

Child and Youth Care Association of Saskatchewan

Bylaws Adopted February 2023

ARTICLE 1: PREAMBLE

1.1 The Association:

The name of the Association shall be "Child and Youth Care Association of Saskatchewan" herein after referred to as the Association.

1.2 The By-Laws:

This document shall be the general Bylaws for the Provincial Association and shall regulate the business and affairs of the Association.

ARTICLE 2: TERMINOLOGY

2.1 Definitions:

- a) "Association" shall mean the Child and Youth Care Association of Saskatchewan or acronym "CYCASK".
- b) "Bylaw" shall mean the By-Laws of this Association as amended.
- c) "Board of Directors" shall mean the Board of Directors of the Association.
- d) "Executive" shall mean the Executive Officers of the Board of Directors; President, Vice President, Secretary and Treasurer.
- e) "Directors" shall mean any person elected to the Board of Directors.
- f) "Acting" shall mean serving temporarily in an Executive Office position.
- g) "Written Notice" shall mean via: mail, electronic mail, fax, email or otherwise electronically communicated.

2.2 Interpretation:

- a) In all interpretation of these By-Laws of the Association, words in the singular include the plural, and the plural shall include the singular, words in one gender include all genders, and "person" includes an individual.

ARTICLE 3: OBJECTIVES

3.1 The objectives of the Association are as follows:

- a) To promote the profession of Child and Youth Care.
- b) To maintain a Code of Ethics, to govern members.
- c) To promote, improve and maintain progressive standards of child and youth care and family services in Saskatchewan.
- d) To act as an educational forum for the exchange of ideas and information between persons, agencies and programs involved in providing child and Youth Care services.
- e) To provide specialized learning opportunities for its members.
- f) To form liaisons with other Child and Youth Care Associations.
- g) 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.

3.2 Mission Statement

- a) To promote and advance the profession of Child and Youth Care Work within Saskatchewan

ARTICLE 4: MEMBERSHIP

4.1 Membership shall be available to anyone meeting the following criteria:

- a) **Full membership** is available to those persons who are currently involved in the development and/ or practice of Child and Youth Care work either full time or part time, in a manner considered to be of a professional nature. Full members are entitled to all privileges of membership including the opportunity to vote and hold office. Full members must possess a diploma or degree in Child and Youth Care Work or complete a certification process approved by the CYCASK
- b) **Student membership** is available to those persons pursuing a course of study pertaining to the theory and practice of Child and Youth Care work. Student members are entitled to all privileges of full membership excluding the opportunity to hold office on the Board unless a position(s) is designated as a student representative.

- c) **Associate membership** is available to persons who are currently involved in the development and/ or practice of Child and Youth Care work either full time or part time, in a manner considered to be of a professional nature who are ineligible for membership under **4.1a** due to educational requirements. Associate members are entitled to all rights and privileges of the Association exclusive of the right to vote on Association business and hold office.
- d) **Organizational membership** is available to an agency or organization within the field of child and youth care work that supports the objectives of the Association. Agency membership entitles the agency to three free memberships, as well as other privileges as determined by the Board of Directors.
- e) **Cost of Membership**
 - a. **Full Membership** will be an annual cost of \$50
 - b. **Student Membership** will be an annual cost of \$20
 - c. **Associate Membership** will be an annual cost of \$50
 - d. **Organizational Membership** will be an annual cost of \$150 and will provide the organization with up to three memberships for staff members

4.2 Membership Privileges:

- a) Membership Privileges in the Association shall be effective annually from October 1 to September 30^t. Membership fees are due on October 1st of each fiscal year.
- b) The membership fees are reviewed from time to time by the Board of Directors.

4.3 Membership in the Association shall be obtained by:

- a) Submission of an application to the Association.
- b) Payment of dues according to membership status. Annual membership fees will not be pro-rated.
- c) Acceptance of the Association objectives and Code of Ethics.
- d) Approval of membership by the Board of Directors.

4.4 Termination of Membership:

4.4.1 Membership shall cease automatically if:

- a) A member resigns in writing.
- b) A member is in arrears of payment for a period of 60 days.

- c) Seventy-five percent (75%) of the Board of Directors, in attendance at a Board of Directors meeting, where quorum has been met, votes in favour of the termination of any member, based on the member violating the objectives and/ or Code of Ethics of the Association.

4.4.2 Appeal Process:

- a) A person whose membership has been terminated and wishes to appeal the termination may submit a written request to the Board of Directors for a special meeting of the members within ninety (90) days of termination.
- b) The member in question may choose to represent themselves or choose a member of the Association as their counsel, who shall be present at the Special meeting.
- c) A Special Meeting will be called by the Board of Directors and will be held within sixty (60) days of receipt of written appeal.

4.4.3 Reinstatement of membership:

- a) Reinstatement of membership would require seventy-five percent (75%) majority vote of those members in good standing at the special meeting.
- b) If the terminated member chooses not to appeal their termination, they may apply for reinstatement no sooner than twelve (12) months following the termination of previous membership.
- c) Upon receipt of application the Board of Directors will consider reinstatement based on the applicant meeting the criteria for membership and demonstrate that his/her present conduct does not violate the Code of Ethics nor is detrimental to the welfare of the Association.

ARTICLE 5: MEETINGS AND QUORUM

5.1 Meetings:

- 5.1.1 The Association shall hold an Annual General Meeting within ninety (90) days of the fiscal year end.
 - a) Written notice of this meeting shall be sent to all members especially those that are entitled to vote at the meeting; to each Director; and to the appointed auditor of the corporation; not less than fifteen (15) days

or more than fifty (50) days before the meeting setting out the date, time, place and agenda for the meeting.

b) The date, time, place and agenda shall be determined by the Board of Directors.

5.1.2 Special meetings may be called upon with thirty (30) days written notice to the membership indicating the time, place and agenda of the meeting.

5.1.3 All special meetings shall be regulated by and operated within the confines of the current Bylaws, and the procedural guidelines shall be Robert's Rules of Order.

5.1.4 All Board Directors shall be informed at least seven (7) days prior to all Board Meetings unless an emergent issue must be resolved more quickly.

5.1.5 A minimum of two (2) regular board meetings to be held annually.

5.1.6 Board meetings are open to the membership.

5.1.7 In camera may be called to have no non-voting members present during a meeting.

5.2 Quorum:

5.2.1 Five (5) Full members in good standing shall constitute a quorum at any General Meeting.

5.2.2 If a quorum is not present the meeting will be adjourned for fifteen (15) minutes. At that time the meeting will be called to order and those members present will constitute a quorum.

5.2.3 Any member, who has not withdrawn from membership nor has been suspended or expelled as herein provided, shall have the right to vote on any matter at any General Meeting.

5.2.4 Fifty percent (50%) of the Board of Directors shall constitute quorum of any meetings of the Board of Directors, properly called and constituted.

ARTICLE 6 VOTING

6.1 Voting Eligibility:

6.1.1 Full and Student membership status will be able to vote at any type of meeting held such as Annual General meeting, Special or Board meetings.

6.1.2 Organizational membership will only have voting privileges at the Annual General meeting.

6.1.3 All voting members must hold a current membership and in good standings of the Association.

6.2 All meetings would follow Robert's Rule of Order. At the discretion of the President or Chairperson voting will be conducted either by a show of hands or shall be by ballot.

ARTICLE 7 DIRECTORS OF THE ASSOCIATION

7.1 Board of Directors:

7.1.1 Management of Association:

- a)** The Board of Directors governs and manages the affairs of the Association.
- b)** The Board of Directors may contact professionals as deemed necessary to carry out the strategic directions of the Association.
- c)** Unless authorized at a meeting of the Board of Directors no officer or member of the Association shall receive any remuneration for his/her services to the Association.

7.1.2 Duties of the Board of Directors:

- a)** To promote the objectives of the Association.
- b)** To govern all fiduciary functions of the Association.
- c)** To make decisions on policy and procedural issues.
- d)** To act as the decision making authority on governance issues of the Association and its members.
- e)** To act as a liaison with Governments, industry, and communities.
- f)** Appoint legal counsel as necessary.
- g)** All committees shall be chaired by Board Members.
- h)** Directors will serve as full voting members of the Board of Directors and will perform such duties as may be required from time to time by the Board of Directors.

7.1.3 Composition of the Board:

- a) The Executive Officers of the Board of Directors shall consist of a President, Vice President, Secretary and Treasurer.
- b) The Board of Directors shall consist of the Executive Officers, a maximum of four (4) Directors and four (4) Members at Large which may include a student position.
- c) The President of the outgoing Board of Directors shall additionally be appointed to the incoming Board of Directors as Past President and will be a non-voting member on the Board of Directors.
- d) All Board Members must be members in good standings of the Association.

7.1.4 Terms of Directors:

- a) The term of an Executive Officer is two (2) years.
- b) The term of a Director is three (3) years.
- c) The term of Past President is held until another Past President is appointed.

7.1.5 Duties of Past President

- a) Provide advice and leadership to the Board of Directors regarding past practices and other matters to assist the Board in governing the Association.

7.2 Executive Officers Duties and Responsibilities:

7.2.1 President:

- a) Oversee the affairs and operations of the Association.
- b) Chair all meetings of the Association.
- c) Motivate and support the Directors.
- d) Coordinate compilation of Association's Annual report.
- e) Assume responsibilities of monitoring the Association Executive Boards positions.

- f)** Keep well informed on the activities of the Association.
- g)** Has signing authority of the Association.

7.2.2 Vice President:

- a)** Will perform the duties of the President in the absence of the President.
- b)** Chair meetings in the absence of the President.
- c)** Shall perform such other duties as may be assigned by the Board of Directors.
- d)** Has signing authority of the Association.

7.2.3 Secretary:

- a)** Ensure that all Board of Directors are informed of meetings.
- b)** Ensure that all minutes from Board of Directors meetings and general meeting are recorded and circulated to the corresponding recipients.
- c)** Ensure that Board Members and Members are informed of upcoming meetings as according to the timelines outlined in Bylaws Article 5.
- d)** Give and serve notices to members of the Association.
- e)** Keep minutes and records; including memberships of the Association.

7.2.4 Treasurer:

- a)** Oversee all of the financial matters of the Association including but not limited to:
 - I. Oversee and present for approval, financial budgets.
 - II. Oversee and present financial reports.
 - III. Ensure monthly financial reports are submitted to the Secretary for the Association records.
 - IV. Monitor all financial activities- receipts, disbursements and invoices.
 - V. Ensure that financial statements are audited.

- b) Has signing authority of the Association.
- c) Other duties as determined by the Board of Directors.

7.3 Removal of a Director:

- a) Any member of the Board of Directors may be removed from office by a vote of seventy-five percent (75%) majority of the voting membership in good standing at any General meeting.
- b) Any member of the Board of Directors that fails to attend three (3) consecutive Board of Director's Meetings will be deemed to have resigned.
- c) Any Director removed from office will be given written documentation stating reason for dismissal.

7.4 A person ceases to be a Director when:

- a) Completes a term at the time of the Annual General Meeting.
- b) Resigns as a Director.
- c) Ceases to be a Canadian resident.
- d) Dies.

7.5 Director Vacancy:

- a) The Association Executive shall have the authority to fill any vacancy that may occur on the Executive or a Director position between General Meetings.

ARTICLE 8 STANDING COMMITTEES

8.1 The Board of Directors shall establish Standing and Ad Hoc Committees to facilitate the development and maintenance of the Association goals and objectives.

8.2 The following Standing Committees are hereby established:

8.2.1 Executive Committee:

- a) Shall consist of the Executive Officers of the Association and shall have power to act in emergencies between meetings of the Board of Directors.

8.3 The following Standing Committees may be established:

8.3.1 Professional Development Committee:

- a) Supports, enhances and promotes the importance of Professional Development in the field of Child and Youth Care.

8.3.2 Membership and Partnership Committee:

- a) Increase recruitment and retention of members and establish partnerships with agencies, organizations, and community programs.

8.4 Standing Committees shall be chaired by an Association's designated Board of Director member and are required to:

- a) Provide a report which shall be an agenda item at each board meeting.
- b) Appoint the Treasurer to review finances and budgets if required.
- c) Oversee contract positions when required.

8.5 Committee Members will be members of the Association, with the exception of experts or required representatives.

- a) All committee members will be approved by the Board of Directors.

ARTICLE 9 NOMINATIONS AND ELECTIONS

9.1 Nominations:

9.1.1 No later than one (1) month prior to the Annual General Meeting a member of the Executive shall prepare and distribute to the membership a notice describing the nominations, election procedures and inviting nominations for the open positions of the Board of Directors.

9.1.2 Information on eligible candidates for the Board of Directors shall be collected no less than two (2) weeks prior to the Annual General Meeting and election at which point no other nominations will be accepted.

9.1.3 Nominations from the floor will only be accepted if there are no nominations for empty seats as process states in Article 9.1.2.

9.1.4 An Executive seat may only be held by a member who has sat on the Board of Directors in a Director position for no less than one (1) year.

9.1.5 A member of the Association may hold an Executive seat should there be no other person eligible as per Article 9.1.4 and is voted in unanimously by the remaining members of the Board of Directors.

9.2 Elections:

9.2.1 The election of the Board of Directors shall be held during the Annual General Meeting.

9.2.2 The election of the Executive shall be staggered and will continue to alternate by term, such that the President and Secretary will be elected on odd years and the Vice President and Treasurer will be elected on even years.

9.2.3 There shall be one ballot per member for each of the Executive office position that is open for election. The candidate with the largest number of votes shall be declared elected.

ARTICLE 10 FINANCIAL DISCLOSURES

10.1 The Treasurer shall submit a statement of accounts for Association records at the end of each fiscal year.

10.2 The fiscal year of the Association shall end on the 30th day of September and begin on the first 1st day of October.

10.3 Two (2) of the three (3) designated signing authorities from the Executive must sign all cheques on behalf of the Association. Two signatures are required.

10.4 At the Annual General Meeting, members may appoint an auditor who is not a member of the Association nor benefits in any way other than to render the audit.

10.4.1 The members of the Association may resolve not to appoint an auditor.

10.4.2 Resolution is not valid unless it is consented to by not less than 80% of the members, including those not otherwise entitled to vote, who vote on the resolution.

10.5 The resolution pursuant to this section is valid only until the next annual meeting of members.

ARTICLE 11 RECORD KEEPING

11.1 The Association shall prepare and maintain, at its registered office or at any other place in Saskatchewan designated by the directors; records containing:

11.1.1 The articles and the bylaws, and all amendments to them, and a copy of any unanimous member agreement.

11.1.2 Minutes of meetings and resolutions of members.

11.1.3 A register of members entitled to vote, containing names, systematically arranged in a manner capable of producing information about all members of the Association and the date on which each member became or ceased to be a member.

11.1.4 The Association prepares and maintains adequate accounting records.

11.2 Member of an Association, their agents and legal representatives and Directors may examine records and may make copies free of charge, and any other person may do so on payment of a reasonable fee.

11.3 The Secretary of the Association will keep or cause to be kept the seal of the Association.

ARTICLE 12 AMENDMENTS OF THE BYLAWS

12.1 A member entitled to vote at the Annual General Meeting may propose to make, amend or repeal a Bylaw.

12.2 Amendments to the Bylaws need to be passed with two-thirds majority vote of voting members present at the Annual General Meeting.

12.3 The mover of the amendment to the Bylaws to the Bylaws must provide a written notice to the Board of Directors at least 21 days prior to the Annual General meeting and to all members of the Association at least 15 days before the Annual General meeting.

ARTICLE 13 LIQUIDATION AND DISSOLUTION

13.1 In the event of the dissolution of the Association, funds and assets of the Association remaining after paying all debts shall be given or transferred to such organization or organizations promoting the same objectives as this Association.

13.2 Dissolution and distribution of assets must be presented to the membership via written notice and shall be deemed approved should no more than twenty-five percent (25%) of the membership object within thirty (30) days.

13.3 Members will be notified fourteen (14) days prior to the dissolution of the Association.

** The Child and Youth Care Association of Saskatchewan would like to acknowledge the writers of the Child and Youth Care Workers' Association of Manitoba bylaws as these were referenced during the writing of these bylaws in March 2016.