

ALIGN Association of Community Services

Bylaws

Amended by Special Resolution at Special Meeting on February 12, 2004

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Table of Contents _____

Introduction _____

By-Law 1 – ALIGN General.....3

Membership _____

By-Law 2 – Eligibility.....3

By-Law 3 – Financial Year.....4

Structure _____

By-Law 4 – Board of Directors.....4

By-Law 5 – Officers.....5

By-Law 6- Director’s meetings

By-Law 7– Regional Chapters.....7

By-Law 8– Committees, Councils, and Chapters.....7

Member Meetings _____

By-Law 9– Membership meetings.....7

By-Law 10– Annual General Meeting.....8

By-Law 11– Special Meetings.....8

By-Law 12– Rules of Order.....8

By-Law 13– Voting.....8

By-Law 14– Notification of Meetings.....9

Systems _____

By-Law 15– Seal.....9

By-Law 16– Amendments.....9

By-Law 17– Disbursements of Funds.....9

By-Law 18– Books and Records.....10

By-Law 19 -Audit.....10

By-Law 20– Distributing Assets and Dissolving the Society.....10

By-Law 21– Transition Provisions.....11

By-Law 1 –ALIGN – General

1. ALIGN is an organization whose members are agencies, associations or corporations that provide services to children and families in Alberta. Other organizations or individuals with an interest in services for children and families may also be members.
2. ALIGN is an Association incorporated under the Societies Act of Alberta.
3. ALIGN members elect the Board of Directors
4. The Board of Directors may commission committees for action on issues.

By-Law 2 – Eligibility

1. Organizations and Individuals are eligible for membership in ALIGN:
 - Member: Any organization or individual providing direct service to children and/or families within Alberta. Voting
 - Associate Member: Any organization or individual with interest specific to children and/or families, but not providing direct service. Associate members are non-voting members and cannot hold office or be voting members of the Board of Directors.
 - Honorary Lifetime Member: ALIGN may choose to approve an individual as an honorary lifetime member. Honorary Lifetime Members are non-voting members and cannot hold office or be voting members of the Board of Directors.
 - Corporate Member: Any corporation that supports the principles and objectives of ALIGN. Corporate Members are non-voting members and cannot hold office or be voting members of the Board of Directors.
 - Sustaining Member: Any member who wished to provide additional financial support to the AASC beyond their regular membership fee.
2. Anyone wishing to become a member must complete an application, pay such membership fee as may be determined from time to time by the Board of Directors and must agree to support the principles and objectives of ALIGN.
3. Membership shall cease automatically if:
 - A member resigns in writing;
 - A Member is in arrears of payment fees for a period determined by written policy of the Board of Directors;
 - Seventy-five percent of the Board of Directors, in attendance at a Board of Directors meeting, where quorum has been met, votes in favor of the expulsion of any member, based on the member acting in a way that contravenes with the principles and/or objectives of ALIGN. The decision of the Board of Directors is final.

By-Law 3 – Financial Year

1. The Association's year for membership and financial purposes shall be April 1 to March 31.

By-Law 4 – Board of Directors

1. The Board of Directors leads ALIGN on provincial strategic issues and has the following responsibilities:
 - To promote the vision of ALIGN.
 - To draft the Strategic Plan for presentation to members.
 - To delegate action on the Strategic Initiatives.
 - To develop strategies on ALIGN policy issues.
 - To be accountable for fiduciary functions.
 - To make decisions on current policy issues.
 - To act as the decision-making authority, for ALIGN, on governance issues.
 - To employ delegate day-to-day operations of ALIGN and office management to the Executive Director.
 - To act as a liaison with the government, industry and the community.
2. The membership of the Board of Directors will consist of the following:
 - At least three Directors at large;
 - Two Directors representing member agencies that service aboriginal clients and who are themselves aboriginal;
 - Up to two Directors nominated by each Regional Chapter as that Chapter's appointed representatives of the Board; and
 - Such other Directors as may be appointed by the Board in accordance with paragraph 4eight (8) of this By-law.
 - A slate of nominees for the above named positions will be presented by the Governance Committee at each Annual General Meeting.
 - The term of office for each Director is two years, such term normally taking effect on the date of the Annual General Meeting. No Director shall serve more than four (4) consecutive terms.
 - When a Director has served the maximum number of consecutive terms, he or she may not serve on the Board again until two years have elapsed. However, in exceptional circumstances and on a case by case basis the maximum terms may be exceeded by a vote of the Membership..
 - The Board may appoint a replacement for any Board member vacancy occurring between Annual General Meetings for a term expiring at the next following Annual General Meeting. Such appointment will be made, where applicable, based on the recommendation of the Regional Chapter or Aboriginal Serving Agency.

3. A person ceases to be a Director when he/she:
 - Completes a term at the time of the Annual General Meeting
 - Resigns as a Director;
 - Fails to attend two consecutive Board of Directors Meetings, the Board of Directors may vote to remove this individual from the Board;
 - Upon a majority vote of the Board based on the individual acting in a way that contrives the policies, principles and/or objectives of ALIGN;
 - No longer is the representative of a Member;
 - Ceases to be a Canadian resident; or
 - Dies
4. No more than two Directors can be representatives of the same Member organization.
5. Each Director has one vote.
6. Fifty percent, plus one member of the Board shall constitute a quorum at any Board meeting.
7. Paid employees of ALIGN may not sit on the Board of Directors until at least one year has passed since their resignation from their staff position.
8. The Board of Directors may appoint individuals who are Associate or Corporate members or non-members to the Board of Directors (limited to (4) such members) as it relates to the business of the Board. The term of each such appointment shall be specified when the individual is appointed and shall in no case extend beyond the next scheduled AGM of the association. Associate or Corporate members appointed to the Board in accordance with this bylaw shall have no vote.

By-Law 5 – Officers

1. Following the annual general meeting, but not later than the first meeting of the Board, the Directors shall meet and elect, from among their number, a President, a Vice-President, and a Treasurer. No notice shall be required of this meeting. The term for the officers so elected shall be two years. An officer may serve up to two terms consecutively in the same office, but must be re-elected by the Board for each successive term beyond the first term. In exceptional circumstances the maximum terms may be exceeded by a vote of the Board on a case by case basis.
2. Officers are considered Directors at Large and as such are not considered Regional Chapter representatives.

3. The President presides at Membership, Special, Board of Directors, and Annual General Meetings of ALIGN and serves as an ex officio member of all committees. The President supervises the Executive Director and keeps well informed on the activities of ALIGN.
4. The Vice President performs the duties and exercises the powers of the President in the absence of the President, or during such period as the President may request the Vice President to do so. The Vice President shall perform such other duties as may be assigned by the Board of Directors and in normal circumstances will succeed the President when the latter's term of office expires.
5. The Treasurer prepares and presents, for approval, the financial budgets, monitors the financial activities, attends to long term financial projections, is responsible for the audited financial statements, and consults ALIGN Executive Director or on financial matters.
6. The Executive Director of the Association shall, ex officio, be the Secretary of the Board but shall not be a Director or a voting member. The Secretary will ensure all reporting and documentation required under the Act is completed and filed as per the Act. The Secretary will have charge of all the correspondence of the Association.
 - (a) The recording Secretary for meetings of the Board of Directors and the Membership may be the Executive Assistant to the Executive Director.
7. In the event that an unexpected vacancy occurs between annual general meeting:
 - In the case of the president, the Vice President shall assume the President's role until the next AGM.
 - In the case of the Vice President or Treasurer, the Board may appoint another Board Member to fill the vacant position until the next AGM, or leave the position vacant.

By-Law 6 – Directors' Meetings

1. The Board of Directors shall meet at the call of the President or by a call of the Board which shall be in writing and signed by at least fifty percent (50%) of the Directors then in office and shall constitute the Notice for the meeting.
2. The Board of Directors shall meet not less than three (3) times per year, and may meet in person, by teleconference, by videoconference or by use of any other technology which allows each Director to communicate his views to all other Directors participating in the meeting.

By-Law 7– Regional Chapters

1. "Regions" of the province for the purposes of this by-law may be defined by the Board of Directors.
2. A Regional Chapter ("Chapter") may be established by motion of the Board of Directors to address common concerns of a regional nature. Each Chapter must have a terms of reference which at a minimum identify the following:
 - Procedures for electing the Chair or co-Chairs, who must be employees or owners of an ALIGN member organization;
 - Terms of office for the Chair or co-Chairs;
 - Procedures for electing representatives to the Board of Directors
 - The frequency of meetings.
3. The Board may prescribe a template to guide content to ensure consistency between Chapters.
4. When established, Chapters shall meet on an "as required basis" not less often than three times a year.
5. Any ALIGN member agency within a region may designate a representative to the Chapter.
6. Each Chapter may elect up to two regional representatives to serve on the Board of Directors.
7. Where a region does not have an active Chapter, the Board of Directors may appoint a member from that region to represent the region on the Board.
8. If in the majority opinion of the Board of Directors any one Chapter is acting in ways that are detrimental to ALIGN by-laws, policies or best interests, the Board may by majority vote suspend or terminate that Chapter.
9. Upon the termination of a Chapter, all books and assets of the Chapter shall become the property of ALIGN.

By-Law 8 – Committees

1. The Board may, from time to time, appoint committees and shall:
 - Designate the committee as a standing committee or an ad hoc committee;
 - Establish or approve the terms of reference for the committee; and

- Appoint the members of the committee

There shall be a Governance Committee consisting of the Board President, Vice President, the Treasurer Executive Director and other members of the Board as appointed. The Governance Committee is responsible for ongoing requirements of the Board, and to review the criteria, profile and qualifications of prospective Board members.

By-Law 9 – Membership Meetings

1. Membership meetings identify and address the issues of the members' service sectors and the business of the Association.
2. Member organization senior management and staff, ALIGN staff and guests, may attend. The Board of Directors or the members may designate any membership meeting or portions of a membership meeting as for members only and exclude all non-members from attendance.
3. Membership Meetings are called at the discretion of the Board of Directors, a minimum of twice a year.
4. Ten percent (10%), or fifteen (15) voting members, of the membership in good standing, constitutes a quorum at Membership Meetings.

By-Law 10– Annual General Meeting

1. The Annual General Meeting shall be held by September 30th each year.
2. The Business of the Annual General Meeting will include, but not limited to:
 - President's Report;
 - Approval of audited financial statements;
 - Appointment of auditors; and
 - Ratification of the slate of nominees to the Board of Directors
3. Ten percent (10%), or fifteen (15) voting members, of the membership in good standing, constitutes a quorum at the Annual General Meeting.

By-Law 11 – Special Meetings

1. A special meeting will be held upon receipt of a written request by at least one third of all ALIGN voting members. Such request shall name the voting members who have requested the meeting and shall be signed by not less than three of those voting members on behalf of the remainder. The request must give the reason for the meeting and must specify the business to be conducted at the meeting.
2. The Board may, for any reason and at any time, call a special meeting of the membership.

3. Ten percent (10%), or (15) voting members, of the membership in good standing, constitutes a quorum for Special Meetings, with the exception of a Special Meeting called to dissolve the Society.

By-Law 12 – Rules of Order

1. "Robert's Rules of Order Revised" shall govern all meetings of the Board, Chapters and Membership.

By-Law 13 – Voting

1. The Senior Staff Member of the Member organization is the voting member at Membership, Special and Annual General Meetings.
2. The Senior Staff Member of the Member organization may designate, in writing, a representative from another member organization to vote on behalf of the member.
3. In special circumstances, the Board of Directors may pass a motion without a meeting and may institute a ballot of members by mail, fax and/or e-mail.
 - A simple majority of those ballots, returned within two weeks of the distribution date, shall be sufficient to pass or defeat the motion.

By-Law 14 – Notification of Meetings

1. Notices and agendas of the Membership, Special and Annual General Meeting shall be mailed, faxed, emailed or otherwise electronically communicated, to all members at their usual place of business, or residence, at least fourteen days in advance of the meeting.

By-Law 15 – Seal

1. ALIGN shall have a common seal, which shall be affixed to all documents as required, by appropriate signing officers as appointed by the Board.
2. The custody of the seal shall be retained at ALIGN office.

By-Law 16 – Amendments

1. Any Member may propose amendments to the By-laws, in writing, to the Board of Directors.
2. Notice of motion to amend the By-laws must be submitted, in writing, to the membership before an Annual General Meeting or Special Meeting.

3. Approval of three quarters of the Voting Members present shall be required for the passage of any amendments to the By-laws.
4. By-Laws can only be changed by a special resolution of the members at a Special or Annual General Meeting; the Board of Directors may submit a motion without a meeting and may institute a ballot of members by mail, fax and/or e-mail. All ballots returned within two weeks of the distribution date will be counted.

By-Law 17 – Disbursements of Funds

1. Funds disbursed must be within the limits set out in the operating and/or capital budgets approved by the Board annually. A Board motion must approve extraordinary expenses outside of the operating and/or capital budgets.
2. All cheques issued shall be signed by any two of the following; President, Vice President, Treasurer, Executive Director or two Board members appointed by a motion of the Board of Directors.
3. ALIGN may borrow monies in such manner as it sees fit through a Board motion.
4. The Board of Directors, Committee, or Chapter members shall not be remunerated for their services, but may be reimbursed for their out –of-pocket expenses incurred while acting for ALIGN.
5. The preparation and keeping of the books, accounts and records shall be the responsibility of the Treasurer and may be delegated to the Executive Director.

By-Law 18 – Books and Records

1. The books and records of ALIGN may be inspected by any member at the Annual General Meeting, or at any time upon giving reasonable notice and arranging a time satisfactory to the officer or officers having charge of the same. Each Director of the Board shall, at all times, have access to such books and records.
2. Financial statements (balance sheets and statements of income and expenses) must be presented to the Board, at a minimum of quarterly, by the Treasurer.

By-Law 19 – Audit

1. A duly qualified accountant shall audit the books, accounts and records of ALIGN at least once each year. Such auditor shall submit a complete and proper statement of the standing of the books for the previous year to the Treasurer who will present to the members at the Annual General Meeting.
2. The fiscal year shall be April 1 to March 31.

By-Law 20 – Distributing Assets and dissolving the Society

1. ALIGN may be dissolved by Special Resolution, of the members, at a Special Meeting.
2. Quorum at a Special Meeting, Called to dissolve the Society, is a minimum of 75% of all members.
3. A Motion to Dissolve ALIGN must be passed by a minimum of 75% of members in attendance at the Special Meeting.
4. If Quorum is not made at a Special meeting called to dissolve the Society, the Board of Directors may submit a motion without a meeting and may institute a ballot of members by mail, fax and/or e-mail. All ballots will be counted. This process can be continued until ballots are received from a minimum of 75% of Members.
5. If ALIGN is dissolved, any funds or assets remaining after paying all debts are paid to a registered and incorporated charitable organization(s). The members shall select this organization(s) by Special Resolution. In no event, shall the assets of ALIGN be distributed to any members.

By-Law 21 – Transition Provisions

1. Upon these by-laws coming into force, the Directors previously holding office shall continue to hold office until such time as the terms for which they were elected or appointed expire.