

ISAAC Canada is a recognized chapter of ISAAC, the International Society for Augmentative and Alternative Communication

Terms of Reference

1. Purpose

ISAAC Canada (henceforth referred to as “the association”) has five major purposes.

- 1.1. The first major purpose of the association is to educate and provide information to local, provincial and federal governments within Canada regarding issues related to individuals who have little or no functional speech and/or writing.
- 1.2. The second major purpose of the association is to work toward reducing barriers and increasing opportunities for people who have little or no functional speech and/or writing.
- 1.3. The third major purpose of the association is to work toward ensuring that public and private funding for people who use augmentative and alternative communication is sufficient to meet their communicative needs.
- 1.4. The fourth major purpose of the association is to maintain ongoing communication with members.
- 1.5. The fifth major purpose of the association is to work with its membership and AAC related non-profit organizations to advance its objectives.

2. Membership

All members of ISAAC international who reside in Canada are automatically members of the association. Members are represented by the Executive Committee in efforts to educate government and the public-at-large on matters related to issues concerning people who use augmentative and alternative communication (AAC) and appropriate levels of support.

2.1. Benefits of membership

Members receive regular correspondence from the association (including newsletters, membership directory and access to the website) on its activities and on other items of importance relating to AAC in Canada. Members receive discounted rates to ISAAC sponsored events, products and publications.

3. Dues

Dues are set by the Executive Committee in accordance with the terms of reference of ISAAC International. Changes in dues structure are subject to ratification by simple

majority vote of the association's National Council (see section 5 for a description of the National Council).

4. Operation

A National Council operates the association. The everyday business of the association is carried out at regular meetings of the Executive Committee (see section 5 for a description of the Executive Committee).

4.1. Meetings of the National Council

The National Council meets as determined by the Executive Committee. Meetings may be held by teleconference or videoconference. When necessary, a meeting every two years could be scheduled during a major meeting of a rehabilitation society such as ISAAC International. The quorum for meetings of the National Council is four members. The President of the association sets the agenda for meetings for the National Council and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

4.1.1. Meeting of the Members

When a meeting of the National Council is held at a major meeting, it will be designated as a General Meeting of the Association and all members will be informed of its time and place. The National Council should endeavour, as time passes, to require and hold a General Meeting of the Association on a biennial basis. When a meeting of the National Council is designated a General Meeting of the Association, the quorum is 10 members and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

4.2. Meetings of the Executive Committee

The Executive Committee will meet on a regular basis as determined by the President. The quorum for meetings of the Executive Committee is two members. The President sets the agenda for meetings of the Executive Committee and a simple majority determines the disposition of motions. In the case of a tie vote, the President holds a second and deciding vote.

5. Executive Committee and the National Council

The National Council consist of four Regional Councilors, one from each of the regions, a person who uses AAC, Past President, and the Executive Committee. The Executive Committee is comprised of the President, the Regional Councilor from the President's region, a Secretary, a Treasurer, at least one Committee Member without Portfolio and a person who uses AAC. All individuals on the National Council and the Executive Committee should be ISAAC Canada members and at least one member should be French Speaking.

5.1. Past President: The Past President assists the President in the operation of the Executive Committee and is available for special projects and assignments. The

Past President assists in the transition to the new Executive Committee. The term of the Past President is 2 years.

5.2. Regions

Association membership is divided into four regions with each region having one Regional Councilor. Each region is entitled to the operation of the Executive Committee on a rotating basis. When there is no region that can form the Executive Committee, the Executive Committee can be made up from members from any region. The regions are as follows:

Region 1: British Columbia and the Yukon

Region 2: Alberta, Manitoba, Saskatchewan and the Northwest Territories

Region 3: Ontario and Nunavut

Region 4: Newfoundland and Labrador, New Brunswick, Nova Scotia, Prince Edward Island, and Quebec

5.3. Duties of Executive Committee Members: Executive Committee members attend all meetings of the Executive Committee and the National Council.

5.3.1. President: The President sets the agenda for, and presides over, meetings of the Executive Committee, meeting of the National Council and general meetings of the association. The President is the representative for ISAAC Canada members to ISAAC International. The President is a member of the ISAAC International Council. As a member of the ISAAC International Council, the President will interact with the Chair of the Council regarding matters related to ISAAC International and ISAAC Canada. The President will attend the ISAAC International Council Meeting, which is held prior to each ISAAC Biennial Conference. The President is the contact between ISAAC Canada and the ISAAC Secretariat. The President fields any queries that come to the Secretariat that relate to ISAAC activities in Canada. The President sets the agenda and chairs the Chapter meeting at the ISAAC Biennial Conference. The President attends the Chapter Presidents meeting at the ISAAC Biennial Conference. The President oversees all projects and activities of ISAAC Canada.

5.3.2. Secretary: The Secretary is responsible for keeping records of National Council and Executive Committee meetings. The Secretary is responsible for disseminating information (including newsletters) to members of ISAAC Canada. The Secretary (or designate) takes the minutes of the Chapter meeting at the ISAAC Biennial Conference. The Secretary will communicate with the Secretariat in regards to member information. The Secretary will carry out tasks as assigned by the President.

5.3.3. Treasurer: The Treasurer is responsible for the receiving and dispersal of association funds. The Treasurer is responsible for communicating with the Secretariat in regards to the finances of ISAAC Canada. The Treasurer will request financial statements from the Secretariat prior to National Council meetings, or as requested by the President. The Treasurer will

provide financial information to the membership during the Chapter Meeting at the ISAAC Biennial Conference. The Treasurer will oversee fundraising activities for ISAAC Canada.

5.3.4. Committee Member without Portfolio: The Committee Member without Portfolio is responsible for special projects and assignments. The Committee Member without Portfolio presides over meetings of the Executive Committee, meetings of the National Council and general meetings of the association in the absence of the President and Past President. The Committee Member will participate in all Executive and National Council meetings. The Committee Member will carry out tasks as assigned by the President.

5.3.5. Person who uses AAC: The PWUAAC will represent members who use AAC. The PWUAAC will participate in all Executive and National Council meetings. The PWUAAC will carry out tasks as assigned by the President. This position receives a sponsored membership to ISAAC Canada.

5.4. Determination of Members of the Executive Committee

The Executive Committee is formed on a rotating basis for a term of four years on January 1st. During the last year of the four year term the President asks the general membership for nominations for positions for the next term. If there are sufficient nominees, the nominated candidates are taken to the general membership for election, otherwise the positions are acclaimed. This procedure will remain in place until such time as the size of the membership and the scope of the association's activities allow for general elections across the regions.

5.5. Duties of the person who uses AAC –The person who uses AAC will represent members who use AAC. The person who uses AAC will participate in National Council meetings. The person who uses AAC will carry out tasks as assigned by the President. This position receives a sponsored membership to ISAAC Canada.

5.6. Duties of Regional Councilors

Regional Councilors are responsible for carrying out the mandates of standing committees and for the formation of *ad hoc* committees as directed by the Executive Committee. Regional Councilors are responsible for disseminating information from ISAAC Canada to their region and staying up to date of AAC activities and initiatives in their regions. Regional councilors attend all meetings of the National Council.

5.7. Determination of Regional Councilors

The outgoing Regional Councilors will nominate incoming Regional Councilors until such time as the size of the membership and the scope of the association's activities allow for general elections within the regions.

5.7.1. Limitations to Term of Office

Regional Councilors should serve for no more than two consecutive terms.

5.7.2. Length of Term and the Filling of Vacancies

All members of the National Council and all members of the Executive Committee, (except for the Past President) serve for four years. The Past President serves for two year following their four years as President. In the event of any vacancy, the Executive Committee will appoint a replacement.

6. Committees

6.1. Standing Committees

Standing committees may be established by the Executive Committee as required. Such standing committees are subject to ratification at the next general meeting or by e-mail voting by the membership.

6.2. *Ad hoc* Committees

Ad hoc committees may be established by the Executive Committee as required.

7. Changes to the Organizational Structure

Any member of the National Council may initiate changes and/or amendments to the organizational structure of the association. A two-thirds majority of all members of the National Council is required for adoption.