



Association canadienne des concepteurs
et des conceptrices pédagogiques

Canadian Association of
Instructional Designers

Association canadienne des concepteurs et des conceptrices pédagogiques (ACCP)
Canadian Association of Instructional Designers (CAID)

Bylaws

Prepared for
ACCP/CAID

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Revisions

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June 2011	Eric Chamberland	0.2	Changes to Chapter 3
June 20, 2011	Brigitte Belzile	0.3	Changes to Chapter 3
June 30, 2011	Brigitte Belzile	1.0	Reorganization of the document and adaptation of several chapters
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October 20, 2020	Carolle Roy	5.1	Amendment to Chapter 8 and Chapter 9, adding the position and function of Network and Technology Administrator. (See 2020 Annual General Meeting minutes)
October 19, 2021	Carolle Roy	5.2	Amendment to Chapter 8 and Chapter 9, adding the position and function of Manager of Workshops and Master Classes. (See 2021 Annual General Meeting minutes)
August 8, 2023	Katrin Becker	6.0	Formal translation into English, resulting in TWO official versions; both of which require modification whenever an amendment is made. 1.2 Update Address 8.1.2, 8.1.3. Adjust min-max directors to 3 and 9 and add Manager of WS & MC to list 8.7.2, 8.7.3 adjust director positions to reflect current practices 8.7.8 fix misnumbering 9.6 ADDED: Description of roles of Network Administrator 9.7 ADDED: Manager of Workshops and Master Classes 12.2 Adjust Fiscal Year to Agree with Financial Statements
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October 17, 2024	Carolle Roy and Marcelle Parr	7	Amendment to article 2.1.6. Amendments to Chapter 5, adding the retired member category and adjusting articles 5.3 and 5.5. Correction of article 5.6.2 and renumbering of articles in Chapter 5. Amendments to Chapter 8 and Chapter 9, removal of the position and function of Manager of Workshops and Master Classes and Network and Technology Administrator and move to new Chapter 11. Addition of Chapter 11 Specific mandates and functions, addition of a new mandate for Communications Manager and renumbering of subsequent chapters. Amendment to Chapter 17, coming into force of the amended General By-laws. (See 2024 Annual General Meeting minutes)

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Chapter 1: The Association

1.1 Name

The Association is known as the CANADIAN ASSOCIATION OF INSTRUCTIONAL DESIGNERS / ASSOCIATION CANADIENNES DES CONCEPTRICES ET DES CONCEPTEURS PÉDAGOGIQUES. It is also referred to by its acronym ACCP / CAID.

1.2 Registered Office

The Association's registered office is located at the following address:

33008 TWP RD 264
Rocky View County, AB
T4C 2Y8
Canada

Chapter 2: General

2.1 Definitions

2.1.1 Director:

Members of the Board of Directors.

2.1.2 Affiliation:

The Association's participation in official organizations as an active member.

2.1.3 Annual General Meeting:

All members in good standing of the Association convened and meeting in accordance with these Articles.

2.1.4 Association:

Association canadienne des conceptrices et concepteurs pédagogiques / Canadian Association of Instructional Designers.

2.1.5 Committee:

A group of members meeting under the supervision of a Director to accomplish a specific task approved by the Board of Directors.

2.1.6 Board of Directors :

Ten Directors tasked with managing the Association in accordance with these Bylaws.

2.1.7 Representative:

A member with an official mandate to represent the Association.

2.1.8 Member of the Association:

Any person admitted to the Association in accordance with these Bylaws and explicitly recognized by the Board of Directors as a member.

2.1.9 Proposal:

A statement formulated for discussion prior to a vote on a recommendation or resolution.

2.1.10 Recommendation:

Issuance of an opinion, advice or exhortation.

2.1.11 Resolution:

Decision to act taken at the meeting after deliberation.

2.1.12 Bylaws:

Orderly set of rules defining the discipline to be observed within the Association.

2.1.13 Articles:

All the articles defining the Association and regulating its general operation.

2.2 Rights, Powers, Privileges, and Duties

The Association is entitled to all the rights, powers, privileges, and duties conferred on it by its constitution, namely:

- 2.2.1 To pursue the objectives for which it was formed; these objectives are described in Chapter 4, "The Association's Mission and Objectives";
- 2.2.2 To engage in acquisitions by purchase, lease or otherwise; to own, operate, sell, exchange or otherwise; to dispose of such real and personal property as may be necessary for the purposes set forth in its objectives;
- 2.2.3 To print and publish newspapers and periodicals for information, professional culture, and promotional purposes;
- 2.2.4 To receive cash, in-kind or service donations;
- 2.2.5 To provide its members and their guests with services of any nature related to the objectives of the Association.

Chapter 3: Nature of the Association

- 3.1 The Association is a voluntary group of instructional designers.
- 3.2 Membership and participation of the Association's members is based on their interest in the quality of work done in the field of instructional design.

- 3.3 The Association is not affiliated with any political party or religious group.
- 3.4 The Association is independent of the various branches of the government of Canada, and of each Canadian province and territory.
- 3.5 The normal operation of the Association is based on the volunteer commitment of its members.

Chapter 4: The Association's Mission and Objectives

4.1 The Association's Mission

To strengthen the capacity of instructional designers to act and undertake projects by fostering their development and promoting the profession in the various environments where it is practised.

4.2 Objectives of the Association

The objectives of the Association are:

- 4.2.1 To bring together all Canadian practitioners of instructional design, regardless of the level of education in which they work or the field in which they operate;
- 4.2.2 To contribute to the advancement of instructional design through reflection, research, dissemination of information, development, promotion, exchanges, meetings, conferences, etc.;
- 4.2.3 To protect the interests of learners by reviewing the skills of its members and the quality of instructional design activities;
- 4.2.4 To communicate the importance of the role of instructional designers in developing a learning environment;
- 4.2.5 To look out for the interests of its members.

Chapter 5: Members

5.1 Membership Categories

- 5.1.1 The Association has three membership categories: Certified Members, Honorary Members, and Retired Members. All members must abide by the Association's Bylaws.
- 5.1.2 **Certified Members** in good standing shall be entitled to vote and include:
 - (a) the founding members of the Association;
 - (b) individuals who meet the conditions set out in Article 5.3
- 5.1.3 **Retired Members** have been certified members for at least five years (consecutive or not) and wish to continue contributing to the Association. They are no longer required to provide annual proof of training and receive a 50% discount on annual dues.
- 5.1.4 The Board of Directors shall award the title of **Honorary Member** to individuals who make or have made an outstanding contribution to the profession or to the Association. It may revoke the title for valid reasons.

5.2 Rights of Members

- 5.2.1 Only Certified Members in good standing may represent themselves as Certified Instructional Designers and add the Association's acronym (ACCP/CAID) to their name.
- 5.2.2 Honorary Members and Retired Members shall have the same rights and privileges as Certified Members, but they may not vote.

5.3 Membership Requirements

To be eligible for Certified Membership, the individual must meet the following requirements:

- (a) hold a Canadian master's degree in educational technology or a Canadian course or set of courses recognized by the Association. Equivalent foreign diplomas may be recognized;
or
- (b) be able to demonstrate that they have acquired the instructional design competency outlined in the Association's "Instructional Design Competency Framework";
or
- (c) be accepted as a member upon successful completion of the on-dossier certification process, if such a process has been set out by the Board of Directors.
and
- (d) demonstrate the competencies set out in the "Instructional Design Competency Framework" acquired through their training;
- (e) have actively worked on instructional design tasks within the five years prior to joining;
- (f) have participated in at least one professional development activity related to one of the competencies listed in the "Instruction Design Competency Framework" in the year prior to joining or renewing one's membership (e.g., symposium, conference, specialized workshop, certificate, university course, etc.);
- (g) have paid their annual membership fees.

5.4 Resignation of a Member

- 5.4.1 Any member may submit their written resignation to the Secretary of the Association. Resignation shall be effective upon receipt of the member's letter. The Association sends the member confirmation once the resignation has been received.
- 5.4.2 Any member who fails to renew their membership within three months of the renewal date shall be deemed to have resigned and shall no longer be counted as a member after that date.

5.5 Reinstatement

- 5.5.1 Any member who does not renew their membership may be reinstated under the following conditions:
 - (a) within two years following the non-renewal, submit an application for reinstatement to the Board of Directors, which shall then determine the terms of reinstatement, if any, after which time the member must apply for membership based on the normal process;

- (b) members who have not renewed their membership must pay all outstanding dues and membership fees as deemed appropriate by the Board of Directors.

5.6 Membership Fees

- 5.6.1 Annual membership fees and any special membership fees are set by the Association's Board of Directors
- 5.6.2 Retired Members pay 50% of the annual membership fee.
- 5.6.3 Honorary Members do not pay any membership fees.

5.7 Certification Process

5.7.1 Steps

- The steps are approved by the Board of Directors.
- To proceed with the certification process, the candidate must follow the procedure indicated on the Association's website.

5.7.2 Documents to be provided

To be considered, the certification form must contain all required information, as well as the following documents:

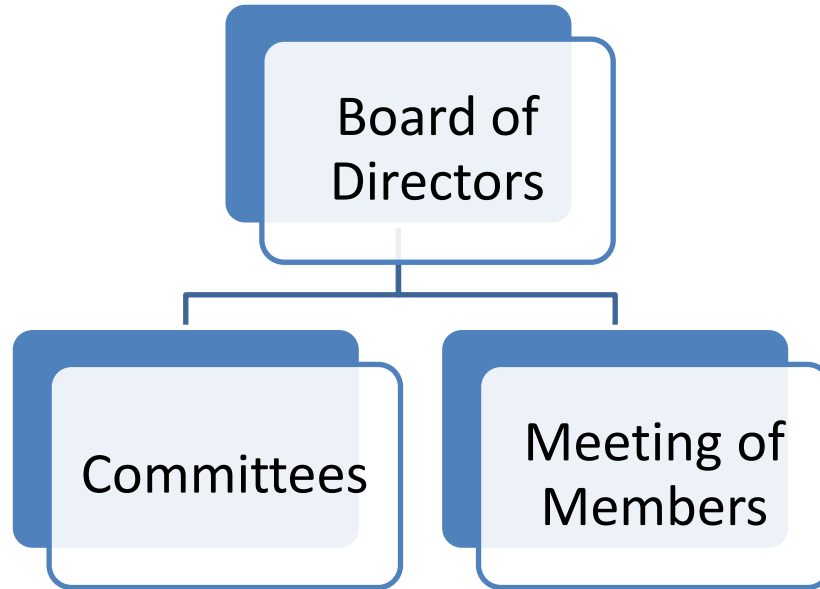
- Original university diploma OR official transcript (originals will be returned to the candidate) OR certificate from the university that issued the diploma OR photocopies certified as true copies by the University;
- Curriculum Vitae.

If necessary, the Association may request a course description of any or all courses taken.

Chapter 6: The Association's Structure

The Association's structure includes a Board of Directors, working committees (to address specific needs) and a Meeting of the Members.

This structure will be reviewed every five years (at the time of the review of the articles and bylaws) unless the Board of Directors reviews it at a shorter interval.



Chapter 7: Annual General Meeting

7.1 Composition

The Annual General Meeting shall consist of the Association members in good standing.

7.2 Powers

The Annual General Meeting's authority is paramount, and its decisions are binding on the Board of Directors.

7.3 Jurisdiction

The primary powers of the Annual General Meeting are to:

- 7.3.1 Determine the Association's general direction, major objectives, and broad lines of action;
- 7.3.2 Repeal and amend the Association's bylaws;
- 7.3.3 Elect the Association's Directors by secret ballot;
- 7.3.4 Approve the annual financial statements;
- 7.3.5 Accept reports on all the Association's activities;
- 7.3.6 Accept reports from any committee or the Board of Directors;
- 7.3.7 Accept membership in any other official organization.

7.4 Voting

All members in good standing who are present are entitled to vote. In the event of a tie vote, the Association's President shall have the deciding vote.

7.5 Quorum

- 7.5.1 Ten (10) percent of the Association's members in good standing shall constitute quorum at any Annual General Meeting.
- 7.5.2 If a quorum is not reached (30) minutes after the appointed time, the Meeting shall be dissolved and reconvened seven (7) days later.
- 7.5.3 If quorum is not reached fifteen (15) minutes after the appointed time, then the quorum for the second meeting shall be formed by the members present.

7.6 Annual General Meeting

- 7.6.1 (See the provisions of the Canada Not-for-profit Corporations Act). The Annual General Meeting shall be held on the date, at the time and at the place determined by the Board of Directors.
- 7.6.2 The Board of Directors may also decide to hold the Annual General Meeting by means of an electronic system. In such a case, the Board of Directors shall provide appropriate communication tools to all members and shall ensure that the voice of all members may be heard.
- 7.6.3 The annual general meeting notice, signed by the Association's President, shall be sent to every member of the Association at least thirty (30) days before the session is to be held.
- 7.6.4 A draft agenda must accompany this notice of meeting.
- 7.6.5 The meeting notice may be sent by various means, depending on the available technologies: postal mail, electronic mail, the Association's mailing list, fax, and social media.

7.7 Special General Meeting

- 7.7.1 A Special General Meeting must be convened within twenty-one (21) days of receipt by the Association's Secretary of a request to that effect signed by at least one third of the certified members.
- 7.7.2 A Special General Meeting may be convened for any reason that the Board of Directors deems appropriate.
- 7.7.3 The meeting notice that is signed by the President, in addition to mentioning the place, date and start time of the general meeting, must contain a non-modifiable agenda, and be sent to all Association members at least twenty-five (25) days before the meeting is to be held.
- 7.7.4 The meeting notice must also provide enough information to enable members to carefully consider and get a sense of the issues that will be discussed.

Chapter 8: Board of Directors

8.1 Composition

- 8.1.1 Only a member in good standing may sit on the Board of Directors.
- 8.1.2 The Association's Board of Directors shall consist of a minimum of three (3) members and a maximum of ten (10) members.

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8.1.3 The Board of Directors of the Association shall consist of the following ten (10) persons:

- President
- Vice-President
- Secretary
- Treasurer
- Five (5) Members at Large
- Past President.

8.1.4 The members of the Board of Directors must be individuals with the capacity to enter into contracts and who are at least 18 years old.

8.1.5 All directors have equal voting rights.

8.2 Term

See the provisions of the Canada Not-for-profit Corporations Act..

8.3 Responsibilities

The primary responsibilities of the Board of Directors are to:

- 8.3.1 Ensure compliance with these bylaws;
- 8.3.2 Welcome and accept new members;
- 8.3.3 Decide to hold a conference or symposium;
- 8.3.4 Ensure the implementation of the policies and priorities set by the Annual General Meeting;
- 8.3.5 Set the membership fees, i.e. annual membership fees as set out in Article 5.2;
- 8.3.6 Lead, monitor, and evaluate the running of the Association's activities;
- 8.3.7 Take any action relevant to the fulfilment of its mandate;
- 8.3.8 Adopt any measure relating to Board of Directors meeting procedures;
- 8.3.9 Draft and update the bylaws;
- 8.3.10 Receive the resignation of a member of the Board of Directors during his/her/their term of office;
- 8.3.11 Fill any vacancies for the various positions on the Board of Directors;
- 8.3.12 Create its own committees, set the number of members, appoint them, specify their term of office, approve their work plan, allocate an operating budget, receive their report and inform the Association's members, and dissolve these committees;
- 8.3.13 Determine the expense reimbursement system of individuals who are members of the Board of Directors, representatives, or members of a committee;
- 8.3.14 Acquire, administer, sell, lease, or lend real and personal property and borrow on the Association's credit;
- 8.3.15 Decide on the hiring of service personnel and negotiate contracts according to the work required and the service time;
- 8.3.16 Write expense reports;
- 8.3.17 Write the annual financial report;
- 8.3.18 Authorize, through the use of resolutions, the President and the Treasurer to sign bank and commercial instruments on behalf of the Association;
- 8.3.19 Use specialized professional services, if required, and appoint the consulting firm;

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- 8.3.20 Recommend to the Annual General Meeting the Association's affiliation to or disaffiliation from another official body;
- 8.3.21 Decide on the Association's collaboration with any organization whose activities are compatible with its goals;
- 8.3.22 Appoint representatives of the Association to other associations or organizations, specify their term of office, evaluate their work (report) and inform the Annual General Meeting;
- 8.3.23 Suspend or expel an Association member;
- 8.3.24 Establish new policies consistent with the Association's goals, subject to ratification by the Annual General Meeting;
- 8.3.25 Submit an annual report to the Annual General Meeting.
- 8.3.26 The Vice-President shall assume the responsibilities of the President in the event of the President's extended absence or resignation.

8.4 Calling of a Meeting

- 8.4.1 The Board of Directors is convened by the President.
- 8.4.2 The meeting notice shall be sent by postal mail or by email to all members of the Board of Directors at least fifteen (15) days before the meeting is to be held; exceptionally, another procedure may be used, but it must be ratified during a meeting of the Board of Directors.
- 8.4.3 A meeting can be held without a physical gathering, using a variety of media, such as traditional telephone conference calls, closed chat or instant messaging conferencing or any other technique.
- 8.4.4 In the case of a meeting held by electronic means, the tool selected must allow the Directors attending the meeting to properly communicate with each other. Sixty (60) percent of the Board members shall have agreed in advance to this means of communication, and the tool selected shall offer equal access to all.
- 8.4.5 In the case of a meeting held by electronic means, quorum will be established by the usual means and votes will be counted either by a show of hands, electronically, or verbally, as the tool permits.
- 8.4.6 The notice shall state the place, date, start time of the proceedings and shall contain a draft agenda.

8.5 Frequency of Meetings

The Board of Directors shall meet at least four (4) times a year.

8.6 Quorum

Three (3) members of the Board shall constitute a quorum and voting shall be by simple majority.

8.7 Elections

- 8.7.1 The members of the Board of Directors are elected by the Annual General Meeting for a renewable two-year (2) term.

8.7.2 On even-numbered years, at its regular annual meeting, the Annual General Meeting shall elect the following five (5) Directors:

- the President
- the Secretary
- Member at Large 1
- Member at Large 3
- Member at Large 5.

8.7.3 On odd-numbered years, at its regular annual meeting, the Annual General Meeting shall elect the following four (4) Directors:

- the Vice-President
- the Treasurer
- Member at Large 2
- Member at Large 4.

8.7.4 For the first year of the Association's existence, a President and a Secretary are elected for a renewable term of one (1) year

8.7.5 Election Committee

The Board of Directors shall appoint an election committee no later than forty-five (45) days before the Annual General Meeting is to be held. This committee shall consist of Association members, excluding members of the Board of Directors.

Committee recruitment is by call for participation. Should no member volunteer to serve on the committee, the Secretary shall be appointed chair of the election committee. Should the position of Secretary be up for nomination, another member of the Board of Directors shall be appointed by the President to fill this role.

The mandate of each member of this committee is to receive nominations for elected positions, to announce the candidates and to encourage nominations from the various fields of instructional intervention. They are also responsible for elections at the Annual General Meeting. It falls within the authority of this Annual General Meeting to appoint the Returning Officer from among these individuals; the remaining two shall be Deputy Returning Officers. This committee's mandate shall end upon completion of the elections.

8.7.6 Nomination period

This period shall begin no later than thirty (30) days prior to the Annual General Meeting being held and shall end at the Annual General Meeting when, under the agenda item "Election", the Returning Officer names the candidates running for each office, makes a last call for nominations, and then announces the closure of the nomination period. However, during the election process, a defeated candidate for a given office may immediately run for any other office being voted on.

8.7.7 Nominations

Any member in good standing may run for an elective position. Their nomination, seconded by at least two other members in good standing, must be communicated to the election committee during the nomination period. Candidates may also be verbally nominated at the Annual General Meeting prior to the final call for nominations by the Returning Officer and provided that at least two other members second their nomination. Any member in good standing may

nominate a candidate for office provided that another member seconds the nomination. The member so nominated may accept or refuse the nomination.

8.7.8 The election process

After the closure of the nomination period, the Returning Officer shall invite the candidates to come forward before the Annual General Meeting. They will then call for a vote for each position.

8.7.9 Voting

Voting shall be by secret ballot, regardless of the number of candidates for a position. To be elected, an absolute majority is required. If there are more than two candidates and there is no absolute majority, the candidate with the fewest votes shall be removed from the list and voting resumes. If there are only two candidates and there is a tie, the tie shall be settled under supervision of the Returning Officer by a random draw. The candidate whose name is drawn shall be declared elected.

8.7.10 Vacancy

In the event of an unfilled vacancy, the Board of Directors must fill the vacancy no later than its second meeting following the Annual General Meeting.

8.7.11 Removal Process

The President may request the removal of a Director for the following reasons:

- Prolonged and repeated absence.
- They do not perform the duties and responsibilities entrusted to them.
- They have committed acts deemed objectionable.

Dismissal must follow the following procedure:

(See the provisions of the Canada Not-for-profit Corporations Act)

8.8 Assumption of Duties

New members of the Board of Directors shall take office at the first meeting of the Board of Directors after their election.

Chapter 9: Directors' Responsibilities

9.1 President

9.1.1 The President officially represents the Association and is its only official spokesperson.

9.1.2 They chair the Annual General Meeting unless a different decision is taken during the Annual General Meeting.

9.1.3 They chair meetings and direct the deliberations of the Board of Directors.

9.1.4 It is authorized for them to be replaced by another Director.

9.1.5 In the event of a tie vote on a resolution, they shall have the deciding vote.

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- 9.1.6 They countersign bank bills.
- 9.1.7 They sign documents on behalf of the corporation.
- 9.1.8 They are an ex-officio member of all committees except the election committee.
- 9.1.9 They see to the convening of all meetings of the Association's bodies.
- 9.1.10 They present an annual report of the Association's activities to the Annual General Meeting.
- 9.1.11 They perform all the duties of their office.

9.2 Vice-President

- 9.2.1 The Vice-President shall have the same attributes as the President since they shall assume the President's duties if necessary.
- 9.2.2 The Vice-President shall act in the place of the President to perform all their duties in the event of the President's absence or incapacitation (the Vice-President shall then have the same powers as the President).
- 9.2.3 They assist the President and Executive in achieving the organization's objectives.

9.3 Secretary

- 9.3.1 They act as Secretary for the proceedings of the Annual General Meeting and meetings of the Board of Directors.
- 9.3.2 They shall draft and sign the minutes of the proceedings of the Annual General Meeting and ensure that they are sent to the members.
- 9.3.3 They shall draft and sign the minutes of the proceedings of the meetings of the Board of Directors, and then shall send them to the Directors.
- 9.3.4 They see to the drafting and sending of correspondence as well as to its safekeeping.
- 9.3.5 They shall ensure that notices of meetings and any other notices are provided to the Directors and other Association members.
- 9.3.6 They execute the assignments entrusted to them by the President or by the Board of Directors.
- 9.3.7 Except for financial matters, they are responsible for the safekeeping of the Association's archives, documents, and records.

9.4 Treasurer

- 9.4.1 They are responsible for the use of the Association's funds, property, and securities.
- 9.4.2 They are responsible for bookkeeping and recordkeeping relating to the Association's financial operations.
- 9.4.3 They jointly sign cheques and other commercial instruments with the President, or any other person authorized for this purpose.
- 9.4.4 They are responsible for collecting all sums due to the Association for any reason whatsoever.
- 9.4.5 They ensure that all the Association's revenues are deposited in full with a credit union or chartered bank.
- 9.4.6 They help prepare grant applications.
- 9.4.7 They ensure that the list of members in good standing is updated.

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- 9.4.9 They keep the Association's accounts up to date.
- 9.4.10 They are responsible for transactions with the Department of Finance: annual return, etc.
- 9.4.11 At the Board of Directors level, at least once a year, they prepare and present administrative resolutions concerning expense reimbursement policies.
- 9.4.12 They report on their activities and submit the required financial statements to the Board of Directors.
- 9.4.13 As custodian of the Association's assets, they have supervisory authority over the financial operations of a convention, symposium or any other activity organized by the Association, if they are not the Treasurer of the organizing group.
- 9.4.15 At the start of each fiscal year, they oversee the preparation of the draft annual budget.
- 9.3.16 At the end of the fiscal year, they oversee the preparation of the annual financial report.
- 9.4.17 They take all necessary steps to have the Association's financial statements audited annually by another member recommended by the Board of Directors.
- 9.4.18 They are responsible for the safekeeping of all the Association's accounting records throughout their term of office. They must transfer all these documents to the next Treasurer.
- 9.4.19 They perform any other duties entrusted to them by the Board of Directors.
- 9.4.20 They may not leave their position before ensuring that the books, which are normally balanced, have been audited by the Board of Directors.

9.5 Past President

- 9.5.1 The Past President is a Director of the Association.
- 9.5.2 The holder of this position attends Board of Directors and Executive Committee meetings and has voting rights.
- 9.5.3 Their role is to ensure effective succession of the presidency, provide continuity in governance and organizational change, support the new President and ensure continuity in the organization by providing historical context.
- 9.5.4 The Past President's responsibilities and privileges include all those of the Directors serving on the Board of Directors. Other roles are specific to the Past President:
 - support the current President through mentoring and guidance;
 - contribute to the training of the members of the Board of Directors;
 - offer the current President advice and counsel on the Association's development;
 - continue to represent the Association and the profession of instructional designer.
- 9.5.5 The Past President commits to respecting the Directors' code of ethics.
- 9.5.6 The term of office for this position is two years, corresponding to the succession period for the role of President.
- 9.5.7 If the position of Past President becomes vacant before the end of the President's term of office, the position may remain vacant until a new President is elected. Alternatively, the previous Past President may complete the term of office, or one of the previous incumbents may complete the term of office.

Chapter 10: Officers

10.1 Appointment

Officers are appointed by the Board of Directors.

10.2 Dismissal

The Board of Directors may remove an Officer from office for cause.

10.3 General Duties and Powers of Officers

Director

- 10.3.1 The Director officially represents the Association and is its only official spokesperson.
- 10.3.2 They chair the Annual General Meeting unless a different decision is taken during the Annual General Meeting.
- 10.3.3 They chair meetings and direct the deliberations of the Board of Directors.
- 10.3.4 It is authorized for them to be replaced by another Director.
- 10.3.5 In the event of a tie vote on a resolution, they shall have the deciding vote.
- 10.3.6 They countersign bank instruments.
- 10.3.7 They sign documents on behalf of the corporation.
- 10.3.8 They are an ex-officio member of all committees except the election committee.
- 10.3.9 They see to the convening of all meetings of the Association's bodies.
- 10.3.10 They present an annual report on the Association's activities to the Annual General Meeting.
- 10.3.11 They perform all the duties of their office

Secretary

- 10.3.12 They act as Secretary for the proceedings of the Annual General Meeting and meetings of the Board of Directors.
- 10.3.13 They shall draft and sign the minutes of the proceedings of the Annual General Meeting and ensure that they are sent to the members.
- 10.3.14 They shall draft and sign the minutes of the proceedings of the meetings of the Board of Directors, and then shall send them to the Directors.
- 10.3.15 They see to the drafting and sending of correspondence as well as to its safekeeping.
- 10.3.16 They shall ensure that notices of meetings and any other notices are provided to the Directors and other Association members.
- 10.3.17 They execute the assignments entrusted to them by the President or by the Board of Directors.
- 10.3.18 Except for financial matters, they are responsible for the safekeeping of the Association's archives, documents, and records.

Treasurer

- 10.3.19 They are responsible for the use of the Association's funds, property, and securities.
- 10.3.20 They are responsible for bookkeeping and recordkeeping relating to the Association's financial operations.
- 10.3.21 They jointly sign cheques and other commercial instruments with the President, or any other person authorized for this purpose.
- 10.3.22 They are responsible for collecting all sums due to the Association for any reason whatsoever.
- 10.3.23 They ensure that all the Association's revenues are deposited in full with a credit union or chartered bank.
- 10.3.24 They help prepare grant applications.
- 10.3.25 They ensure that the list of members in good standing is updated.
- 10.3.26 They keep the Association's accounts up to date.
- 10.3.27 They are responsible for transactions with the Department of Finance: annual return, etc.
- 10.3.28 At the Board of Directors level, at least once a year, they prepare and present administrative resolutions concerning expense reimbursement policies.
- 10.3.29 They report on their activities and submit the required financial statements to the Board of Directors.
- 10.3.30 As custodian of the Association's assets, they have supervisory authority over the financial operations of a convention, symposium or any other activity organized by the Association, if they are not the Treasurer of the organizing group.
- 10.3.31 At the start of each fiscal year, they oversee the preparation of the draft annual budget.
- 10.3.32 At the end of the fiscal year, they oversee the preparation of the annual financial report.
- 10.3.33 They take all necessary steps to have the Association's financial statements audited annually by another member recommended by the Board of Directors.
- 10.3.34 They are responsible for the safekeeping of all the Association's accounting records throughout their term of office. They must transfer all these documents to the next Treasurer.
- 10.3.35 They perform any other duties entrusted to them by the Board of Directors.
- 10.3.36 They may not leave their position before ensuring that the books, which are normally balanced, have been audited by the Board of Directors.

10.4 Compensation

Officers are not compensated.

10.5 Custody of the Corporate Seal

The Director is the guardian of the corporate seal.

Chapter 11: Specific Roles and Positions

Specific permanent roles and positions are held by members of the Board of Directors, under the authority of the Board and, where necessary, in collaboration with one or more Board members or members of the Association: the Network and Technology Administrator, the Manager of Workshops and Master Classes, and the Communications Manager.

As required, the Board of Directors may assign other responsibilities necessary for the smooth running of its activities.

11.1 Network and Technology Administrator

- 11.1.1 The Network and Technology Administrator is responsible for the technology used by the organization.
- 11.1.2 They manage the license and user accounts for the videoconferencing platform used by the organization.
- 11.1.3 They maintain the website - including domain registration renewal and hosting payment - with up-to-date information about the organization, its activities and lists of members and freelancers.
- 11.1.4 They manage and distribute relevant information to members using the organization's mailing list and associated accounts.
- 11.1.5 They manage the organization's social media accounts (i.e. Twitter and LinkedIn), ensuring regular engagement with members of the organization through the publication of relevant content.

11.2 Manager of Workshops and Master Classes

- 11.2.1 The Manager of Workshops and Master Classes is responsible for the organization and management of the Association's regular annual workshop and master class activities.
- 11.2.2 They shall be responsible for determining the theme of the annual workshop series, writing a description of the series, and recruiting presenters (one English and one French speaker per workshop) for the three annual workshops.
- 11.2.3 They are responsible for recruiting presenters for the master classes (at least one per year) and ensuring that the master class proposal meets CAID criteria.
- 11.2.4 They shall be responsible for the coordination of these activities and shall establish the schedule and ensure that it fits seamlessly into the overall CAID activities.
- 11.2.5 They shall be responsible for the communications and liaison involved in each of these activities.
- 11.2.6 They shall ensure that all the necessary elements for the smooth operation of these activities are in place and functioning properly.
- 11.2.7 They perform or arrange for the performance of all tasks as outlined in the Description of the duties of the Manager of Workshops and Master Classes document.

11.3 Communications Manager

- 11.3.1 The Communications Manager is responsible for the organization and management of all public communications and the dissemination of Association information to Association members.
- 11.3.2 They shall be responsible for disseminating information on the Association's activities through all the appropriate channels (email, social media, etc.).
- 11.3.3 They disseminate communications to members concerning the affairs of the Association (membership renewals, general information about the Association, etc.).
- 11.3.4 They maintain an active social presence and promote the Association through social media.
- 11.3.5 They develop and regularly update the Association's Communications Plan, as approved by the Board of Directors.

Chapter 12: Committees

Given that the needs of the members of the Association vary according to a range of factors such as fields of intervention, instructional technologies, or types of institutions, it is important that the Association equip itself with the means to meet them, while involving them in the search for solutions. The Association therefore needs to draw on reports from various committees made up of Association members.

12.1 Operation

- 12.1.1 A Director on the Board of Directors supervises the committees.
- 12.1.2 The members of each committee appoint a chairperson who informs the Director of the date and purpose of each committee meeting.
- 12.1.3 Each committee reports on its activities to the body that set it up, with a copy to the Director.
- 12.1.4 No committee may incur expenses other those intended for its operation or contract debts without the authorization of the Board of Directors.

12.2 Ad Hoc Committees

To study a specific, sometimes urgent, problem, this type of committee can be formed quickly by the Board of Directors, which determines its mandate, duration and appoints its members. The costs of such a committee are borne by the general administration.

Chapter 13: Financial Affairs

13.1 Funding of the Association

- 13.1.1 As the body responsible for the administration of the Association, the Board of Directors sets the Association's annual budget.
- 13.1.2 The Association's funding comes from :
 - (a) membership fees;

- (b) government grants;
- (c) other sources to be defined.

13.2 Fiscal Year

The fiscal year runs from September 1 to August 31.

Chapter 14: Auditor

14.1 Appointment

- 14.1.1 In accordance with the provisions of the *Canada Not-for-profit Corporations Act* for non-soliciting corporations with revenues of less than \$1,000,000, members elect, by unanimous vote, not to appoint a public accountant to conduct the review engagement. The Treasurer shall be appointed ex officio to conduct the review engagement.
- 14.1.2 With a motion adopted by two-thirds of the members, the members may appoint a third party to act as observer for the execution of the review engagement. This third party may not be a member of the Association and must submit a report attesting that, to the best of their ability, the review engagement accurately reflects the Association's financial statements.

14.2 Auditor's Report

The auditor analyzes the Association's accounts and prepares a report which is presented to the Annual General Meeting. In his report, the auditor must confirm that the financial statements are presented in accordance with generally accepted accounting principles.

14.3 Type of Review

See the provisions of the *Canada Not-for-profit Corporations Act*

Chapter 15: Procedures

15.1 Procedure for Deliberations

The procedure for deliberations shall be based on the Code Morin or Robert's Rules of Order, at the discretion of the chairperson.

15.2 Procedure for Bylaw Amendments

During the Annual General Meeting, members may amend or repeal bylaws. The repeal or amendment takes effect immediately, except for items relating to the requirements of subsection 155 (2) of the CCA. In this case, it shall take effect after the Minister's approval.

Chapter 16: Dissolution

16.1 Procedure

Should the Board of Directors be obliged to take such action, it may convene an Extraordinary Annual General Meeting.

16.1.2 At an Extraordinary Annual General Meeting called for this purpose, dissolution must be approved by a vote of two thirds (2/3) of the members in good standing present.

16.2 Consequence

16.2.1 The Secretary of the Association shall employ the best means at their disposal to ensure that all members in good standing are informed of the results of the vote proposing dissolution as soon as possible.

16.2.2 In the event of the Association's dissolution, all its remaining assets, after payment of debts, will be distributed to one or more recognized bodies pursuing similar goals. The last act of the last Board of Directors will be to execute this clause.

Chapter 17: Coming into Force of these Bylaws

These Bylaws supersede all other bylaws previously adopted.

Marcelle Parr, President

Carolle Roy, Past President