

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article

**Article 3 Executive Committee
page 2**

4.4c At the first (1st) meeting of a new Executive Committee, the president, Vice President & Past President will facilitate the selection process to place elected members into Director Portfolios

Article

New: 4.4 c At the first (1st) meeting of the new financial year (June of election year) the new Executive will start their term.

4.4d At the first (1st) meeting of a new Executive Committee in June, the president, Vice President & Past President will facilitate the selection process to place elected members into Director Portfolios.

Rationale:

As the CSAO elections are completed by April 1st every second year and the new CSAO year starts June 1st, the newly elected CSAO provincial and chapter executives need to take office June 1st to coincide with the financial and membership CSAO year which runs from June 1st to May 31st.

Submitted by: Theta Chapter

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article 6
Nomination Committee page 7

d) Conduct election of the Executive Committee Members at the Annual Meeting of an election Year.

Article: Delete Article 6 d)

Rationale:

As election are performed by mail in ballot this no longer applies.

Submitted By: Theta Chapter

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article Chapters BYLAW III Executive Committee page 13

- 2) The Chapter Vice-President shall:
- a) Is the President Elect.
 - b) Carries out the responsibilities of the office and works toward the objectives of the Association and the Chapter as outlined in the Chapter Vice-President's Position Description.
 - d) Assumes the position of Chapter President in the event this position becomes vacant between elections.
 - e) In the absence of the Chapter President, performs those duties as required.
 - f) At the end of the Chapter Presidents term, shall assume the position of President of the Chapter.

Article

- 2) The Chapter Vice-President:
- a) Carries out the responsibilities of the office and works toward the objectives of the Association and the Chapter as outlined in the Chapter Vice-President's Position Description.
 - b) Assumes the position of Chapter President in the event this position becomes vacant between elections.
 - c) In the absence of the Chapter President, performs those duties as required.
 - d) At the end of the Chapter Presidents term, shall assume the position of President of the Chapter.

Rationale: Housekeeping: As a) and e) are the same eliminated a)

Submitted by Theta Chapter

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Article Chapters BYLAW III Executive Committee page 13

The Chapter Secretary/Treasurer shall:
(Note, this position can be divided into two (2) separate position if deemed necessary by the chapter executive committee)

a) Carry out the responsibilities of the office and work toward the objectives of the Chapter and Association as outlined in the Chapter Secretary/Treasurer's Position Description.

b) Oversees all regular financial business on behalf of the Chapter

Article

New:

c) Prepares a final financial report each year on the chapter template provided and to accompany the chapter yearly report by May 8th each year.

Rationale: This is added to make it clear that both a financial and chapter annual report is required each year.

Submitted By: Theta Chapter

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article ByLaw V page 14 Elections

- 1) Elections shall be considered the responsibility of each Chapter.
- 2) Election must be held by the end of the membership year as stated May 31st.
- 3) Elections are to be conducted following the voting rules as outlined in bylaw VI. Ballots need to be mailed to Past President of the Association.
- 4) Nomination forms and Notice for the Annual Chapter Meeting must be circulated to all Chapter Members at least 45 days prior to the Annual Chapter Meeting.
- 5) All elections will be done by secret ballot on prepared ballots.

Article ByLaw V

- 1) Elections shall be considered the responsibility of each Chapter.
- 2) Election must be held prior to the end of the membership year as stated May 31st and before the chapter annual meeting.
- 3) Elections are to be conducted following the voting rules as outlined in bylaw VI.
- 4) Nomination forms and Notice for the Annual Chapter Meeting must be circulated to all Chapter Members at least 45 days prior to the Annual Chapter Meeting which is to be held before April 30th to meet the May 8th reporting deadline.
- 5) Nomination forms will be sent to all chapter members by the Chapter President by January 1st of election year with return to the CSAO office by February 15th.
- 6) All elections will be done by mailed secret ballot prepared by the CSAO office and sent to each chapter President by Feb 20th for immediate mailing to all chapter members by the chapter secretary.
- 7) All chapter ballots must be received at the CSAO office by April 1st. The office will notify the Chapter President prior to the chapter annual meeting of the successful candidates.

Rationale: Chapter elections should follow the same format as the provincial elections with a descriptive process so all chapters follow the same process. All ballots should be sent to the provincial office for consistency and scrutiny of the process by the provincial body.

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

**Article 10 BYLAW VI – Voting –
page 14**

a) All ballots will be destroyed within sixty five (65 minutes of the announcement of the successful candidates if no recount is requested, or immediately following the announcement of the successful candidate following a recount.

Article 10 BYLAW VI – Voting –page 14

4) All ballots will be destroyed within sixty five (65 minutes of the announcement of the successful candidates if no recount is requested, or immediately following the announcement of the successful candidate following a recount.

Rationale: the a) should be 4. Housekeeping.

Submitted By: Theta Chapter

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article Bylaw VIII Chapter Finances page 15, 2

All Chapter finances must be maintained in a Chapter account that has two signing officers. All transactions must be done through this account and permanent records maintained. No personal accounts can be used for Chapter activity

Article Bylaw VIII Chapter Finances page 15, 2

2. All Chapter finances must be maintained in a Chapter account that has two signing officers. Signing officers will be three of the following: President, Vice President and Treasurer. All transactions must be done through this account and permanent records maintained. No personal accounts or credit cards can be used for Chapter activity.

Rationale: As a chapter of a provincial non profit organization it is important that chapter transaction be transparent and have two signing officers from the executive. As the treasurer is responsible for the finances they need to be a signing officer. A chapter credit card does not allow for two signing officers so this method of payment should not be used.

Submitted By: Theta Chapter

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article

3.1 Members

Article

After healthcare facility add in the province of Ontario

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

Present Article(s)

Proposed Amended Article

Article

3.2 Associate members

Article

Add 3.2 b) Are those who are employed and involved in medical device reprocessing in a health care facility outside the province of Ontario.

Rationale:

Since your out of province members have no vote, they would be associate members even if they are managers or technicians.

The existing 3.2 b would now become 3.2 c

Submitted By: Provincial executive

CSAO Constitutional Changes

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Article

Article 4: Executive Committee

Article

4.3 Remove the word lead after education, development and communication and add the number 2 before director of education, director of chapter development and director of communication

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

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Proposed Amended Article

Article

5.3, 5.4, 5.5

Article

add 's to the word Director

Rationale:

Rationale:

to coincide with the two positions of each portfolio that are now present

Submitted By: Provincial executive

CSAO Constitutional Changes

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Proposed Amended Article

Article

Article 7: Meetings

Article

Add 7.1 f) The start of the Vendor Representative will be the first meeting following the Annual Conference.

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

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Proposed Amended Article

Article

Article 10: Finances

Article

10.8 Change Vice President to office

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

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Proposed Amended Article

Article

Article 12: Constitutional Amendments

Article

12.2 Change to: A call for amendments with a submission form will be posted on the website by January 1 of the constitutional year

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

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Article

12.3

Article

Add Provincial Executive committee before
Executive committee of a chapter

Rationale:

Housekeeping

Submitted By: Provincial executive

CSAO Constitutional Changes

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Article

12.5 Change to:

Article

The new constitution will be posted on the website 30 days after the Annual Meeting

Rationale:

Housekeeping

Submitted By: Provincial executive

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Article

Article

Throughout the constitution, the term
"executive committee" will be changed to
"Board of Directors"

Rational

Required by Canada Not-for-Profit Act

Submitted by: Provincial Executive