

HALIBURTON HIGHLAND CARP CHAPTER 54

STANDING RULES

CHAPTER NAME AND ADDRESS

- 1) The name of this Chapter is Haliburton Highlands CARP Chapter 54.
- 2) The official address of this Chapter is that of the current Chair of the Chapter, which is:
1088 Birch Narrows Road
Haliburton, Ontario, K0M 1S0

MEMBERS AND DUES

- 3) The maximum number of members is “unlimited”.
- 4) This Chapter will not maintain a waiting list of potential members.
- 5) Annual Dues are as per schedule established by the National Organization.
- 6) This Chapter will accept associate members as defined by the Board and revised annually.
- 7) This Chapter will accept as members, persons who are members of any other CARP Chapter.

MEETINGS

- 8) Chapter meetings are held at least two (2) times each calendar year at a time and place to be determined by the Board of Directors.
- 9) The Chapter Board of Directors will meet at least once each month at a time and place to be determined by the Board of Directors.
- 10) Non-members are always welcome to attend chapter meetings before joining.

OFFICERS and EXECUTIVE COMMITTEE MEMBERS

- 11) This Chapter will have the following executive members who will be elected to the executive by members of the Board subsequent to being elected to the Board by the members:
 - i. Chair
 - ii. Vice Chair
 - iii. Treasurer
 - iv. Secretary

COMMITTEES

- 12) This Chapter will have the following additional committees, the Chairpersons of which will be appointed by the Chair (Committee Chairs or members may or may not be members of the Board of Directors):

- i. Membership Committee
- ii. Communications committee
- iii. Meeting Co-ordinator Committee
- iv. Meeting Convenor Committee
- v. Advocacy Committee
- vi. Housing Affairs Committee
- vii. Fundraising Committee
- viii. Advertising Committee
- ix. Community Partners Committee
- x. Gov't Relations Committee
- xi. Volunteer Team Co-ordinator Committee
- xii. Special Events Co-ordinator Committee

CHEQUES & MONEY

13) Two unrelated persons, who are officers of the Chapter, must sign all Chapter cheques.

The titles of the officers authorized to sign cheques for this Chapter are:

- i. Chair
- ii. Vice Chair
- iii. Secretary
- iv. Treasurer

14) Expenses included in the Chapter budget in the amount of up to \$100 may be approved by the Executive and amounts over \$100 but below \$500 require approval by the Board of Directors. Expenses not included in the Chapter budget in the amount of \$500 or more require the approval of the Chapter membership.

15) The Executive of the Chapter will prepare and submit an annual budget to the membership at the annual chapter meeting.

16) This Chapter will reimburse members for travel to official CARP functions or when representing the Chapter at official community functions, only when the travel has been approved in advance by the Chapter Executive.

NOMINATING COMMITTEE

17) There will be Three (3) members of the Chapter who form the Nominating Committee each year. Members of the Nominating Committee shall serve no more than two (2) consecutive terms.

18) The Chairperson of the Nominating Committee is to be elected by the Nominating Committee.

STANDING RULES

- 19) These Standing Rules will be reviewed annually by the Chapter Executive prior to the annual meeting. The Standing Rules may be revised by a simple majority vote of the Chapter Members voting with a Quorum present and at the annual chapter meeting
- 20) Standing Rules and any revisions of them must be submitted to the Chapter Liaison for review and approval.

This version of the Standing Rules was adopted by the Chapter membership on this

Date: _____

Reviewed and Approved by Chapter Liaison:

Name: _____

Title: _____

Date: _____