



Alberta Carriage Driving Association Chapters Policies and Procedures

1. Chapters of the Alberta Carriage Driving Association (ACDA) shall operate as Standing Committees of the ACDA.
2. Chapters are established to facilitate ACDA driving activities within geographical areas in Alberta.
3. ACDA members may choose to register with a Chapter or they may choose to be a Member At Large.
4. All ACDA members will receive the same benefits from their membership in the ACDA at all Chapter activities. ACDA members may only vote on matters at a Chapter they are registered with.
5. Current members of the ACDA may apply to establish a new Chapter by completing the current Chapter Application Form.
6. The Board of Directors of the ACDA will consider establishing a new Chapter if the following condition is met.
 - a. There are no other Chapters in the same geographical area.
7. Chapters will appoint a Chair, Secretary and Treasurer (or Secretary/Treasurer) to manage the Chapter. The Chapter may appoint other positions as deemed necessary.
8. Chapters will appoint 2 Directors to the ACDA Board of Directors.
9. Chapters may operate using the ACDA bylaws or develop Chapter bylaws. If a Chapter's bylaws differ from the ACDA bylaws, the ACDA bylaws will prevail.
10. Chapters will use generally accepted accounting principles in their financial record keeping.
11. The Chapter fiscal year shall be Oct. 1 to Sept. 30 to align with the ACDA fiscal year.
12. Chapters will provide the ACDA Board of Directors with a year end financial review, a report of the past year's activities and a list of activities proposed for the next year prior to each ACDA Annual General Meeting.
13. To ensure that all activities are covered by the ACDA insurance the Chapter activities must be approved by the ACDA Board of Directors.



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14. The ACDA Board of Directors may dissolve a Chapter for the following reasons:
 - a. Two thirds (2/3) of the ACDA members registered with that Chapter vote to dissolve the Chapter. That vote to be held at a General Meeting of the Chapter that is called for the purpose of voting to dissolve the Chapter.
 - b. A Chapter does not adhere to the bylaws of the ACDA.
 - c. A Chapter takes part in activities considered excluded by the ACDA insurance.
15. When a Chapter is dissolved the Chapter assets and funds stay with the Chapter and are disposed of as the Chapter sees fit.
16. It is understood that some ACDA members who are registered with specific Chapters may choose to establish an independent incorporated Society outside of the ACDA. Such independent Societies shall not use the words chapter and/or ACDA in their society name and are not covered by the ACDA insurance.