

CARFLEO CONSTITUTION

CONSTITUTION OF CATHOLIC ASSOCIATION OF RELIGIOUS AND FAMILY LIFE EDUCATORS OF ONTARIO

- 1) The name of the Association shall be “Catholic Association of Religious and Family Life Educators of Ontario.”
- 2) The objectives of the Association shall be:
 - a) to provide conferences and other opportunities for ongoing spiritual renewal, professional development, networking, and communication for religious and family life educators;
 - b) to have an informed voice in addressing concerns in religious/family life education;
 - c) to foster a continuity in religious education from E.C.E. to Grade 12 and beyond;
 - d) to liaise with I.C.E. and other appropriate educational associations.
- 3) School boards are invited to enroll as Board members. Where this is not possible, Individual memberships can be granted. Associate membership can be granted to those not employed by school boards. The Association shall include the following:

Board Membership: personnel employed by Catholic school boards in Ontario for religious/family life education e.g. consultants, co-ordinators, resource teachers, superintendents, Faith Life Animators, Department Heads, Chaplains, teachers. Memberships will be paid by the school board based on the size of the board. School boards will be asked to submit a list of main contact people.

Individual Membership: personnel employed by Catholic school boards in Ontario who are not members of CARFLEO may apply for individual membership.

Associate Membership: personnel, not necessarily employed by a Catholic school board in Ontario, but working in diverse roles of leadership in, or teaching, religious education, e.g. Parish, Diocesan, Provincial, and National religious education personnel. All associate memberships must be approved by the Executive.

Honorary Life Membership: former members of the executive of CARFLEO, CRECO, or OCFLEN are eligible for honorary life membership subsequent to successful nomination and executive approval as outlined in CARFLEO’s policies and procedures handbook. Life members may serve on the executive but are not eligible to sit as chair. Life members may comprise a maximum of one third of the executive.

Reserve Membership: retired CRECO, OCFLEN and CARFLEO members may apply for Reserve Membership. Reserve Members are non-voting members and are ineligible to serve on the executive.

- 4) The officers of the Association shall be the chair, vice-chair, immediate past-chair, secretary, treasurer, and standing committee chairs. Up to two additional members may be included for special projects. It is the intent that the executive include one representative from each of northeastern, northwestern, southeastern, south central, and southwestern Ontario to sit on the executive.
- 5) A general meeting of CARFLEO shall be held annually.
- 6) The constitution shall be amended by a fifty-one percent vote of the members present and voting at the annual general meeting and qualified to vote, provided that notice of such proposed amendment shall have been sent to the membership at least ten days before the annual general meeting.

BY-LAWS

Executive

The duties of the executive shall be to administer the affairs of the Association between annual general meetings in accordance with the constitution and by laws of the association. The duties include but are not limited to:

- a) receiving reports and recommendations from the chairpersons of standing and special committees;
- b) communicating with the membership on a regular basis;
- c) paying all accounts by cheque signed by the treasurer and/or Chair/designate;
- d) appointing the chairpersons and members of all CARFLEO standing committees;
- e) appointing such special committees as may from time to time appear necessary;
- f) appointing representatives to committees as requested by local, provincial and national associations;
- g) developing and maintaining a handbook describing the roles and responsibilities of the executive to be reviewed and ratified every five years. This review can take place earlier at the discretion of the executive or upon a request of a third of the voting membership. Ratification by fifty-one percent of those members present and eligible to vote will take place at a general meeting;
- h) approving the financial support for executive members to fulfill their CARFLEO roles and responsibilities
- i) approving the financial support for CARFLEO delegates to fulfill their CARFLEO roles and responsibilities.

NOMINATIONS AND ELECTIONS

- a) Only the board, individual and life members are eligible to nominate, elect, or sit on the executive.
- b) The election of officers will take place by secret ballot every two years at the annual meeting. All nominees must indicate their acceptance in writing to stand for election prior to the annual meeting. Nomination forms should be signed by the candidate's supervisory officer.
- c) A nomination committee consisting of vice-chair, immediate past chair, secretary, and one other executive member will be responsible for the preparations for and the conduct of the election. The vice-chair will head this committee.
- d) Members of the executive may not serve for more than two consecutive two-year terms in any specific office.

COMMITTEES

- 1) The following are the standing committees of the Association:
 - a) Professional Development and Faith Formation
 - b) Conference Planning and Implementation
 - c) Religious Education and Family Life Education Curriculum
- 2) The executive shall appoint members to the standing and special committees.
- 3) Fees – The membership fees shall be proposed by the executive and ratified by membership at the Annual General meeting. Fees will be established for board membership for large boards, board memberships for small boards and for individual, associate, and reserve memberships for those eligible. No fee will be charged for honorary life memberships.

The annual fees for fiscal year of the board will be due between September 1st and October 31st of the membership year.

CARFLEO POLICIES

ANNUAL GENERAL MEETING

- The Annual General Meeting will be held as determined by the executive in the spring of each year.
- Reports to the Annual General Meeting from other associations and from CARFLEO committees are to be in written form. They should be requested six weeks prior to the annual general meeting and submitted prior to the meeting.

AWARDS

- The CARFLEO Award and the Fr. Angus McDougall Award will be awarded annually. Date and location will be decided by the Executive.

NOMINATIONS AND APPOINTMENTS TO OTHER COMMITTEES (e.g. of ICE, OECTA, NORE)

- From time to time CARFLEO is approached to nominate members to sit on various committees of other associations, (e.g. ICE, NORE, etc.) The executive is responsible to name/or nominate these members with their permission.
- Members who sit on such committees are expected to report on the committee's work to the executive.

**Resolution to Amend the Constitution of the
Catholic Association of Religious and Family Life Educators of Ontario**

“The constitution shall be amended by a fifty-one percent vote of the members present and voting at the annual general meeting and qualified to vote, provided that notice of such proposed amendment shall have been sent to the membership at least ten days before the annual general meeting.”

Subject of resolution: Nominations and Elections rules and regulations

Intent of resolution: To amend the bylaw governing the length of time an Executive member can serve in a elected Executive position so as to ensure all necessary elected positions are filled.

Whereas: the bylaws of the CARFLEO Constitution state:

- c) officers of the Association shall be the Chair, Vice Chair, most recent Past-Chair, Secretary, Treasurer, and standing Committee Chairs... and must have the full support of their supervisory officer to participate fully as member of the executive; and
- d) members of the Executive may not serve for more than two consecutive two-year terms in any specific office.

Whereas: The duties of the Executive shall be to administer the affairs of the Association between annual general meetings in accordance with the constitution and by laws of the association.

Whereas: In recent years, the Executive Committee has noted a decline in members able to fulfill the role of executive membership due to the demands of their positions within their board.

Therefore: be it resolved that, to guard against failure to receive nominations for all Executive positions resulting in an Executive Committee without full membership, The bylaws governing Nominations and Elections be amended by the addition of:

- e) In the event that a nomination is not received for one or more of the Executive positions prior to the election, the following exception may be made. An outgoing Executive member who has already served two full terms (4 years) in this same position, may have their eligibility extended for a subsequent 2 year term.

Approved at the Annual General Meeting on April 14, 2016