

BYLAWS

NAME

This organization shall be known as “Nova Scotia Child and Youth Care Workers’ Association”.

This organization will be referred to as the Association throughout the remainder of this document.

Mailing Address:

NSCYCWA

PO Box 25030

Truro, NS B2N 7B8

The organization shall have a seal which shall be in the following form: the Name “Nova Scotia Child and Youth Care Workers’ Association” and the date of incorporation (1998) surrounding the official logo in a 1 5/8 inch diameter seal.

PURPOSES

The following are the purposes for which the organization has been organized:

1. To unite all persons involved in promoting specialized Child and Youth Care services in a democratic manner.
2. To promote the development and practice of high-quality Child and Youth care service.
3. 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 service.
4. To pursue excellence in professionalism, education, advocacy, and empowerment for the practice of Child and Youth Care in Nova Scotia.
 - 4.1. **Professionalism** - Promoting the uniqueness of the Child and Youth Care Profession, in using relational practice to promote wellness.

- 4.2. **Education** - Promoting ongoing training, on a current evidence-based practice that promotes the well-being of the child, youth and families we serve.
- 4.3. **Advocacy** - Increasing the standards of care within the working environment of the child, youth, and families.
- 4.4. **Empowerment** - In promoting the voices of our children, youth and their families, we act as an agency to support the profession of child and youth care in Nova Scotia

VISION

To pursue excellence in professionalism, education, advocacy, and empowerment for the practice of Child and Youth Care in Nova Scotia.

MISSION STATEMENT

Through empowering youth care workers in education and advocacy, and supporting relational practice, we strive to protect the dignity of children, youth and their families by promoting higher standards in Child and Youth Care practice in Nova Scotia.

BOARD OF DIRECTORS

SECTION 1: DIRECTORS

Members of the association elected to the Board of the association shall be referred to as Directors.

1. Directors have full voting rights on the Board
2. Duties beyond the basic responsibilities of each Director may be added by the Board of Directors from time to time.
3. All directors must hold and maintain a full, honorary or certified membership that is in good standing.
4. The Board of Directors may appoint a non- member from a different discipline to the board to fulfill the purpose of the Association
5. No Director is entitled to receive any salary or compensation from the Association for their role on the board.

SECTION 2: DIRECTOR TERMS

1. Directors may serve no more than 3 consecutive 2-year terms. There shall be a maximum of thirteen (13) directors of the Association representing membership from across the province.
2. No more than seven (7) directors at any one time may be from the Central region of the province.
3. These positions shall be elected at the Annual General Meeting (AGM) for a term of two years with $\frac{1}{2}$ of the directors being elected annually. Only $\frac{1}{2}$ of the directors can be elected for the purpose of succession planning for the following AGM election. If board positions remain vacant after an election at the AGM, a current director can present a motion at the AGM closest to the end of their third consecutive term to ask the membership to allow a one-year extension on their term.
4. The Association executive shall have the authority to fill a vacancy that may occur on the board between Annual General Meetings, subject to approval at the next general meeting.
5. The board of directors may entertain charges against any director.

SECTION 3: TERMINATION OF DIRECTORSHIP

1. Termination of Directorship shall occur when an elected Director ceases to fulfill their obligations, including, but not by way of limitation, a termination by resignation, failure to be elected, death or retirement. The Board of Directors, in its sole and absolute discretion, shall determine the effect of all matters and questions relating to Termination of Directorship.
2. A Director may be removed when sufficient cause exists for removal. Sufficient cause for removal includes but is not limited to non-attendance or conflicts of interest. Any Director may be removed from the Board of Directors with a vote of $\frac{2}{3}$ of the total board of directors.
3. Non-attendance is defined as missing 3 consecutive unexplained board meetings.

4. Directors shall provide the board in writing their resignation no less than 7 days prior to the retirement of their position.

SECTION 4: EXECUTIVES

1. Executives shall be members of the Board of Directors and shall be elected by the Board.
2. The Association Executive shall consist of a President, Vice-President, Secretary and Treasurer.

2.1. The President shall:

- 2.1.1. President all meetings of the Executive of the Association.
- 2.1.2. President all general meetings of the members of the Association.
- 2.1.3. Be responsible for the coordination and supervision of the affairs and operations of the Association. Including and not limited to maintaining Joint Stocks statues, and any other legal requirements.
- 2.1.4. Have the signing authority on financial issues.
- 2.1.5. Motivate and support the Executive Board members.
- 2.1.6. Keep open as many areas of membership involvement as possible.
- 2.1.7. Develop contacts in Government and Non-Government departments affecting the Association.
- 2.1.8. Assume responsibilities of monitoring the Association Executive Board positions.
- 2.1.9. Develop and approve public information statements and act as spokesperson for the Association.
- 2.1.10. Elect the Director for representing the Association at the Canadian Council of Child and Youth Care Associations.
- 2.1.11. Have custody of the official seal.
- 2.1.12. Prepare a report for the Annual General Meeting

2.2. The Vice President shall:

- 2.2.1. In the event of the absence or inability of the president to exercise their office become acting president with the responsibilities and rights of a duly elected president.
- 2.2.2. Shall automatically become the President of the unexpired term, in the event of resignation, removal or death of the President
- 2.2.3. Preside over meetings in the absence of the president.
- 2.2.4. Act as liaison between the committee President persons and the Board of Directors.
- 2.2.5. Perform such other duties as shall be assigned to them by the Board of Directors

2.3. The Secretary shall:

- 2.3.1. Keep the minutes and records of the Association
- 2.3.2. File any certificates required by provincial legislation
- 2.3.3. Give and serve all notices to the members of The Association
- 2.3.4. Submit to the Board of Directors any communications which shall be addressed to them as secretary of the Association
- 2.3.5. Initiate and sign correspondence upon the direction of the Board

2.4. The Treasurer shall:

- 2.4.1. Keep full and accurate accounts of all receipts and disbursements of the Association in proper books of accounts
- 2.4.2. Deposit all monies or other valuable effects in the name and to the credit of the Association in such banks, trust company or credit union as may from time to time be designated by the Board of Directors
- 2.4.3. Have signing authority on cheques
- 2.4.4. Disburse the funds of the Association under the direction of the Board of Director

- 2.4.5. Present a full detailed account of receipts and disbursements to the Association Executive Board whenever requested and shall prepare an audited statement of the full and completed financial status of the Association for submission at the Annual General Meeting
- 2.4.6. Have the power to demand a full and detailed accounting of the finances of any Standing Committees
- 2.4.7. Perform other duties as may be determined by the Board of Directors
- 2.4.8. Prepare a report for the Annual General Meeting (AGM)
- 2.4.9. Attend Association Executive Board meetings.
- 2.4.10. Maintain the status of Joint Stocks

GENERAL MEETINGS AND QUORUMS

SECTION 1: ANNUAL GENERAL MEETING

1. The Association shall hold an Annual General Meeting (AGM) on or before the last month of the fiscal year. At least one month's prior written notice of this meeting, the location and time will be sent to members.
2. Notwithstanding the foregoing, extraordinary general meetings may be called with a month's written notice in the same manner as stipulated above.
3. Upon receipt of a petition signed by 20% of the membership, the Board shall convene a general meeting in a pre-defined manner.

SECTION 2: ORDER

1. All general meetings will be regulated and operated within the confines of the current constitution and the procedures used will be Roberts Rule of Order.
2. **ORDER OF BUSINESS**
 1. Roll call
 2. Review and adoption of the minutes of the preceding meeting
 3. Financial report
 4. Reports of committees
 5. Reports of officers

6. Business arising from the minutes
7. New business
8. Adjournment

SECTION 3: VOTING

1. Votes must be received by at least twenty-percent (20%) of the total membership of the Association for any motion.
2. Members holding certified, full or student membership will be entitled to one vote at a general meeting.
3. Any member unable to attend a General Meeting may appoint in writing, e-mail or mail to the Secretary, an alternative (proxy) who is in good standing with the Association, to vote in his/her place.
4. Each delegate will be allowed no more than one (1) proxy vote, in addition to the one, they are entitled to by their membership.
5. Members may also be permitted to vote by mail, e-mail or sealed envelope, addressed to President or Secretary, stating the issue and their vote on it.
6. Any member in good standing has the right to vote electronically on motions presented by Board Directors prior to the AGM.
7. A minimum of 50% of Directors in office shall be considered a quorum for board meetings.
8. Directors may attend board meetings and vote via electronic or telecommunication and this attendance shall be considered quorum.

BOARD COMMITTEES

SECTION 1: COMMITTEES MEMBERSHIP

1. All members or appointed persons by the Board of Directors may hold membership of a committee headed by a board member.
2. All Directors shall hold membership in/or lead a committee.

3. The Board of Directors may create ad hoc committees from time to time for short term projects or to support The Association functioning.
4. Committee members will be appointed or elected by the board of directors.
5. Committee members may be removed from the committee when sufficient cause exists. This will occur through a board vote and a discussion with the committee member in question whenever possible.
6. No committee member shall receive any compensation or salary for their role as a committee member.

SECTION 2: COMMITTEES

Financial

- 1.1. Be financially responsible to the Association, to maintain current obligations to the memberships.
- 1.2. Provide detail bookkeeping to the board of directors and membership at annual AGM.
- 1.3. Present all financial records presented at all Board of Director meetings

2. Website

- 2.1. Committee operates as an avenue to provide current information to its members through an online platform.
- 2.2. The committee adheres to the code of conduct and social media policies.

3. Membership

- 3.1. Provide a welcome package to new and returning members.
- 3.2. Maintain the membership database
- 3.3. Communicate with the membership, through the direction of the board of directors.
- 3.4. Recruitment of new and returning members
- 3.5. Submit in writing requests for promotional merchandise/product financial allowances and submit receipts/invoices within 60 days.

4. Education

- 4.1. Provide ongoing continuing education for Certified Members
- 4.2. Become a liaison with educational systems to promote standards of Child and Youth Care Practice.
- 4.3. In consultation with the conference committee, provide ongoing training and education to our membership

5. Certification

- 5.1. Promote and educate the benefits of certification and fostering higher standards for Child and Youth Care practice in Nova Scotia
- 5.2. Educate the public and membership on the process of certification
- 5.3. Provide ongoing examinations, and information sessions.
- 5.4. Work alongside the Certification Boards, to keep up to date with current practice.
- 5.5. Submit in writing requests for promotional merchandise/product financial allowances and submit receipts/invoices within 60 days.

6. Conference

- 6.1. Responsible to provide members with an annual provincial conference that aligns with the Pillars of the Association. This conference must be held within 60 days of the end of the fiscal year
- 6.2. Financially responsible to inform the membership of the accrued costs of the provincial conference in the event of a financial loss.
- 6.3. Select members to contribute to the National Conference Committee
- 6.4. Required to submit in writing a request for seed money for any conference, outlining the details of the proposed budget with no less than 30 days' notice pre-conference and submit receipts or invoices within 60 days of conference completion.
- 6.5. Submit in writing requests for promotional merchandise/product financial allowances and submit receipts/invoices within 60 days.

RESOLUTIONS AND AMENDMENTS

SECTION 1: AMENDMENT OF BYLAWS

1. The Board of Directors shall have the power to adopt, alter or repeal any provision of these Bylaws and to make new Bylaws. Notwithstanding the foregoing, during the Initial Period, the organization shall not, without the approval of at least seven $\frac{7}{8}$ of the members of the Board of Directors in office, to amend, alter or repeal the provisions of these Bylaws.
2. All amendment presented by the board of Directors shall be communicated in writing no less than 30 days prior to voting by the board of directors.
3. All amendments shall be written in sections of the original statement, new adjustment, and rationale. So changes, repeal, adoption, and prevision are clearly stated.

SECTION 2: RESOLUTION OF BYLAWS

1. Members in good standing with the organization can present the board of directors' resolution of by-laws. Members shall have the power to adopt, alter, or repeal any provision of these bylaws and make new by-laws. Notwithstanding the foregoing, during the initial period, the organization shall not, without the approval of at least $\frac{7}{8}$ of the members, to amend, alter or repeal the provisions of these Bylaws.
2. All resolution must be presented to the board of directors no less than 30 days prior to the next Board of Directors meeting. The resolution shall be presented in sections of the original statement of the bylaw, new resolution and rational. So the changes, repeal, adoption, and prevision is clearly stated.
3. The resolution will be passed if $\frac{7}{8}$ of the board of directors vote in favor during the next board of directors meeting. The member of the presenting resolution will be notified of the

decision within 30 days following the Board of Directors meeting.

JURISDICTION

The operations of the Association shall be carried on in the province of Nova Scotia without the purpose of financial gain for its members. Any profits or accreditations gained by the Association shall be used to promote its aims and objectives.

DISSOLUTION

In the event of the dissolution of the Association, funds and assets of the Association remaining after the satisfaction of its debts and liabilities shall be given or transferred to such organization or organizations promoting the same aims and objectives as this Association, as may be determined by the members of the Association at the time of dissolution, and if the effect cannot be given to the aforesaid provision, then such funds shall be given or transferred to some other organization(s); a charitable corporation ,or a charitable trust recognized by the Department of National Revenue of Canada as being qualified as such under the provision of the Income Tax Act of Canada.

MEMBERSHIP

SECTION 1: ELIGIBILITY:

1. Membership is open to a person who, subject to evaluation, are deemed to fulfill the stipulations of one of the following criteria:

1.1. CERTIFIED MEMBER- available to those people who hold a child and youth care certification through an accredited certification board adopted by the organization.

- 1.2. FULL MEMBERSHIP - available to those persons who have a Child and Youth Care diploma or a related degree or have worked for one (1) year in a Child and Youth Care setting. Full members are entitled to all privileges of membership including the opportunity to hold office.
- 1.3. STUDENT MEMBER - available to those persons pursuing a course of study pertaining to the theory and practice of Child and Youth Care. Student members are entitled to all privileges of membership excluding the opportunity to hold office on the board unless a position is designated as a student position.
- 1.4. ASSOCIATE MEMBER - available to those persons who wish to support the aims and objectives of the Association.
- 1.5. AGENCY MEMBER - available to any agency or organization that supports the aims and objectives of the Association. Agency membership entitles the agency or organization to one vote at the annual general meeting and one membership based conference fee.
- 1.6. HONORARY MEMBERSHIP is reserved for those persons who have made contributions to the Association pending discretion of the Executive Board.

SECTION 2 CODE OF CONDUCT OF MEMBERS

Every member shall at all times:

1. Preserve the professionalism and dignity of the Association
2. Abide by the ethics and standards that may be agreed upon by the Association.
3. Adhere to the terms and conditions of the constitution by-laws of the Association.
4. Maintain a yearly membership with the Association to retain voting rights.

SECTION 3: MEMBERSHIP APPLICATION

1. Membership in the Association shall be obtained by:
 - 1.1. Submission of an application
 - 1.2. Payment of annual dues through the Association Website or a representative of the of the membership committee
 - 1.3. Acceptance of the Association's Code of Ethics

SECTION 4: TERMINATION OF MEMBERSHIP

1. Any member who desired to withdraw from membership in the Association must do so in writing to the Board of Directors.
2. Upon receipt of written notification and acknowledgment by the Board of Directors, the member shall cease to be a member. Membership fees are non-refundable after 30 days of payment.
3. The Association Board of Directors shall have the power, by a vote of $\frac{3}{4}$ of those present, to suspend or terminate membership privileges in the Association if the member in question has acted in violation of the Code of Ethics or in a manner detrimental to the welfare of the Association. A fair hearing must be held for said member. The said member has the freedom to choose a member of the Association as his/her counsel, who shall be present at the hearing, upon conclusion of the hearing, a vote shall be taken. If the accused is found in violation of the code of ethics, membership in the Association shall be immediately terminated. At least five members of the Association Board of Directors must be present.
4. A person whose membership has been terminated as outlined above may apply for reinstatement to the Association Executive and the chair of the membership committee,

twelve (12) months following the termination of previous membership. This person must meet 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. Once written application or reinstatement has been received, it shall be put to the Provincial Executive for approval.

5. The said Executive shall have the power by a vote of three quarters (3/4) of those present to reinstate membership. At least five (5) members of the Provincial Executive must be present. If membership is denied, the Provincial Executive shall give clear reasons as to why. The applicant may re-apply when corrective action has been taken no sooner than twelve (12) months after the initial application.
6. A lapse in payment of membership fees after eight weeks shall result in the loss of membership privileges. Members will return to good standing after payment of membership fees.

FINANCIAL

SECTION 1: FISCAL YEAR

1. The financial year shall end on May 31st of each year.
2. Financial Report is presented to the Membership annually outlining expenses, liabilities, and assets.
3. Financial Report is presented and developed by the finance committee and the Treasurer.

SECTION 2: DUES

1. All payments shall be remitted within a reasonable time to avoid additional charges to the Association.
2. Membership is responsible to remind members of a lapse in payment of membership dues
3. The membership committee is responsible to update the membership list on a monthly basis
4. The membership committee is responsible to ensure there is a current database of Honourary members, and those members will be recognized as such at every AGM
5. The membership committee will be responsible to ensure there is a current database of certified members, and those members will be recognized at every AGM.

SECTION 3: BUDGET

1. Each committee head shall submit a proposed budget by April 15th for the upcoming year to be approved by the Board by $\frac{2}{3}$ of the board vote, notwithstanding financial responsibility to the Association as directed by the Treasurer.

SECTION 4: CONTRACTS, CHEQUES, DEPOSITS AND FUNDS

1. Financial withdrawals need two signing authorities of either the President or Vice President and Treasurer
2. If a treasurer is not elected, President and Vice President shall maintain signing authority.
3. All deposits and withdrawal must all be clearly documented provided to the finance committee.
4. Account audits must be presented to the Board of Directors quarterly.
5. Biennially, an audit of financial reports will be completed by an accountant or bookkeeper

SECTION 5: JOINT STOCKS

1. The treasurer is responsible to maintain the status of the Joint Stocks
2. If Treasurer is not able to fulfill the duty of maintenance of Joint Stocks it falls onto the President, to maintain the status of Association.
3. Joint Stocks status must be reported annually at the AGM. Joint Stocks must be in good standing and document of payment.