

**CANADIAN CELIAC ASSOCIATION  
MONCTON CHAPTER**

**BY-LAWS  
AND  
ROLES & RESPONSIBILITIES  
OF BOARD MEMBERS**

**May 31, 2021**

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**THE CANADIAN CELIAC ASSOCIATION****Moncton Chapter By-Laws****NAME AND PURPOSE****Name:**

The name of this organization shall be THE CANADIAN CELIAC ASSOCIATION – MONCTON CHAPTER (hereinafter referred to as the CCA – Moncton Chapter).

The Head Office and chief place of business of the CCA – Moncton Chapter shall be located in the greater Moncton area, or such other place or places as may be designated by resolution duly passed by the Chapter Board.

**Purpose**

The purpose of the CCA – Moncton Chapter is to assist in every possible way those persons afflicted with celiac disease, gluten intolerance or dermatitis herpetiformis.

**OBJECTIVES**

The CCA – Moncton Chapter works to assist in the education of persons with celiac disease, gluten intolerance or dermatitis herpetiformis, their families, and the general public in respect to all matters pertaining to these conditions. The Chapter also assists in the education and further awareness of medical practitioners and students, nurses, nutritionists, dietitians and other health service professionals with specific reference to the diagnosis, treatment and general management of these conditions.

The activities of the CCA – Moncton Chapter shall be carried on without gain for its members, and any profits or other gain to the Chapter shall be used in promoting its objectives.

**ORGANIZATION**

The CCA – Moncton Chapter shall have an elected Executive which will include President, Vice-President, Secretary, Treasurer, Membership Coordinator, and two Members at Large. The Board will be composed of the Executive and Chairs of Standing Committees who will all have a vote on issues and proposals at Board meetings.

Standing Committees shall be established and altered by the Board as deemed necessary for the good function of the Chapter.

**FISCAL YEAR**

The fiscal year of the CCA – Moncton Chapter will be from July 1 to June 30 of each year.

**MEMBERSHIP****Eligibility**

Individuals afflicted with celiac disease, gluten intolerance or dermatitis herpetiformis are eligible to join and become voting members of the CCA – Moncton Chapter.

Individuals or groups having an interest in celiac disease, gluten intolerance or dermatitis herpetiformis, and health professionals or those in the food and drug industry are eligible to join and become voting members of the CCA – Moncton Chapter.

## **Application and Membership Fees**

Individuals or groups interested in becoming members of the CCA – Moncton Chapter shall apply to the Moncton Celiac Chapter with the membership fee set by the Chapter. The membership is for a 12-month period from July 1<sup>st</sup> to June 30<sup>th</sup>.

Those who have not paid their membership fee by the last day of the month following their annual due date shall be deemed in default and cease to be members.

## **Honourary Chapter Membership**

The CCA – Moncton Chapter Board may grant honorary membership to any person who has performed outstanding service in respect to the celiac community.

Such members shall have the right to participate in any discussion at the CCA – Moncton Chapter meetings but shall not have the right to vote and shall not be counted for the purpose of determining a quorum. Honourary members shall not be required to pay any membership fee.

## **MEETINGS OF THE CCA – MONCTON CHAPTER**

### **General and Annual General Meetings**

General Chapter meetings will be held a minimum of three times per year, including the Annual General Meeting, with date and time established by the Board of the CCA – Moncton Chapter. The Annual General Meeting will be held before the end the Chapter's fiscal year. Members will be advised of a meeting two weeks prior to the event.

The President shall preside at all meetings of the CCA – Moncton Chapter. However, if the President is unable to preside, she/he may delegate the position of Chairperson to the Vice-President.

If the President or the designated Vice-President is not present fifteen minutes after the appointed starting time of the meeting, the voting members shall elect a Board member to be Chairperson.

Special general meetings may be called by the President/Chairperson of the CCA – Moncton Chapter to cover urgent business matters concerning all members.

Minutes of all general meetings shall be recorded, kept, and signed by the Chapter Secretary after being read and accepted at a meeting.

### **Voting at General and Annual General Meetings**

Only members holding a current membership have the right to vote on any issue presented at general and annual general meetings. The vote can be made by show of hands or by secret ballot. Any member may demand a secret ballot vote in which case the President/Chairperson must direct that such a vote be taken.

The President/Chairperson shall cast no vote, but if the votes of the members are evenly divided on any issue, for and against, then the President/Chairperson shall cast the deciding vote.

If a quorum is required for the transaction of business at a meeting, it shall be 10% of the Chapter's total membership at the time of the meeting.

## **BOARD OF THE CCA – MONCTON CHAPTER**

The Board of the CCA – Moncton Chapter is responsible for overall policy and direction of the Chapter and will consist of an elected Executive and appointed Chairs of Standing Committees.

Any member of the CCA – Moncton Chapter who is 18 years of age or older, has a current membership and, preferably, has been a member of the Chapter for at least one year, can be nominated for an elected position on the Board.

The elected Executive delegates responsibilities to appropriate Chairs of Committees.

### **Terms of Office – Elected Positions**

President	-	2 years – maximum of 4 years
Vice-President	-	2 years – maximum of 4 years
Treasurer	-	2 years – maximum of 4 years
Secretary	-	2 years – maximum of 4 years
Membership Coordinator	-	3 years – maximum of 6 years
Two Members at Large	-	1 year – maximum of 3 years

Terms of office for elected executive members should be arranged so that in any particular year, no more than half of the officers are new in their positions. At the discretion of the Executive, some rearranging of the length of terms of office may be required to achieve such balance.

When the term of office of an executive member is completed, this member cannot be part of the Executive for at least 1 year, except in the case where a position cannot be filled and this would be at the discretion of the Board.

### **Terms of Office for Chairs of Standing Committees (Non-elected positions)**

Chairs of Standing Committees are appointed by the Executive and the terms of office of the Chairs shall be a minimum of two years.

### **Vacancies on the Board**

The office of a Board member shall be vacated if:

- a) a member resigns by delivering a letter of resignation to the Secretary and that the resignation is accepted by the President/Chairperson. In the case of the President resigning, that resignation is accepted by the Secretary;
- b) a member is behaving in a manner which is detrimental or damaging to the Chapter;
- c) a member who deals directly with financial matters becomes bankrupt;
- d) at a special meeting of the Board a resolution is passed by a majority of 70% of the Board members present;
- e) a member is deceased.

Vacancies on the Executive (with the exception of President) may be filled by Members at Large, either until the position is filled or until the next election. A vacancy on the Executive may, at the option of the Executive, remain unfilled until the next election.

Vacancy of a Chair of a Standing Committee may be filled by appointment of a new Chair by the Executive.

### **Election**

Election procedures shall be held each year at a time decided by the Board with results announced at the Annual General meeting.

## **Oversight of Elections**

A Nominating Committee made up of not less than two members of the CCA – Moncton Chapter will be established to find candidates for vacant positions of the Executive namely President, Vice-President, Secretary, Treasurer, Membership Coordinator, and two Members at Large.

The President, under the direction of the established Nominating Committee, shall oversee the elections on the basis of election procedures as approved by the Board in Appendix A.

## **Eligibility for Election**

Persons elected must be current members of the CCA – Moncton Chapter for at least one year and be 18 years of age or older.

## **MEETINGS OF THE CCA – MONCTON CHAPTER BOARD**

Meetings of the Board will take place as required with prior notice to all its members. Board members can submit agenda items one week prior to the meeting and a copy of agenda items shall be distributed at the Board meeting.

Special Board meetings may be called by the President to cover urgent business matters.

## **Minutes of Meetings**

Minutes of all Board meetings shall be recorded, kept, and signed by the Board Secretary after being read and accepted at a meeting. A copy of the minutes will be provided to all Board members.

## **Quorum**

Fifty percent plus one of the number of Board members shall constitute a quorum for the transaction of business at a Board meeting.

## **Voting at Board Meetings**

The Board will have the power to make decisions relating to Chapter business. This will be done by a majority vote of the members of the Board if a quorum is present. The President shall cast no vote but in the case of an equality of votes, the President shall have the deciding vote.

If it is not possible for the Board to meet to vote on a business matter the President may request approval or non-approval of such matter either by telephone, texting or by e-mail.

## **POWERS AND OBLIGATIONS OF THE BOARD**

### **Remuneration**

Board members shall serve without remuneration but, by resolution of the Board, reasonable expenses incurred in performance of duties to the CCA – Moncton Chapter may be reimbursed upon presentation of pertinent receipts.

### **Conflict of Interest**

Any possible conflict of interest on the part of a Board member shall be disclosed to the Board at the first meeting. When any such interest becomes a matter requiring Board action, such member shall not vote or use personal influence on the matter and shall not be counted in the quorum for a meeting at which Board action is to be taken on the interest. Such member may, however, briefly state a position on the matter, answer pertinent questions and may request a ballot vote to be taken.

**Signing Authority**

The Board shall designate three persons authorized to sign documents on behalf of the CCA – Moncton Chapter with two signatures required at one time. These persons shall be the President, Treasurer and Secretary.

**Books of Account**

The Board shall direct the manner in which the monies of the CCA – Moncton Chapter shall be accounted for and held. The Board shall make recommendations with respect to audits of the books of accounts of the Chapter.

**Record Books**

The Board shall see that all necessary books and records of the CCA – Moncton Chapter required by these by-laws are regularly kept.

**REVISIONS OF BY-LAWS**

Any member with a current membership of the CCA – Moncton Chapter may propose amendment, enactment or repeal of a by-law or by-laws. Proposals for revision to the by-laws shall be considered by the Board who may, by a majority of vote, accept or deny the proposed request.

The Board may from time to time enact, repeal, or amend all or any part or parts of the then existing by-law, subject to at least a two-thirds affirmative vote of the members present at an annual general meeting after the Secretary shall have provided at least twenty-one days notice of the proposed change to the membership.

**LIQUIDATION, DISSOLUTION OR WINDING UP**

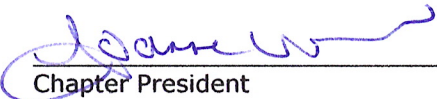
In the event of liquidation, dissolution or winding up of the CCA – Moncton Chapter, all of its remaining assets, after the payment and satisfaction of the debts and liabilities of the Chapter shall be distributed to the Canadian Celiac Association.

**NOTE:**

These by-laws supersede and replace all motions regarding items contained in these by-laws made at a Board or General meeting prior to acceptance of these by-laws.

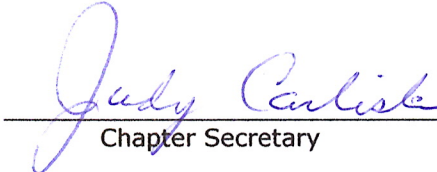
**APPROVED AT THE ANNUAL GENERAL MEETING HELD VIRTUALLY BY ZOOM.**

**This 31st day of May, 2021**



Chapter President

Jo-Anne Wilson



Chapter Secretary

Judy Carlisle



**ROLES AND RESPONSIBILITIES OF BOARD MEMBERS**  
**CCA – MONCTON CHAPTER**

**EXECUTIVE**

**President**

With input from the Board, schedules all Chapter Board meetings and general meetings and books facilities to hold meetings.

Prepares agenda and presides at Chapter Board meetings and general meetings.

Ensures that all motions are discussed and carried into effect by a vote.

Liaises with Canadian Celiac Association.

Ensures that new Board members are introduced properly into their new role.

Works with all Board members to recruit and appoint chairs and volunteers for standing committees and vacant positions.

Writes President's message in Chapter newsletter.

Is one of the signing officers on the Chapter's bank account.

Can be one of the holders of the key to the Chapter's mail box.

Ensures that the Chapter is working toward the goals set by the Board.

With input from the Board, recruits and contacts speakers for general meetings. Also contacts suppliers to attend general meetings.

Prepares annual report of the Chapter for the Annual General Meeting.

Upon completion of his/her term in office, ensures that proper training is given to incoming President.

**Vice-President**

Performs duties of the President in his/her absence.

Works closely as a consultant and advisor to the President.

At the conclusion of the President's term of office, shall be considered for the office of the President.

Upon completion of his/her term in office, ensures that proper training is given to incoming Vice-President.

**Secretary**

Takes minutes of Board and General meetings and distributes minutes to Board members only no later than fifteen days following the meeting.

Is one of the signing officers on the Chapter's bank account.

Can be one of the holders of the key to the Chapter's mail box.

Upon completion of his/her term in office, ensures that proper training is given to incoming Secretary.

**Treasurer**

Is responsible for all funds of the Chapter and receives all monies due and deposits same to the credit of the Chapter in a chartered bank or trust company designated by the Board.

Keeps an account of all expenditures and receipts of the Chapter.

Pays bills of the Chapter as approved by the Board and obtains and keeps receipts and vouchers.

Issues income tax receipts for all donations made to the Chapter.

Provides a financial report at Board meetings and General meetings as well as an annual report at a General meeting following the end of the Chapter's fiscal year.

Is one of the signing officers on the Chapter bank account.

Can be one of the holders of the key to the Chapter's mailbox.

Prepares financial statements.

Completes and files T30-10 to Revenue Canada.

Makes a donation to the Canadian Celiac Association (amount to be determined by the Board) on behalf of the Chapter in memory of a deceased member.

Allows any Chapter member to examine any book or other documents of the Chapter.

Upon completion of his/her term in office, ensures that proper training is given to incoming Treasurer.

**Membership Coordinator**

Keeps and maintains a membership list.

Provides copies of up-to-date membership list to the Telephone Committee Chair.

Informs Telephone Committee Chair and CCA National Office of any changes in phone numbers, addresses or membership status.

Contacts new members to welcome them to Chapter and offers peer counseling service and refers them to the Chair of Peer Counseling.

Contacts members who have not renewed membership and encourages them to renew.

Provides communication e-mails regarding pertinent information on products, upcoming events, etc. to members when required.

Provides membership report at Board meetings and General meetings.

Upon completion of his/her term in office, ensures that proper training is given to incoming Membership Coordinator.

**Members at Large (two positions)**

Attend and participate in Board meetings.

May be asked to fill in for absent members of the Executive (except for President) until those members can take up their duties again or are replaced.

Upon completion of their term in office, ensure that proper training is given to incoming Members at Large.

## **STANDING COMMITTEES**

**The following Standing Committees are established by the Chapter Board and can be altered as deemed necessary. Chairs of Standing Committees are appointed by the Executive and provide an activity report to the Board and to the members when necessary.**

### **Peer Counseling**

Is responsible for recruiting peer counselors (both French and English).

Is responsible for the training of peer counselors.

Makes available up-to-date information kits to peer counselors.

Keeps an up-to-date record of people being counseled.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Peer Counseling Chair.

### **Telephone**

Maintains an up-to-date list of all members with telephone numbers and addresses obtained from the Membership Coordinator.

Divides the list with a reasonable number of members on each list (10-12 if possible) and assigns a telephone caller for each list.

Informs each caller of upcoming events and requests the caller to relay the message to members on their respective list.

Informs Membership Coordinator and callers of any changes in phone numbers and addresses.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Telephone Chair.

### **Fundraising**

In consultation with the Board, determines and suggests amounts of money to be raised for each year and promotes needs for funds to members.

Recommends various projects at Board meetings for discussion and approval and advises on progress of fundraising activities.

With the help of members on the Fundraising Committee, is responsible for all fundraising activities (for example, lotteries, 50/50 tickets and door prizes at meetings, yard sales, fudge sales, walkathons, etc.)

Counts and records monies collected for each activity and submits to the Treasurer after the event.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Fundraising Chair.

### **Newsletter**

Establishes date of issues, cut-off date for input and topic or theme and content.

Contacts companies to insert paid advertisements in newsletter. Sends monies to Treasurer.

Collects information and keeps in file. Assembles and types newsletter information.

Maintains an up-to-date list of mailing addresses and e-mail addresses of members of the Chapter.

Takes completed newsletter to printer for copying and to person responsible for sending communication e-mails.

Ensures that newsletter is sent to members either by mail or communication e-mail according to member's choice.

Gives extra copies to Peer Counseling Chair for the new members' kits.

Upon completion of his/her position as Newsletter Chair, ensures that proper training is given to incoming Newsletter Chair.

### **Awareness and Advocacy**

Is responsible for maintaining a supply of pamphlets, display panels, etc. to have on hand at meetings and public awareness events.

Is responsible for keeping a record of photos, newspaper clippings, etc. relating to the Chapter's activities.

Contacts media, when necessary, for public awareness, for example during Celiac Awareness month.

Provides information on celiac disease, gluten intolerance and dermatitis herpetiformis to doctors, pharmacists, dentists, dietitians and nutritionists.

Educates restaurants, nursing homes, day care centers, hospitals, etc. regarding the gluten-free diet.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Awareness and Advocacy Chair.

### **Web Site Coordinator**

Is responsible for managing the Chapter's web site by keeping the information up to date.

Receives information approved by Chapter Board.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Web Site Coordinator.

### **Hospitality**

With direction from the Board members, sets up hall for meetings/events and ensures that hall is clean following the Chapter meetings and events.

If meal is served at meetings, ensures that necessary kitchen service is provided.

Keeps supply of material (coffee, tea, plates, napkins, etc.) necessary for the provision of a meal.

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Hospitality Chair.

**Hearts and Flowers**

Sends get-well wishes to members in the hospital or confined to home because of illness.

Sends sympathy card to members who have lost an immediate family member (husband, wife, mother, father, brother, sister, child).

Upon completion of his/her position as Chair, ensures that proper training is given to incoming Hearts and Flowers Chair.

**AD HOC COMMITTEES**

**Ad hoc committees will be formed on an as required basis.**

**Nominating (Ad Hoc)**

At time of election, is responsible to carry out process of election according to Nomination and Election Procedures (Appendix A) as approved by the Board.

**NOTE:**

Roles and Responsibilities of the Executive and Committee Chairs may be revised and updated by the Board as deemed necessary by a majority of votes.

**Appendix A**

**NOMINATION AND ELECTION PROCEDURES  
FOR MONCTON CHAPTER EXECUTIVE  
FOR CHAPTER YEAR \_\_\_\_\_**

All members of the CCA – Moncton Chapter are invited to nominate candidates for the elected positions on the Chapter Executive. A nomination form is enclosed, and an explanation of how to nominate candidates follows.

Nominations are invited for the following vacant Executive positions:

**WHO CAN SUBMIT A NOMINATION?** Any current member of the CCA - Moncton Chapter.

**WHO CAN BE NOMINATED?** Any member of the CCA - Moncton Chapter who is 18 years of age or older, has a current membership and, preferably, has been a member of the chapter for at least one year. If members wish to run for a particular office, they can present their own name or have another member nominate them.

**HOW TO NOMINATE SOMEONE FOR A POSITION**

1. Submit the name of the nominee for the position on the form provided. You may submit nominations for **one or all** of the positions listed above.
2. For each nominee, you should get their permission before you submit their name. If possible, have them sign the nomination form, or provide you with a note in writing or an e-mail regarding their acceptance and send that along with the nomination form.
3. Nomination form with acceptance from candidate can be sent to the Chair of the Nominating Committee either by mail or by e-mail at addresses shown at the bottom of the attached Nomination Form. Nominations must be received no later than \_\_\_\_\_.
4. If a nomination is sent in without proof of the candidate's permission, the nominee will be contacted by the Chair of the Nominating Committee for that permission.

**TO ELECT SOMEONE FOR A POSITION**

After the deadline date has passed, and if an election is required, a ballot will be prepared and distributed to every member with the newsletter preceding the Annual General Meeting. A deadline date will be set for the return of the ballots, and the announcement of the new executive will be made at the Annual General Meeting.

**Note: Nominations from the floor at the AGM will not be accepted since this process of inviting nominations from all members in advance makes nominating from the floor unnecessary.**