation or withdrawal.

b) Revocation

- i) The Executive Committee, should it deem advisable, may revoke the membership of an organization that:
- 1) contravenes the Constitution or Regulations;
 - 2) acts in violation of the purposes and objectives of NAC; or
 - 3) is in arrears of fees for more than one year.
- ii) The Executive Committee shall give written notice to a member organization that such action is being considered thirty (30) days in advance of the Executive Committee meeting which will consider the matter. The organization shall have the right to make representation to the meeting in person or in writing, to show cause why its membership should not be revoked.]
- iii) Revocation shall be by a two-thirds vote at the designated meeting of the Executive Committee.
- iv) An organization whose membership is revoked by the Executive Committee shall have the right to appeal the decision to the next Annual Meeting. A two-thirds vote of the delegates shall be required to ratify the Executive Committee's decision.]

- c) Withdrawal: An organization may withdraw from membership by presenting notice to the President of NAC in the form of a letter of withdrawal signed by at least two (2) of the organization's officers. Withdrawal shall take effect thirty (30) days after the sending of the notice, unless the notice is rescinded within the 30 days.]

- d) After the lapse of one year from the date on the notice of severance, an organization may apply for reinstatement. The Executive Committee shall act upon the application within three (3) months of receiving it.

4. FRIENDS OF NAC

- a) An individual [✓] who endorses the purposes and objectives of NAC and pays the required fee shall be designated as a "Friend of NAC". A Friend of NAC shall be entitled to receive NAC publications and to attend the Annual Meeting and other general meetings as an observer.]

V- FINANCES

1. FISCAL YEAR

The fiscal year shall commence on April first and end on March thirty-first of each calendar year.

2. CUSTODY OF FUNDS AND PROPERTY

- a) NAC shall make proper provision for the disposition and protection of all funds and property belonging to NAC.
- b) In the event of dissolution or wind-up of NAC, the Executive Committee is empowered to distribute those assets which remain after payment of liabilities, to one or more charitable organizations serving women in Canada.]

3. AUDIT

- a) An auditor or auditors shall be appointed at each Annual Meeting, and at the end of each fiscal year shall submit to the Executive Committee a certified financial report which shall be presented to the Annual Meeting.

4. FUNDING

- a) Funding of NAC is by membership fees, donations, money-raising projects, and grants.

VI- FEES

1. MEMBERSHIP FEE

- a) Annual membership fees shall be set by the Executive Committee and shall take effect immediately, subject to ratification by the Annual Meeting.

2. GROUP IN GOOD STANDING - GROUP IN ARREARS

- a) An organization that has paid its fees as prescribed in the Constitution and Regulations shall be deemed to be in good standing in NAC; ✓
- b) Notwithstanding these provisions, the Executive Committee may, in particular instances, extend the date of the payment of fees to a specified day beyond the due date, and may deem the group that pays its fees by that later date to be in good standing. <

VII-MANAGEMENT

1. MANAGEMENT

- a) The affairs, funds and property of NAC shall be administered by the Executive Committee. ^

2. COMPOSITION OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of:
 - i) The Officers, namely the President, three (3) Vice-Presidents, Secretary, and Treasurer; <
 - ii) Five (5) Members-at-Large;
 - iii) Nine (9) Regional Representatives, one each from
 - Northern British Columbia and Yukon Territory
 - South/central British Columbia
 - Alberta and North West Territories
 - Saskatchewan and Manitoba

- Southern Ontario
- Northern Ontario
- Quebec
- Nova Scotia, New Brunswick, Prince Edward Island
- Newfoundland and Labrador

iv) The immediate Past President.

3. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall conduct the business of NAC in all respects with a view to implementing the purposes and objectives as stated in the Constitution, and in accordance with NAC policy as approved by Annual Meetings.
- b) The Executive Committee shall be empowered to:
 - i) employ as it deems advisable, the services of staff members whose terms of employment and remuneration it shall determine and pay from the funds of NAC;
 - ii) pay reasonable expenses incurred by members of the Executive Committee when engaged on the business of NAC;
 - iii) pay honoraria to advisors or other non-members of the Executive Committee as it deems advisable;
 - iv) invite individuals from member organizations or other recognized experts to attend its meetings, to ensure adequate representation or expertise, as deemed necessary. They shall have no vote.
- c) The Officers may take action between Executive Committee meetings consistent with NAC policy. The President shall make a report on such action at each meeting of the Executive Committee.
- d) At each Executive Committee meeting, the Treasurer shall present a financial report, including an account of funds received and disbursed.
- e) Regional Representatives and chairpersons of NAC committees shall report to the Executive Committee.
- f) No member of the Executive Committee shall accept remuneration for services rendered to NAC.

Added from Regulation

Added from Regulation

4. VACANCIES

- a) In the event of a position becoming vacant through the resignation, death, or removal of an Executive Committee member, vacancies shall be filled as follows:
 - i) President, Vice-President, Secretary, Treasurer:
through an election by and from those persons then serving on the Executive;
 - ii) Member-at-Large:
where possible, from the list of unsuccessful candidates for Member-at-Large, taken in order of their standing in the elections at the Annual Meeting;

iii) Regional Representative:

- 1) where possible, from the list of unsuccessful candidates for Regional Representative, taken in order of their standing in the elections at the Annual Meeting; or
- 2) through a regional election, [✓] conducted by a representative of the NAC Executive, who shall be responsible for calling for nominations from the member organizations in the region, sending a list of candidates for voting to the regional member organizations, and ensuring that a proper regional election takes place within sixty (60) days of the vacancy.

5. TERMS OF OFFICE

a) The term of office of members of the Executive Committee and of all committees shall ordinarily be from one Annual Meeting to the next.

b) Removal:

i) A member of the Executive Committee may be subject to removal from office if she:

- 1) misses three (3) consecutive Executive Committee meetings;
- 2) acts in violation of the purposes and objectives or policies and procedures of NAC; or
- 3) acts in a manner detrimental to the organization.

ii) Consideration of removal shall be by the Executive Committee if it deems advisable, or upon request to the Executive Committee by fifteen percent (15%) of member organizations.

iii) The Executive Committee shall give written notice to the member of its intention to consider her removal thirty (30) days in advance of the meeting which will consider the matter. The member shall have the right to make representation to the meeting in person or in writing, to show cause why she should not be removed from office.

iv) Removal shall be by a two-thirds vote at the designated meeting of the Executive Committee.

v) An Executive Committee member who is removed from office shall have the right to make representation in person or in writing to the next Annual Meeting.

c) No individual shall hold the office of President, Vice-President, Secretary or Treasurer for more than two consecutive terms.

d) Membership on the Executive Committee shall be limited to four (4) consecutive years, except in the case of a candidate for President.

6. LISTS

a) The list of candidates [✓] for office in order of their standing in the elections at the Annual Meeting shall be retained at the NAC office until the elections of the next Annual Meeting when the list shall be destroyed.

7. SIGNING OFFICERS

a) All legal documents shall be signed by the President or her designate authorized by the Executive Committee, and at least one other officer.

b) All cheques, drafts and money orders shall be signed by the Treasurer or her designate authorized by the Executive Committee, together with the President or a Vice-President.

Part
formerly in
Regulation

VIII-MEETINGS

1. EXECUTIVE COMMITTEE MEETINGS

- a) Meetings of the Executive Committee shall be held not fewer than six (6) times a year upon the call of the Secretary at the times and places agreed upon by the President in consultation with the Executive Committee members. The Officers shall meet as required between Executive Committee meetings.
- b) Notice of Executive Committee meetings shall be given in writing at least twenty-one (21) days prior to the date fixed for the meeting.
- c) A majority (51%) of the members of the Executive Committee shall constitute a quorum.
- d) Meetings of the Executive Committee shall be open to representatives from member organizations. Other individuals may attend upon agreement of the Executive Committee.]

2. GENERAL MEETINGS: ANNUAL MEETINGS

- a) An Annual Meeting shall be held in every calendar year and not more than eighteen (18) months after the preceding Annual Meeting, at such time and place as the Executive Committee shall determine.
- b) Notice of the time and place of the Annual Meeting and the call for registration of delegates shall be communicated to the membership at least ninety (90) days prior to the date fixed for the meeting.
- c) The Annual Meeting shall elect the members of the Executive Committee; receive the audited financial report; appoint auditor(s); receive reports from the President, Treasurer, committees and the NAC Trust; approve policy resolutions, approve amendments to the Constitution, and ratify changes to the Regulations, as provided in the Constitution; and transact such other business as may properly come before the meeting.
- d) The Presiding Officer shall decide whether an item of business raised is proper to come before the meeting, subject to a majority vote of the delegates.
- e) One or more Parliamentarians shall be appointed by the Executive Committee to advise the Presiding Officer of procedures to be followed in conducting the meeting.]

3. GENERAL MEETINGS: SPECIAL MEETINGS

- a) Upon written request to the President by ten (10) members of the Executive Committee or fifteen percent (15%) of member organizations, a special meeting shall be called by the Executive Committee.
- b) If the request is made at an Executive Committee meeting, notice shall go out immediately; otherwise, notice shall go out within one week of the Executive Committee meeting immediately following receipt of the request.
- c) The notice shall be sent in writing by the Secretary to all member organizations and members of the Executive Committee not less than twenty-one (21) days in advance of the meeting date. It shall state the sponsors, time, date, place, and purpose of the meeting as outlined in the request.
- d) A request for a special meeting may be withdrawn by the sponsors upon written notice to the President.]
- e) In the event that a majority (51%) of member organizations indicate in writing that they do not wish a meeting for the purpose requested, or if sponsorship falls below the level required, the Executive Committee may cancel a special meeting.]

4. PROCEDURES AT GENERAL MEETINGS

- a) The voting body shall consist of:
- i) one voting delegate designated from each member organization in good standing, or in her absence an alternate. A delegate/alternate shall be a member of the organization she represents, and duly selected as its representative in advance of the meeting;
 - ii) the members of the Executive Committee.
- b) No delegate shall be designated to vote on behalf of more than one member organization. There shall be no proxy voting.
- c) One delegate in attendance from not less than twenty-five percent (25%) of the member organizations in good standing shall constitute a quorum.
- d) Voting at elections shall be by secret ballot; voting on other matters by voting card.
- e) General meetings shall be open to representatives from member organizations, co-operating organizations, Friends of NAC and the public. The public may be excluded by a majority vote of the delegates.
- f) When there is no provision for procedure in the Constitution and Regulations, Roberts' Rules of Order shall apply.

IX- ELECTIONS

1. ELECTIONS

- a) The members of the Executive Committee with the exception of the Past President shall be elected by secret ballot at the Annual Meeting.
- b) When there is only one candidate for an office, the candidate shall be declared elected by acclamation.
- c) When there are more candidates than necessary to fill the office(s), the office(s) shall be filled by the candidate(s) leading the polls.
- d) Voting for Regional Representatives shall be by region, with a delegate voting only for a candidate from the region in which both live.
- e) In the event of a tied vote, the tie shall be broken by lot by the Presiding Officer.

2. NOMINATIONS

- a) Nominations for the Executive Committee shall be submitted, together with the written consent of the nominee, by any member organization, to the Secretary fourteen (14) days prior to the opening date of the Annual Meeting, and in the manner stated by the Executive Committee.] from Regulations
- b) The nominator shall indicate the office(s) for which the candidate is being nominated.
- c) A candidate may be nominated for more than one office but shall hold only one, that being the highest office for which the candidate is elected. The order of offices shall be that set out in Article VII, Section 2.]
- d) A candidate for Regional Representative shall be nominated by a member organization in the same region.
- e) There shall be no nominations from the floor at the Annual Meeting.

3. HOURS OF VOTING

- a) Polls shall be open during such hours as shall be determined by the Executive Committee.

4. LIST OF ACCREDITED VOTERS

- a) Not less than two hours before the opening of the polls, the Secretary shall provide the scrutineers with a list of those entitled to vote.

X- COMMITTEES (OTHER THAN THE EXECUTIVE COMMITTEE)

1. COMMITTEES

- a) Each committee shall have a minimum of three members, one of whom shall be from the Executive Committee. In addition, the President shall be ex officio a member of all committees except the Nominations Committee.
- b) Except where they are defined in this Article, the term of office, composition and duties of committees shall be prescribed by the Executive Committee.
- c) All committees shall report to and be accountable to the Executive Committee and the Annual Meeting.

2. ADMINISTRATIVE COMMITTEES

- a) There shall be Administrative Committees to carry out the duties of NAC; namely
- i) Finance
 - ii) Membership
 - iii) Editorial
 - iv) Annual Meeting
- b) They shall have chairpersons selected from the Executive Committee.

3. AD HOC COMMITTEES

- a) Ad Hoc Committees may be constituted by the Executive Committee as it deems advisable, primarily to deal with policy issues.

XI- AMENDMENT OF CONSTITUTION

1. AUTHORIZATION BY ANNUAL MEETING

- a) The Constitution may be amended or repealed at the Annual Meeting by a two-thirds vote of the registered voting delegates, the changes to take effect immediately following the meeting at which they are approved.

2. SOURCE OF AMENDMENTS

- a) Amendments may be proposed by a member organization in good standing, and by the Executive Committee.

3. NOTICE

- a) Notice of amendments proposed by the Executive Committee shall be communicated to the membership at least ninety (90) days before the scheduled time of the Annual Meeting.
- b) Amendments to these proposed changes and additional amendments proposed by the membership shall be received in writing by the NAC office at least sixty (60) days prior to the scheduled time of the Annual Meeting.

- c) Amendments to the proposals of the Executive Committee and additional amendments received in writing by the NAC office sixty (60) days prior to the Annual Meeting shall be sent by the Secretary to the membership at least thirty (30) days prior to the Annual Meeting, and shall be presented to the Annual Meeting for voting. Those not so received shall not be circulated and shall not be considered at the Annual Meeting.

XII-REGULATIONS

- a) The Executive Committee may enact, repeal or amend Regulations consistent with the Constitution, to deal with forms and procedures for implementing the latter.
- b) Any newly enacted, repealed, or amended Regulations shall be submitted to the Annual Meeting, which may ratify or disallow but not amend them.
- c) No change in Regulations that has been disallowed by the Annual Meeting shall be re-introduced until one year following its disallowance, but no action taken pursuant to it shall be rendered invalid.
- d) The Regulations shall be appended to the Constitution.

XIII-POLICY RESOLUTIONS

1. AUTHORIZATION BY ANNUAL MEETING

- a) Policy resolutions may be enacted at the Annual Meeting by a majority of the delegates present and voting, to take effect immediately following the meeting at which they are approved.

2. SOURCE

- a) Policy resolutions may be proposed by a member organization in good standing, by the Executive Committee and by a NAC Committee. Each may submit up to three (3) resolutions which shall receive priority at the Annual Meeting.

3. NOTICE

- a) Notice calling for policy resolutions shall be communicated to the member organizations at least ninety (90) days before the scheduled time of the Annual Meeting.
- b) Policy resolutions shall be received by the NAC office at least sixty (60) days prior to the scheduled time of the Annual Meeting.
- c) Policy resolutions received at least sixty (60) days prior to the Annual Meeting shall be sent by the Secretary to the membership at least thirty (30) days prior to the Annual Meeting. Those policy resolutions not received at least sixty (60) days prior to the Annual Meeting shall not be circulated and shall not be considered at the Annual Meeting.

4. EMERGENCY POLICY RESOLUTIONS

- a) Resolutions designated as "Emergency Policy Resolutions" may be initiated at the Annual Meeting.
- b) An "Emergency Policy Resolution" is a resolution registering concern about an issue or event that has arisen in the sixty (60) days preceding the Annual Meeting and requiring action before the next Executive Committee meeting. It shall be given in writing to the Resolutions Committee, and shall be considered if two-thirds of the delegates present and voting determine that it addresses an emergency or otherwise should be heard.

New
Section

XIV-NAC CHARITABLE AND EDUCATIONAL TRUST

New
Section

- a) The National Action Committee on the Status of Women Charitable and Educational Trust shall be established as a mechanism for the education of Canadians about the status of women.
- b) The policies and priorities of the Trust shall reflect the policies and priorities of NAC.
- c) Trustees shall be appointed by the Executive Committee according to the Declaration of Trust.
- d) The Annual Meeting shall receive a report from the Trustees concerning the Trust's activities.
- e) The Executive Committee shall receive a report from the Trustees at least twice a year.

NAC

REGULATIONS

IV- MEMBERSHIP <

4. FRIENDS OF NAC

- a) The annual fee for "Friends of NAC" shall be not less than \$25.00.

V- FINANCES

2. CUSTODY OF FUNDS AND PROPERTY

- a) The President, or in her absence a member of the Executive Committee designated by her, and the Treasurer, or in her absence a member of the Executive Committee designated by her, shall approve all accounts before they are paid.
- b) The Budget and unanticipated non-budgetary expenditures shall be submitted to the Executive Committee for approval.
- c) The Treasurer shall pay accounts as authorized by the Executive Committee.
- d) Bonding:
The President, Treasurer, and such other signing officers and employees whom the Executive Committee deems advisable to include, shall be bonded by a Blanket Position Bond in the amount determined by the Executive Committee, and the premium shall be paid from the funds of NAC.

3. AUDIT

- a) The audited financial statement shall be supplied to the individuals registered at the Annual Meeting in advance of the opening of the Annual Meeting.

VI- FEES

1. MEMBERSHIP FEE

- a) The annual membership fee shall ordinarily be:
i) \$30 for organizations with 10 to 300 members, and
ii) \$60 for organizations with 301 or more members. <
- b) In addition, member organizations are asked to make donations according to the following optional scale:
i) 31-300 members: \$30 (for a total contribution of \$60)
ii) 301-1000 members: \$50 (for a total contribution of \$110)
iii) 1001 or more members: \$75 (for a total contribution of \$135)]
- c) Annual membership fees are due and payable on January first of each calendar year.

2. GROUP IN GOOD STANDING; GROUP IN ARREARS

- a) An organization that has not paid its fees as prescribed by the last day of February, after adequate notice has been given, shall be deemed to be in arrears of fees and not in good standing in NAC.]

VII-MANAGEMENT

5. TERMS OF OFFICE <

- a) The Executive Committee shall notify a member who has missed two (2) consecutive meetings to inform her of the possible consequences of missing the third meeting.

VII-MANAGEMENT (continued)

6. LISTS

- a) NAC shall make its membership address list available to member organizations on condition that they not make it available to outside individuals or groups.
- b) The list of "Friends of NAC" shall not be made available, except on a regional basis to a member organization upon request and with the approval of the Executive Committee.]

7. SIGNING OFFICERS

- a) The Executive Committee may authorize a staff member to be a signer of cheques, drafts, money orders and other business.

VIII-MEETINGS

1. EXECUTIVE COMMITTEE MEETINGS

- a) Each member of the Executive Committee shall be entitled to cast one vote on each motion.
- b) In the event of a tied vote, a motion is lost.
- c) Minutes of the meetings of the Executive Committee shall be forwarded to member organizations upon request.

4. PROCEDURES AT GENERAL MEETINGS

- a) Proxy voting means voting on behalf of a member organization by a person who is not a delegate/alternate of that organization.]

IX- ELECTIONS

1. ELECTIONS

- a) There shall be no program of campaigning on behalf of candidates for election.
- b) Campaigning includes flyers, posters, buttons, songs, parades, endorsements in letters or speeches, and other promotional methods; by member organizations, members of the Executive Committee, delegates, or observers.]
- c) A candidate found to be in violation of this regulation shall be disqualified from election by the Chief Returning Officer.

2. NOMINATIONS

- a) i) The deadline for receipt of nominations by the NAC office shall be no later than fourteen (14) days prior to the opening date of the Annual Meeting. ✓
- ii) Nominations received after that date shall not be accepted.
- iii) The list of nominees, together with a list of the current Executive Committee, shall be placed in the kits of those individuals registered for the Annual Meeting.

3. HOURS OF VOTING

- a) The hours of voting shall appear on the agenda of the meeting, and shall be announced at the opening session of each day and posted in the meeting room. <

X- COMMITTEES (OTHER THAN THE EXECUTIVE COMMITTEE)

1. COMMITTEES

- a) The chairpersons of committees shall be appointed by the President after consultation with the Officers and with the approval of the Executive Committee.
- b) i) The Executive Committee shall appoint a Nominations Committee and a Credentials Committee in advance of the Annual Meeting.
- ii) The Executive Committee shall appoint a Resolutions Committee to present resolutions eligible for consideration to the Annual Meeting. It shall be chaired by a member of the Executive Committee.

2. ADMINISTRATIVE COMMITTEES

a) i) FINANCE

This Committee shall prepare and submit a budget to the Executive Committee, and make recommendations for maintaining a sound financial position.

ii) MEMBERSHIP

This committee shall:

- 1) invite and encourage additional groups to join NAC;
- 2) establish the eligibility of those applying to be member or co-operating organizations;
- 3) consider and recommend to the Executive Committee the action to be taken on applications for membership, revocations, withdrawals, and reinstatements.

iii) EDITORIAL

This committee shall:

- 1) act in all matters pertaining to the publication of a NAC magazine;
- 2) promote wide distribution of NAC publications, including by subscription.

CON

AMENDMENTS TO THE EXECUTIVE'S PROPOSED REVISED CONSTITUTION
AS SUBMITTED BY MEMBER ORGANIZATIONS

NELLIE LAPOINTE

NOTE: The following suggested amendments are listed consecutively according to the order in which the relevant section appears in the Executive's Proposed Revised Constitution. Where possible, the suggested changes have been underlined. (Some editing has been done for clarity and uniformity of presentation.)

CONSTITUTION

A. Article III - Type of Organization

Amend by adding:

- Carried*
- "3. NAC shall conduct its affairs in a manner free from bias with regard to political or religious affiliation, national origin, race, or social position.
4. NAC shall be non-sectarian and non-partisan."

-submitted by Canadian Union of Professional & Technical Employees-

B. Article IV - Membership, Section 1 (Composition: Eligibility; Rights and Obligations)

Amend (a) and (b) to read:

- WITHDRAWN*
- "a) NAC shall consist of co-operating groups or organizations in Canada which subscribe to the purposes and objectives of NAC. A member shall pay the annual membership fee. It shall be entitled to attendance with voting and speaking privileges at the Annual Meeting and other general meetings and to attendance as an observer at any other NAC meetings. It shall receive the publications and communications of NAC including the minutes of Executive Meetings.
- b) Other organizations may apply for status as a co-operating organization. A co-operating organization is an organization which endorses the purposes and objectives of NAC in order to co-operate with NAC towards achieving common goals but does not want the right to vote. It shall be entitled to receive the publications and communications of NAC in exchange for its own, and to attend the Annual Meeting and other general meetings as an observer."
- FAILED*

Delete (c), but leave (d) and renumber it accordingly.

-submitted by Canadian Union of Professional & Technical Employees-

C. Article IV - Membership, Section 1

CARRIED

Have (a), (b) and (d) read as proposed by the Executive, but delete (c) and renumber accordingly.

-submitted by Canadian Textile & Chemical Union-

D. Article V - Finances, Section 1 (Fiscal Year)

WITHDRAWN

Amend to read:

"The fiscal year shall commence on January first and end on December thirty-first of each calendar year."

-submitted by the Professional Institute of the Public Service of Canada-

E. Article VI - Fees, Section 1 (Membership Fee)

FORWARDED

Amend (a) to read:

CARRIED

"Annual membership fees shall be set by the Executive Committee subject to the direction of the preceding Annual Meeting."

-submitted by Canadian Union of Professional & Technical Employees-

F. Article VII - Management, Section 2 (Composition of the Executive Committee)

Amend to read:

"a) The Executive Committee shall consist of:

i) the Officers, namely the President, three (3) Vice-Presidents, Secretary, Treasurer, and the Chairperson of the Editorial Committee".....

iii) seven (7) Regional Representatives, one each from:

- British Columbia and Yukon Territory
- Alberta and Northwest Territories
- Saskatchewan and Manitoba
- Northern Ontario
- Quebec
- Nova Scotia, New Brunswick, Prince Edward Island
- Newfoundland and Labrador."

i.e. delete Northern and South/Central British Columbia
delete Southern Ontario

WITHDRAWN

-submitted by The Professional Institute of the Public Service of Canada-

G. Article VII - Management, Section 2

Whereas Manitoba and Saskatchewan currently have only one Regional Representative for both provinces, and

Whereas each province has significant differences in laws, geographic considerations, needs and priorities,

BE IT RESOLVED that Saskatchewan and Manitoba each have one Regional Representative on the NAC Executive.

CARRIED

-submitted by Saskatchewan Action Committee on the Status of Women-

SUPPORT → YOU DEFEAT

H. Article VII - Management, Section 2

Amend by adding a sub-section:

"v) The Chairperson of the Editorial Committee" (as in the current constitution)

-submitted by Confederation of Canadian Unions-

I. Article VII - Management, Section 5 (Terms of Office)

Delete all of (b) "Removal", but leave (c) and (d) and re-number them accordingly.

DEFEATED

-submitted by Canadian Textile & Chemical Union-

J. Article VIII - Meetings, Section 2 (General Meetings: Annual Meetings)

Amend (c) to read:

"The Annual Meeting shall elect the members of the Executive Committee; receive the audited financial report; appoint auditor(s); receive reports from the President, Treasurer, committees and the NAC Trust; approve policy resolutions, approve and initiate amendments to the Constitution, and ratify and initiate changes to the Regulations, as provided in the Constitution and transact such other business as may properly come before the meeting."

Defeated

-submitted by The Professional Institute of the Public Service of Canada-

K. Article VIII - Meetings, Section 2

Amend (c) to read:

"... approve policy resolutions, approve amendments to the Constitution and Regulations, and ratify changes to the Regulations introduced by the Executive, as provided in the Constitution, ..."

DEFEATED

-submitted by Canadian Textile & Chemical Union-

L. Article VIII - Meetings, Section 4 (Procedures at General Meetings)

Amend (f) to read:

FAILED "When there is no provision for procedure in the Constitution and Regulations, Bourinot's Rules of Order shall apply."

-submitted by Confederation of Canadian Unions-

M. Article X - Committees, Section 2 (a) (Administrative Committees)

Delete reference to "Editorial" committee in (iii).

Further amend by adding a Section 4 - Editorial Committee to read (as in the current Constitution, Rule VIII, Section 4 - Editorial Committee):

"The Editorial Committee shall consist of not less than seven (7) persons, namely:

- WITHDRAWN
1. The chairperson of the Editorial Committee who shall be elected at the Annual Meeting, shall sit and vote as a member of the Executive Committee;
 2. There shall be three (3) members and three (3) non-members of the Executive Committee on the Editorial Committee;
 3. The Editor of STATUS (of Women News), if any, whether paid or volunteer, shall be a member of the Editorial Committee, but if paid for services, shall not be the Chairperson;
 4. The three members of the Executive Committee shall be elected to the Editorial Committee by the Executive Committee at its first meeting following the Annual Meeting;
 5. The three non-members of the Executive Committee shall be appointed by the Executive Committee on the recommendation of the members of the Editorial Committee."

-submitted by Confederation of Canadian Unions-

REGULATIONS

N. Article IX - Elections, Section 1 (Elections)

Amend (a) to read:

DEFEATED "Campaigning shall be limited to speeches, one poster per candidate and letters of endorsement. There will be no buttons, songs, parades, hospitality suites, or other promotional methods by member organizations, members of the Executive Committee, delegates or observers."

-submitted by Canadian Union of Professional & Technical Employees-

O. Article X - Committees, Section 2 (a) (Editorial)

Amend (iii) to read:

FAILED "This Committee shall:

- 1) act in all matters pertaining to the publication of STATUS OF WOMEN NEWS;
- 2) promote wide distribution of NAC publications, including by subscription."

-submitted by Confederation of Canadian Unions-

P. Article XII - Regulations

Amend (b) to read:

"Any newly enacted, repealed or amended Regulations shall be submitted to the Annual Meeting for ratification or disallowance. The Annual General Meeting may also adopt amendments to the Regulations."

-submitted by Canadian Textile & Chemical Union (see also "K" above)

NAC/CNA

CONSTITUTION AND RULES OF ASSOCIATION, WITH REGULATIONS APPENDED

A. NAME

The name of the organization shall be THE NATIONAL ACTION COMMITTEE ON THE STATUS OF WOMEN/LE COMITÉ NATIONAL D'ACTION SUR LE STATUT DE LA FEMME. It may be designated by the initials NAC/CNA.

B. PURPOSES AND OBJECTIVES

The purposes and objectives of NAC/CNA shall be as follows:

To initiate and work for improvements in the status of women by actions designed to change legislation, attitudes and customs that discriminate against women; through

1. evaluating and advocating the implementation of changes to benefit women, including measures proposed by the Royal Commission on the Status of Women, and those adopted by NAC/CNA;
2. encouraging the formation of, and communication and co-operation among, organizations and individuals interested in improving the status of women in Canada;
3. exchanging information with members, and providing information to the public about the current status of women and recommended changes for improvement.

C. TYPE OF ORGANIZATION

1. NAC/CNA shall operate throughout Canada.
2. NAC/CNA shall conduct its affairs in a manner free from bias with regard to political or religious affiliation, national origin, race, or social position.
3. NAC/CNA shall be without share capital and without purposes of gain for its members. Any profits or other accretions to NAC/CNA shall be used in promoting its purposes and objectives.

RULE 1 - MEMBERSHIP

Section 1. COMPOSITION; MEMBERS' RIGHTS AND OBLIGATIONS

- a) NAC/CNA shall be composed of two (2) categories of members:
 - 1) An affiliate -- is an organization which, by its stated objectives, demonstrates that its primary purpose is to advance the status of women in Canada. An affiliated member shall subscribe to the purposes and objectives of NAC/CNA, and shall pay the annual membership fee. It shall be entitled to voting privileges at the Annual Meeting and special meetings, and shall receive the publications and communications of NAC/CNA.
 - 2) An associate -- is an organization which endorses the purposes and objectives of NAC/CNA in order to co-operate with NAC/CNA towards achieving common goals. Upon making a donation equivalent to the yearly fee for a "Friend of NAC", it shall be entitled to receive the publications and communications of NAC/CNA, and to be represented at the Annual Meeting and special meetings.
- b) NAC/CNA may act in co-operation with any organization in or outside Canada that endorses the purposes and objectives of NAC/CNA.

Section 2. ELIGIBILITY AND ADMISSION

- a) Any group with ten (10) or more members, which accepts the purposes and objectives of NAC/CNA and which pays the required fee, shall be eligible for membership. Government departments and agencies, and any part(s) thereof, shall not be eligible.
- b) A group applying for membership shall be recommended by a member of NAC/CNA in good standing, or by the Membership Committee.
- c) Admission to membership shall be subject to the approval of the Executive Committee of NAC/CNA, and payment of the annual membership fee.

Section 3. SEVERANCE: Recall; Withdrawal; Reinstatement

- a) Severance of membership may be by recall or withdrawal.
 1. It shall require written notice by the party wishing to sever, whether it be NAC/CNA or a member organization, and shall take effect 30 days after the date of sending of the notice, unless subsequent notice indicates otherwise.
 2. The Executive Committee, should it deem it advisable, may by a 2/3 vote at a regular meeting recall the membership of an organization that:
 - (i) contravenes these Rules of Association;
 - (ii) acts in violation of the purposes and objectives of NAC/CNA; or
 - (iii) is in arrears of fees for a period of over one year.

Written notice shall be given by the Executive to the organization at least 30 days in advance of taking such action, and the organization shall have the right to make representation to the relevant Executive Committee meeting to show cause why its membership should not be recalled.

3. An organization may withdraw from membership upon presenting to the President of NAC/CNA a letter of withdrawal signed by at least two (2) of the group's officers in good standing.
- b) After the lapse of one year from the date of severance, an organization may apply for reinstatement, and the Executive Committee shall reopen the matter and act upon the application within six (6) months of receiving it.

Section 4. FRIENDS OF NAC

- a) Any individual who endorses the purposes and objectives of NAC/CNA and pays the required fee shall be designated as a "Friend of NAC/CNA". This does not confer any voting or membership rights.

RULE II - FINANCES

Section 1. CUSTODY OF FUNDS AND PROPERTY

- a) NAC/CNA shall make proper provision for the disposition and protection of all funds and property belonging to NAC/CNA.
- b) In the event of dissolution or wind-up of NAC/CNA, the Executive is empowered to distribute those assets which remain after payment of liabilities, to one or more charitable organizations serving women in Canada.

Section 2. AUDIT

- a) An auditor or auditors shall be appointed at each Annual Meeting and shall submit to the Executive Committee a certified financial report at the end of each fiscal year, which shall be presented to the Annual Meeting.

RULE II - FINANCES (continued)

Section 3. FUNDING

- a) Funding of NAC/CNA is by membership fees, donations, money-raising projects, and grants.

RULE III - FEES

Section 1. MEMBERSHIP FEE

- a) Annual membership fees shall be set by the Executive Committee subject to the direction of the preceding Annual Meeting.

Section 2. GROUP IN GOOD STANDING - GROUP IN ARREARS

- a) An organization that has paid its fees as prescribed in these Rules and Regulations shall be deemed to be in good standing in NAC/CNA;
- b) Notwithstanding these provisions, the Executive Committee may, in particular instances, extend the date of the payment of fees to a specified day beyond the due date, and may deem the group that pays its fees by that later date to be in good standing in NAC/CNA.

RULE IV - MANAGEMENT

Section 1. MANAGEMENT

- a) The affairs, funds and property of NAC/CNA shall be administered by the Executive Committee that shall be elected at the Annual Meeting.

Section 2. COMPOSITION OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall consist of the following:
1. The Officers, namely the President, one Vice-President, Secretary, Treasurer and the Immediate Past-President,
 2. Four (4) Members-at-Large from the membership,
 3. Seven (7) Regional Representatives, one each from:
 - British Columbia and the Yukon
 - Alberta and the North West Territories
 - Saskatchewan and Manitoba
 - Northern Ontario or "Ontario outside Metropolitan Toronto and Ottawa"
 - Quebec
 - Nova Scotia, New Brunswick, P.E.I.
 - Newfoundland and Labrador
 4. The Chairperson of the Editorial Committee.

Section 3. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE

- a) The Executive Committee shall conduct the business of NAC/CNA in all respects with a view to implementing the purposes and objectives as stated in the Constitution, and in accordance with NAC/CNA policy as approved by the Annual Meeting under these Rules and Regulations.
- b) The Officers shall be authorized to take action between Executive meetings consistent with NAC/CNA policy, such action to be ratified by the Executive Committee.
- c) The Executive Committee shall be empowered to:
1. Employ as it deems advisable, the services of staff members whose remuneration it shall determine and pay from the funds of NAC/CNA, and whose respective terms of employment it may terminate at its discretion;

RULE IV - MANAGEMENT (continued)

Section 3. DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE (continued)

2. Pay reasonable expenses incurred by members of the Executive Committee when engaged on the business of NAC/CNA;
 3. Pay honoraria to advisors (e.g. in legal matters, publication preparation, public relations, etc.) or other non-members of the Executive Committee as it deems advisable;
 4. Invite individuals from member organizations or other recognized experts to attend its meetings, to ensure adequate representation or expertise, as deemed necessary. They shall have no vote.
- d) No member of the Executive Committee shall accept any remuneration for services rendered to NAC/CNA.
- e) The Officers and Chairpersons of NAC/CNA committees shall report on their activities to meetings of the Executive Committee and the Annual Meeting.

Section 4. VACANCIES

- a) In the event of an Executive position becoming vacant through the resignation, death, or removal of an Executive Member, vacancies shall be filled as follows:
1. President, Vice-President, Secretary, Treasurer, Chairperson of the Editorial Committee:
by an election among those persons then serving on the Executive;
 2. Member-at-Large:
where possible, from the list of unsuccessful candidates for the office of Member-at-Large, taken in order of their standing in the elections at the Annual Meeting;
 3. Regional Representative:
by a regional election, conducted by the outgoing Regional Representative, who shall be responsible for calling for nominations from the member groups in the region, sending a list of candidates for voting to the regional member groups, and ensuring that a proper regional election takes place. If this procedure cannot be followed within a reasonable time of the office becoming vacant, a representative of the NAC/CNA Executive shall conduct the regional election.

Section 5. TERMS OF OFFICE

- a) The term of office of members of the Executive Committee and of all Committees shall ordinarily be from one Annual meeting to the next;
- b) 1. The Executive Committee may, at its discretion, replace an Executive Committee member who:
- i) misses three (3) consecutive Executive Committee meetings;
 - ii) acts in violation of the purposes and objectives of NAC/CNA; or
 - iii) acts in a manner detrimental to the organization.
2. Removal shall be by a 2/3 vote of those present and voting at a regular Executive Committee meeting.
- c) No individual shall hold the office of President, Vice-President, Treasurer, Secretary or Chairperson of the Editorial Committee for more than two consecutive terms;

RULE IV - MANAGEMENT (continued)

- d) Membership on the Executive Committee shall be limited to four (4) consecutive years, except in the case of a candidate for the Presidency.

Section 6. LISTS

- a) The list of unsuccessful candidates for office in order of their standing in the elections at the Annual Meeting shall be retained at the NAC/CNA office until the elections of the next Annual Meeting when the list shall be destroyed.

Section 7. SIGNING OFFICERS

- a) All official documents shall be signed by the President or, with the approval of the Executive Committee, by her designate, and at least one other officer;
- b) All cheques, drafts and money orders shall be signed by the Treasurer or her authorized designate, together with the President or a Vice-President.

RULE V - MEETINGS

Section 1. EXECUTIVE COMMITTEE MEETINGS

- a) Meetings of the Executive Committee shall be held upon the call of the Secretary at such times and places as shall be determined by the President, in consultation with the Executive Committee members;
- b) Notice of such meetings shall be given at least three weeks prior to the date fixed for the meeting;
- c) A majority (51%) of the members of the Executive Committee shall constitute a quorum.

Section 2. ANNUAL MEETINGS

- a) The Annual Meeting of NAC/CNA shall be held in every calendar year and not more than eighteen (18) months after the preceding Annual Meeting, at such time and place as the Executive Committee shall determine.
- b) Notice of the time and place of the Annual Meeting and the call for registration of delegates shall be communicated to the membership at least ninety (90) days prior to the date fixed for the meeting.
- c) The Annual Meeting shall elect the members of the Executive Committee; receive the audited financial report; appoint auditors; receive reports from the Officers, the Executive Committee, and other Committees; approve policy resolutions (if any) in accordance with these Rules; approve amendments (if any) to the Constitution and Rules of Association, and transact such other business as may properly come before an Annual Meeting.
- d) Voting at elections shall be by secret ballot; voting on other matters by voting card.
- e) When there is no provision for procedure in these Rules, Roberts' Rules of Order shall apply.

Section 3. SPECIAL MEETINGS

- a) A Special Meeting may be called by the Executive Committee, or upon written request to the President by ten (10) members of the Executive Committee or 25% of member organizations. The call shall be sent out in writing by the Secretary to all member organizations and members of the Executive Committee. It shall state the sponsor(s), not less than twenty-one (21) days in advanced of the meeting date, time, place, and purpose of the meeting as outlined in the request.

RULE V - MEETINGS (continued)

Section 3. SPECIAL MEETINGS (continued)

- b) If the request is made at an Executive Meeting, the call shall go out immediately; if between Executive Meetings, the call shall go out within one week of the meeting of the Executive Committee immediately after the receipt of the call.
- c) A request for a special meeting may be withdrawn by the sponsor(s) upon written notice to the President. A special meeting once called may be cancelled by the Executive in the event that a majority (51%) of member organizations indicate in writing that they do not wish a meeting for the purpose requested, and/or sponsorship falls below the level required to request a meeting.

Section 4. VOTING BODY AT ANNUAL AND SPECIAL MEETINGS

- a) The voting body at the Annual Meeting and special meetings shall consist of the following:
 - 1. One voting delegate, or in her absence an alternate designated from each affiliate in good standing. A delegate/alternate shall be a member in good standing of the organization she represents, duly authorized by it, and not in receipt of remuneration from it.
 - 2. The members of the Executive Committee of NAC/CNA.
- b) One delegate may be designated to vote on behalf of no more than 2 affiliated organizations.
- c) One delegate in attendance from not less than twenty-five percent (25%) of the affiliated organizations shall constitute a quorum.

RULE V - ELECTIONS

Section 1. ELECTIONS

- a) The members of the Executive Committee shall be elected by secret ballot.
- b) When there is only one candidate for the office, the candidate shall be declared elected by acclamation.
- c) When there are more candidates than necessary to fill the office(s), the office(s) shall be filled by the candidate(s) leading the polls.
- d) Voting for regional representatives shall be by region, with a delegate voting only for the candidate from the region in which both live.
- e) In the event of a tied vote, the tie shall be broken by lot by the Presiding Officer.

Section 2. NOMINATIONS

- a) Nominations for the Executive Committee shall be submitted, together with the written consent of the nominee, by any member organization, to the Secretary by the date and in the manner stated by the Executive committee.
- b) The nominator shall indicate the office or offices for which the candidate is being nominated.
- c) A candidate may be nominated for more than one office but shall hold only one, that one being the highest office for which the candidate is elected.
- d) There shall be no nominations from the floor.

RULE VI - ELECTIONS (continued)

Section 2. NOMINATIONS (continued)

- e) Regional representatives shall be nominated by a member group in the same region.

Section 3. HOURS OF VOTING

- a) Polls shall be open during such hours as shall be determined by the Executive Committee.

Section 4. LIST OF ACCREDITED VOTERS

- a) Not less than two hours before the opening of the polls, the Secretary shall furnish the scrutineers with a list of those entitled to vote.

RULE VII - COMMITTEES (OTHER THAN THE EXECUTIVE COMMITTEE)

Section 1. COMMITTEES

- a) No committee shall have fewer than three members.
- b) Except where they are defined in this Rule, the term of office, composition and duties of committees shall be prescribed by the Executive Committee.
- c) All committees shall report to and be accountable to the Executive Committee.

Section 2. ADMINISTRATIVE COMMITTEES

- a) There shall be Administrative Committees to carry out the duties of NAC/CNA; namely

- | | |
|-------------------|----------------|
| 1. Finance | 5. Nominations |
| 2. Membership | 6. Credentials |
| 3. Editorial | 7. Resolutions |
| 4. Annual Meeting | |

They shall have Chairpersons who are members of the Executive Committee.

Section 3. AD HOC COMMITTEES

- a) Ad Hoc Committees shall be constituted by the Executive Committee as it deems advisable, primarily to deal with policy issues.

Section 4. EDITORIAL COMMITTEE

- a) The Editorial Committee shall consist of not fewer than seven (7) persons, of whom 4 including the Chairperson are members of the Executive Committee.
- b) Other members of the Editorial Committee shall be appointed by the Executive Committee on the recommendation of the members of the Editorial Committee.

RULE VIII - RULES OF ASSOCIATION

Section 1. AUTHORIZATION BY ANNUAL MEETING

- a) The Constitution and Rules of Association may be enacted, repealed or amended at the Annual Meeting by a two-thirds majority of the delegates present and voting, to take effect immediately following the meeting at which they are approved.

Section 2. SOURCE OF AMENDMENTS

- a) Amendments may be proposed by a member organization in good standing, and by the Executive Committee of NAC/CNA.

RULE VIII - RULES OF ASSOCIATION (continued)

Section 3. NOTICE OF AMENDMENTS (continued)

- a) Notice of amendments proposed by the Executive Committee shall be communicated to the membership at least ninety (90) days before the scheduled time of the Annual Meeting.
- b) Amendments to these proposed changes and additional amendments proposed by the membership shall be received by the NAC/CNA office at least sixty (60) days prior to the scheduled time of the Annual Meeting.
- c) Amendments to the proposals of the Executive Committee and the additional amendments mailed or delivered to the NAC/CNA office sixty (60) days prior to the Annual Meeting shall be sent by the Secretary to the membership at least thirty (30) days prior to the Annual Meeting, and shall be presented to the Annual Meeting for voting. Those not so received by the NAC/CNA office shall not be sent and shall not be considered at the Annual Meeting.

RULE IX - REGULATIONS

Section 1. REGULATIONS

- a) The Executive Committee may enact, repeal or amend Regulations consistent with these Rules of Association, to deal with forms and procedures for implementing the Rules of Association.
- b) Any newly enacted Regulations and any repeal or amendment arising since the last Annual Meeting shall be submitted to the Annual Meeting, which may ratify or disallow but not amend them.
- c) No regulation that has been disallowed by the Annual Meeting shall be re-introduced until at least one year following its disallowance, but no action taken pursuant to a regulation shall be rendered invalid.
- d) The Regulations shall be appended to the Rules of Association.

RULE X - POLICY RESOLUTIONS

Section 1. AUTHORIZATION BY ANNUAL MEETING

- a) Policy resolutions may be enacted at the Annual Meeting by a majority of the delegates present and voting, to take effect immediately following the meeting at which they are approved.

Section 2. SOURCE OF POLICY RESOLUTIONS

- a) Policy resolutions may be proposed by a member group in good standing, by a NAC/CNA committee and by the Executive Committee of NAC/CNA.

Section 3. NOTICE OF POLICY RESOLUTIONS

- a) Notice calling for policy resolutions shall be communicated to the membership at least ninety (90) days before the scheduled time of the Annual Meeting.
- b) Policy resolutions from the membership shall be received by the NAC/CNA office at least sixty (60) days prior to the scheduled time of the Annual Meeting.
- c) Policy resolutions received at least sixty (60) days prior to the Annual Meeting shall be sent by the Secretary to the membership at least thirty (30) days prior to the Annual Meeting. Those policy resolutions not received at least sixty (60) days prior to the Annual Meeting shall not be circulated and shall not be considered at the Annual Meeting.

RULE X - POLICY RESOLUTIONS (continued)

Section 4. EMERGENCY POLICY RESOLUTIONS

- a) Only those resolutions designated as "Emergency Policy Resolutions" may be initiated at the Annual Meeting. An "Emergency Policy Resolution" is a resolution registering concern about an issue or event that has arisen within 60 days of the Annual Meeting and requires action before the next Executive Committee meeting.

RULE XI - NAC/CNA CHARITABLE AND EDUCATIONAL TRUST

The NAC/CNA Charitable and Educational Trust shall be established as a mechanism for the education of Canadians about the status of women.

The policies and priorities of the Trust shall reflect and accord with the policies and priorities of NAC/CNA. Its Trustees shall be appointed by the members of the Executive Committee of NAC/CNA according to the indenture of the NAC/CNA Charitable and Educational Trust.

REGULATIONS

REGULATION I - MEMBERSHIP

Section 1. COMPOSITION; MEMBERS' RIGHTS AND OBLIGATIONS

- a) Affiliated members may be national, regional or provincial/territorial women's organizations; provincial/territorial, municipal and other status of women action committees, special interest women's groups (e.g. crisis centres, research groups, women's centres, etc.) and the women's issue/program components of other organizations or institutions (e.g. political parties, religious bodies, unions, co-operatives, professional/occupational associations, universities/colleges, schools, etc.)
- b) Each member organization in good standing shall receive one copy of each issue of NAC/CNA publications and other communications. Minutes of the meetings of the Executive Committee shall be forwarded at the request of a member.

Section 4. FRIENDS OF NAC

- a) The yearly fee for 'Friends of NAC' shall not be less than \$25.00, which includes a subscription to the NAC/CNA magazine and the MEMO.

REGULATION II - FINANCES

Section 1. FISCAL YEAR

- a) The fiscal year shall commence on January 1st and end on December thirty-first of each calendar year.

Section 2. CUSTODY OF FUNDS AND PROPERTY

- a) The President, or in her absence a member of the Executive Committee designated by her, and the Treasurer, or in her absence a member of the Executive Committee designated by her, shall approve all accounts before the accounts are paid.
- b) The Budget and unanticipated non-budgetary expenditures shall be submitted to the Executive Committee for approval.
- c) The Treasurer shall pay accounts as authorized by the Executive Committee.
- d) At each meeting of the Executive Committee, the Treasurer shall present an account of money received and money distributed.
- e) Bonding:
The President, the three Vice-Presidents, the Treasurer and the Secretary and such other officers and employees whom the Executive Committee deems it advisable to include, shall be bonded by a Blanket Position Bond in the amount determined by the Executive Committee, and the premium of the bond shall be paid from the funds of NAC/CNA.

REGULATION II continued

Section 3. AUDIT

- a) The audited financial report shall be supplied to the individuals registered at the Annual Meeting in advance of the opening of the Annual Meeting.

REGULATION III - FEES

Section 1. MEMBERSHIP FEE

- a) The annual membership fee shall be fifty dollars (\$50.00) for groups with fewer than 100 members; one hundred dollars (\$100.00) for groups with 101 to 500 members and one hundred and fifty dollars (\$150.00) for groups with 501 or more members, unless special consideration is recommended by the Membership Committee.
- b) Annual membership fees are due and payable on January 1st of each calendar year.

Section 2. GROUP IN GOOD STANDING; GROUP IN ARREARS

- a) An organization that has not paid its fees as prescribed, by the last day of February, after due notice has been given, shall be deemed to be in arrears of fees and not in good standing in NAC/CNA.

REGULATION IV - MANAGEMENT

Section 4. TERMS OF OFFICE

- a) The Executive Committee shall notify a member who has missed two consecutive meetings to inform her of the possible consequences of missing the third meeting.

Section 5. LISTS

- a) It is the policy of NAC/CNA to make its membership list available to member organizations only, and on condition that they not make it available to outside individuals or groups. The list of 'Friends of NAC' shall not be made available, except to a member organization upon request and with the approval of the Executive.

Section 6. SIGNING OFFICERS

- a) The Executive Committee may authorize a staff member to be a signer of cheques, drafts, money orders and other business.

REGULATION V - MEETINGS

Section 1. EXECUTIVE COMMITTEE MEETINGS

- a) There shall be a minimum of six meetings between Annual Meetings.
- b) Each member of the Executive Committee shall be entitled to cast one vote on each motion.
- c) In the event of a tied vote, the motion is lost.

REGULATION V continued

Section 2. ANNUAL MEETINGS

- a) The President or designated Presiding Officer shall decide whether an item of business raised at the Annual Meeting is proper to come before the meeting.

Section 4. VOTING BODY AT ANNUAL AND SPECIAL MEETINGS

- a) Meetings of NAC/CNA shall be open to observers from member organisations and the public unless restricted by a majority vote of those present and voting.

REGULATION VI - ELECTIONS

Section 1. ELECTIONS

- a) There shall be no program of campaigning on behalf of candidates for election.
- b) Campaigning includes flyers, posters, buttons, songs, parades, and public endorsements, whether written or spoken, by member organizations or members of the Executive Committee.
- c) A candidate found to be in violation of this regulation shall be disqualified from election by the Chief Returning Officer.

Section 2. NOMINATIONS

- a)
 1. The deadline date for receipt of nominations in the NAC/CNA office shall be no later than fourteen days (14) prior to the opening date of the Annual Meeting.
 2. Nominations received after that date shall not be accepted.
 3. The list of nominees shall be placed in the "kits" of those individuals registered for the Annual Meeting, together with a list of the current Executive Committee.

Section 3. HOURS OF VOTING

- a) The hours of voting shall appear on the agenda of the meeting, and shall be announced at the opening session of each day and posted in the meeting room.

REGULATION VII - COMMITTEES (OTHER THAN THE EXECUTIVE COMMITTEE)

Section 1. COMMITTEES

- a)
 1. The President shall be ex-officio a member of all committees.
 2. The chairpersons of committees shall be appointed by the President after consultation with the Officers and with the approval of the Executive Committee.
- b) The Executive Committee shall appoint a Nominations Committee and a Credentials Committee in advance of the Annual Meeting.
- c)
 1. The Executive Committee shall, at the Annual Meeting, appoint a Resolutions Committee consisting of three persons, to present resolutions eligible for consideration to the Annual Meeting.

REGULATIONS VII continued

Section 1. COMMITTEES continued

- c) 2. An emergency policy resolution must have originated in and been approved by a workshop during the Annual meeting or a special meeting.
3. Final determination about the eligibility of emergency policy resolutions shall be by a majority vote of delegates present and voting.

Section 2. ADMINISTRATIVE COMMITTEES

a) FINANCE

1. It shall be the duty of this Committee to prepare and submit a budget and make recommendations for maintaining a sound financial position.

b) MEMBERSHIP

It shall be the duty of this Committee to:

1. Invite and encourage additional groups to join NAC/CNA;
2. To consider and recommend to the Executive Committee the action to be taken on applications for membership, recalls, withdrawals and reinstatements.

c) EDITORIAL

It shall be the duty of the Editorial Committee:

1. to act in all matters pertaining to the publication of the NAC/CNA magazine and to report and be accountable to the Executive Committee through the Chairperson.
2. to promote sales of the NAC/CNA magazine, including by subscription, to individuals and organizations.
3. i) The number of issues of the NAC/CNA magazine published during the year shall not be fewer than two (2) and not more than nine (9);
ii) The subscription price of NAC/CNA publications may be set by the Executive Committee from time to time, but shall not be less than ten dollars (\$10.00) for four issues of the magazine.
iii) The current price per copy of the magazine shall be not less than than two dollars and twenty-five cents (\$2.25).