

Chapter Committee Mandate and Charter

Date of Approval: May 7, 2015

Preamble

The Canadian Association of Professional Immigration Consultants (hereinafter CAPIC or the Corporation) is a national organization with membership from all geographical regions in Canada and overseas. Chapter Committees are standing committees to support the Corporation at regional levels in achieving its Mission, Vision and Core Values.

Definitions

1. CAPIC is governed by its By-Laws approved by the Board of Directors and ratified by its members. The By-Laws describes Chapter and Chapter Committee as follows:
 - 1.1.1. "Chapter" means the groups of Members representing the geographic distribution of the Members, which geographical divisions and number of Chapters shall be determined by the Board;
 - 1.1.2. "Chapter Committee" means the Committee appointed by the Board to represent each Chapter

Mandate

2. Chapter Committees play a pivotal role in the advancement of CAPIC Mission, Vision, Core Values and strategic plans at local level. To achieve this mandate, Chapter Committees shall:
 - 2.1. Address local issues and defer national issues to the Board
 - 2.2. Act as regional liaison of Standing Committees the Board has established, disseminate and collect information between the national committee, chapter committee, as well as to the local general membership;
 - 2.3. Work closely with Management and Staff in all regional events and activities and ensure that all events and activities are conducted in compliance with the CAPIC By-Laws, policies and protocols
 - 2.4. Conduct regular meetings as per the provisions of section 4 of CAPIC By-Laws
 - 2.5. Contribute to the development regional and national plans

Designation

3. Upon the recommendations of the Member Services Committee, a Chapter Committee will be established when the following criteria are met:
 - 3.1. The committee serves a geographical area (hereinafter a region) which is not already served by another Chapter Committee; a geographical area can be a province or territories, or a combination of provinces or territories within Canada or overseas
 - 3.2. There are at least 30 members of good standing in the region
 - 3.3. The Corporation has sufficient resources to support activities in the region
 - 3.4. The approval of the Directors of the Corporations by a majority vote
 - 3.5. Chapters that have met the requirements of these criteria include British Columbia Chapter, Ontario Chapter, Prairies Chapter and Quebec Chapter

Process, Composition and Qualifications

4. Upon the approval of the Board, the Governance and Nomination Committee will assist in setting up a Chapter Committee with the process as follows:
 - 4.1. The Committee will seek interests from members who are interested in volunteering and sit as committee members
 - 4.2. Members who are interested will express the area of interests they wish to volunteer and provide a summary of their background listing out their strength and skills
 - 4.3. Working together with Chapter Committee Chairpersons, the Governance and Nominating Committee compile the committee lists and submit the recommended lists to the Board for approval
5. A Chapter committee shall include at least 4 but no more than 17 members, with the maximum number of members not more than the number of standing committees that accept chapter representation established by the Board of Directors.
6. The Chairperson shall have a casting vote at Chapter Committee meetings in case of an equality of votes.
7. If the Chairperson of the Chapter Committee ceases to be a Director of the Corporation, the Board will immediately appoint another person from among the Directors to hold such position.
8. Chapter Committee members are appointed by the Board of Directors with the recommendations of the Governance and Nominating Committee. Chapter Committee Members must be members of good standing of the Corporation in either one of the membership classes with their registered addresses in the region that the committee is serving.
9. Each Chapter Committee Member will be a member of a Standing Committee that accepts Chapter representation as established by the Board of Directors. Such standing committees include the Governance and Nominating Committee, Member Services Committee, Policy and Lobbying Committee and Education and Training Committee. One Committee Member will be appointed as Vice Chair and oversees the affairs of the Chapter when the Chapter Chair is absent. The Committee Vice-Chair is not a member of the Board of Directors.
10. Each Chapter Committee Member shall serve a two-year term for a maximum of two (2) consecutive terms. Resignation, Removal and Appointment of committee members shall follow the process as established by CAPIC By-Laws.
11. Committee members shall receive no remuneration for serving as such, but are entitled to reasonable expenses incurred in the exercise of their duties.

Committee Member Conduct

12. Each Chapter Committee member is expected to become an active participant in a body that functions effectively as a whole. In addition to assisting in the exercise of the major duties of the national standing committees they serve, committee members are responsible to exercise due diligence in the performance of their duties. They are responsible to:
 - 12.1. Be informed of the Articles of Incorporation and legislation under which the Corporation exists, its By-laws, mission, values, code of conduct, and policies as they pertain to the duties of a committee member;

- 12.2. Keep generally informed about the activities of the Corporation, the community and general trends in the business in which it operates;
- 12.3. Attend meetings regularly and contribute from personal, professional and life experience to the work of the Corporation
- 12.4. Exercise the same degree of care, diligence and skill that a reasonably prudent person would show in comparable circumstances;
- 12.5. Offer personal perspectives and opinions on issues that are the subject of discussion and decision;
- 12.6. Be available and responsive in all communications and provide input in all national and regional activities
- 12.7. Voice, clearly and explicitly at the time a decision is being taken, any opposition to a decision being considered by the Committees;
- 12.8. Maintain solidarity with fellow Committee Members in support of a decision that has been made in good faith in a legally constituted meeting by Committee Members in reasonably full possession of the facts;
- 12.9. Ask the Directors to review a decision, if he/she has reasonable grounds to believe that the Committee has acted without full information or in a manner inconsistent with its fiduciary obligations, and, if still not satisfied after such review, ask that the matter be placed before the Board of Directors;
- 12.10. Exercise vigilance for and declare any apparent or real personal conflict of interest in accordance with the Corporation's by-laws and policies.