

**CONSTITUTION  
OF  
THE CANADIAN ASSOCIATION  
OF EDUCATORS OF THE DEAF AND HARD OF HEARING  
(July 2013)**

**ARTICLE I – DEFINITION**

THE ASSOCIATION OF CANADIAN EDUCATORS OF THE DEAF AND HARD OF HEARING (Hereinafter referred to as “The Association”) is a national organization of people dedicated to and involved with the educational development of individuals who are Deaf and hard of hearing in Canada.

**ARTICLE II AIMS**

The aims of the Association are:

- 1) To encourage upgrading of the standards of education of individuals who are Deaf and hard of hearing in Canada.
- 2) To upgrade the qualifications of those involved in the education of individuals who are Deaf and hard of hearing in Canada.
- 3) To support the establishment of teacher training programs for teachers of the Deaf and hard of hearing that meet certification requirements established by the Association.
- 4) To assist in research relating to the educational development of individuals who are Deaf and hard of hearing.
- 5) To coordinate a national convention biennially in Canada.
- 6) To present resolutions to appropriate levels of government regarding changes in policies concerning the educational development of individuals who are Deaf and hard of hearing.
- 7) To create a professional Canadian publication.
- 8) To develop a public and professional awareness of the educational needs of and programs for individuals who are Deaf and hard of hearing.
- 9) To support the development of Regional Affiliates of the Association.

- 10) To assist other organizations who have similar aims and objectives and to encourage their cooperation and support.

### **ARTICLE III MEMBERSHIP**

- 1) Full membership shall be open to:
  - a) All persons actively engaged in teaching or supervising an educational program for individuals who are Deaf and hard of hearing **OR**
  - b) All persons not actively engaged in teaching individuals who are Deaf or hard of hearing, but who hold teaching qualifications that meet the certification requirements of the Association **OR**
  - c) All persons engaged in training teachers of the Deaf and hard of hearing **OR**
  - d) All qualified teachers of the Deaf and hard of hearing who have retired from the profession **OR**
  - e) Any person who is considered by the Executive Committee to merit full membership.
- 2) Associate membership shall be open to all persons other than those who qualify for full membership, who are actively involved with the educational development of individuals who are Deaf and hard of hearing in Canada. This would include such professionals as speech/language pathologists, audiologists, educational psychologists, teacher aides, counsellors, interpreters or any other person who, at the discretion of the Executive Committee, merits associate membership.
- 3) Student membership shall be open to all persons other than full members who are enrolled in good standing in a teacher-training program leading to qualification in the education of individuals who are Deaf and hard of hearing.
- 4) Honorary membership may be conferred on any individual deemed meritorious by the Executive Committee.
- 5) Members of the Association shall pay dues per annum as may be set by the Executive Committee.

#### **ARTICLE IV VOTING RIGHTS AND PRIVILEGES**

Every full member in good standing and only members in good standing shall be entitled to vote on matters of a general nature which affect the Association and which are presented to the membership by any method determined by the Executive Committee.

#### **ARTICLE V REGIONAL AFFILIATION**

- 1) The Association is a national association which encourages and sanctions the creation of Regional Affiliates with common purposes and aims.
- 2) To become an Affiliate of the Association, a Regional organization must:
  - a) Adopt a constitution which does not conflict with the constitution of the Association.
  - b) Present its constitution to the Executive Committee of the Association and obtain approval of the Executive Committee.
  - c) Ensure that all of its members are members in good standing with the Association.

Regions eligible for affiliation include:

- a) The Newfoundland Region, consisting of the Province of Newfoundland and Labrador.
- b) The Maritime Region, consisting of the provinces of New Brunswick, Nova Scotia and Prince Edward Island.
- c) The Quebec Region, consisting of the Province of Quebec.
- d) The Ontario Region, consisting of the Province of Ontario.
- e) The Manitoba Region, consisting of the Province of Manitoba.
- f) The Saskatchewan Region, consisting of the Province of Saskatchewan.
- g) The Alberta Region, consisting of the Province of Alberta.

- h) The Pacific Region, consisting of the Province of British Columbia and Yukon Territory.
- i) The Northern Region, consisting of the Northwest Territories and Nunavut.

Regions may combine to make a single region if that is necessary to form a viable Affiliate.

- 3) The Association will sanction only one organization in each Region as an Affiliate of the Association. Regional Affiliates may form local chapters within that region as they deem desirable.

#### **ARTICLE VI THE EXECUTIVE COMMITTEE**

- 1) The National Committee of the Association shall consist of the National Director and up to nine (9) Regional Directors. There may be one Regional Director from each affiliated region.
- 2) The Past National Director shall be appointed as an ex-officio member in an advisory capacity to the Executive Committee for two (2) years. In the event a National Director takes on a second term the Past National Director would also take on a second term.
- 3) The Past National Director shall attend all meetings of the Executive Committee, but shall have no voting rights during the term of the ex-officio appointment.
- 4) A Secretary and/or Treasurer shall be appointed by the Executive Committee and shall receive an honorarium, the amount of which shall be determined by the Executive Committee.

#### **ARTICLE VII DUTIES OF THE EXECUTIVE COMMITTEE**

- 1) It shall be the responsibility of the Executive Committee to conduct the affairs of the Association. To that end, the Executive Committee shall be authorized to pass bylaws regulating the conduct of its meetings and of the affairs of the Association as the Executive Committee may deem necessary. Such bylaws may be passed, amended, repealed or altered by a majority of 50% plus one of the Executive committee. The bylaws shall not conflict with the constitution.

**2) The National Director:**

- a) Shall prepare agendas for, call and preside over all executive meetings.
- b) Shall appoint an acting chairperson for such meetings in the event the National Director is unable to be present.
- c) Shall vote only in a tie-breaking capacity or if a recorded vote is called for.
- d) Shall prepare an annual budget in conjunction with the Executive Committee to project revenues and expenses.
- e) Shall have signing authority for the Association's funds together with the Secretary-treasurer and/or the designated Regional Director.
- f) Shall disseminate information to the membership at large.
- g) Shall appoint special committees as seen fit by the Executive Committee and advise these committees in an ex-officio capacity.
- h) Shall be responsible for other duties as the need arises, or as requested by the Executive Committee at large.

**3) The Past National Director:**

- a) shall be recording secretary.
- b) act in an advisory capacity.
- c) establish a nomination committee for the election of National Director.

**4) The Regional Directors:**

- a) Shall represent members of a defined region and shall present to the Executive Committee for action any matters deemed worthy by the Regional Affiliates, chapters or members-at-large. The Regional Director shall also represent the Executive Committee on matters relating to regional and/or local affairs of the Association. The Regional Director shall be responsible for facilitating two-way communication between the Executive Committee and the members within the affiliate region.

- b) Shall appoint a replacement from the affiliate region in the event the Regional Director is unable to attend an executive meeting, or is unable to complete the designated term of office.

The replacement for a Regional Director who steps down assumes that position until the end of the designated term of office. The replacement is then eligible to run for the position of Regional Director in that affiliate's next election.

- c) May be chosen by the Executive Committee to have, together with the National Director and Secretary/Treasurer, signing authority for the Association's funds. Preferably, this Regional Director will be in a convenient geographical vicinity to the National Director.
- d) Shall disseminate information to the members of the affiliate region.
- e) Shall provide membership information to the National Director and/or Secretary/Treasurer.
- f) Shall promote the aims of the Association within the affiliate region by close liaison with the membership.
- g) Shall carry out duties and responsibilities as assigned by the Executive Committee.

5) **The Secretary and/or Treasurer:**

- a) Shall, together with the National Director and/or the designated Regional Director, have signing authority for the Association's funds.
- b) Shall prepare, together with the National Director, a balance sheet and such financial statements as are requested by the Executive Committee prior to the first Executive meeting of each fiscal year.
- c) Shall be responsible for receiving all membership dues.
- d) Shall have custody of the Association's funds and shall keep full and accurate accounting of the receipts and disbursements in books belonging to the Association.
- e) Shall deposit all monies and other valuable effects in the name of and to the credit of the Association in such depositories as may be designated by the Executive Committee.

- f) Shall disperse the funds of the Association as may be ordered by the Executive Committee, taking proper vouchers for such disbursements and shall render to the Executive Committee at the Executive Committee meetings, or whenever the said Executive shall require it, an account of all the transactions committed as treasurer, and of the financial position of the Association.
- g) Shall turn the books of the Association over to an approved auditor six weeks prior to the end of their term of office.
- h) Shall perform other duties as assigned by the Executive Committee and/or National Director.

### **ARTICLE VIII TERMS OF OFFICE AND ELECTIONS**

- 1) An Elections Committee consisting of the Past National Director and two full members of the Association shall be formed. The responsibilities of the Elections Committee are the election of the National Director and the election of the Regional Director in any region where there is not an Affiliate.
- 2) All nominees, as well as those proposing and those seconding nominations, must be full members in good standing in the Association. Terms of office shall be for two (2) years.
- 3) The election of the National Director shall take place in odd numbered years. A call for nominations will appear in the first edition of the CAEDHH publications in the election year and shall be sent to the Executive Committee for all Affiliates prior to March 1 of the election year. In Regions where there is no Affiliate, the Regional Director shall be responsible for advising members of the call for nominations.

In the event there is no publication at that time, the Elections Committee will be responsible for notifying the membership of the call for nominations for the post of National Director.

- 4) Nominations for the office of National Director may be submitted by any full member of the Association in accordance with subsection 2. Nominations shall be made and seconded in writing and shall be forwarded to the Election Committee on or before April 1 of the election year. Each nominee shall be notified in writing of the nomination. Acceptance of the nomination along with a biography must be returned to the Election Committee by May 1 of the election year. It will be the responsibility of the Election Committee to ensure that each full member

receives a list of nominees with biographical material at least thirty (30) days prior to the final voting deadline, as established by the Election Committee. An online vote will be conducted, with paper copies provided for members without email access to send back individually to the Election Committee. The successful candidate shall be the one that receives 50% +1 (fifty percent plus one vote) of the votes received. The name of the successful candidate for the position of National Director will be announced in the Association's publications and online.

- 5) In the event no nominations are received by the Elections Committee by the deadline date, a one-week extension for the submission of nominations will be implemented. If no nominations are received by the second deadline, a candidate may be approached by the Executive Committee to be named as National Director. If no candidates accept the position, the Executive Committee shall appoint a National Director from within the Executive Committee.
- 6) The National Director shall be elected for a term of two (2) years. If the National Director is not re-elected for another term, s/he shall be appointed to the Executive Committee as Past National Director for an additional two (2) years, in an advisory capacity, but shall have no voting rights on the Executive Committee during the appointed term.
- 7) In the event the National Director is unable to complete the two (2) year term of office, an alternate, with all powers of the National Director shall be appointed by the Executive Committee, from within the Executive Committee.
- 8) To provide continuity in the Executive Committee, Regional Directors shall be elected for a two (2) year term according to the following schedule:

Odd Year Elections:

Newfoundland Region  
Quebec Region  
Manitoba Region  
Saskatchewan Region  
Alberta Region

Even Year Elections:

Maritime Region  
Ontario Region  
Northern Region  
Pacific Region



- 9) In the absence of a Regional Affiliate in a region, the Election Committee of the National Association shall conduct the election for the Regional Director.
- 10) The Regional Directors shall be elected for a two (2) year term of office. Each Regional Director is an ex-officio member of the Executive Committee of the Regional Affiliate for the region represented.
- 11) All Regional Directors may, at the end of the term, stand for re-election; however, no member of the Executive Committee may serve in that capacity for more than two consecutive terms.

#### **ARTICLE IX VOTING ON ASSOCIATION BUSINESS**

- 1) All full members of the Association in good standing shall be entitled to vote online on matters affecting the operation of the Association as presented to the membership on a biennial basis.

#### **ARTICLE X STANDING COMMITTEES**

- 1) Standing committees shall be formed by the Executive Committee as the need arises and the membership shall be made aware of their establishment. Any full member in good standing may apply to the Executive Committee, in writing, to be appointed to a chosen standing committee. A member may be requested to serve on a committee by the National Executive.
- 2) Each committee shall operate under the guidelines as set by the National Executive.
- 3) Each committee shall sit for a two (2) year term. Standing committees will present a report at each CAEDHH National Executive Meeting, either in person or through a Regional Director. Each committee will submit a written report at the end of the term, which will be shared with the membership. Continuation of each standing committee will require approval by the membership.
- 4) Each committee shall forward minutes of its meetings to the Executive Committee within thirty (30) days of each meeting.
- 5) Each committee will notify the National Director of the meetings at least ten (10) days in advance so the National Director may attend if s/he

wishes. The National Director may appoint a member of the Executive Committee to represent the Executive Committee at any standing committee meetings.

- 6) The National Executive shall be responsible for publishing and updating a list of Standing Committees and their chairpersons biennially, on the Webpage.

## **ARTICLE XI PUBLICATIONS**

CAEDHH will create and make public a professional Canadian publication under the direction of the Executive Committee.

## **ARTICLE XII AMENDMENTS**

- 1) All proposed amendments to this constitution must be submitted to the Executive Committee in writing by a full member in good standing by April 1<sup>st</sup> in odd numbered years.
- 2) The Executive Committee shall distribute the proposed amendment(s) to the membership for discussion by May 1<sup>st</sup> in the same year. In the absence of a Regional Affiliate, the Executive Committee shall circulate the proposed amendment(s) to the members of the Region.
- 3) The proposed amendment(s) shall be voted upon by full members in good standing through an online vote, or by any method determined by the Executive Committee, as outlined in Article IX. All amendments must be passed by a majority of two-thirds (2/3) of the votes cast with respect to the amendment(s).

## **Schenkeveld, Nancy (EDU)**

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**From:** caedhh-bounces@ednet.ns.ca on behalf of Schenkeveld, Nancy (EDU)  
[Nancy.Schenkeveld@gov.mb.ca]  
**Sent:** May-03-13 4:03 PM  
**To:** caedhh@ednet.ns.ca  
**Subject:** [CaedhhConnect] Constitutional amendments  
**Attachments:** CONSTITUTION 2007 with Amendments.doc; ATT00001.txt

Hello everyone,

I hope it is spring in your neck of the woods! Here in Manitoba it has been a very up and down season with only a few spring-like days, but we are always hopeful that it will come and stay!

Attached you will find a copy of the CAEDHH Constitution from 2007. Due to changes in technology, and the fact we may not always hold an in-person biennial conference nor an in-person biennial general meeting, several changes needed to be made. Please go through the document to view the proposed amendments. The individual items to be changed are copied in red below the original item and the specific changes are indicated in blue.

In June, full members of CAEDHH will receive a ballot to vote on the individual amendments. A 2/3 majority of the votes received is required for an amendment to be passed.

If you have any questions, please feel free to contact me.

Nancy

CAEDHH National Director

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