



CANADIAN HOME & SCHOOL FEDERATION

CONSTITUTION & BYLAWS

June, 2010

CHSF CANADIAN HOME AND SCHOOL FEDERATION

NAME

Extraordinary Resolution 1997 declares that the name of this organization shall be:

CANADIAN HOME AND SCHOOL FEDERATION

CONSTITUTION

Extraordinary Resolution 1998 declares that the objects of the corporation are hereby changed to read:

1. To be the national voice of parents in promoting quality public education and well-being of children and youth, including:
 - (a) to promote the welfare of children and youth;
 - (b) to foster co-operation and understanding between parents and educators in the education and guidance of children and youth;
 - (c) to inform and educate parents and the public on key issues impacting children, schools, and education, through research, reports and media;
 - (d) to represent parents to the federal government and other national organizations interested in the education and well-being of children, through presentations and joint action;
 - (e) to foster high ideals of citizenship and to promote, through educational means, national and international good will and peace;
 - (f) to act as a liaison with other national and provincial organizations representing students, parents, teachers, school support staff, principals, administrators, school trustees/commissioners, and the broader community; and
 - (g) to support the provincial and territorial organizations of the Federation by disseminating information, developing and implementing joint activities.

BYLAWS

Part 1 INTERPRETATION

- 1.01 (a) In these Bylaws and in the Constitution, unless the context otherwise requires:
- (i) “Annual General Meeting” shall mean the Annual General Meeting of the Federation, as referred to in Part 3 hereof;
 - (ii) “Board” shall mean the Board of Directors of the Federation consisting of the elected or appointed Directors;
 - (iii) “CHSF Director” shall mean a person elected, appointed or delegated by a member provincial or territorial parent organization to be their representative on the CHSF Board. The person so appointed, elected or delegated shall automatically become a CHSF Director. Executive Officers referred to in Paragraph 5.03 shall also be considered CHSF Directors;

- (iv) “Canada Corporation Act” shall mean the Canada Corporation Act of Canada, which is in force, including all amendments to it;
- (v) “Employee” shall mean any full-time or part-time employee;
- (vi) “Federation shall mean the Canadian Home and School Federation as incorporated under the Canada Corporations Act;
- (vii) “Registered Address of a Member” shall mean the address of a member as recorded in the register of members;
- (viii) “Special Resolution” shall have the same meaning as in the Canada Corporation Act; and
- (ix) “Public school or public education” shall mean publicly funded schools.

1.02 In these Bylaws and in all other Bylaws of the Federation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

Part 2 MEMBERSHIP

Members

2.01 The members of the Federation are the provincial and territorial parent organizations grouped by province or territory and their members, as well as individuals or organizations referred to in paragraph 2.03.

Duty of Members

2.02 Every member shall uphold the Constitution and comply with these Bylaws.

Classes of Members

2.03 Members of the Canadian Home and School Federation shall be grouped into the following member classes:

- (a) **Regular Member** – any provincial affiliate or territorial parent organization who applies for and is granted membership and pays the annual membership fee within the provincial or territorial organization of the Federation, as applicable;
- (b) **Associate Member** – any education partner who applied for and is granted membership and pays the associate membership fees;
- (c) **Corporate Member** – any corporation which/who applies for and is granted membership and pays the corporate membership fees;
- (d) **Honorary Member** – any individual, not affiliated with the Federation, whose exemplary activities warrant recognition, who is recommended for honorary

membership by a member in good standing, and whose membership is approved by the Board and ratified at an Annual General Meeting;

- (e) **Life Member** – an individual whose service to the Federation warrants recognition, is recommended for life membership by a member in good standing, and is approved by the Board and ratified at the Annual General meeting.

Membership Fees

- 2.04 Annual membership fees for all member classes shall be established at the Annual General Meeting upon the recommendation of the Board, and, once so established, such membership fees shall take effect in the following fiscal year of the Federation and remain in effect for a period of at least one (1) year, until amended at a subsequent Annual General Meeting, following at least sixty (60) days notice of the proposed amendment given by the Board to the provincial and territorial parent organizations either directly or through their provincial or territorial directors, in accordance with the provisions of Paragraph 3.07.
- 2.05 There shall be no pro-ration of the membership fee in respect to membership for part of the year.
- 2.06 Membership Fees shall be payable in the Federations' membership year.

Termination of Membership

- 2.07 A member shall cease to be a member of the Canadian Home and School Federation:
 - (a) upon delivering a resignation in writing to the Board, or by mailing or delivering it to the address of the Federation;
 - (b) upon the death or dissolution of the member; or
 - (c) upon being expelled (Section 2.08).

Expulsion

- 2.08 A member may be expelled by a Resolution passed by a majority of not less than two-thirds (2/3) of the votes cast by members of the Board at a Board meeting, attended by not less than 80 percent of the Board, for any cause which the Board may deem reasonable including engaging in activities which are deemed to be detrimental to the interests of the Federation, contrary to the objects of the Federation, failing to uphold the Constitution, or failing to comply with the Bylaws of the Federation.

Notice of Proposed Expulsion

- 2.09 The Board shall give fourteen (14) days written notice of such action to expel a member accompanied by a brief statement of the reason or reasons for the proposed expulsion to the member in question and the Board shall give the member an opportunity to be heard at the Board meeting before the Resolution is put to a vote.

Appeal

- 2.10 An expelled member may appeal the expulsion within thirty (30) days of the Board's action, to the members for consideration at the next Annual General Meeting.

Good Standing

- 2.11 All members are in good standing except a member who has failed to pay the current annual membership fee or any other subscription or debt due and owing by that member to the Federation and the member is not in good standing so long as the debt remains unpaid.
- 2.12 A member who is not in good standing is subject to expulsion.

PART3 MEETINGS

Annual General Meeting

- 3.01 The Annual General meeting of the members of the Federation shall be held at a time and place, in accordance with the Canada Corporation Act, that the Board decides.

Business of Annual General Meeting

- 3.02 The members shall be represented at the Annual General Meeting by their delegates or their proxies, each member provincial or territorial parent organization being entitled to ten (10) votes. These ten (10) votes shall be cast by the delegate or delegates of each member provincial or territorial parent organization. A maximum of ten (10) delegates, each with one (1) vote is allowed. Other individual members of provincial or territorial parent organizations may attend and speak at the Annual General Meeting, but shall not have a separate right to vote.
- 3.03 The business of the Annual General Meeting shall be to:
- (a) receive from the Board a report of the previous year's activities including the presentation of financial statements;
 - (b) approve policy;
 - (c) establish the priorities of the Federation for the coming year;
 - (d) adopt a budget for the coming year;

- (e) appoint auditors;
- (f) receive reports from members;
- (g) elect the Executive officers;
- (h) consider appeals regarding expulsion of membership;
- (i) establish the membership fees;
- (j) transact such other business as may require the attention of the members.

Special Meeting

- 3.04 Every meeting of the members, other than an Annual General meeting, is a Special Meeting.
- 3.05 The Board may, when it deems necessary, convene a Special Meeting.
- 3.06 (a) A Special Meeting shall be called by the President or the Board, upon receipt of a request by delegates holding at least 50 percent of the eligible votes setting forth the reasons for calling such a meeting which shall be stated in the notice of the meeting.
- (b) The Special Meeting called under this section shall deal only with the business stipulated in the request.

Notice

- 3.07 Notice of the Annual General Meeting or a Special Meeting shall specify the place, day and hour of meeting, along with a tentative agenda, which shall be mailed to the registered address of all regular members.
- 3.08 The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
- 3.09 (a) Notice of the Annual General or a Special Meeting shall be given to:
- (i) every member (as defined in 2.03),
 - (ii) Executive Officers; and
 - (iii) the Auditor; if required by the Canada Corporations Act.
- (b) No other person is entitled to receive a notice of meeting.

Delegates

- 3.10 Each member provincial or territorial organization shall appoint a maximum of ten (10) official delegates to represent it and to cast its vote at the Annual General Meeting or Special Meeting of the Federation. No province or territory shall have more than ten (10) votes.

PART 4 PROCEEDINGS AT MEETINGS

4.01 Special business is:

- (a) all business at a special meeting except the adoption of rules of order; and
- (b) all business transacted at an Annual General Meeting, except:
 - (i) the adoption of rules of order;
 - (ii) the consideration of the financial statements;
 - (iii) the report of the Board;
 - (iv) the report of the Auditor;
 - (v) the appointment of the Auditor;
 - (vi) the election of the Board; and
 - (vii) the other business that, under these Bylaws, ought to be transacted at an Annual General Meeting or business which is brought under consideration by the report of the Board issued with the notice convening the meeting.

Quorum

- 4.02 No business, other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a meeting at a time when a quorum is not present.
- 4.03 If at any time during a meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- 4.04 If within thirty (30) minutes from the time appointed for a meeting a quorum is not present, the meeting, if convened on the requisition of members, shall be terminated; but in any other case, it shall stand adjourned to a date, time and place to be determined by the Board, and if, at the adjourned meeting, a quorum is not present within thirty (30) minutes from the time appointed for the meeting, the members present constitute a quorum.

- 4.05 (a) For purposes of determining policy, amending the Bylaws or the Constitution, adopting a budget, and electing the Board, a quorum shall be delegates or their proxies holding not less than 2/3 of the eligible votes.
- (b) In all other cases, a quorum shall be not less than fifty percent (50%) + 1 of the eligible votes.

Chairperson

- 4.06 If at a meeting there is no Executive Officer present within fifteen (15) minutes after the time appointed for holding the meeting the members present shall choose one of their numbers to be chairperson.

Adjourned Meetings

- 4.07 (a) A meeting may be adjourned from time to time and from place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (b) When a meeting is adjourned for ten (10) days or more, notice of the adjourned meeting shall be given as in the case of the original meeting.
- (c) Except as provided in this Bylaw, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

Resolutions

- 4.08 In case of an equality of votes, the Chairperson shall not have a casting or second vote in addition to the vote and the proposed Resolution shall not pass.

Voting

- 4.09 Each member provincial or territorial parent organization shall be entitled to vote at the Annual General or Special Meeting.
- 4.09.1 At the Annual General or Special Meeting, each member provincial or territorial parent organization shall be entitled to cast ten (10) votes, to be cast by delegates of such organization or their proxy or proxies.
- 4.09.2 Delegates attending and carrying votes from their member provincial or territorial parent organization each carry at least one (1) vote, up to all ten (10) votes, depending on the number of delegates present from their respective organization.
- 4.10 Proxy voting shall be permitted at the Annual General or Special meeting. A voting delegate

may, by means of a written proxy, appoint a proxy holder to attend and act at a specific meeting of the members, in the manner and to the extent authorized by the proxy. A proxy holder must be a member of the Federation. A maximum of thirty (30) votes, ten (10) from their member provincial or territorial parent organization and twenty (20) proxy votes will be permitted to be cast by any one delegate.

- 4.11 Only those regular members whose fees have been paid in full by the fiscal year end shall be entitled to vote at the Annual General or Special Meeting.
- 4.12 All members of the Federation whether voting or non-voting are entitled to attend and speak at the Annual General Meeting or Special Meeting.

PART 5 DIRECTORS AND OFFICERS

Board of Directors

- 5.01 The Board of Directors shall consist of the Directors representing by election or appointment the member provincial or territorial parent organizations, pursuant to Paragraph 5.02, as well as the Executive Officers referred to in Paragraph 5.03, and the Past President. Each provincial or territorial Director as well as each Executive Officer and Past President shall be entitled to one (1) vote at the Board Meeting.

Directors Appointed or Elected

- 5.02 (a) Each regular member shall elect or appoint from its membership an individual to be a Director on the CHSF Board. Said Director shall be named no later than September 1 of each calendar year and shall sit as such for a twelve month term. Each regular member has the right to name an alternate CHSF Director. In the event that an alternate Director is named, it shall be done with the same time provision as the regular Director. This attendance includes voting rights.
- (b) Regular members must make every effort to have consistent attendance by the named Director at each meeting.
- 5.03 At each Annual General Meeting the voting delegates shall elect the following persons who, if elected, shall be the Executive Officers:
 - (a) President;
 - (b) First Vice President;
 - (c) Second Vice President; and
 - (d) Secretary/Treasurer

Secretary/Treasurer Not Elected

5.04 If a Secretary/Treasurer is not elected at an Annual General Meeting, the Board must appoint the Secretary/Treasurer. The Secretary/Treasurer so appointed shall be a Director.

Eligibility

5.05 No member of the Board shall be an employee of the Board.

5.06 Nomination requirements shall include:

- (a) Only persons nominated by a voting member shall be eligible to be elected pursuant to Bylaw 5.03 and the nomination forms shall be signed by two (2) voting members in good standing one of whom is the nominating member;
- (b) The person nominated to be an Executive Officer must be chosen from present or past CHSF Board members or present or past Executive members of an affiliated provincial Federation member in good standing;
- (c) Must be a member in good standing; and
- (d) Current Board Directors are eligible for nomination while remaining on the Board and carrying out their assigned duties.

Elections

5.07 Elections shall be by secret ballot and majority vote.

Nominations

5.08 The Board shall appoint a Nominations Committee at the Annual General Meeting for the subsequent year. The Nominations Committee shall distribute a letter of notice for nominations to all provincial and territorial parent organizations in good standing by mail or fax or electronically at such organization's registered address, in person, or by mail at the registered address of such organization's provincial or territorial representative at least ninety (90) days prior to the Annual General Meeting.

Term of Office

5.09 Elected Officers shall hold office for a term of two (2) years.

5.10 An Executive Officer may hold their respective position for no more than two (2) consecutive terms.

Immediate Past President

- 5.11 (a) The Immediate Past President, who shall have served as President for a minimum of one (1) year, shall be a member of the Board and entitled to notice of and to attend, speak and vote at Board meetings. The term of office shall be no longer than two (2) years.

Special Advisor

- 5.12 Following each Annual General Meeting the Board may appoint one or more Special Advisor(s) who may attend and speak at, but not vote at, Board meetings.

Vacancy in Executive Officers

- 5.13.1 If there is a vacancy in an office other than the President for any reason, the remaining Board Members shall appoint a person who is nominated by two (2) members of the Board to fill the vacancy and the term of the Officer so appointed shall end upon the election of the Officer at the next Annual General Meeting.
- 5.13.2 In the case of a vacancy of the office of the President, one of the regional Vice Presidents shall be appointed by the Board to fill the President's position until the next regularly scheduled Annual General Meeting or Special Meeting of the membership.

Removal from Office

- 5.14 An Officer and/or Director may be removed:
- (a) if absent from two (2) consecutive meetings of the Board (for a Director) or of the Executive (for an Officer) without a minimum of two weeks prior notification to the President;
 - (b) if found to be incapable of managing his or her own affairs by reason of mental infirmity;
 - (c) if convicted of a criminal offence or other serious offence;
 - (d) for failure to observe the Constitution and Bylaws, Purposes, or Policies of the Federation; or
 - (e) if at a Special Meeting of members, a removal resolution is passed by the majority of the members present.
- 5.15 (a) The decision to terminate the Officer or Director for reasons set out in Section 5.14 shall be decided at a meeting attended by not less than eighty percent (80%) of the Board, excluding the Board Member in question.

- (b) Such action to terminate the Office or Director shall require a fourteen (14) day written notice to the Board Member in question prior to the meeting.

Remuneration

- 5.16 At no time shall remuneration be paid to Directors or Officers or Committee members for their services to the Federation.
- 5.17 The Officers/Directors on the Board shall be reimbursed for all necessary expenses reasonably incurred by them while engaged in the affairs of the Federation.

Powers of the Board of Directors

- 5.18 The members of the Board may exercise all the powers and do all the acts and things that the Federation may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Federation, but subject, nevertheless, to:
 - (a) all laws affecting the Federation;
 - (b) these Bylaws; and
 - (c) policies, not being inconsistent with these Bylaws, which are made from time to time.
- 5.19 No policy, made by the Federation at the Annual General Meeting, invalidates a prior act of the members of the Board that would have been valid if the policy had not been made.
- 5.20 The Directors shall have authority to:
 - (a) authorize expenditures on behalf of the Federation;
 - (b) delegate by resolution to the Officers of the Federation the right to employ and pay salaries to employees;
 - (c) make expenditures for the purpose of furthering the objectives of the Federation;
 - (d) enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the interest of the Federation in accordance with such terms as the Board of Directors may prescribe.

PART 6 PROCEEDINGS OF DIRECTORS

Board Meetings

- 6.01 The Board shall meet at least once between Annual General Meetings.
- 6.02 (a) The Board may meet together at such places they think fit to dispatch business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.
- (b) A Director may participate in a meeting of the Board or any Internal Committee by means of telephone conference call or other communication methods, which allow all Directors participating in the meeting to hear each other, provided that the Directors agree to such form of participation. A Director participating in a meeting in accordance with this Bylaw shall be deemed to be present at the meeting, shall be counted in the quorum, and shall be entitled to speak and vote.
- (c) If necessary between Board meetings, the Board may conduct a vote by poll. The outcome of such a poll will be noted in the Minutes of the next Board Meeting.
- 6.03 Reasonable notice of all Board Meetings shall be given to each Director.

Quorum

- 6.04 The quorum for Board meetings shall be a majority of the Board in office.

Chairperson

- 6.05 The President shall be chairperson of all Board meetings, but if at a meeting the President is not in attendance, one of the Vice Presidents shall act as chairperson; but if none are in attendance, the Board members present shall choose one of their number to be chairperson at that meeting.

Internal Committees

- 6.06 (a) The Board may delegate any, but not all, of their powers to internal committees, to undertake specific responsibilities.
- (b) An internal committee so formed in the exercise of the powers so delegated shall conform to any conditions imposed on it by the Board, and shall promptly report to the Board every act or thing done in exercise of those powers.
- (c) The terms of reference and privileges of each internal committee shall be specified by the Board at the time it is established.

- 6.07 The Board shall appoint the chairperson of the internal committee. If, at a meeting, the chairperson is not present, the members of the committee shall choose one of their numbers to be chairperson of the meeting.
- 6.08 The members of an internal committee may meet and adjourn as they think proper and the procedure at internal committee meetings shall be as specified in Robert's Rules of Order.

Voting

- 6.09 At Board meetings, those who officially constitute the Board either by election or appointment pursuant to Paragraph 5.01 are entitled to vote. In the event that the elected or appointed member of a provincial or territorial parent organization is unable to attend a Board meeting, said provincial or territorial organization may temporarily appoint or elect another member who shall assume all rights and responsibilities of the provincial or territorial representative for the specified Board meeting. The provincial or territorial parent organization is responsible to notify the CHSF President of the name of the member who will be attending. Each provincial or territorial representative as well as each Executive Officer shall be entitled to one (1) vote.

PART 7 DUTIES OF OFFICERS

Directors

- 7.01 All Directors shall:
- (a) keep up to date on the affairs of the Federation; and
 - (b) carry out delegated responsibilities.

President

- 7.02 The President shall:
- (a) be the Chief Executive Officer of the Federation;
 - (b) preside at all meetings of the Federation and of the Board of Directors;
 - (c) manage the affairs of the Federation;
 - (d) see that all orders and Resolutions of the Board are carried into effect;
 - (e) speak on behalf of the Federation;
 - (f) represent or delegate representation of the Federation to meetings of other organizations;
and

- (g) be an ex-officio member of all Board committees.

Vice Presidents

7.03 The Vice Presidents shall:

- (a) in the absence or disability of the President, one Vice President shall be appointed by the Board to perform the duties and exercise the powers of the President; and
- (b) perform such other duties as shall from time to time be required by the Board of Directors or the President.

Secretary/Treasurer

7.04 The Secretary/Treasurer shall:

- (a) have a demonstrated ability and/or understanding of bookkeeping procedures;
- (b) have the custody of the funds and securities of the Federation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Federation in the books belonging to the Federation and shall deposit all moneys, securities and other valuable effects in the name and to credit of the Federation in such chartered bank and trust company, or in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time. He shall disburse the funds of the Federation as may be directed by the proper authority, taking proper vouchers for such disbursements, and shall render quarterly an accounting of all the transactions in a statement of the financial position of the Federation. He shall perform such other duties as may from time to time be directed by the Board of Directors; and
- (c) be custodian of the seal of the Federation, which he shall deliver only when authorized by a Resolution of the Board of Directors to do so and to such person or persons as may be named in the Resolution.

Immediate Past President and Special Advisor(s)

7.05 The Immediate Past President and Special Advisor(s) shall:

- (a) provide advice and support; and
- (b) provide information about resources, contacts, and other essential information.

PART 8 FINANCES

Deposit of Funds

8.01 All funds of the Federation shall be on deposit in a chartered bank, credit union or trust company.

Signing Authority

8.02 The Board shall designate authority to at least three (3) persons to be signing officers, one of whom shall be the Secretary/Treasurer. At least two (2) shall sign any banking and legal documents on behalf of the Federation.

Fiscal Year

8.03 The fiscal year of the Federation shall end on January 31st.

Annual General Meetings

8.04 At each Annual General Meeting the Board shall present to the members for their consideration:

- (a) a report of income and expenditures for the previous fiscal year, together with the Auditor's report thereon;
- (b) a report of incomes and expenditures for the current fiscal year; and
- (c) a budget for operating expenses for the Federation for the ensuing fiscal year.

Borrowing Powers of Directors

8.05 In order to carry out the purposes of the Federation the Board may, on behalf of and in the name of the Federation, raise or secure the payment or repayment of money in the manner they decide.

8.06 The members may by special resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General meeting.

Liability of Directors

8.07 Except for such costs, charges or expenses as are occasioned by his own wilful neglect or default, each Director of the Federation shall be indemnified and saved harmless out of the funds of the Federation from and against all expenses incurred or lawsuits brought against him in his capacity as a Director of the Federation.

PART 9 EXECUTION OF DOCUMENTS

- 9.01 Contracts, documents or any instruments in writing requiring the signature of the Federation in a given year, shall be signed by any two (2) of the authorized signing officers, as determined by resolution by the Board (8.02). All contracts, documents and instruments in writing so signed shall be binding upon the Federation without any further authorization or formality.

PART 10 CONSTITUTION AND BYLAWS

Copy of Constitution and Bylaws

- 10.01 On being admitted to membership, each member organization is entitled to and the Federation shall give each member organization, without charge, a copy of the Constitution and Bylaws of the Federation.

Constitution and Bylaw Amendment

- 10.02 The Constitution and these Bylaws may not be rescinded, altered or added to except by Special Resolution at a meeting of the general Membership. The Bylaws of the Federation not embodied in the Letters patent may be repealed or amended by Bylaw, or new Bylaw relating to the requirements of the Canada Corporations Act, and sanctioned by affirmative vote of members holding at least two-thirds (2/3) of the eligible votes at a meeting duly called for the purpose of considering the said Bylaw, provided that the repeal or amendment of such Bylaws shall not be enforced or acted upon until the approval of the Minister of Industry has been obtained.
- 10.03 Such action to amend the Constitution or Bylaws shall require a minimum sixty (60) days written notice of the proposed amendment to all member provincial or territorial public school parent organizations in good standing in accordance with Paragraph 3.07.

PART 11 OFFICE, CORPORATE SEAL AND BOOKS OF ACCOUNTS

Office

- 11.01 The Federation shall maintain a registered office at such place as determined by the Board.

Common Seal

- 11.02 The Directors may destroy a seal and substitute a new seal in its place.
- 11.03 The common seal shall be kept at the registered office.
- 11.04 The common seal shall be used in such a manner as the Board may from time to time determine

and shall be affixed only when authorized by a resolution of the Directors and then only in the presence of the persons prescribed in the resolution, or if no persons are prescribed, in the presence of the President and a Vice President or President and Secretary/Treasurer.

Book of Accounts

- 11.05 All books of accounts, records and minutes of the Federation, other than minutes of in-camera proceedings of the Board, shall be open for inspection by any member at any reasonable time and upon reasonable notice to the Board.

PART 12 AUDITORS

Appointment of Auditor

- 12.01 At each Annual General Meeting the Federation shall appoint an auditor to audit the accounts and annual financial statements of the Federation for report to the members at the next Annual General Meeting.

- 12.02 The auditor may attend Annual General Meetings.

PART 13 RULES OF ORDER

- 13.01 The Rules contained in the latest edition of Robert's Rules of Order shall govern all matters of procedure not covered in these Bylaws.