

EXECUTIVE OFFICERS OF THE BOARD

President

1. The President shall be ex-officio a member of all Committees. He/she shall, when present, preside at all meetings of the Association and of the Board.
2. In his/her absence, the Vice-President shall preside at any such meetings. In the absence of both, a chairperson may be elected at the meeting to preside.
3. The term of office of the Presidency is two years.

Vice-President

4. The Vice-President shall undertake all duties of the President in the event that the President cannot perform the duties of office.
5. The Vice-President shall be the president-elect.
6. The term of office of the Vice-Presidency is two years.

Past-President

7. The President becomes the Past-President upon completion of his/her term of office.
8. The term of office of the Past-President is two years.

Secretary

9. It shall be the duty of the secretary to attend all meetings of the Association and of the Board, and to keep accurate minutes of such meetings and to preserve the Association's records.
10. The Secretary shall have charge of the Seal of the Association which, whenever used, shall be authenticated by the signature of the Secretary and the President, or, in the case of the death, or inability of either to act, by the Vice-President.
11. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Board.
12. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Board.
13. The Secretary shall also keep a record of all the members of the Association and their addresses (Register of Members), send all notices of the various meetings as

required, and collect and receive the annual dues or assessments levied by the Association. Such monies shall be promptly turned over to the Treasurer for deposit in the Association's account.

14. The Secretary shall file the Annual Return as required under the Societies' Act.

15. The term of office of the Secretary shall be 4 years.

Treasurer

16. The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of the same in the account of the Association.

17. The Treasurer shall properly account for the funds of the Association and keep such books as may be directed.

18. He/she shall present a full detailed account of receipts and disbursements to the Board whenever requested and shall present to the Annual General Meeting a duly audited financial statement of the Association, and submit a copy of the same to the Secretary for the records of the Association.

19. The Office of the Secretary and Treasurer may be filled by one person if the Annual General Meeting shall so decide.

20. The term of office shall be 4 years.

ELECTION OF BOARD MEMBERS

21. Nominations for election to the Board shall be invited by the President at the time of the announcement of the date of the Annual General Meeting.

22. Nominations for election must be in writing, by e-mail or FAX, and signed by any two Association members in good standing.

23. The closing date for nominations shall be fourteen days prior to the Annual General Meeting

24. Election of Board members shall be by secret ballot, using regular mail ballots, FAX ballots or e-mail ballots, as approved by the Association at the Annual General Meeting preceding an election. Ballots will be received for a four-week period following close of nominations.

25. Members can vote only in person. Vote by proxy is not permitted.