

ALBERTA COLLEGES ATHLETIC CONFERENCE

**BY-LAWS**

**MAY, 1981**

REVISED

June, 1987

September, 1987

September, 1990

September, 1991

September, 1993

September, 1994

September, 1995

May, 1996

May, 1997

December, 1997

May, 1998

June, 1999

June, 2003

December, 2004

May, 2005

May 2007

May, 2010

## MISSION STATEMENT

The ACAC is the governing body for intercollegiate athletics in Alberta. Its mission is to foster the development of the student athlete through the administration and promotion of intercollegiate athletics as part of the education experience and provide a leadership role in the development of sport in Alberta.

As revised and adopted by the Athletic Directors of the member institutions on August 28th, 1986 and as amended and ratified by Conference Council on May 13, 1987.

**THE SOCIETIES ACT**

**ALBERTA COLLEGES ATHLETIC CONFERENCE**

**BY-LAWS**

**ARTICLE 1**

1. **CONFERENCE LAW**

- 1.1 The Alberta Colleges Athletic Conference (hereinafter referred to as the "Conference" or "ACAC") shall be governed by these By-Laws and an Operating Code adopted by the Conference Council. To the extent that the Operating Code may conflict with the By-Laws, the By-Laws shall prevail.

**ARTICLE 2**

2. **MEMBERSHIP**

2.1 **Members**

Members shall be public and private post-secondary institutions. Those institutions based in Alberta shall be defined according to the Post-Secondary Learning Act, or any replacement legislation of similar effect, for the Province of Alberta.

- 2.1.1 Membership in the ACAC concurrently mandates membership in (and applicable sport assessment fees to) the Canadian Colleges Athletic Association (CCAA).

2.2 **Charter Members**

The charter members of the Conference consist of the following member institutions:

- 2.2.1 University of Alberta – Augustana Campus

- 2.2.2 Lethbridge College

- 2.2.3 Mount Royal University

2.2.4 Northern Alberta Institute of Technology

2.2.5 SAIT Polytechnic

2.2.6 Grande Prairie Regional College

2.2.7 Grant MacEwan University

2.2.8 Medicine Hat College

2.2.9 Red Deer College

2.3 Types of Membership

2.3.1 Full, Associate and Guest Membership

There shall be three categories of membership in the ACAC: Full, Associate and Guest. The Conference Council shall have the power to designate the type of membership of each of the charter members.

Sports shall be classified according to the following definitions:

League Sports shall mean a sport involving scheduled competition between members.

Tournament Sports shall mean a sport involving a series of scheduled tournaments between members.

For the purposes of determining the membership category of any member, or potential member, a sport numerical value shall be assigned to each of the following sport classifications:

League Sports . . . . . 8 points  
(eg. Basketball, Volleyball, Hockey, Soccer)

Tournament Sports . . . . . 6 points  
(eg. Badminton, Curling)

The sport numerical value shall be utilized for each men's and women's competition for League and for Tournament Sports and each men's, women's and mixed competition to a maximum of 12 points.

2.3.2 Criteria for Full Membership

The criteria for Full Membership shall be as follows:

2.3.2.1 Unanimous approval of the Conference Council of the ACAC;

2.3.2.2 Competition in sufficient ACAC sanctioned sports to accumulate a total sport numerical value of 40 or more points; and

- 2.3.2.3 A minimum of 40% of the Full Membership points total must be accrued in women's or mixed activities (ie. 16 of 40 points).

### 2.3.3 Criteria for Associate Membership

The criteria for Associate Membership shall be as follows:

- 2.3.3.1 Unanimous approval of the Conference Council of the ACAC;
- 2.3.3.2 Competition in sufficient ACAC sanctioned sports to accumulate a total sport numerical value of 20 or more points; and
- 2.3.3.3 A minimum of 40% of the Associate Membership points total must be accrued in women's or mixed activities (ie. 8 of 20 points).

### 2.3.4 Criteria for Guest Membership

The criteria for Guest Membership shall be as follows:

- 2.3.4.1 Unanimous approval of the Conference Council of the ACAC; and
- 2.3.4.2 Competition in sufficient ACAC sanctioned sports to accumulate a total sport numerical value of 10 or more points.

## 2.4 Participation Opportunities by Gender

All prospective member colleges entering the ACAC are required to demonstrate equal numbers of participation opportunities for men and women.

## 2.5 Application Process for New Membership

- 2.5.1 Prospective new members must submit their membership application form, supporting documentation and a \$1,000.00 non-refundable application fee to the ACAC Office by November 15 twenty-two months prior to the intended start of participation.
- 2.5.2 If accepted, the applicant will be granted membership on a probationary basis with full rights and privileges for a three-year period. This period will be used by the Conference to evaluate, on an annual basis, the applicant's commitment to the level of athletics required by the ACAC. When accepted as a probationary member, the new member shall immediately pay a \$2,000.00 member initiation fee to ACAC.
- 2.5.3 The Sport Development Committee will review the probationary member's performance annually and address performance deficits with that member. In November of the third year of competition, the Sport Development Committee will review the probationary member's performance over the past two and one-half years. The Sport Development Committee will then, by notice of motion delivered by December 1, recommend to the Executive Committee:
  - 2.5.3.1 acceptance of membership without any and all probationary restrictions; or
  - 2.5.3.2 a one year continuation of probationary status pending further review; or

2.5.3.3 rejection of membership.

The Executive Committee shall, in turn, by notice of motion, recommend to the Conference Council:

2.5.3.4 acceptance of membership without any and all probationary restrictions; or

2.5.3.5 a one year continuation of probationary status pending further review; or

2.5.3.6 rejection of membership.

The Conference Council shall, in turn, decide to:

2.5.3.7 accept the membership without any and all probationary restrictions; or

2.5.3.8 grant a one year continuation of probationary status pending further review; or

2.5.3.9 reject the membership.

This motion must be passed by a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council. In the event membership is rejected, the membership initiation fee will not be refunded.

2.6 Application Process for Change in Membership Status from Guest Member to Associate Member or from Associate Member to Full Member

2.6.1 Any member wishing to change their current membership status from Guest Member to Associate Member or from Associate Member to Full Member must submit a completed membership application form, including all required supporting documentation, and a \$1,000.00 non-refundable application fee to the ACAC office by November 15, twenty-two months prior to the intended start of participation of the new sports.

2.6.2 A final report from the Sport Development Committee with a recommendation to approve, defer or reject the application, and a recommendation of any rights, restrictions and obligations to accompany probationary status, if approved, will be submitted to the Executive Committee, which will distribute such report to the Conference Council and to the applicant by April 15 of the year following the year in which the application was submitted. This recommendation shall be presented to the Conference Council at its next Spring Annual General Meeting. The application must receive a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council to be approved. If accepted, the applicant will be granted probationary membership with conditions, rights, restrictions and obligations, determined by the Conference Council.

2.6.3 The Sport Development Committee will review the probationary member's performance annually and address completion of conditions, performance deficits and other probationary matters with that member. In November of the third year of that member's competition, the Sport Development Committee will review the probationary member's performance over the past two and one-half years. The Sport Development Committee will then, by notice of motion delivered by December 1, recommend to the Executive Committee:

2.6.3.1 acceptance of membership without any and all probationary restrictions; or

2.6.3.2 a one year continuation of probationary status pending further review; or

2.6.3.3 rejection of membership.

The Executive Committee shall, in turn, by notice of motion, recommend to the Conference Council:

2.6.3.4 acceptance of membership without any and all probationary restrictions; or

2.6.3.5 a one year continuation of probationary status pending further review; or

2.6.3.6 rejection of membership.

The Conference Council shall, in turn, decide to:

2.6.3.7 accept the membership without any and all probationary restrictions; or

2.6.3.8 grant a one year continuation of probationary status pending further review; or

2.6.3.9 reject the membership.

This motion must be passed by a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council. In the event membership is rejected, the membership initiation fee will not be refunded.

## 2.7 Application by a Current Member Institution for Participation in a League Sport

2.7.1 Any member wishing to add a League Sport or sports, provided the additions do not necessitate a change in membership status from Guest Member to Associate Member or Associate Member to Full Member, need submit only a League Sport Application (Appendix B of the Membership Application Form), including all supporting documentation and a \$500.00 non-refundable application fee per team to the ACAC office by November 15, twenty two months prior to the intended start of participation of the new sports. The verification of information document must be completed and included with the Application.

2.7.2 A final report from the Sport Development Committee with a recommendation to approve, defer or reject the application, and a recommendation of any conditions, rights, restrictions and obligations to accompany probationary status, if approved, will be submitted to the Executive Committee, which will distribute such report to the Conference Council and to the applicant by April 15 of the year following the year in which the application was submitted. This recommendation shall be presented to the Conference Council at its next Spring Annual General Meeting. The application must receive a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council to be approved. If approved, the member shall be considered to be a "probationary member" for the purpose of that League Sport, with conditions, rights, restrictions and obligations as determined by the Conference Council.

2.7.3 The Sport Development Committee will review the probationary member's performance annually and address completion of conditions, performance deficits and other

probationary matters with that member. In November of the third year of competition, the Sport Development Committee will review the probationary member's performance over the past two and one-half years. The Sport Development Committee will then, by notice of motion delivered by December 1, recommend to the Executive Committee:

- 2.7.3.1 acceptance of the member's participation in the subject League Sport or Sports without any and all probationary restrictions; or
- 2.7.3.2 a one year continuation of probationary status pending further review; or
- 2.7.3.3 rejection of the member's participation in the subject League Sport or Sports.

The Executive Committee shall, in turn, by notice of motion, recommend to the Conference Council:

- 2.7.3.4 acceptance of the member's participation in the subject League Sport or Sports without any and all probationary restrictions; or
- 2.7.3.5 a one year continuation of probationary status pending further review; or
- 2.7.3.6 rejection of the member's participation in the subject League Sport or Sports.

The Conference Council shall, in turn, decide to:

- 2.7.3.7 accept the member's participation in the subject League Sport or Sports without any and all probationary restrictions; or
- 2.7.3.8 grant a one year continuation of probationary status pending further review; or
- 2.7.3.9 reject the member's participation in the subject League Sport or Sports.

This motion must be passed by a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council. In the event participation is rejected, the application fee will not be refunded.

## 2.8 Application by a Current Member Institution for Participation in a Tournament Sport

- 2.8.1 Any member wishing to add a Tournament Sport or Sports, provided the additions do not necessitate a change in membership status from Guest Member to Associate Member or from Associate Member to Full Member, need submit only a Tournament Sport application (Appendix B of the Membership Application Form), including all supporting documentation and a \$500.00 non-refundable application fee to the ACAC Office by November 15, ten months prior to the intended start of participation of the new sports.
- 2.8.2 A final report from the Sport Development Committee with a recommendation to approve, defer or reject the application and a recommendation of any conditions, rights, restrictions and obligations to accompany probationary status, if approved, will be submitted to the Executive Committee, which will distribute such report to the Conference Council and to the applicant by April 15 of the year following the year in which the application was submitted. This recommendation shall be presented to the Conference Council at the following Spring Annual General Meeting. The application must receive a vote of not less than 75% of the votes cast by the representatives of

members at a meeting of the Conference Council to be approved. If approved, the member shall be considered to be a “probationary member” for the purpose of that Tournament Sport, with conditions, rights, restrictions and obligations as determined by the Conference Council.

2.8.3 The Sport Development Committee will review the probationary member’s performance annually and address completion of conditions, performance deficits and other probationary matters with that member. In November of the third year of competition, the Sport Development Committee will review the probationary member’s performance over the past two and one-half years. The Sport Development Committee will then, by notice of motion delivered by December 1, recommend to the Executive Committee:

2.8.3.1 acceptance of the member’s participation in the subject Tournament Sport or Sports without any and all probationary restrictions; or

2.8.3.2 a one year continuation of probationary status pending further review; or

2.8.3.3 rejection of the member’s participation in the subject Tournament Sport or Sports.

The Executive Committee shall, in turn, by notice of motion, recommend to the Conference Council:

2.8.3.4 acceptance of the member’s participation in the subject Tournament Sport or Sports without any and all probationary restrictions; or

2.8.3.5 a one year continuation of probationary status pending further review; or

2.8.3.6 rejection of the member’s participation in the subject Tournament Sport or Sports.

The Conference Council shall, in turn, decide to:

2.8.3.7 accept the member’s participation in the subject Tournament Sport or Sports without any and all probationary restrictions; or

2.8.3.8 grant a one year continuation of probationary status pending further review; or

2.8.3.9 reject the member’s participation in the subject Tournament Sport or Sports.

This motion must be passed by a vote of not less than 75% of the votes cast by the representatives of members at a meeting of the Conference Council. In the event membership is rejected, the membership initiation fee will not be refunded.

## 2.9 Altered Competitive Schedules and/or Increased Team Rosters

2.9.1 Any proposed changes which will result in altered competitive schedules and/or increased team rosters and which will have the effect of increasing the financial commitment for institutions participating in activities to be affected by these changes must be served on each of the members at least twenty one (21) days prior to the next Spring Annual General Meeting as a Notice of Motion. If the proposed changes are approved by a unanimous vote of the members at a meeting of the Conference Council,

the changes shall effective immediately. Any proposed changes that are not approved by a unanimous vote of the members of the Conference Council present in person or by proxy shall be reviewed at the following Spring Annual General Meeting (in this Section 2.9 referred to as the “Second AGM”) and shall not take effect unless the proposed change receives approval from a vote of the members of the Conference Council present in person or by proxy at such Spring Annual General Meeting.

- 2.9.2 Institutions initially opposed to any such motions, and which would have financial difficulties participating in the activity as altered, shall indicate the possibility of discontinuing involvement in the activity immediately following the first voting at the Spring Annual General Meeting. At the following Spring Annual General Meeting review of the motion, any institution which initially indicated potential difficulties with the motion may withdraw from the activity in question at that time, providing the institution has a letter from its President indicating that the inability to participate is due to financial constraints.
- 2.9.3 When an institution withdraws from participating in activities in accordance with Section 2.9.2, that institution may not participate in those activities for two years following its withdrawal.

## 2.10 Withdrawal

- 2.10.1 Any member may withdraw from a League Sport or a Tournament Sport by filing with each of the other members on or before November 15 of any year, a notice of its intention to withdraw from such sport, in which event the withdrawal from such sport shall be effective the following August 31. All financial commitments with respect to such sport until the effective date of the withdrawal shall be paid in full.
- 2.10.2 Any member may withdraw from the Conference by filing with each of the other members on or before November 15 of any year, a notice of its intention to withdraw from the Conference in which event the withdrawal shall be effective the following August 31. All financial commitments with respect to the Conference until the effective date of the withdrawal shall be paid in full.
- 2.10.3 In the event that a member believes that it would cause the member manifest hardship to continue its involvement in a sport or to continue as a member of the Conference, such member may make an application, in accordance with the Operating Code, to withdraw from such sport or the Conference without the notice set out in Sections 2.10.1 or 2.10.2, respectively. Such application shall be dealt with by the Conference Council in accordance with the terms of the Operating Code.

## 2.11 Guest Member Term

- 2.11.1 Subject to earlier termination or withdrawal in accordance with these By-Laws, a Guest Member shall cease to be a member on that date which is three years following the unanimous approval of such Guest Member by the Conference Council in accordance with Section 2.3.4.1 of these By-laws, unless the Conference Council has unanimously agreed to extend the Guest Membership for a term to be determined by the Conference Council, which shall be for no more than two (2) subsequent years, and the Conference Council may require, as a condition of granting the extension, that the Guest Member must apply for associate or full membership by November 15 of the first year of the extension, as per the application process set out in Section 2.6.

2.11.2 A Full Member or Associate Member who, as a result of decreased sport participation, becomes a Guest Member shall have that membership status for a maximum term of three years.

2.12 Suspension, Probation and Termination

By vote of the representatives of members who sit on the Conference Council, either present in person or by proxy (excepting however the representatives of the offending member), the Conference Council may suspend a member, place a member on probation or terminate a member for violation of the provisions of the By-Laws, Operating Code or any other rules or regulations adopted by the Conference Council or failure to pay any fees or any other monies payable to ACAC on or before the due date. To suspend under these provisions means a temporary severance from the Conference in one or more sports.

2.13 Reinstatement of Member

By vote of the representatives of members who sit on the Conference Council, present in person or by proxy (excepting representatives of the offending member where applicable), any member who has withdrawn or who has been suspended may be restored to Full Membership.

2.14 Public Liability Insurance

2.14.1 All Full, Associate and Guest members must maintain public liability insurance in an amount determined by the Conference Council from time to time and must submit evidence of such insurance when required by the Conference Council. Such evidence shall initially include a copy of the insurance policy for review by an insurer appointed by the Conference Council to ensure that it meets the requirements of the Conference Council. Thereafter, all Full and Associate Members shall submit evidence annually that such policy remains in effect. Should any Full or Associate Member change their policy or public liability insurance, such new policy shall be submitted for review as set out above.

2.14.2 Without detracting from the amount and terms of coverage that the Conference Council may require all Full and Associate members to maintain from time to time, the minimum college standard recommended by the Conference Council shall be:

- i) \$2,000,000.00 liability;
- ii) The certificate shall include accident as a result of student athlete's involvement participation in competitive sport coverage; and
- iii) The certificate shall include coverage for college personnel serving as directors and/or officers of the Conference Council, Executive Committee and any other ACAC Committees.

**ARTICLE 3**

3. **GOVERNMENT AND ADMINISTRATION**

3.1 **Governing Body**

The Conference shall be governed and administered by a Conference Council which shall be constituted and have the powers and responsibilities as set out by these By-Laws.

3.2 **Appointment of Representatives**

3.2.1 The Conference Council shall be composed of the following representatives of the members:

3.2.1.1 **Full Members**

The President or Chief Administrator of each Full Member institution shall appoint the following two representatives to Conference Council:

3.2.1.1.1 The Athletic Director or Chief Athletic Officer of the institution;  
and

3.2.1.1.2 An appointee of the Chief Executive Officer of the institution.

3.2.1.2 **Associate Members**

The President or Chief Executive Officer of each Associate Member institution shall appoint the following representative to the Conference Council:

3.2.1.2.1 The Athletic Director or Chief Athletic Officer of the institution or his/her designate.

3.2.1.3 **Guest Members**

The President or Chief Executive Officer of each Guest Member institution shall appoint the following representative to the Conference Council.

3.2.1.3.1 The Athletic Director or Chief Athletic Officer of the institution or his/her designate.

3.2.2 **Vote of Representatives**

Each representative appointed to the Conference Council, excluding Guest Members, shall have one vote. In the event that only one representative of a Full Member is in attendance at a Conference Council meeting, then the representative present shall be entitled to two votes.

Guest Members shall be entitled to speak to the Conference Council but shall not be entitled to vote.

### 3.2.3 Substitution of Representatives

The President or Chief Administrator of a member institution may appoint a substitute representative to the Conference Council at any time, for any reason, either temporary or permanent, providing the criteria for the appointment of representatives as set out in these By-Laws is complied with.

### 3.2.4 Power, Authorities and Responsibilities

The powers, authorities and responsibilities of the Conference Council shall be, in general, as follows:

3.2.4.1 To formulate and recommend any measures or matters pertaining to general legislation, policies, functions, activities, or the welfare of the Conference;

3.2.4.2 To appoint such Committees of itself as it may from time to time determine;

3.2.4.3 To appoint members and Committees provided for in these By-Laws;

3.2.4.4 To elect the Directors and Executive Officers of the Conference;

3.2.4.5 To adopt or amend the Operating Code of the Conference; and

3.2.4.6 To resolve cases of manifest hardship upon a member institution or an individual.

### 3.3 The Conference Commissioner

The Judicial Officer of the Conference shall be the Commissioner whose original appointment shall be approved by the affirmative vote of not less than 75% of the representatives of the Conference Council and whose re-appointment shall be approved by the affirmative vote of not less than a majority of such representatives. The Commissioner shall act as interpreter of the By-Laws and Operating Code and shall apply the same to given instances or controversies when required. This tenure of office and other duties shall be as outlined in these By-Laws and the Operating Code of the Conference.

## ARTICLE 4

### 4. BY-LAWS

#### 4.1 Amendment

These By-Laws may be rescinded, altered or added to by a Special Resolution, as such term is defined in the *Societies Act* (Alberta) in effect from time to time.

**ARTICLE 5**

**5. MEETING OF THE CONFERENCE COUNCIL**

**5.1 Quorum**

Representatives from 75% of the members shall constitute a quorum for the transaction of business at a regular, special or annual meeting.

**5.2 Voting**

5.2.1 Unless set out otherwise in these By-Laws, all resolutions of the Conference Council shall require the affirmative vote of not less than 67% of the votes cast by the representatives of members in order to be passed.

5.2.2 A quorum being present, unless otherwise specified in the By-Laws or required by law, action shall be taken in the Conference Council by a vote of the persons on the Conference Council who, if entitled to do so, vote in person or by a resolution consented to in writing by all those persons on the Conference Council who would have been entitled at an Conference Council meeting to vote on the resolution in person.

5.2.3 Where a Special Resolution is required, this shall carry the same meaning as that defined in the *Societies Act* of the Province of Alberta.

5.2.4 Voting by e-mail, fax, or mail shall be allowed in cases of emergency.

5.2.5 Full Member institutions may cast votes by proxy. At least one representative of the institution must be in attendance at the meeting in order to exercise this option. Associate Members may not cast votes by proxy. As set out in Section 3.2.2, Guest Members may not cast votes, by proxy or otherwise.

5.2.6 Abstention is not a negative vote.

**5.3 Meetings of Members**

**5.3.1 Annual General Meetings**

The annual general meeting of the members shall be held at the same time and place as the Spring Annual General Meeting of the Conference Council and the presentation and adoption of the financial statement of the Conference thereat shall be deemed to have been adopted by the members. Except for the requirements of consideration of a Special Resolution of the members, notice of the Spring Annual General Meeting of the Conference Council shall include notice of the annual general meeting of the members, and shall be delivered not less than 21 days before the meeting.

**5.3.2 Vote of Members**

The vote of a member at any special, annual or other meeting of the members shall be cast by the representative designated as the member at large by the President or Chief Administrator of the member institution unless, prior to such meeting, the President or Chief Administrator of such member institution shall specifically notify the Member at

Large of the Conference in writing designating its nominee for the purpose of representing the member and voting at such meeting. Except as otherwise provided in these By-Laws, all resolutions of members at members' meetings, and of the Conference Council shall require the affirmative vote of not less than 67% of the votes cast by the representatives of members in order to be considered passed. A resolution in writing consented to by all of the members who would have been entitled at a general meeting to vote shall be passed. Any such resolution may be signed in one or more counterparts.

#### 5.3.3 Chairman

Unless otherwise agreed by the members, the President of the Conference shall act as Chairman of all meetings of the representatives of the members. The President, unless he or she otherwise qualifies as a representative of a member, as set out in Section 5.3.2, shall not be entitled to vote.

#### 5.3.4 Quorum

Representatives from 75% of such members shall constitute a quorum for the purpose of the transaction of business at a regular, general or special meeting of such representatives.

### 5.4 Annual General, Regular and Special Meetings

#### 5.4.1 Regular and Annual General Meetings

The Conference Council shall hold two regular meetings each year; one designated the Spring Annual General Meeting of the members, which shall be held prior to May 31, and the other meeting shall be designated the Winter Annual General Meeting of the members. At each of the aforementioned meetings, a time and place shall be established for the next ensuing meeting.

#### 5.4.2 Special Meetings

Special meetings of the Conference Council shall be held at the call of the President of the Conference Council. A special meeting must be held upon the written request of two or more ACAC members.

Written notice of a special meeting of the Conference Council together with the agenda shall be forwarded to each member's representative on the Conference Council by the President or the Secretary at least twenty-one days in advance of the meeting. Notice of less than twenty-one days may be given if all representatives agree.

#### 5.4.3 Notice of Regular and Annual General Meetings

Written notice of the regular and annual general meetings, together with a copy of the agenda, shall be forwarded to each member's representative (or the member designate) on the Conference Council by the President at least twenty-one days in advance of such meeting. The agenda may be enlarged by the addition of any business which may be agreed upon at such meetings by a majority of the representatives present thereat.

#### 5.4.4 Observers at Meetings

Observers shall be allowed at regular, annual and special meetings if notice has been received by the President of the Conference. A minimum one week notice shall be required.

Observers shall be entitled to speak, but not vote at the meetings. At the discretion of the meeting, “in camera” sessions may be declared at which time observers shall depart from the meeting unless the voting representatives agree to allow any observer to remain for the “in camera” session. Attendance at “in camera” sessions shall be restricted to voting members, but may include observers and non-voting members at the discretion of the President.

#### 5.5 Order of Business

The order of business at meetings of the Conference Council shall be as follows:

- 5.5.1 Call to Order
- 5.5.2 Roll Call
- 5.5.3 Adoption of Agenda
- 5.5.4 Disposition of the Minutes of the previous meeting
- 5.5.5 Round Table
- 5.5.6 Executive Reports
  - 5.5.6.1 President
  - 5.5.6.2 President Elect
  - 5.5.6.3 Directors
  - 5.5.6.4 General Manager
  - 5.5.6.5 Commissioner
  - 5.5.6.6 Others
- 5.5.7 Information Items
- 5.5.8 Discussion/Decision Items
- 5.5.9 Identification of Emergent Items for next Agenda
- 5.5.10 Delegation/Special Representation
- 5.5.11 Adjournment

The above order may be altered or dispensed with by the majority consent of the representatives present at the meeting.

#### 5.6 Rules and Procedures at Conference Council Meetings

Rules and procedures at Conference Council meetings shall be as outlined in the current edition of “Call to Order” by Herb Perry, except that by a vote of the Conference Council, the rules and procedures may be suspended, altered or varied.

**ARTICLE 6**

**6. DIRECTORS, EXECUTIVE OFFICERS AND COMMISSIONER**

**6.1 Directors and Executive Officers**

- 6.1.1 The Conference Council shall elect six persons to be the directors of the Conference, and shall appoint such directors to each also hold a position as an Executive Officer of the Conference. Such seven individuals shall form the Executive Committee. The Executive Officer positions shall be: President, Past President, Director at Large, President Elect (Governance/Finance), Director (Marketing/Communications), Director (Non-Court Sports), Director (Court Sports), with the Past President and Director at Large alternating terms, and sitting on the Executive Committee in alternate years.
- 6.1.2 The terms of office for Executive Officers of the Conference, excepting the Past President and the Director at Large, shall be for two years. The terms of office for the Past President and Director at Large shall normally be one year. Normally, the Past President shall serve his/her term in the year following his/her presidency, to be replaced by the Director at Large in year two.
- 6.1.2.1 The offices of President, Past President, the Director (Court Sports) and President Elect (Governance/Finance) shall be filled one year and the offices of Director (Marketing/Communications), Director (Non-Court Sports), and Director at Large shall be filled the next succeeding year.
- 6.1.2.2 There shall be a nominating Committee of three persons named by the President in each year that an election is to take place. The Past-President (or Director at Large, as the case may be) shall serve as Chairperson. Additional nominations may be submitted prior to or during the Spring Annual General Meeting. Each nomination shall be supported by three members eligible to nominate, and shall indicate the willingness of the candidate to stand for office.
- 6.1.2.3 All Executive Officers of the Conference must be full-time employees of member institutions. Each member shall not have more than one officer on the Executive Committee.
- 6.1.2.4 All Executive Officers, other than the Past President, shall be elected by the Conference Council. For each such position, the person who receives the greatest number of votes shall be elected.
- 6.1.3 No Executive Officer may hold the same office for more than two consecutive two-year terms except as designated by the Conference Council under special circumstances.
- 6.1.4 The dates of commencement and termination of a term of office shall be at the adjournment of the Spring Annual General Meeting.
- 6.1.5 In the event of the resignation or vacancy of any of the Executive Officers, replacements shall be made by a vote of the Executive Council and the replacement shall remain in office for the balance of the term of such office.

- 6.1.6 The Executive Committee may by an 80% resolution, or the Conference Council may by a 67% resolution, remove any director/officer of the Executive Committee before the expiration of his or her term of office.

6.2 Commissioner

- 6.2.1 The Commissioner, in addition to being the chief judicial and enforcement officer of the Conference, shall be an ex-officio member of the Conference Council and all Committees unless the appointing authority otherwise provides. The Commissioner, in his capacity as an ex-officio member, shall have no vote.
- 6.2.2 The term of office of the Commissioner shall be for one year commencing June 1 and he shall be eligible for re-appointment as provided for in Section 3.3 of these By-Laws.

6.3 Powers and Duties of Executive Officers and Commissioner

The Executive Officers of the Conference shall have the following duties and responsibilities:

6.3.1 The President shall:

- 6.3.1.1 Introduce and maintain the ACAC principles of responsibility and accountability for the Strategic Plan;
- 6.3.1.2 Chair all ACAC Executive Committee meetings, Conference Council, and Council meetings of the membership as per the Policy Governance Model that was adopted by the Executive Committee in 2009, as it may be amended and updated from time to time;
- 6.3.1.3 Serve as, or appoint, the role of ACAC staff supervisor, including the signing of employee contracts and annual review documents;
- 6.3.1.4 Appoint special Committees where required with such membership, powers, purposes, duties and tenure as he may prescribe;
- 6.3.1.5 Vote only to break a tie;
- 6.3.1.6 Exercise such powers and perform such functions as may be especially delegated to him by the Conference Council, or as elsewhere provided in the By-Laws and Operating Code;
- 6.3.1.7 Be an ex-officio member of all Committees;
- 6.3.1.8 Give written notices of regular and special meetings of the Conference Council;
- 6.3.1.9 Compile and distribute where required, copies of the Minutes of the meetings of the members, the Conference Council and Executive Committee; and
- 6.3.1.10 Serve as, or appoint, a Public Relations Officer for the Conference.
- 6.3.1.11 Serve as, or appoint, the representative of the ACAC in all Alberta Sport,

Recreation, Parks and Wildlife Foundation annual communications.

6.3.2 The Past President shall:

- 6.3.2.1 Assume and discharge the powers and duties of the President during such period or periods as the latter is disabled or absent;
- 6.3.2.2 Serve as Chairperson of the Leadership Committee; and
- 6.3.2.3 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.
- 6.3.2.4 Serve as the ACAC representative with the Canadian Colleges Athletic Association (“CCAA”).

6.3.3 The Director at Large shall:

- 6.3.3.1 Serve as Chairperson of the Leadership Committee when the term of Past President is expired; and
- 6.3.3.2 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.

6.3.4 The President Elect (Governance/Finance) shall:

- 6.3.4.1 Serve as Chairperson of the Governance and Finance Committee, the ACAC treasurer and;
- 6.3.4.2 Assume and discharge the powers and duties of the President during such period or periods as the President and the Past President are disabled or absent;
- 6.3.4.3 Be responsible for overseeing the daily management of ACAC finances by the General Manager. This includes the collection and security of ACAC funds and properties, as well as for the disbursement of such funds;
- 6.3.4.4 Cause the ACAC's fiscal and property affairs to be audited annually by a competent auditor and/or by two members of the Executive Committee excluding him/herself;
- 6.3.4.5 Propose the next ensuing annual budget of the ACAC to the Conference Council at the Spring Annual General Meeting; and
- 6.3.4.6 In the absence of a past-president, be the representative between the ACAC and the Canadian Colleges Athletic Associates (“CCAA”).
- 6.3.4.7 Be the liaison between the ACAC and provincial sports officiating organizations in the absence of the General Manager.
- 6.3.4.8 Assume the responsibility of the Commissioner in her/her absence.
- 6.3.4.9 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.

6.3.5 The Director (Marketing/Communications) shall:

- 6.3.5.1 Serve as Chairperson of the Marketing and Communications Committee;
- 6.3.5.2 Be the liaison between the ACAC and the CCAA Marketing Committee.
- 6.3.5.3 Implement the ACAC marketing and communications strategic action items as determined by the Conference Council.
- 6.3.5.4 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.

6.3.6 The Director (Non-Court Sports) shall:

- 6.3.6.1 Serve as Chairperson and be a non-voting member of the Non-Court Sports Committee;
- 6.3.6.2 Provide the technical expertise, leadership, advice and direction related to the Non Court Sports of the ACAC.
- 6.3.6.3 Implement the Non Court Sport strategic action items as determined by the Conference Council on an annual basis.
- 6.3.6.4 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.
- 6.3.6.5 Be the liaison between the ACAC and CCAA for the Non-Court Sports.

6.3.7 The Director (Court Sports) shall:

- 6.3.7.1 Serve as Chairperson and be a non-voting member of the Court Sports Committee;
- 6.3.7.2 Provide the technical expertise, leadership, advice and direction related to the Court Sports of the ACAC.
- 6.3.7.3 Implement the Court Sports strategic action items as determined by the Conference Council on an annual basis.
- 6.3.7.4 Have duties, powers and responsibilities as elsewhere provided in these By-Laws.
- 6.3.7.5 Be the liaison between the ACAC and CCAA for the Court Sports.

6.3.8 The Commissioner shall, subject to the provisions of these By-Laws and the Operating Code, serve as the principal enforcement officer of the Conference and, as such, he/she shall:

- 6.3.8.1 Uphold the By-Laws; enforce the Operating Code and all rules and regulations made pursuant thereto; recommend to the Conference Council any changes deemed advisable by him/her in the By-Laws, Operating Code, or rules and regulations made pursuant thereto;
- 6.3.8.2 Subject to appeal and revision, as hereinafter set forth, the Commissioner may, in writing, interpret and rule upon provisions of the Operating Code of the Conference, promptly sending three copies of such interpretation and ruling to each member, and shall index, catalogue, and retain such interpretations and rulings in such manner as may be readily identified and made available for all members at all times. In questions relating to eligibility, and all other matters, the appeal from the Commissioner shall be to the Executive Committee;
- 6.3.8.3 Have the duties, powers and responsibilities as elsewhere provided in these By-Laws;
- 6.3.8.4 Have and exercise such powers and authority as may reasonably be necessary to the discharge of the duties and responsibilities of his office, including the right to disqualify players in emergency situations of serious concern, to the Conference; and
- 6.3.8.5 Perform such other duties or functions as the Conference Council may direct.

#### 6.4 General Manager

The General Manager shall be hired by and report to the Executive Committee. The General Manager shall:

- 6.4.1 The General Manager shall be an ex-officio member of the Conference Council and all Committees unless the Executive Committee otherwise provides. The General Manager, in his/her capacity as an ex-officio member, shall have no vote.
- 6.4.2 Execute the annual work plan as defined by the Executive Committee;
- 6.4.3 Manage the ACAC office and conduct the day-to-day business of the ACAC in full accordance with established Conference regulations, policies and procedures;
- 6.4.4 Be the liaison between the ACAC and provincial sports officiating organizations;;
- 6.4.5 Conduct the daily management of ACAC finances in cooperation with the President;
- 6.4.6 Formulate and recommend for action to the Executive Committee or standing Committees any matters pertaining to program development, services to members, general legislation, policies, functions, activities, objectives or general welfare of the Conference.

#### 6.5 Secretary

In case of the absence of the Secretary, his or her duties shall be discharged by the General Manager, or such other officer of the Conference as may be appointed by the Executive Committee. The duties of the Secretary shall include, but not be limited to the following duties: attend all meetings of the Conference and of the Executive Committee, and to keep

accurate minutes of the same. He or she shall have charge of the seal of the Conference which whenever used shall be authenticated by the signature of the Secretary and the General Manager, or, in the case of the death or inability of either to act, or if they are one and the same person, by the Past President as the second signatory. The Secretary shall have charge of all the correspondence of the society and be under the direction of the Executive Committee. The Secretary shall also keep a record of all of the members of the Conference and their addresses, send all notices of the various meetings as required, and collect and receive the annual dues or assessments levied by the Conference. Such monies shall be promptly turned over to the President Elect (Governance/Finance) for deposit in a bank, trust company, credit union or treasury branch, as required.

## ARTICLE 7

### 7. COMMITTEES

#### 7.1 Committees

7.1.1 The Conference Council may appoint Committees with such membership powers, purposes, duties and tenure as it may prescribe.

7.1.2 Unless otherwise provided by the appointing authority or these By-Laws, members of all Committees, including the Executive Committee, shall serve a term of two years, but there shall be no limitation on the number of times a member may be appointed and such appointments shall be made and confirmed at the Spring Annual General Meeting of the Conference Council to become effective June 1 immediately following such Spring Annual General Meeting.

#### 7.2 General Definition

The Committees shall be either:

7.2.1 Standing Committees, being those Committees whose duties will normally be continuous, and which shall include: the Executive Committee, the Governance/Finance Committee, the Marketing/Communications Committee, the Non-Court Sports Committee, the Court Sports Committee, the Sport Development Committee, and the Leadership Committee; or

7.2.2 Special Committees, being those Committees which may be appointed from time to time by either the Executive Committee or the Conference Council, with specific duties and responsibilities of a non-recurrent nature, the powers of which will expire with the completion of the task assigned.

#### 7.3 Composition

7.3.1 The composition of the Standing Committees and designation of their chairs shall be as set out in Sections 7.12, 7.13, 7.14, 7.15, 7.16, 7.17 and 7.18. The composition of the Special Committees and the designation of their chairs shall be as determined by the body (whether the Executive Committee or the Conference Council) which appointed such Special Committee.

- 7.3.2 Except as otherwise provided in these By-Laws, all members of each Committee shall be appointed by resolution of the Conference Council.

#### 7.4 Responsibilities

Committees and their members shall:

- 7.4.1 Participate in such training, orientation, continuing education programs and other learning opportunities as necessary to keep themselves knowledgeable and skilled in governance activities.
- 7.4.2 Execute their duties in a manner consistent with the strategic goals and action plans of the Conference.
- 7.4.3 Work in a respectful and collegial manner consistent with values set out in the ACAC's Strategic Plan, Bylaws, Operating Code and other governance documents.
- 7.4.4 Complete their duties in a manner consistent with the process and timelines for committee activities.
- 7.4.5 Strive to gather the appropriate input from the Conference Council, members and other affected parties to develop well thought recommendations for further consideration.
- 7.4.6 The responsibilities of the Standing Committees shall be as set out in Sections 7.12, 7.13, 7.14, 7.15, 7.16, 7.17 and 7.18.
- 7.4.7 The responsibilities of the Special Committees shall be determined by the body (whether the Executive Committee or the Conference Council) which appointed such Special Committee.

#### 7.5 Disbanding a Special Committee

The Conference Council shall have the power to disband any Special Committee by a resolution of 67% or more of the votes cast at a meeting of the Conference Council.

#### 7.6 Persons Entitled to be Present

Unless otherwise specified in these By-Laws, the only persons entitled to attend meetings of a Committee shall be members of such Committee, the President, the Commissioner and one representative from each ACAC member which does not already have a representative who sits on the Committee and is present at the meeting. In the event that a Committee member is unable to attend a meeting, he or she shall appoint another representative from the ACAC member institution which such Committee member represents and the substitute shall be entitled to vote at the Committee meeting. Any other persons may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting. Only the members of the Committee shall have the right to vote at the meeting. Others present at the meeting will be entitled to speak to matters arising at the meeting but shall not be entitled to vote.

#### 7.7 Term

- 7.7.1 Each individual appointed to a Committee shall be appointed to hold office until the

second Spring Annual General Meeting held after such individual is appointed to such Committee.

7.7.2 Unless otherwise provided by the appointing authority, members of all committees, including the Executive Committee, shall serve a term of two (2) years, but there shall be no limitation on the number of times a person may be appointed and such appointments shall be made and confirmed at the Spring Meeting of the Conference Council to become effective upon adjournment of the Spring Annual General Meeting.

7.7.3 In the event that a Committee member is unable or unwilling to complete his or her term as a member of a Committee for any reason, then a replacement member may be appointed by the Executive Committee. The term of office of the replacement Committee member shall end at the time which the term of the Committee member he or she has replaced would have expired had he or she completed his or her term.

7.8 Quorum

80% of the voting members of a Committee present in person shall constitute a quorum for the transaction of business at a Committee meeting.

7.9 Voting

7.9.1 Except as otherwise required by law or by these By-Laws, questions arising at any meeting of the Executive Committee shall be decided by a resolution passed by a vote of not less than 80% of those Executive Committee members who, if entitled to do so, vote in person or by a resolution consented to in writing by all the Executive Committee members who would have been entitled at an Executive Committee meeting to vote on the resolution in person.

7.9.2 Except as otherwise required by law or by these By-Laws, questions arising at any meeting of all Committees other than the Executive Committee shall be decided by a vote of not less than 80% of those Committee members who, if entitled to do so, vote in person or by a resolution consented to in writing by all the Committee members who would have been entitled at a Committee meeting to vote on the resolution in person.

7.9.3 Where a Special Resolution is required, this shall carry the same meaning as that defined in the *Society Act* of the Province of Alberta.

7.9.4 Voting by e-mail, fax or mail shall be allowed in cases of emergency.

7.9.5 Abstention is not a negative vote.

7.10 Remuneration

Honoraria may be awarded by the Conference Council at its discretion to Committee members and to officials of the ACAC.

7.11 Committee Decision Process

All Committees other than the Executive Committee may, by resolution passed in accordance with these By-Laws, make a recommendation to the Executive Committee with respect to any matter within the mandate of such Committee. The recommendation shall be the subject of a notice of motion returnable at a future meeting of the Executive Committee. A copy of the notice of motion with respect to the recommendation, and all relevant supporting material, shall be delivered to the President at least ten (10) days prior to the meeting at which the notice of motion is scheduled to be dealt with for the President's distribution to the Executive Committee. The Executive Committee may table the matter to a future meeting of the Executive Committee, provided that notice of the date to which the matter has been tabled shall be given to each of the parties who were entitled to receive a copy of the notice of motion. Upon hearing a notice of motion, the Executive Committee may, with a resolution of 80% of the votes cast by the Executive Officers in favour of such action:

- 7.11.1 pass the recommendations in the notice of motion and put such recommendations into effect;
- 7.11.2 refer the recommendations back to the submitting Committee with instructions requiring further information, clarification, explanation or study; or
- 7.11.3 defeat the motion and decline to implement any recommendations. A notice of motion which does not receive the approval of 80% of the votes cast at a meeting of the Executive Committee shall be considered to be defeated.

## 7.12 Executive Committee

The Executive Committee shall meet regularly to perform their functions and these meetings shall be attended by the Executive Officers. Attendance by others at these meetings shall be only at the invitation of the President of the Conference.

- 7.12.1 The Conference Council shall have an Executive Committee constituted as follows:
  - 7.12.1.1 The Executive Committee shall be composed of the Executive Officers of the Conference Council, each with a single vote;
  - 7.12.1.2 The members of the Executive Committee shall assume their positions commencing at the adjournment of the Spring Annual General Meeting of the year in which election to office occurs;
  - 7.12.1.3 The President shall be the Chairman of the Executive Committee.
- 7.12.2 The Executive Committee shall have such powers and perform such duties and functions as may be referred to it by the Conference Council and as prescribed by these By-Laws.
- 7.12.3 The Executive Committee shall consider all recommendations made to it by other Committees. Each recommendation from other Committees shall be either:
  - 7.12.3.1 Approved;
  - 7.12.3.2 Referred back to the submitting Committee with a request that they do a further analysis of the issue which is the subject of the recommendation;

7.12.3.3 Referred to the Conference Council for a decision; or

7.12.3.4 Rejected.

7.12.4 The Executive Committee, upon the request of the Commissioner, shall:

7.12.4.1 Serve as a reference Committee for the Commissioner.

7.13 Governance/Finance Committee

7.13.1 The Governance and Finance Committee will be comprised of the President Elect, who will serve as chair, and four (4) other members representing different institutions as approved by the Conference Council. The General Manager shall also serve as a non-voting resource person for the committee.

7.13.2 It shall be the responsibility of the Governance/Finance Committee to:

7.13.2.1 Review the finances of the ACAC on a quarterly basis.

7.13.2.2 Recommend the next ensuing annual budget to the Executive Committee.

7.13.2.3 Recommend non sport specific notice of motions to the Executive Committee as they pertain to the operating code.

7.13.2.4 Review yearly the ACAC vision, mission and strategic plan.

7.13.2.5 Review the Policy Governance Model format on an annual basis.

7.14 Marketing/Communications Committee

7.14.1 The Marketing and Communications Committee will be comprised of the Director of Marketing, who will serve as Chair, and four (4) other members representing four different institutions as approved by the Conference Council. An ACAC staff designate (appointed by the Executive Committee) shall also serve as a non-voting resource person for the committee.

7.14.2 It shall be the responsibility of the Marketing/Communications Committee to:

7.14.2.1 Review and make recommendations to the Executive Committee with respect to the marketing and communications section of the approved strategic plan of the Conference Council.

7.14.2.2 Perform such duties and functions as may be referred to it by the Executive Committee or Conference Council.

7.15 Non-Court Sports Committee

7.15.1 The Non-Court Sports Committee will be comprised of the Director of Non-Court Sports, who will serve as Chair, and five (5) other members representing the non-court sports as approved by the Conference Council. An ACAC staff designate (appointed by the Executive Committee) shall also serve as a non-voting resource person for the committee.

7.15.2 It shall be the responsibility of the Non-Court Sports Committee to:

7.15.2.1 Review and make recommendations to the Executive Committee with respect to the non-court sport section of the approved strategic plan of the Conference Council.

7.15.2.2 Perform such duties and functions as may be referred to it by the Executive Committee or Conference Council.

7.16 Court Sports Committee

7.16.1 The Court Sports Committee will be comprised of the Director of Court Sports, who will serve as Chair, and five (5) other members representing the non-court sports as approved by the Conference Council. An ACAC staff designate (appointed by the Executive Committee) shall also serve as a non-voting resource person for the committee.

7.16.2 It shall be the responsibility of the Court Sports Committee to:

7.16.2.1 Review and make recommendations to the Executive Committee with respect to the court sport section of the approved strategic plan of the Conference Council.

7.16.2.2 Perform such duties and functions as may be referred to it by the Executive Committee or Conference Council.

7.17 Sport Development Committee

7.17.1 The Sport Development Committee will be comprised of the President, who will serve as Chair, and four (4) other members representing four different institutions as approved by the Conference Council. An ACAC staff designate (appointed by the Executive Committee) shall also serve as a non-voting resource person for the committee.

7.17.2 It shall be the responsibility of the Sport Development Committee to:

7.17.2.1 Review and make recommendations to the Executive Committee with respect to the sport development section of the approved strategic plan of the Conference Council that identifies as a core strategy to optimize the student athlete experience.

7.17.2.2 Perform such duties and functions as may be referred to it by the Executive Committee or Conference Council.

7.18 Leadership Committee

7.18.1 The Leadership Committee will be comprised of the Past President or Director at Large (whichever vacancy is then filled on the Executive Committee) who will serve as Chair, and four (4) other members representing four different institutions as approved by the Conference Council. An ACAC staff designate (appointed by the Executive Committee)

shall also serve as a non-voting resource person for the committee.

7.18.2 It shall be the responsibility of the Leadership Committee to:

7.18.2.1 Review and make recommendations to the Executive Committee with respect to the leadership section of the approved strategic plan of the Conference Council.

7.18.2.2 Perform such duties and functions as may be referred to it by the Executive Committee or Conference Council.

## **ARTICLE 8**

### **8. FINANCES**

#### **8.1 Responsibility**

The ultimate burden of financing the Conference shall be the responsibility of the member institutions.

#### **8.2 Budget**

The Governance/Finance Committee will recommend to the Conference Council at each ACAC annual spring meeting the upcoming year's budget.

#### **8.3 Emergencies and Unforeseen Contingencies**

8.3.1 Except in the event of an emergency of unforeseen contingency, no sum shall be paid from Conference funds for a purpose not included in the annual budget as finally adopted, nor which shall overdraw the fund from which the sum is payable.

8.3.2 In the event of such emergency or unforeseen contingency, the President Elect (Governance/Finance) shall seek authority from the Executive Committee to make any expenditure or expenditures in excess of the restrictions above set forth, and may procure such authority by e-mail, mail or fax ballot in accordance with these By-Laws.

8.3.3 In the event of a requirement or requirements for which no sufficient fund exists, authorization may be made by the Conference Council at a special meeting, or by mail or fax ballot in accordance with these By-Laws.

#### **8.4 Borrowing and Raising of Funds**

The Conference and the Conference Council shall not borrow funds and may only raise money for the purpose of the Council as herein provided.

#### **8.5 Reserve Fund**

8.5.1 The Conference Council may create and make periodic provision for a Conference Reserve Fund for use against unforeseen requirements, for capital outlays, for replacements and for unusual Conference purposes.

8.5.2 Any surplus of Conference funds existing at the end of a fiscal year may be placed in the Reserve Fund.

8.5.3 The investment of sums in the Reserve Fund shall be made in the name of the Conference, by the President Elect (Governance/Finance), after approval by the Conference Council.

8.6 Cheques

The signature of the General Manager, the President or designate of the Conference Council shall be required on all Conference cheques.

8.7 Petty Cash Fund

The General Manager shall maintain a petty cash fund of \$100.00.

8.8 Bonding

At the discretion of the Executive Committee, the Treasurer may be bonded for \$5000.00, the cost to be borne by the Conference.

8.9 Travel Expenses

8.9.1 The travel expenses of all representatives to all Conference Council meetings shall be borne by their respective institutions. The term "travel expenses" shall mean food, travel, accommodations and other necessary expenses.

8.9.2 The travel expenses of all representatives to all Executive Committee meetings shall be borne by the Conference. The term "travel expenses" shall mean food, travel, accommodations and other necessary expenses.

8.9.3 All travel expenses of the Conference Commissioner, as aforesaid, will be borne by the Conference.

8.9.4 All travel expenses of the General Manager and all conference staff with respect to authorized Conference business shall be borne by the Conference.

**ARTICLE 9**

9. **AUDIT, SEAL AND INSPECTION OF RECORDS BY MEMBERS**

9.1 Books, Accounts and Records

The books, accounts and records of the Secretary and the President Elect (Governance/Finance) shall be kept at their normal offices located in the institutions in which they are a member and shall be audited at least once year by a duly qualified accountant or by any two members of the Conference Council elected for that purpose at the annual meeting of the Conference. A complete and proper statement of the standing of the books, accounts and records for the previous year shall be submitted by each auditor at the annual meeting. The books, accounts and records of the Conference shall also be made available for the inspection of the Conference Council representatives at the annual meeting of the Conference upon any member giving reasonable

notice thereof and arranging a time satisfactory to the officer or officers having charge of the same. Each Executive Officer of the Conference Council shall at all times have access to the books, accounts and records of the Conference.

9.2 Seal

The seal of the Conference shall be in the custody of the Secretary. The use of the Conference seal shall be accompanied by the signature of the President alone or the Secretary together with any one other Executive Officer of the Conference Council.

9.3 Fiscal Year

June 30th shall be the end of the fiscal year of the Conference.

**ARTICLE 10**

10. **WINDING UP**

- 10.1 The winding up of the ACAC shall be subject to and conducted as prescribed by the Societies Act.
- 10.2 On the winding up of the ACAC, and after payment of all debts and liabilities of the ACAC, the distribution of any surplus of the remaining property shall be distributed equally between the Members as at the date of such winding up, provided that any amount owing by a Member to the ACAC must be repaid in full prior to the date of the winding up in order for such Member to receive its share of any surplus there may be.
- 10.3 Should a liquidator be appointed for the ACAC, the liquidator shall give notice of intent to make an application to approve its accounts and for an order permitting the distribution of money or property to the Members, to those parties that the Societies Act (or any other relevant legislation) requires by way of regular mail, or in such other manner as the Court may direct..

Dated this sixth (6) day of May, 2010.