

# **TERMS OF REFERENCE FOR THE CANADIAN ASSOCIATION FOR CO-OPERATIVE EDUCATION (CAFCE - ATLANTIC)**

As agreed by the CAFCE Atlantic Membership, July 4, 2014 via e-mail.

## **TERMS OF REFERENCE, CAFCE – ATLANTIC**

An established group, known as The Canadian Association for Co-operative Education – Atlantic Group, reporting to the Canadian Association for Co-operative Education shall be governed by the following Terms of Reference.

### **NAME AND MEMBERSHIP**

The Group shall be called the Canadian Association for Co-operative Education – Atlantic Group (CAFCE – Atlantic). Membership shall include co-operative education practitioners, faculty members and employers engaged in the delivery of co-operative education in the Provinces of New Brunswick, Newfoundland and Labrador, Nova Scotia and Prince Edward Island. Co-operative education practitioners and faculty members must be employed at an institution who is a member of the Canadian Association for Co-operative Education (CAFCE – National).

The membership list shall be updated annually by the four Provincial Representatives and members can opt out at any time by informing their Provincial Representative.

There is no annual membership fee associated with CAFCE – Atlantic.

### **OBJECTIVES**

1. To provide a forum for the discussion of ideas, concerns and recommendations related to the operation, development and growth of co-operative education in Atlantic Canada;
2. To provide professional development activities for the membership;
3. To liaise with CAFCE and other appropriate government and private agencies and organizations with respect to requests, ideas, concerns and recommendations related to co-operative education;
4. To further develop strategies for, and to promote the philosophy of, co-operative education as an integral part of the learning process in the Atlantic Region;
5. To disseminate information related to the continuing development of co-operative education; and
6. To provide expertise in co-operative education to the educational system at large.

\*Priorities for the group will be set annually by the CAFCE – Atlantic Chair in consultation with the membership.

## **THE EXECUTIVE COMMITTEE**

The Executive Committee shall consist of a Chair, Chair Elect, Past Chair, Executive Secretary, Treasurer, National Board Representative and four Provincial Representatives. In so far as possible, there should be at least one Executive Committee Member from each of the four Atlantic Provinces.

## **ELECTION AND TERM OF EXECUTIVE COMMITTEE**

The Chair-Elect shall be elected by the Group for a three-year term of Chair-Elect, Chair and Past Chair at the annual meeting of the group prior to June 30 each year and shall assume office effective July 1. An election shall be held for the Executive Secretary, Treasurer and Provincial Representatives at this meeting.

The National Board Representative shall be voted by the CAFCE Atlantic membership in accordance to the annual voting processes and dates for the CAFCE National Annual General Meeting which takes place in October or November. The National Board Representative will be appointed to the CAFCE Atlantic Executive until the next CAFCE National Annual General Meeting.

## **DUTIES AND RESPONSIBILITIES OF THE EXECUTIVE**

The term of office for each Executive position shall be a one year term from July 1 to June 30 with the exception of the National Board Representative which is a one year position in accordance with the election dates imposed by CAFCE National.

### *Chair:*

1. to call and chair all group meetings;
2. to be the official representative of CAFCE – Atlantic at all official functions as required by the CAFCE – Atlantic Executive;
3. to consult with the CAFCE – Atlantic membership to determine priorities for the year.

### *Chair Elect:*

1. to fulfill the responsibilities of the Chair in his/her absence; and
2. to replace the Chair if the Chair vacates his/her office prior to the end of the term.

*Past Chair:*

1. to act as the Nominating Officer and Chief Returning Officer in the election of the Executive Committee.

*Executive Secretary:*

1. to be responsible for minutes at both Executive Committee and Group Meetings;
2. to initiate and collect membership updates from the Provincial Representatives;
3. to be responsible for receiving voting proxies;
4. to be responsible for correspondence at both the Executive and Group Level;
5. to gather and distribute the Annual General Meeting package to the membership 15 calendar days prior to the Annual General Meeting;
6. to provide a history of CAFCE – Atlantic by maintaining minutes of all current and past annual meetings; and
7. to maintain the directory of the CAFCE – Atlantic membership.

*Treasurer:*

1. to be responsible for the finances of the group;
2. to develop a budget for the upcoming fiscal year;
3. to ensure all financial activities are in accordance with the mandate of the organization;
4. to develop statement of income and projected budget and distribute to the membership 15 calendar days prior to the Annual General Meeting; and
5. to co-sign all cheques with one other designated member of the CAFCE – Atlantic Executive Committee.

*Provincial Representatives: (one representing each province.)*

1. to be advisors and provide continuity to the Executive;
2. to act as Parliamentarians;
3. to provide the first line of communication to the Atlantic Chair;
4. to help evaluate, determine and facilitate their provincial professional development requirements;
5. to contact universities/colleges in designated province to update membership list;
6. to provide support to new co-operative education programs within their province;
7. to coordinate provincial promotion of National Co-op Week and provide feedback to the CAFCE National Committee Chair; and
8. to prepare and deliver provincial annual report at the CAFCE – Atlantic Annual General Meeting.

*National Board Representative:*

1. to represent the Atlantic Region at the national level;
2. to report back to CAFCE – Atlantic Executive Membership within one month of each National Board Meeting on issues and updates at the national level in the form of a written report;
3. seek updates, questions and comments from the Atlantic Membership prior to each National Board Meeting and report to CAFCE National;
4. to represent CAFCE National at regional events; and

5. to prepare and deliver a CAFCE National report at the CAFCE – Atlantic Annual General Meeting.

\* The National Board Representative is required to attend three National Board Meetings each year. CAFCE - Atlantic will provide a \$500 allowance for each trip (up to maximum of \$1500 per year). Receipts must be sent to the CAFCE – Atlantic Treasurer within 30 days of each National Board Meeting for reimbursement.

\* It is advised that permission be received from the representative's Director and/or Manager prior to volunteering for this position as expenses in excess of \$500 to attend each National Board Meeting must be supported by the representative's university/college budget.

## **NOMINATIONS**

Nominations for the Executive Committee, in writing and signed by the nominee and one other member of CAFCE – Atlantic, must be received by the Nominating Officer (Past Chair) at least 30 days prior to the annual meeting. Slate of nominations must be distributed to the membership at least 15 calendar days prior to the annual meeting by the Nominating Officer.

The Nominating Officer may seek nominations 15 calendar days prior to the annual meeting if no nominations were received for an Executive Committee position. Nominations may only be made from the floor during the annual meeting if no nominations were received for an Executive Committee position through the above mentioned processes.

## **QUORUM**

At the Annual General Meeting, quorum shall consist of 20 CAFCE – Atlantic members in order for a vote to be held (in person or through proxy vote).

## **VOTING**

Each member of CAFCE – Atlantic shall have one vote. Voting may be in person or by proxy. Proxies must be submitted in writing to the CAFCE – Atlantic Executive Secretary at least seven calendar days prior to the commencement of the annual meeting. Election of the Executive Committee shall be by secret ballot.

The majority (50 percent plus one vote) of the members at the meeting, or through proxy vote, must vote in favour for a motion to be approved.

The Chair shall vote only in the case of a tie vote.

## **AMENDMENTS**

Proposed amendments to the Terms of Reference shall be submitted in writing to the Executive Secretary at least 30 calendar days prior to the Annual General Meeting. Proposed amendments must be sent to the membership at least 15 calendar days prior to the annual meeting. Amendments shall be presented and voted upon at the Annual General Meeting. The majority (50 percent plus one vote) of the members at the meeting must vote in favour for the proposed amendments to be adopted.

## **CONFLICT**

Should a conflict arise between these Terms of Reference and the CAFCE National By-laws, the latter will apply.

Unless otherwise stated in this document, all meetings and procedures shall be covered by Roberts Rules of Order (<http://www.robertsrules.com/>).

## **CAFCE – ATLANTIC COMMITTEES**

Committees within CAFCE – Atlantic may be formed as required to complete special events, projects and initiatives. The development of these Committees will be formed and voted on during the annual meeting.

All action items and budgets for a committee must be approved by the CAFCE – Atlantic Executive before commencing.

## **FISCAL YEAR**

The fiscal year for CAFCE – Atlantic shall be June 1– May 31.

## **ANNUAL GENERAL MEETING**

An Annual General Meeting for the membership shall be conducted once per calendar year. This meeting shall be held in the month of June, unless deemed not possible by the Executive for the given year.

The annual meeting will allow the membership to elect the new Executive Committee Members, vote on amendments to the Terms of Reference, vote on expenditures, and accept financial information and any other matters identified by the membership. The membership shall receive a slate of nominations for the Executive Committee Members, and all information which will be voted on by the active membership, at least 15 calendar days prior to the annual meeting.

End.