

Data Base Association (Ontario) Inc.

Standing Rules

Rule I: ASSOCIATION YEAR

The operational year of this Association shall be from July 1 to June 30. The fiscal year for financial reporting will run from January 1 to December 31.

Rule II: MEMBERSHIP DUES

Annual membership fees shall be payable in advance for the ensuing twelve months on the first day of the month in which the membership starts.

All applications for membership shall be accompanied by the appropriate membership fee.

Honorary members shall pay no annual membership fee; but their membership will be reviewed annually by the Board of Directors.

Individual Student members must be in full time attendance at a post secondary institution and enrolled in a relevant field of study.

Individual Associate members should reside and work at least 100km away from the principal meeting location of the IRMAC chapter. The Board of Directors may at its discretion allow a person to become an Associate member even if they do not meet this requirement.

The annual membership fee for Regular Individual members shall be \$100.

The annual membership fee for Associate Individual members shall be \$40.

The annual membership fee for Individual Student members shall be \$20.

The annual membership fee for Corporate members shall be \$300.

Rule III: MEMBERSHIP PRIVILEGES

A Corporate member may send any number of its employees, partners and/or agents to a regular meeting presentation without paying any additional fee.

A Corporate member may send up to three representatives to the Association's annual luncheon without paying a further fee. Additional attendees must pay the applicable Guest Fee.

A Regular, Student or Honorary member may attend a regular meeting presentation without paying a fee.

An Associate member may attend up to two regular meeting presentations each year without paying a fee; thereafter, the standard Guest fee applies.

A Regular Individual member may attend the Association's annual luncheon without paying a fee. Associate, Student and Honorary members must pay the applicable Guest Fee to attend the luncheon.

All members may take advantage of any discount pricing or other benefits that the Board of Directors is able to arrange from time to time with third parties.

For reporting purposes, Regular, Associate, Student and Honorary members are all counted as Individual members.

Rule IV: GUEST FEES

People who are not members of the Association may attend regular meeting presentations upon payment of a \$20 fee.

In order to attend the Association's annual luncheon, people who are not members of the Association must pay a fee. This fee is to be set each year by the Board of Directors at a level that covers the costs associated with such attendance.

Rule V: DUTIES OF OFFICERS

SECTION 1. The President shall be the executive head of the Association and, when present, shall preside at all meetings of the Association and of the Board of Directors. He/she shall be responsible for the enforcement of the By-laws and the carrying out of all resolutions and proceedings of the Association and of the Board of Directors. He/she shall keep the Board of Directors fully informed and shall frequently consult the Board of Directors concerning the business and activities of the Association.

SECTION 2. The Vice-President shall, in the absence of, or during the incapacity of the President, as determined by the Board of Directors, perform all duties and assume all responsibilities of the President until the Board of Directors shall revoke such authority. It shall be the responsibility of the Vice President to coordinate the activities of all Chapter committees.

SECTION 3. The Secretary shall perform all secretarial duties except those delegated to another member or members by the Board of Directors. The Secretary shall notify each member of the Board of Directors of all its meetings and each member of the Association of all Association meetings; issue all formal Association notices to members or other persons; make and keep true record of all meetings of the Board of Directors and of the Association; have custody of the By-laws; conduct correspondence and execute all such writing as he/she may officially be instructed and authorised by the Board of Directors.

Notices of meetings shall be sent at least ten days before the date of the meetings and shall specify time, place and general program. The telephone number of the Secretary shall appear on each notice. When terminating office, the Secretary shall turn over to the Board all papers, books, documents and other records or property of the Association which have come into the possession of the Secretary during the term of office. The Secretary shall certify to the provincial Department of Consumer and Commercial Relations, within the period specified in the Corporations Act, the new Association Officers and Directors and the official Chapter address.

SECTION 4. The Treasurer shall be charged with the custody of the funds of the Association and with the responsibility for their proper disbursement as directed by the Board. At the final meeting of the fiscal year and at other times when requested by the Board of Directors, the Treasurer shall make a full written report to the Board, covering the cash receipts and disbursements or other financial transactions of the Association, for the period since the last issued report. The Treasurer may issue any other reports which, in his/her opinion, are necessary and any reports or statements of a financial nature required by law.

When terminating office, the Treasurer shall turn over all the funds, records, papers, books, and documents, and all other property of the Association having to do with the financial or other transactions or business of the Association which have come into the possession of the Treasurer during the term of office. The Board of Directors may authorise the bonding of the Treasurer.

SECTION 5. Each Director shall be responsible for one or more portfolios as allocated by the Board of Directors or the President and shall have the Chairs of each such committee report to him/her.

Rule VI: Portfolios

There are a number of areas of responsibility needed to support the ongoing operation of the chapter.

SECTION 1. Nominating

The Board of Directors shall appoint a Nominating Committee. The Nominating Committee shall select nominees for election to the Board of Directors.

SECTION 2. Membership

The duties of the Membership Committee shall be to promote an increase in Association membership, to maintain membership records and to collect membership fees.

SECTION 3. Programme Committee

The duties of the Programme Committee shall be to provide interesting programmes of activity for the membership and to oversee all phases of each function.

SECTION 4. Publicity

The duties of the Publicity Committee shall be to use all media possible to publicise the activities and objects of the Association to members and others; and to publicise the findings or activities of any other committee of the Association.

SECTION 5. Special Committees

Special committees, on either a standing or 'ad hoc' basis, may be appointed by the Board of Directors or elected by the Association to perform any assignment at any time.

SECTION 6. Committee Chairs

The Chair of each committee shall select their own committee members. The Board of Directors may make suggestion as to members for the various committees. Committee members may be drawn from Association members or the public at large.

The Chair of each committee shall call meetings of their committee as often as deemed necessary for the proper fulfillment of the appointed function, and will ensure that such function is fulfilled.

The Chair of a committee may elect to attend meetings of the Board of Directors.

The Chair of a committee shall have no powers to expend any funds of or on behalf of the Association unless authorised in advance by the Board of Directors; and then only within the limitations imposed by the Board.

The Chair of each committee shall submit an accounting of receipts and disbursements, in a form acceptable to the Treasurer, to the Board of Directors following special functions in which substantial income or expense are incurred.

Rule VII: ELECTIONEERING

To assist the membership in selecting the most suitable candidates during the election process, candidates who have been duly nominated may electioneer within the following guidelines:

- Each nominee may prepare a one page (one side) flyer outlining his/her qualifications and intentions. There can be no reference in this material to the source of the nomination.
- When the President is satisfied that the contents do not conflict with Association By-laws and Standing Rules, the flyer will be reproduced at Association expense for inclusion in the mailing for the Annual General Meeting and for distribution at the Annual General Meeting.
- At the Annual General Meeting, any nominee for an office that requires a vote (i.e. non-acclamations) will be allowed to speak briefly to the members regarding his/her qualifications.

No other form of electioneering will be allowed.

Rule VIII: Electronic Notice

For purposes of the Bylaws, Standing Rules and other operation of the chapter, the term “written” in reference to notices or other official communication is deemed to include messages sent by electronic mail or facsimile (fax) transmission when sent to the last address set down in the chapter’s records for the person.