

**Canadian Higher Education Testing Association  
(CHETA)**

**Terms of Reference**

**Article 1 Name**

- 1.1 The name of this association shall be the Canadian Higher Education Testing Association (CHETA) as at May 26, 2018.

**Article 2 Purpose**

- 2.1 The purpose of the CHETA shall be to create a network of testing professionals at Canadian institutions of higher education. Objectives of the association are to
- enhance professional testing practices;
  - offer opportunities for professional development and support; and
  - advance collaborative efforts among testing professionals.
- 2.2 These purposes shall be realized through regular contact with the membership by annual general meetings, membership directory, website, email, or other methods as determined by the Executive.

**Article 3 Membership**

- 3.1 Institutional memberships are available to testing professionals in Canadian institutions of higher education. Each Institutional membership is granted one voting privilege.
- 3.2 Institutional members shall submit annual dues to remain in good standing.

**Article 4 Executive**

- 4.1 The business of the association shall be conducted by its Executive and is subject to review by CHETA members.
- 4.2 Each member of the Executive shall demonstrate a commitment to participate actively in the governing of the association. Only members who meet the following qualifications are eligible to run for the Executive: (1) are employed as faculty or staff at a higher education institutions and work in its testing program; (2) are designated members of CHETA through an institutional membership which is in good standing, and (3) regularly attend the CHETA general meetings (AGM).
- 4.3 Executive members shall be elected by the general membership. A simple majority of the voting membership will elect new Executive members at the annual general meeting. In the event of a tie vote that affects the election outcome, a runoff election will be held. When this occurs, each candidate who received a tie vote will be notified.

- 4.4 The term of service on the Executive varies by position (see 4.10). Executive members may serve a maximum of two full terms or eight years. Each full term of service begins at the AGM.
- 4.5 The Executive shall meet virtually or in-person at least twice a year.
- 4.6 Special meetings of the Executive may be called as business dictates.
- 4.7 A simple majority of the number of Executive members shall constitute a quorum.
- 4.8 A majority vote of Executive members shall determine the passage of routine business matters.
- 4.9 In the case of vacancies caused by death, resignation, removal, disqualification, or other reasons, the Executive will call a by-election to fill the vacancy.
- 4.10 The members of the Executive of the association shall be: President, Secretary/Treasurer, and a maximum of four Regional representatives. No Executive member shall hold more than one office at a time.
- 4.10.1 The President shall be elected for a four year term. The individual will serve as President during the first three years, and as Past President during the fourth year. The President will be elected every third year. The President assumes full responsibility for the general activities of the association which shall include, but not be limited to: publishing an agenda for all meetings, presiding over all meetings; assuring that Executive tasks are completed in a timely manner; submitting a President's Report at the AGM; and serving as spokesperson for CHETA.
- 4.10.2 The Secretary/Treasurer shall be elected for a four year term. The Secretary/Treasurer's duties shall include, but not be limited to: circulating agendas for membership and Executive meetings; recording and distributing minutes; maintaining all records; submitting a proposed annual budget to the Executive; submitting a year-to-date financial statement and financial report at the AGM; being responsible for all financial transactions and maintenance of financial records of the association; being responsible for maintenance of membership records; and being the official address of the association head office.
- 4.10.3 The Regional representatives shall be elected for two year terms. The Regional representatives' duties shall include, but not be limited to: representing the regional membership and fulfilling duties as assigned by the Executive.

## **Article 5 Meetings**

- 5.1 An annual general meeting shall be held for the transaction of business and the election of Executive members. This meeting will be held in Canada on even years. On odd years, members will meet with their regional associations and/or at the National College Testing Association (NCTA) conference.

## **Article 6 Committees**

- 6.1 Committees may be established to assist the Executive in the performance of its duties.

## **Article 7 Finances**

- 7.1 The fiscal year of the association shall begin on the first (1<sup>st</sup>) day of September and end on the thirty-first (30<sup>th</sup>) day of August in each year.
- 7.2 The association shall keep correct and complete books and records of accounts and shall also keep minutes of the proceedings of its Executive and committee meetings.
- 7.3 All funds of the association not otherwise employed shall be deposited in a bank or other reliable depository as the Executive may determine.
- 7.4 Reimbursement for direct expenses relating to the operation of the association may be made if authorized in advance and as per articles described in these bylaws.
- 7.5 The Executive may establish annual institutional dues and make special assessments, but the amount of such dues or assessments and of any increases in them shall be approved by a majority of the Executive. All proposals involving dues and assessments shall be accompanied by financial reports in justification of expenditures.

## **Article 8 Quorum**

- 8.1 Fifty percent (50%) of the membership is necessary to constitute a quorum and decisions are made by a majority vote.

## **Article 9 Ratification and Amendments**

- 9.1 Ratification and amendments of the Terms of Reference shall require a majority vote of the quorum.
- 9.2 Any member of the general membership may submit amendments and proposals to the Executive for revision of the Terms of Reference.

## **Article 10 Dissolution of Association**

- 10.1 Upon the dissolution of the association, any assets shall be ethically distributed as decided by the membership.