

# SCHEDULE 3: CHAPTER GOVERNANCE AND OPERATING TERMS

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## APPLICATION

These Chapter Governance and Operating Terms (“Operating Terms”) apply to all Chapters established by the Association Board.

## PREAMBLE

- (a) The Association Board has established Chapters in the Province of Ontario.
- (b) The Association Board, the Chapter Members and Chapter Boards are desirous of establishing and adopting certain standards and procedures concerning the Chapter’s governance, operations, and activities (the “Chapter Governance and Operating Terms”).

## SECTION 1 – INTERPRETATION AND DEFINITIONS

### 1.1 Definitions

In these Operating Terms:

- (a) “Act” means the Registered Human Resources Professionals Act, 2013;
- (b) “Active Status” has the meaning given to it in Section 9.32 of the General By-law;
- (c) “Annual Business Meeting” means a meeting of Chapter Members to be held for the purposes outlined in Section 5.2 of these Operating Terms;
- (d) “Appeal Period” has the meaning given to it in Section 10.4 of these Operating Terms;
- (e) “Association Board” means the Board;
- (f) “Association Fiscal Year” means the fiscal year of the Association as defined in Section 2.04 of the General by-law;
- (g) “Association Governance Materials” has the meaning given to it in Section 2.5 of these Operating Terms;

- (h) "Association Member" has the meaning given to the term "Member" in Section 1.01 of the General By-law;
- (i) "Chapter" means, a local branch of the Association;
- (j) "Chapter Board" means the Board of Directors of the Chapter;
- (k) "Chapter Board Minimum" has the meaning given to it in Section 7.2 of these Operating Terms;
- (l) "Chapter Board Nomination" has the meaning given to it in Section 8.3(d) of these Operating Terms;
- (m) "Chapter Mandate" has the meaning given to it in Section 2.2 of these Operating Terms;
- (n) "Chapter Member" means an Association Member who has been admitted to the Chapter by the Association staff or the Association Board;
- (o) "Chapter Membership" has the meaning given to it in Section 4.2 of these Operating Terms;
- (p) "Chapter Position" means one or more of the positions undertaken by a Chapter Director while serving on the Chapter Board described in Section 11.1 and Section 11.2 of these Operating Terms;
- (q) "Code of Conduct for Volunteers" has the meaning given to it in Section 9.1 of these Operating Terms;
- (r) "Chapter Director" means a Chapter Member who has been elected, acclaimed or appointed to the Chapter Board;
- (s) "Chapter Director Candidates" has the meaning given to it in Section 8.8 of these Operating Terms;
- (t) "Educational Institutions" means those institutions, including community colleges, universities, private educators, and other educational institutions approved by the Government of Ontario or an agency of such Government to provide postsecondary education to individuals within Ontario;
- (u) "General By-law" means the Association's by-law 1: general by-laws, as such bylaw, may be amended, restated or superseded from time to time;
- (v) "GNC" has the meaning given to it in Section 10.4 of these Operating Terms;
- (w) "good standing" has the meaning given to it in Section 9.35 of the General By-law;
- (x) "Membership Class" means each class of Association membership described in Section 9.01 of the General By-law;
- (y) "Membership Year" has the meaning given to it in Section 2.03 of the General Bylaw;
- (z) "Nominating Committee" has the meaning given to it in Section 8.1 of these Operating Terms;
- (aa) "Nomination Deadline" has the meaning given to it in Section 8.3(e) of these Operating Terms;
- (bb) "Nomination Qualifications" has the meaning given to it in Section 8.6 of these Operating Terms;

- (cc) "Operating Terms" has the meaning given to it in Section B of the Preamble;
- (dd) "Position Term" has the meaning given to it in Section 11.6 of these Operating Terms;
- (ee) "Registered Students" means students who are registered with the Association;
- (ff) "Retired Status" has the meaning given to it in Section 9.33 of the General By-law; and
- (gg) "Skills Matrix" has the meaning given to it in Section 8.2 of these Operating Terms.
- (hh) "Vice Chair" is an interchangeable term that reflects the role of past chair or chair elect. Either of the two are effectively the vice chair of the Chapter Board.

## 1.2 Other Definitions

Other than as specified in Section 1.1 of these Operating Terms, words and expressions defined in the Act or the General By-law have the same meanings when used in these Operating Terms.

## 1.3 Gender and Case

Words importing the singular number include the plural and vice versa; words importing gender include all genders and references to persons may include individuals, corporations, partnerships, trusts, Firms and unincorporated organizations.

# SECTION 2 – ESTABLISHMENT OF CHAPTER

## 2.1 Chapter Oversight

The Association Board established the Chapter and shall oversee the Chapter in accordance with the Act and By-laws.

## 2.2 Chapter Purpose

The purpose of the Chapter is to promote and increase the knowledge, skill, and proficiency of members of the Association, Firms, and students in accordance with clause (b) of the Objects of the Association as set out in section 4 of the Act. Chapters fulfill this by providing a sense of community and networking opportunities for members and students.

## 2.3 Fiscal Year

The fiscal year of the Chapter shall be the same as the Association Fiscal Year.

## 2.4 Disbanding a Chapter

- (a) In accordance with the By-laws, the Association Board may disband or combine one Chapter with another Chapter, or otherwise intervene in a Chapter's functioning to protect the interests of the Association, Association Members or both.

- (b) The Chapter Members (upon receiving the subsequent approval of the Association Board) may disband or combine the Chapter with another Chapter in accordance with Section 23.03 of the General By-law.

## 2.5 Compliance with Association Governance Materials

The Chapter Directors and Chapter Members shall comply with these Operating Terms, the Act, By-laws, Code of Conduct, Code of Conduct for Volunteers, Rules of Professional Conduct, Standards and Guidelines of Practice, any Association privacy policies, and any amendments, restatements or supplements to any of the aforementioned, as well as any other written codes, rules, regulations, policies, procedures, modules, guidelines, standards or other materials implemented by the Association from time to time, including any such written codes, rules regulations, policies, procedures, modules, guidelines or standards or other materials established as of, or following, the date the Association Board established the Chapter (collectively, the "Association Governance Materials").

## 2.6 Reporting to Association Board

A Chapter Board shall send the following Reports to the Association Board.

- (a) By July 31st, each Chapter board shall submit the following:
- Proposed Chapter program plans for fiscal year starting on December 1st
  - Applications for additional funding (if required)
- (b) By December 1st, each Chapter board should have submitted the following:
- Names and positions of all Chapter Board members and Volunteers serving on a Chapter Committee

## SECTION 3 – MEMBERSHIP APPLICATIONS

### 3.1 Association Member Applications/Fees

None of the Chapter Board or Chapter Members may receive any application for

Association membership, any application for renewal of Association membership, or any Association Member fees each Membership Year. All applications for Association membership, all applications for renewal of Association membership and any Association Member fees must be submitted to the Association, not to the Chapter Board or Chapter Members.

## SECTION 4 – CHAPTER AFFILIATION

### 4.1 Eligibility for Chapter Affiliation

Only Association Members and Registered Students who are in good standing may affiliate with a Chapter, provided that each Association Member or Registered Student affiliated with



the Chapter has his or her residence, educational institution or principal place of business within the boundaries of the geographical area of the Chapter. An Association Member who, for whatever reason ceases to be a member in good standing of the Association, ceases to be affiliated with a Chapter.

## 4.2 Applications for Chapter Affiliation

The Registrar shall review all applications for Chapter affiliation and, subject to a referral of an application to the Association's registration committee in accordance with Section 9.14 of the General By-law, the Registrar may approve or reject an Association Member for Chapter affiliation. The Registrar shall promptly notify the applicable Association Member and Chapter Board of its approval or rejection of the Association Member's application for affiliation with the Chapter, which for convenience is referred to herein as Chapter Membership.

# SECTION 5 – ANNUAL BUSINESS MEETING

## 5.1 Timing

The Chapter's Annual Business Meeting shall be held no later than May 15th of each calendar year at a date, time and place fixed by the Chapter Board.

## 5.2 Business to be Conducted

Business to be conducted at the Chapter's Annual Business Meeting includes:

- (a) Approving the minutes of the previous Annual Business Meeting and approving the minutes of any special Chapter Members' meetings that occurred during the Membership Year;
- (b) Receiving reports from the Chapter Chair or the Chapter Board on the activities of the Chapter Board and the Chapter;
- (c) Receiving a report on the election of Chapter Directors; and
- (d) Recognizing members within your local Chapter who have received a designation between January 1st and December 31st of the year prior
- (e) Recognizing all local Chapter Committee volunteers and Chapter Board Members
- (f) considering any other matter as the Chapter Board determines to be properly brought before the Annual Business Meeting.

## 5.3 Notice of Annual Business Meeting

The Chapter Secretary-Treasurer shall notify Chapter Members in good standing of the date, time and place of the Annual Business Meeting at least thirty (30) days prior to the date of the meeting. The delivery of such notice shall be in accordance with Section 19.1 of these Operating Terms. The notice of Annual Business Meeting shall include the agenda of the meeting and the minutes of the previous year's meeting.

## 5.4 Special Chapter Members' Meetings

A special Chapter Members' meeting may be called by:

- (a) the Association Board or the Governance and Nomination Committee (GNC) of the Association Board;
- (b) the Chapter Chair;
- (c) a majority of Chapter Directors; or
- (d) a minimum of five (5) Chapter Members or two percent (2%) of Chapter Members in good standing, whichever minimum is greater based on the then current aggregate number of a Chapter's Chapter Members, by means of a request in writing detailing the issue to be addressed at the special Chapter Members' meeting. The applicable Chapter Members shall submit the request for a special Chapter Members' meeting to the Chapter Board, through the Chapter Chair or the Chapter Secretary/Treasurer at least forty-five (45) days in advance of the proposed date of the special Chapter Members' meeting. On receipt of such written request, either the Chapter Chair or Chapter Board may call the meeting. If neither the Chapter Chair nor the Chapter Board calls such meeting within ten (10) days of receiving the Chapter Members' written request, the Chapter Members that requisitioned the meeting may call the meeting.

If the GNC calls a special Chapter Members' meeting, it shall promptly inform the Association Board.

## 5.5 Notice of a Special Chapter Members' Meeting

The Chapter Secretary-Treasurer shall notify Chapter Members in good standing of the date, time and place of a special Chapter Members' meeting at least thirty (30) days prior to the date of the meeting, the delivery of such notice shall be in accordance with Section 19.1 of these Operating Terms. The notice of a special Chapter Members' meeting shall include the agenda of the meeting. A notice of special Chapter Members' meeting shall also include a description of the special business to be conducted at the special Chapter Members' meeting, including the intention to pass a motion to remove a Chapter Director from the Chapter Board in accordance with Section 10.1 of these Operating Terms.

## 5.6 Delivery of Meeting Materials

The Chapter Secretary-Treasurer shall deliver all meeting materials to Chapter Members in good standing at least ten (10) days before the scheduled Annual Business Meeting, or special Chapter Members' meeting. The Chapter Secretary-Treasurer shall deliver the meeting materials in accordance with Section 19.1 of these Operating Terms.

## 5.7 Rules of Order

At any Chapter Members' meeting, the then current edition of Robert's Rules of Order shall govern to the extent not inconsistent with the By-laws or these Operating Terms.

## 5.8 Right to Vote

In accordance with Section 23.11 of the General By-law, notwithstanding an Association Member's voting status at the Association level, each:

- (a) Chapter Member (regardless of Membership Class) designated Active Status and Retired Status; and
- (b) Registered Student,

in good standing is entitled to vote at an Annual Business Meeting or special Chapter Members' meeting.

## 5.9 Voting

All votes cast at any Chapter Members' meeting shall be by a show of hands or virtual poll, unless a secret ballot is requested with the exception of a vote to remove a Chapter Director which shall be held by a secret ballot. Any Chapter Member in good standing, present and having the right to vote, may request that a matter be dealt with by secret ballot. The Chapter Members will, by a show of hands, decide whether the vote shall be conducted by secret ballot. In the event of a tie, the motion for a secret ballot is defeated.

## 5.10 Participation by Electronic Means

Chapter Members in good standing may participate in a Chapter Members' meeting using telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting, if the Association makes such means available to the Chapter. An individual participating in a Chapter Members' meeting by electronic or telephonic means is deemed for the purpose of these Operating Terms to be present at that meeting.

## 5.11 Quorum

No fewer than five (5) Chapter Members in good standing shall constitute a quorum at any Chapter Members' meeting. All Chapter Members present in person, by telephonic or electronic means, will be counted towards quorum.

## 5.12 Meeting Adjournment

Notice of an adjourned Chapter Members' meeting, including the Annual Business Meeting, is not required if the time and place of the adjourned meeting is announced at the original Chapter Members' meeting and the adjourned meeting takes place within 30 days when approved by the Chapter Members at the meeting.

### 5.13 Attendance at Chapter Members' Meetings

Association members, Registered Students and Association staff are entitled to attend a Chapter annual business meeting or a special Chapter members' meeting. Other persons may attend such meetings with the consent of the Chair of the meeting.

## SECTION 6 – CHAPTER PROGRAMS

### 6.1 Chapter Programs

The Chapter Board shall ensure that the Chapter delivers between one (1) and ten (10) in-person programs to Chapter Members each Fiscal Year.

## SECTION 7 – CHAPTER BOARD DUTIES, COMPOSITION AND REMUNERATION

### 7.1 Chapter Board Duties

Subject to Section 2.1, the Chapter Directors shall manage and administer the Chapter's affairs in accordance with the Chapter Mandate and the Association Governance Materials.

### 7.2 Chapter Board Composition

- (a) All Chapter Boards shall be comprised of a minimum of five (5) Chapter Directors to a maximum of seven (7) Chapter Directors.

### 7.3 Remuneration of Chapter Directors

Chapter Directors shall serve without remuneration; provided, however, that Chapter Directors shall be entitled to be reimbursed for reasonable expenses incurred in carrying out their duties in accordance with the Association's Travel, Hotel and Accommodation Policy.

## SECTION 8 – CHAPTER DIRECTORS' ELECTIONS

### 8.1 Yearly Chapter Directors' Election

A Chapter Directors' election shall be called each Membership Year pursuant to the timelines set out in Section 8 of these Operating Terms.

### 8.2 Chapter Elections Officer

HRPA Management or their designate, shall act as the Chapter Elections Officer and implement the Nomination and Election process laid out in the Chapter Governance and Operating Terms.

The deadlines for the returns of Ballot shall be clearly identified in the Call for Nomination materials.

### 8.3 Call for Nominations

On the 2nd Friday in February of every year, Staff will call a Chapter Directors' election setting out;

- (a) the number of Chapter Directors to be elected;
- (b) in accordance with Section 8.15, the term each elected Chapter Director shall serve on the Chapter Board;
- (c) a description of each Chapter Director's roles and responsibilities, including descriptions of the Chapter Positions a Chapter Director may hold on the Chapter Board;
- (d) the steps and documentation a Chapter Member must complete to nominate a Chapter Member for candidacy in a Chapter Directors' election ("Chapter Board Nomination");
- (e) the deadline to submit a Chapter Board Nomination ("Nomination Deadline"); and
- (f) any other information the Chapter Board or Association Board deems essential or appropriate to include in a call for Chapter Director nominations.

### 8.4 Nomination

Any Chapter Member in good standing may nominate a Chapter Member or a Registered Student in good standing, including oneself, for candidacy in a Chapter Directors' election by following the process established by the association in accordance with Section 8.3 of these Operating Terms

### 8.5 Nomination and Elections Timeline

- (a) The Chapter Election Officer shall supervise the nomination process.
- (b) The nomination and election process for Member Directors shall be conducted in accordance with the following table:

STEP NO.	STEP	NO. OF DAYS AFTER PREVIOUS EVENT
1.	Chapter Elections Officer shall provide each Member and Student Registrant with notice of the nomination election and shall notify them of the relevant dates and processes.	On the 2 <sup>nd</sup> Friday in February every year
2.	Application of each individual for election shall: <ul style="list-style-type: none"><li>• Be completed online through an online application</li><li>• include a biographical statement of qualifications</li></ul>	21 Days after item 1
3.	Staff will notify Nominees of their eligibility for election based on their application or their ineligibility for election based on their application.	7 Days after item 2

4.	Rejected Nominees re: item 3 may appeal to the appeal committee. See *4a for appeals process	7 Days after item 3
5.	Any Nominee may request the withdrawal of his or her own name or any Candidate may request the removal of his or her own name from the ballot.	7 Days after item 3
6.	Staff updates Candidate Information page on the Chapter Leadership page and prepares online ballot.	5 Days after item 4 & 5
7.	Date of Mailing ballots or announcing Acclamation	1 Day after item 6
8.	If required, election voting shall commence	1 Day after item 6
9.	Election voting ends at 5:00 p.m. EDST.	21 Days after item 8
10.	The Chapter Board shall notify Chapter Members of the results of the Chapter Directors' election, publishing the names of those Chapter Members and Registered Students who were elected or acclaimed to the Chapter Board through their Chapter newsletter and by announcing at Chapter ABM (section 5).	Acclamation Date or <u>up to 14 days after item 9</u>
STEP NO.	STEP	NO. OF DAYS AFTER PREVIOUS EVENT
	within fourteen days of the acclamation or the close of the Chapter Director Election (whichever applies).	item 9

\*If there is a candidate that wishes to appeal their rejection of application, the elections calendar is pushed forward by 2 weeks to go through the Appeals Process:

4a	<p>Appeals Committee shall render its decision regarding item 5</p> <ul style="list-style-type: none"> <li>If appeal is granted, the Nominee shall be added to the list of candidates;</li> <li>If appeal is not granted, the rejected Nominee shall not be added to the list of Candidate</li> </ul>	2 weeks from date of rejection
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### 8.6 Nomination Qualifications

To become a Chapter Director Candidate, a Chapter Member or Registered Student must:

- (a) be a Chapter Member or Registered Student in good standing;
- (b) not be the subject of any disciplinary proceedings by the Association;
- (c) not have a finding of Professional Misconduct against the Chapter Member in the three (3) years preceding the date of the Nomination Deadline for the Chapter Directors' election;

- (d) be at least eighteen (18) years old;
- (e) not be an individual who has been found under the Substitute Decisions Act, 1992 or under the Mental Health Act to be incapable of managing property;
- (f) not be an individual who has been found to be incapable by any court in Canada or elsewhere;
- (g) not have the status of bankrupt

## **8.7 Notice of Chapter Director Candidates**

Subject to Section 8.13 or Section 8.14, each Membership Year in which a Chapter Directors' election is required, the Chapter Board shall provide written (enewsletter) notice to the Chapter Members and Registered Students, such notice to be provided in accordance with Section 19.1 of these Operating Terms, of the Chapter Members and Registered Students who have been approved as Chapter Director Candidates in accordance with Section 8.8 of these Operating Terms.

## **8.8 Right to Vote**

All Chapter Members and Registered Students entitled to vote at Chapter Member meetings in accordance with Section 5.8 of these Operating Terms may vote at all Chapter Directors' elections.

## **8.9 Voting**

Subject to Section 8.13, Section 8.15 and Section 8.16, from April 1st to April 30th of such Membership Year, the Chapter Members and Registered Students shall have the opportunity to elect Chapter Directors from the Chapter Director Candidates. Voting will occur by electronic ballot through a platform provided by the Elections Officer of HRP.

## **8.10 Plurality of Votes**

The Director Candidates that receive the highest number of votes cast by Chapter Members and Registered Students shall be elected to the Chapter Board.

## **8.11 Acclamation and Appointment of Directors**

If there is the same number of Chapter Director Candidates as vacant Chapter Director positions, the Chapter Director Candidates shall be acclaimed to the Chapter Board; no Chapter Directors' election will be required.

If there are no candidates, the Chapter Board will reach out to the membership base and appoint a Chapter Board Director; no Chapter Directors' election will be required.

All Candidate names shall be submitted to the Chapter Elections Officer to verify if Member/Student is in good standing.

## 8.12 Results

Staff shall notify all unsuccessful Candidates of the results. All successful Candidates will be notified and introduced to the Chapter Board by Staff.

The Chapter Board shall notify Chapter Members of the results of the Chapter Directors' election, publishing the names of those Chapter Members and Registered Students who were elected or acclaimed to the Chapter Board through their Chapter newsletter and by announcing at Chapter ABM (section 5)

## 8.13 Chapter Board Minimum

If the Chapter does not receive sufficient Chapter Board Nominations that fulfill the Nomination Qualifications to maintain the current number of Chapter Directors on a Chapter Board, but:

- (a) the remaining Chapter Directors on the current Chapter Board (who are not up for re-election) meet the Chapter Board Minimum; or
- (b) the Chapter received sufficient Chapter Board Nominations to acclaim Chapter Directors to the Chapter Board to meet the Chapter Board Minimum, then the number of Chapter Directors on the Chapter Board shall be reduced to the Chapter Board Minimum, and no Chapter Directors' election shall occur in that Membership Year. For clarity, the Chapter Director Candidates referenced in Section 8.15(b) are deemed to be acclaimed to the Chapter Board in order to meet the Chapter Board Minimum.

## 8.14 Length of Term

- (a) Subject to Section 10, each Chapter Director shall serve on the Chapter Board for a three (3) year term, commencing immediately after the Annual Business Meeting held during the Year the Director is elected, acclaimed, or appointed and ending at the conclusion of the Annual Business Meeting at the end of their third year.
- (b) A Chapter Director serving on a Chapter Board may serve successive terms if reelected or re-appointed to the Chapter Board in accordance with these Operating Terms, subject to the limitation included in Section 11.6.

# Section 9 – Chapter Board Minimums

## 9.1 Lack of Chapter Board Minimum

If the Chapter Board does not have at least five (5) Chapter Directors, then the Chapter Board shall recruit nominees that meet the Nomination Qualifications from the Chapter Members. The Chapter Chair shall submit the names of the chosen nominees to the Chapter Board along with:

- (a) a biography of each nominee;



- (b) an explanation of how each nominee substantially meets the Nomination Qualifications; and
- (c) a motion to approve the appointment of one or more of the nominees to the Chapter Board.

The Chapter Board shall appoint the requisite number of Chapter Directors from the nominees submitted to the Chapter Board to obtain the Chapter Board Minimum. The Chapter Board shall notify the Chapter Members of the Chapter Director appointments promptly after their approval by the Chapter Board.

If the Chapter Board is unable to maintain the board minimum for longer than 60 consecutive days, disbanding options as mentioned in section 2.4 must be considered.

## 9.2 Number of Chapter Elections

Chapters may only hold one (1) Chapter Election which will take place during the designated Chapter Election period.

If a Chapter is unable to fulfill a mandatory board role after the Chapter Elections close, Chapters may combine the role with another position as laid out in Section 11.04 or may select a committee lead for that specific portfolio. A Committee Member (if applicable) can take on the responsibilities of that role and may apply for the position during the following Chapter Election period.

The Committee Lead will follow the Chapter Board requirements for training but not be granted the title of Chapter Director.

## SECTION 10 – ANNUAL DIRECTOR REQUIREMENTS

### 10.1 Training and Code of Conduct

- (a) Promptly upon election, acclamation or appointment to the Chapter Board, and prior to commencing their term on the Chapter Board, Chapter Directors shall sign the Association's code of conduct respecting volunteers ("Code of Conduct for Volunteers") prior to commencing their term on the Chapter Board.
- (b) On an annual basis, prior to July 31, all Chapter Board members (new and existing) must complete required training materials from HRPAs Learning platform

### 10.2 Failure to Comply

A Chapter Director's failure to comply with the following shall constitute a Chapter Director's deemed resignation from the Chapter Board:

- (a) successfully complete the training as set out in Section 9.1(a) of these Operating Terms (determination of successful completion being at the sole and absolute discretion of the Association Board); and

- (b) sign the Code of Conduct for Volunteers prior the commencement of the new Volunteer Year;

## SECTION 11 – CHAPTER DIRECTOR REMOVAL

### 11.1 By Vote

Subject to the Association Governance Materials, the Chapter Members and Registered Students may, by a two-thirds majority vote at a special Chapter Members' meeting, remove any Chapter Director from the Chapter Board, of which notice of intention to pass such motion was previously given in accordance with the notice procedures set out in Section 19.1 of these Operating Terms.

### 11.2 Ceasing to be a Chapter Director

An individual cease to be a Chapter Director upon:

- (a) The Chapter Director's death;
- (b) The Chapter Director's resignation, including deemed resignation in accordance with Section 9.3 and Section 10.4 of these Operating Terms;
- (c) the expiry of the Chapter Director's term if the Director is not re-elected, acclaimed or appointed;
- (d) the Chapter Director, after appropriate written warning, ceases to be an Association Member in good standing; or
- (e) removal of a Chapter Director by the Association Board (based on the recommendation of the determination panel) in accordance with Section 6.08 of the General By-law (if such Director is found to be in breach of the Code of Conduct for Volunteers).

When an individual cease to be a Chapter Director, such individual shall return the records and materials belonging to the Chapter forthwith to the Chapter Secretary-Treasurer.

### 11.3 Suspension and Other Restrictions

Pursuant to Section 6 of the General By-law, a Chapter Director may be suspended from serving on the Chapter Board, suspended from fulfilling any Chapter Board or volunteer related duties, or be subject to other restrictions or conditions on the Chapter Director's Chapter activities by the Association's investigation panel or determination panel while such Chapter Director is under investigation for breaching the Code of Conduct for Volunteers.

### 11.4 Deemed Resignation

No Chapter Director shall be absent for more than three (3) consecutive Chapter Board meetings or Chapter Board committee meetings without reasonable cause. Should this occur, such Chapter Director is deemed to have resigned from the Chapter Board. The

Chapter Board, acting reasonably, may or may not accept such Chapter Director's deemed resignation. If the Chapter Board accepts such Chapter Director's deemed resignation, such Chapter Director may appeal his or her deemed resignation to the Association's governance and nominating committee (the "GNC") within thirty (30) days of receiving the Chapter Board's acceptance of his or her resignation (the "Appeal Period"). The GNC shall investigate such Director's deemed resignation and determine whether such Chapter Director may be reinstated to the Chapter Board in accordance with Section 9 of the General By-law. If the Chapter Director does not appeal his or her resignation within the Appeal Period, the Chapter Director's resignation shall be considered final.

## SECTION 12 – CHAPTER POSITIONS

### 12.1 Mandatory Chapter Positions

At the first Chapter Board meeting after each Annual Business Meeting, the Chapter Board shall appoint Chapter Directors, to the following Chapter Positions.

- (a) Chapter Chair;
- (b) Vice Chair: Chapter Chair-Elect or Past Chair;
- (c) Chapter Secretary-Treasurer;
- (d) Chair, Chapter Communications and
- (e) Chair, Chapter Programs

The Chapter Past-Chair, if any, shall hold that position by virtue of being the Chapter Chair during the immediately preceding volunteer year.

### 12.2 Additional Optional Chapter Positions

Subject to Section 11.3 of these Operating Terms, the Chapter Board may from time to time appoint Chapter Directors or a Chapter Member to a Chapter Position, other than those listed in Section 11.1 of these Operating Terms, if the Chapter Board deems the Chapter Position necessary to the Chapter's management, limited to the following Positions that have been approved by the Association:

- (a) the Chair of the Chapter Mentorship
- (b) the Chair of the Chapter Student Liaison

### 12.3 Multiple Chapter Positions

- (a) The Chapter Board may appoint one (1) Chapter Director, including the Chapter Past Chair (an ex-officio member of the Chapter Board in accordance with Section 12.1 of these Operating Terms), to the Chapter Positions of: Chapter Chair-Elect and any other Chapter Position, other than Chapter Secretary-Treasurer;

- (b) Chair, Chapter Programs Committee, and any other Chapter Position, other than Chapter Secretary- Treasurer; or
- (c) Chair of Mentorship to be combined with Chapter Chair Elect of Past Chapter Chair if there is no Director filling this role
- (d) any other Chapter Position.

## 12.4 Authorized Signatories

The Chapter's authorized signatories are the Chapter Chair, Chapter Past Chair or Chapter Chair-Elect, or Chapter Secretary-Treasurer to sign Chapter documentation in accordance with the Chapter's expense approval policy.

## 12.5 Chapter Position Term of Office

Unless a Chapter Director resigns or is otherwise removed from a Chapter Position in accordance with these Operating Terms, any Chapter Director appointed to a Chapter Position (other than Chapter Chair Elect, or Chapter Chair) shall hold that Chapter Position for three (3) years or the remainder of the Director's term on the Chapter Board (whichever is shorter).

The Chapter Chair Elect shall hold that Chapter position for one (1) year. See Section 11.7 for the Chapter Chair Term of Office.

To serve subsequent three (3) year terms on the Chapter Board, a Chapter Director must not have resigned or otherwise have been removed from the Chapter Board; and must be re-elected or re-appointed to the Chapter Board by the Chapter Members and Registered Students.

Once re-elected a Chapter Director may be re-appointed to the same Chapter Position (excluding Chapter Chair Elect, and Chapter Chair) so long as the Director's term in that Chapter Position does not exceed six (6) consecutive years ("Position Term").

After the sixth (6) consecutive year in the same Chapter Director position, such Chapter Director may continue to serve the Chapter Board by holding an alternate Chapter Position (as long as such Director continues to be re-elected or re-appointed to the Chapter Board by the Chapter Members and Registered Students and such Chapter Director does not resign, or is not otherwise removed, from the Chapter Board). For example: A Chapter Communications Chair can serve two 3-year terms (6 consecutive) in that position and then if re-elected/re-appointed they must serve the Chapter Board in a different position (ie. perhaps as Chapter Program Chair) for the next 3-year term.

Despite the foregoing, Chapter Directors are to only hold Chapter Positions for a maximum of twelve (12) consecutive years.

As such, Chapter Directors in their eighth (8) to twelfth (12) consecutive year on the Chapter Board are not to be appointed to the role of Chapter Chair Elect (as doing so would take them beyond the twelve (12) consecutive years with the one (1) year Chapter Chair Elect, two (2) year Chapter Chair, plus one (1) year Chapter Past Chair commitment).

Chapter Directors who have served for twelve (12) consecutive years must complete a three-year cooling off period before they return to any Chapter Board position. Chapter Board members can serve a lifetime maximum of fifteen (15) years total on any Chapter Board.

## 12.6 Chapter Chair Term of Office

Subject to Section 12, the Chapter Chair shall hold office for a term of two (2) years unless otherwise approved by the Association Board which term shall expire at the second Annual Business Meeting following the Chapter Chair's appointment.

## 12.7 Ceasing to Hold a Chapter Position

The Chapter Chair, Past Chapter Chair, Chapter Chair-Elect and individuals holding other Chapter Positions cease to hold those Chapter Positions if:

- (a) The individual ceases to be a Chapter Director;
- (b) The individual resigns a Chapter Position; or
- (c) The individual moves to a region outside of their Chapter
- (d) The individual is removed from a Chapter Position by a two-thirds majority of the Chapter Board.

When an individual ceases to hold a Chapter Position other than Chapter Past Chair, the Chapter Board shall appoint another Chapter Director to the vacant Chapter Position for the remainder of the unexpired term of the Chapter Position. If the Chapter Past Chair is unable to complete or assume that Chapter Position, the position shall remain vacant and the Chapter Past Chair's duties shall be assigned to other Chapter Directors.

## 12.8 Chapter Leadership Positions Continuing as a Chapter Director

Despite Section 11.8 of these Operating Terms, the person(s) holding the leadership positions of Chapter Chair-Elect, Chapter Chair and Chapter Past Chair shall be eligible to hold office as a Chapter Director for such additional time as is required to complete the terms of office designated for those offices. In that event, the number of Chapter Directors to be elected at an Annual Chapter Business meeting may be adjusted to take into account any extended term.

## SECTION 13 – SELECTION AND SUCCESSION OF CHAPTER CHAIR ELECT AND CHAPTER PAST CHAIR

### 13.1 Chapter Past Chair/ Vice Chair

- (a) During the one-year period commencing at the adjournment of the Annual Business Meeting and ending at the adjournment of the Annual Business Meeting next following, the individual whose term of office of Chapter Chair has ended at the adjournment of the first of such Annual Business Meetings shall hold the office of Chapter Past Chair. Unless otherwise elected or appointed, this individual shall cease to hold the office of Chapter Past Chair at the end of such one-year period.
- (b) In the year the individual holds the Chapter Past Chair role they serve as the Chapter Vice Chair.
- (c) The Chapter Chair Elect shall be elected by the Chapter Board at a Chapter Board meeting to be called and held in January prior to the announcement of the Chapter election of Chapter Directors set out in the table.
- (d) Any Chapter Director is eligible to stand for election as Chapter Chair Elect position of the Chapter Board. Candidates for Chapter Vice Chair require one supporting Chapter Board Director in order to stand for election. Any such Chapter Director who wishes to stand for election as Chapter Chair Elect must declare their intent to do so no later than a nomination deadline to be established from time to time by the Chapter Board.

### 13.2 Chapter Past Chair

A Chapter Chair whose term of office has ended in accordance with Section 11.7 shall hold the office of Chapter Past Chair for a one (1) year period. This person shall cease to hold the office of Chapter Past Chair at the end of the next annual Business Meeting. The Chapter Past Chair is a member of the Chapter Board with voting privileges.

### 13.3 Succession Planning

The Chapter Chair-Elect shall assume the office of Chapter Chair upon the expiry of the current Chapter Chair Position Term unless the Chapter Board determines that the Chapter Chair-Elect is unfit for office due to a conflict of interest, breach of the Code of Conduct or other serious misconduct.

### 13.4 Appointment – New Chapter Chair

If the Chapter Board determines under Section 12.3 of these Operating terms that the Chapter Chair elect is unfit for Office, the Chapter Board shall appoint a new Chapter Chair to take office at the end of the current Chapter Chair

## SECTION 14 CHAPTER POSITION ROLES

### 14.1 Chapter Chair

The Chapter Chair is the leader of the Chapter. The Chapter Chair coordinates all activities of the Chapter and shall be the Chapter's principal liaison with the Association. The Chapter Chair will represent the Chapter at regular meetings (prescribed by the Bylaws) with the Association Board. The Chapter Chair shall act as Chair at all Chapter Members' meetings and all Chapter Board meetings and conduct such meetings in good order in accordance with the Association Governance Materials. The Chapter Chair shall be an ex-officio member of all Chapter volunteer committees, with voting privileges.

### 14.2 Chapter Past Chair

The Chapter Past Chair shall carry out such duties as may be assigned from time to time by the Chapter Chair and shall assume the duties of the Chapter Chair in his or her absence. The term of the Chapter Past Chair shall be one (1) year.

### 14.3 Chapter Chair-Elect

The Chapter Chair-Elect shall carry out such duties as may be assigned from time to time by the Chapter Chair, and, if there is no Chapter Past Chair on the Chapter Board, shall assume the duties of the Chapter Chair in his or her absence. The term of the Chapter Chair-Elect shall be one (1) year.

### 14.4 Chapter Secretary-Treasurer

The Chapter Secretary-Treasurer shall be responsible for the official correspondence and minutes of the Annual Business Meeting, any special Chapter meetings, any Chapter Board meetings, and any written resolutions in lieu of meeting. Also, the Chapter Secretary-Treasurer shall ensure that minutes of Chapter Member committee meetings (or any written resolutions in lieu of meeting) are included in the Chapter records. The Chapter Secretary-Treasurer shall also be responsible for providing notice of meeting and delivering meeting materials for any Chapter Members' meeting or Chapter Board meeting to the applicable Chapter Members.

The Chapter Secretary-Treasurer is responsible for approving or denying Chapter expenses to ensure they are aligned with the Chapter Finance Policy and the approved Chapter Grant. The Secretary-Treasurer is responsible for ensuring that the Chapter submits their request for discretionary funding by July 31 if required.

### 14.5 Chair, Chapter Programs

The Chapter Programs Chair shall be Chair of the Chapter Programs Committee, if any, formed under Section 16.1. The Committee or Chapter Board shall facilitate, with the cooperation of the Association's staff and the Chapter Board, the Chapter's annual program

calendar in accordance with the needs of the Chapter Members, the Chapter's Mandate and Section 6.1 of these Operating Terms, and in alignment with the Association's annual plan and performance obligations. The Chapter Programs Chair will ensure that the Chapter Board has submitted all program plans for the upcoming fiscal year by July 31st of each year.

#### 14.6 Chair, Chapter Communications

The Chapter Communications Chair shall chair the Chapter Communications Committee, if any, formed under Section 16.1. The Chapter Communications Chair and Committee shall encourage Chapter Member engagement by keeping Chapter Members informed of the operating plans in support of the Chapter Mandate, and Association initiatives.

#### 14.7 Chair, Chapter Mentorship

The Chapter Mentorship Chair is responsible for promoting the HRPAs Provincial Mentoring Program and shall encourage mentorship program engagement by keeping Chapter members informed of Mentorship program initiatives at Chapter events and other communication mediums available to the Chapter.

#### 14.8 Chair, Chapter Student Liaison

The Chapter Student Liaison Committee Chair shall chair the Student Liaison Committee, if any, formed under Section 16.2. The Chair shall support the Association in developing improved relationships with students in post-secondary human resources programs and actively promote student involvement and membership in the Chapter. The Chair's duties shall include working with HRPAs Staff to engage with student groups, support provincial student programs, and coordinate student volunteers when required.

#### 14.10 Chapter Board Duties

The Association Board may modify duties of the Chapter Positions set out in these Operating Terms in the Association Governance Materials.

### SECTION 16 – CHAPTER COMMITTEES

#### 16.1 Chapter Committees

The Chapter Board may form the following Chapter Committees:

- (a) the Chapter Communications Committee, with the description set out in Section 13.6;
- (b) the Chapter Programs Committee, with the description set out in Section 13.5; and
- (c) the Chapter Student Liaison Committee, with the description set out in Section 13.8;

Each committee may have a maximum of 5 members per committee reporting to a Chapter Board member.



## 16.2 Chapter Committee Membership and Terms

The annual Chapter Committee member recruitment begins in September and is completed before December 1<sup>st</sup> each year. The Chapter Committee Membership term is 1 year starting December 1st. In order for a committee opportunity to be posted for volunteers, Terms of Reference must be signed by the Chapter Board and sent to HRP A Staff. Committee members can reapply to a committee for a maximum of 6 consecutive terms, or up to 6 years.

HRPA Staff will support Chapters with quarterly volunteer recruitment to back-fill Chapter Committee positions that may become vacant mid-term or to recruit for ad-hoc Chapter support volunteers.

## 16.3 Chapter Committee Meeting Procedures

All Chapter Member committees shall adhere to the Chapter Board procedures set out in Section 18 with respect to committee meetings. 16.6 Ceasing to be Chapter Committee Volunteer

An individual ceases to be a Chapter Committee Volunteer upon:

- (a) The Chapter Committee Volunteers death;
- (b) The Chapter Committee Volunteers resignation, including deemed resignation in accordance with Section 9.3 and Section 10.4 of these Operating Terms;
- (c) the expiry of the Chapter Volunteer's term;
- (d) the Chapter Volunteer, after appropriate written warning, ceases to be an Association Member in good standing; or

When an individual ceases to be a Chapter Volunteer, such individual shall return the records and materials belonging to the Chapter forthwith to the Chapter Director.

## 16.4 Deemed Resignation

No Chapter Volunteer shall be absent for more than three (3) consecutive Chapter Committee Meetings without reasonable cause. Should this occur, such Chapter Committee Member is deemed to have resigned from the Chapter Committee.

The Chapter Board Member shall send minutes to HRP A staff with attendance from Chapter Committee Meetings.

# SECTION 17 – CONFLICT OF INTEREST

## 17.1 Nature of the Conflict

A Chapter Director who:

- (a) is a party to a material contract or transaction or a proposed material contract or transaction with the Association or the Chapter; or
- (b) is a director or officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Association or Chapter,

shall disclose to the Chapter and the Association, or request to have it entered into the minutes of meetings of the Chapter Board, the nature and extent of his or her interest.

## 17.2 Required Disclosure

The disclosure required in Section 17.1 of these Operating Terms must be made:

- (a) at the meeting at which a proposed material contract or transaction is first considered, or by reason of the Chapter Director's absence from the Chapter Board meeting, the Chapter Director shall disclose the conflict of interest at the first meeting attended thereafter by said Chapter Director;
- (b) if a Chapter Director was not then interested in a proposed contract or transaction, at the first meeting after he or she becomes so interested;
- (c) if a Chapter Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after he or she becomes so interested; or if a Chapter Member who is interested in a contract or transaction later becomes a Chapter Director, at the first meeting after he or she becomes a Chapter Director.

## 17.3 Meeting Attendance

A Chapter Director who has disclosed a conflict of interest pursuant to Section 17.2 of these Operating Terms shall not attend any part of a Chapter Board meeting during which the contract or transaction is discussed, shall not attempt in any way before or during the meeting to influence the vote respecting the material contract or transaction, and shall not vote on a motion to approve the contract or transaction.

# SECTION 18 – MEETINGS OF THE CHAPTER BOARD

## 18.1 Number and Calling of Meetings

The Chapter Board must host an annual planning meeting between May–July of each year to organize and submit their annual planning calendar and budgetary requirements. In addition, the Chapter Board shall meet regularly, at least four (4) times per year, on such dates and at such times as fixed by the Chapter Board Chair or the Chapter Board. The Chapter Chair or any three (3) Chapter Directors may call a regular meeting of the Chapter Board. Chapter Directors and Association staff are entitled to attend a Chapter Board meeting. Other persons may attend a Chapter Board meeting with the approval of the Chapter Chair or Chapter Board.

## 18.2 Special Meeting

The Chapter Chair or a majority of Chapter Directors may call a special meeting of the Chapter Board.

## 18.3 Quorum

A majority of Chapter Directors constitutes a quorum at any Chapter Board meeting.

## 18.4 Rules of Order

At any Chapter Board meeting, the then current edition of Robert's Rules of Order shall govern to the extent not inconsistent with the By-Laws or these Operating Terms.

## 18.5 Notice of Chapter Board Meetings

The Chapter Secretary-Treasurer shall deliver a notice of a Chapter Board meeting to each Chapter Director by one of the following methods:

- (a) by telephone, email or other electronic method not less than two (2) Days before the meeting is to take place; or
- (b) by prepaid letter post not less than five (5) Days before the meeting is to take place, the giving of which shall be in accordance with Section 19.1 of these Operating Terms.

No formal notice of a meeting is necessary if all the Chapter Directors are present or if those absent have signified their consent to the meeting being held without notice and in their absence. Any notice of meeting in relation to a special meeting must include a description of the special business to be conducted at that meeting.

## 18.6 Voting

At all meetings of the Chapter Board, every question shall be decided by a majority of the votes cast on the question. In case of an equality of votes, no Chapter Director, including the Chapter Chair and the Chapter Past Chair shall have a second or casting vote. In the event of an equality of votes, the motion being voted shall fail.

## 18.7 Participation by Electronic Means

A Chapter Director may participate in a Chapter Board meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the Association makes such means available to the Chapter Board and if all Directors consent. A Chapter Director participating in a meeting by electronic or telephonic means is deemed for the purpose of these Operating Terms to be present at the Chapter Board meeting.

## 18.8 Written Resolution

A resolution signed by all the Chapter Directors entitled to vote on that resolution at a meeting of the Chapter Board is as valid as if it had been passed at a meeting of the Chapter Board.

## 18.9 Evidence of Chapter Board Resolution

Unless a ballot is demanded, any entry in the minutes of a Chapter Board meeting declaring a resolution to be carried or defeated is, in the absence of evidence to the contrary, proof of the fact that the number or proportion of votes recorded in favour of or against the resolution.

# SECTION 19 – NOTICE

## 19.1 Method of Delivery of Notice

Except where otherwise provided in these Operating Terms, notice shall be validly given if given by telephone, or if in writing:

- (a) by prepaid letter post;
- (b) by e-mail; or
- (c) by other electronic method,

addressed to the person for who intended at the last address shown on the Association's records; or in lieu of the foregoing by posting such notice on the Chapter's website.

Any such notice (or service of documents) shall be deemed given:

- (a) in the case of telephonic notice, at the time of the telephone call;
- (b) in the case of letter post, on the third (3rd) day after mailing;
- (c) in the case of posting on the Association's website, on the date of posting; and
- (d) in all other cases, when transmitted.

## 19.2 Computation of Time

In computing the date when notice (or service of documents) must be given under any provision of these Operating Terms requiring a specified number of days' notice of any meeting or other event, the date of giving the notice is, unless otherwise provided, not included.

## 19.3 Errors or Omissions

The accidental omission to give any notice of meeting to any Chapter Member, Chapter Director or other individual or the non-receipt of any notice by any such individuals or any error in any notice not affecting the substance of the notice shall not invalidate any proceedings taken at any meeting held pursuant to the notice or otherwise founded on such notice.

## SECTION 20 – AMENDMENTS TO OPERATING TERMS

### 20.1 By the Association

Subject to the Association Governance Materials, the Association Board may, by By-Law, replace, restate or amend these Operating Terms at any time. The Association Board will provide the Chapter with reasonable notice of any changes to these Operating Terms affecting the Chapter.

### 20.2 Proposed Exemptions to the Operating Terms

A Chapter Board may propose amendments to these Operating Terms as they may apply to its Chapter by submitting a written proposal of the amended Operating Terms to the Association's Governance and Nominating Committee (GNC). In its written proposal, the Chapter Board shall clearly indicate what provisions it proposes to amend, and its reasons for the amendments. The GNC shall review the proposed amendments to these Operating Terms, and either approve, approve with modifications or decline the Chapter Board's proposed amendments. The GNC shall notify the Chapter Board of its decision within a reasonable time of receiving the Chapter Board's proposed amendments.

## SECTION 21 – EFFECTIVE DATE

### 21.1 Effective Date

These Operating Terms shall take effect in accordance with the Registered Human Resources Professionals Act, 2013 and Section 27 of the Associations By-laws.

Approved by Board, February 2023