

Bylaw and Policy Manual

for the

Canadian Association of Astrological Education

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This document is under Revision control. Do not
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Policies and Procedures of the Canadian Association for Astrological Education

226 Cromwell Avenue, Oshawa, Ontario L1J 4T8

Governance

Scope

This document includes the CAAE Governance Protocols, Bylaws and Procedures.

The CAAE

The Association shall be known as the Canadian Association for Astrological Education here in after referred to as the CAAE.

CAAE is a non-profit organization of individuals interested in astrology.

The aim and objective of the CAAE is to enhance the professional status of astrology by:

- promoting the use of standard exams
- providing a basic curriculum for the teaching of astrology
- providing a resource for those teaching astrology

Definitions

Executive Board

The CAAE is governed by a Board of Directors and Officers, collectively referred to as the Executive Board.

Directors

- President
- Vice-President
- Treasurer
- Secretary
- Registrar

Officers

- Education Committee Chairperson
- Public Relations Committee Chairperson

Directors of the Executive Board are elected, and the term of office is two years.

Officers of the Executive Board are appointed by the Directors, and their position is approved by the membership at the next Annual General Meeting. The term of office for Officers is two years, unless otherwise specified.

The CAAE Membership

There are currently two levels of membership:

- Associate Members
- General Members

Associate members include, but are not limited to, teachers who follow the CAAE recommended courses. Associate members are encouraged to participate in committee work and contribute to the organization by attending meetings and exercising their right to vote.

General members include, but are not limited to, students of Astrology. They are encouraged to write exams, contribute to the newsletters, and are encouraged to become Associate members.

Signing Officers of the CAAE

The signing officers of the CAAE shall be any two of the following:

- President
- Vice-President
- Treasurer
- Secretary

Order of Succession

In the event that the president is unable to perform his/her duties, the order of succession shall be as follows:

- Vice-president
- Treasurer
- Secretary
- Registrar

The acting President shall remain in power until the elected President is able to resume their full duties. If the elected President is unable to resume, an emergency meeting of the CAAE executive can be called to appoint a new President. The new President will hold office until the next annual general meeting.

Board Member Transitions

If there is a departure of a Director (other than the President) or Officer of the Executive Board, the remaining Executive Board can appoint an "Acting" Director or Officer

- The Director position remains as acting until the next election.
- The Officer position remains as acting until the next AGM, and is approved by show of hands (majority rules).

Board members or teachers that fail to perform their duties in a timely, ethical, and respectful manner will be subject to removal from their position at the discretion of the remaining board members.

Dissolution - Surrender of the Charter

Upon the dissolution of the Association, and after paying all debts and liabilities, the remaining members' equity shall be distributed to charitable organizations, which carry on their work solely in Canada.

Bylaws

Meetings

- Annual General Meeting
 - There must be one Annual General Meeting (AGM) to allow elections to take place, and approve amendments to the Bylaws.
- Executive Board meetings shall be held at regular intervals, minimum four per year.
 - The President reserves the right to hold additional meetings as needed.
 - Quorum to pass or approve any motions for an Executive Board meeting is 50% +1 of the attendees.

General meetings shall be held at regular intervals, four times per year.

- The President reserves the right to hold additional meetings as needed.
- Quorum to hold the meeting is 20% of the membership
- Quorum to pass or approve any changes is 50% + 1 of the attendees.

Committee meetings will occur at the discretion of the Committee Chairperson.

- Quorum to pass any decisions of the committee is 50% +1 of the attendees.

Meetings for a Special Petition

- Any member in good standing is able to request a meeting to raise a petition.
- Quorum to request the petition is 20% of the membership.
- Quorum to hold the meeting is 35% of the membership.
- Quorum to pass or approve any changes is 50% +1 of the attendees.

Election

Elections for positions on the executive committee of CAAE shall be held at the AGM. Nominees shall, in writing, request that their names be listed on the ballot within 10 days after receiving notification of the date of the AGM.

- Additional nominations will also be accepted at the annual general meeting
- Nominees shall submit a brief biography to be read at the annual general meeting
- If, at the AGM, only one nominee is proposed for any executive office, the Chair will, after asking if there are any further nominations, declare the nominee elected by acclamation
- If there is more than one nominee for any executive office, then an election will be held.
- Votes submitted by mail or electronically must be received by the last business day before the meeting
- Proxy votes will be accepted provided that they are submitted on the proxy form accompanying the notification of the annual general meeting

Code of Conduct

CANADIAN ASSOCIATION FOR ASTROLOGICAL EDUCATION ETHICAL STANDARDS AND GUIDELINES

CORPORATE ETHICS:

The opinions of the CAAE teachers do not purport to reflect the views, policies, or opinions of the CAAE members or board executive.

MEMBERSHIP ETHICS:

A member has the responsibility to read, understand, and follow the Ethical Standards and Guidelines.

PRIMARY STANDARD

The prime directive that supersedes all other ethics is to do no harm and at all times act in the client's best interest.

QUALIFICATIONS AND EXPERIENCE

A member should only practice within the boundaries of one's competence, based upon formal training and education, and practical experience.

A member should refer a client to another astrologer when the scope of issues surpasses one's area of expertise.

A member should always be cognizant that he/she acts as an astrologer only and should not provide medical or counselling advice, unless otherwise qualified to do so, but should refer the client to the appropriate professional.

It is the responsibility of each member to actively engage in and be responsible for continued education to maintain competency. Continued education is defined as on going courses of study, conferences, reading and research.

BASIS OF DELINEATION

A precise delineation cannot honestly be rendered unless based on a horoscope cast for year/ day/time and exact location of birth. Remarks must be based on clear accepted astrological science and data only. Any other remarks, based on tarot, numerology, psychic abilities etc., should be disclosed as such.

COMMUNICATION

A member should deal with a client's expressed interests and areas of concern, without the encumbrance of a member's personal needs and interests.

Negative predictions should be tempered and it should be explained that astrology is not an exact science, that different manifestations can occur, and that the outcome of future astrological events cannot be predicted with absolute certainty.

A member is encouraged to replace the word prediction, a word used by fortunetellers, with words like indication, probability and forecast. Further, a member should replace the word counselling with consulting.

In all communications, a member should be responsible for language and presentation that is helpful and empowering to the client.

In the public realm, a member should avoid blanket statements about dire predictions of imminent danger that would result in unreasonable fears in the public.

CONFIDENTIALITY

A member should honour and respect all client confidences and generally adopt ethical rules currently in place for the medical and legal professions in this regard.

THIRD PARTIES

If a client wants a member to interpret the chart of a third party, the member should get written permission from a third party before accepting the assignment, and should discuss the delineation with that third party only, and not with the referring party.

For synastry, composite and davison charts, a member can utilize third party data, without obtaining written permission, but must avoid direct interpretation of the third party horoscope to another.

A member may utilize third party data, without written permission, to better understand a client's relationship, but must avoid direct interpretation of the third party horoscope to the client.

BOUNDARIES

A member should maintain clear boundaries with clients and refrain from sexual activity or other inappropriate relations or actions while acting in the capacity of a professional astrologer.

RESEARCH AND TEACHING

A member must obtain written authority from a client to use chart/data obtained there from, for educational purposes, and the client's identity must not be disclosed.

INTEGRITY OF THE PROFESSION

A member is responsible to adhere to the highest possible professional standard of conduct and act in a manner that brings integrity to the profession.

A member should educate the public as to what astrology is and isn't.

RELATIONS WITH OTHER ASTROLOGERS

A member should maintain the highest standards with relationship with other astrologers, give recognition for their work, and adhere to copyright protections and refrain from pirating and taking credit for others' work.

LICENSING/LAWS

A member should adhere to all licensing laws and regulations, where applicable.

ADVERTISING

A member's advertising and promotion materials should be accurate in such a way as to not give the impression of possessing skills greater than they actually are. The advertising materials should be in good taste reflecting the integrity and professionalism of astrology and its members.

MAINTENANCE OF RECORDS

A member should use due diligence to keep and maintain client information using due diligence that ensures safekeeping and confidentiality. Examples of due diligence include shredding of documentation not to be retained and keeping files under lock and key.

In Addition:

If disciplinary action is required, it may include, but is not limited to:

- written or verbal warning
- removal of office or teaching privileges
- removal of membership

Amendments to the Bylaws

Any associate member of the CAAE shall have the right to submit in writing to the President a proposed amendment to the Bylaws at any time.

The Executive Board will approve or deny any request for an amendment.

- Amendments to the Bylaws can be made at any time, but they must be approved by the membership at the next AGM

Corporate Binder

The following information must be readily available, either in digital or hardcopy format:

- Certificate of Registration
- Certificate of Incorporation
- List of Directors*
- List of Officers*
- Meeting Minutes
- Financial report
- A copy of the Bylaws, which include:
 - Order of Succession
 - Quorum
 - Signing Authority
 - Amendments to the Bylaws (dated and detailed)

*The requirement for lists of Officers and Directors can be satisfied by having past and previous copies of the Corporate Profile available.

Duties of the President

- Responsible for the overall supervision and administration of CAAE affairs
- Implementation of initiatives by the President must have majority approval of the Board of Directors
- Ex officio member of all committees
- Will prepare agenda and chair general membership meetings, executive meetings, and other official CAAE events
- The official representative of CAAE unless a designated delegate is assigned
- A voting member at executive committee meetings and in the event of a tie will be accorded a second vote
- Participate in the electoral process
- Develop and implement annual goals for the CAAE that embraces continuous improvement
- Report to the Executive Board
- Create new committees, or task teams as required
- Coordinate annual Bylaw review

Duties of the Vice President

- Will assume the duties and responsibilities of the President in case of absence or when requested to do so by the President
- Will perform duties that may be assigned by the President or by the Association
- Participate in the electoral process

Duties of the Secretary

- Record and prepare written minutes of all CAAE meetings that shall be reviewed and approved at the following meeting
- Will perform such other duties as may from time to time be determined by the Executive Committee
- Participate in the electoral process

Duties of the Treasurer

- Collect and deposit all members' fees
- Keep full and accurate accounts of all receipts and disbursements of the CAAE
- Report regularly to the Executive Board
- Will prepare annual financial statements for the annual audit
- Participate in the electoral process

Duties of the Registrar

- Maintain a list of current members
- Maintain enrolment and academic achievement records
- Receive and document exam applications
- Confirm application payments with the Treasurer
- Work closely with the Exam Sub-committee to prepare the exam and arrange marking strategies
- Update exam history to account for courses taken and passed by each student
- Participate in the electoral process
- Report regularly to the Executive Board

Duties of the Education Committee Chairperson

- Coordinate periodic review and updating of study guides and curriculums
- Notify the Executive Board and specifically the PR committee of updates to study guides and curriculums
- Review new course materials
- Prepare and maintain recommended reading lists for all levels
- Communicate with teachers and students to address areas of concern
- Annually review exam setting procedure with Exam Sub-Committee
- Set up and support sub-committees
- Participate in the electoral process
- Manage new teacher review and approval process together with the Executive Board
- Notify PR Committee Chairperson of updates to classes offered
- Report regularly to the Executive Board

Duties of the Exam Sub-committee

- Coordinate scheduling of spring exams together with Registrar
- Notify Education Committee of volunteer requirements for exams
- Develop marking process/module for each exam
- Assign volunteers to mark exams and provide exams and answer sheets.
- Prepare guidelines for exam proctors
- Coordinate marking of all exams
- Report Exam results to the Executive Board and specifically the Education Committee
- Review and update exam setting procedure with the Education Committee
- Create new exams, with the Education committee's support
- Report regularly to the Education Committee

Duties of the PR Committee Chairperson

- Identify, suggest and initiate media/marketing venues
- Publish the quarterly newsletter
- Encourage student and teacher participation
- Set-up and support sub-committees as needed
- Participate in the electoral process
- Report regularly to the Executive Board

Duties of the Newsletter Sub-committee

- Manage creation, design, layout and editing of the quarterly newsletter in accordance to guidelines, requirements and deadlines set by the Executive Board
- Communicate with Teachers and Associate Members across the country for issues regarding relevant updates
- Follow up on content and articles
- Submit newsletter draft for proofreading
- Report regularly to the PR Committee

Duties of the Associate Members

Teachers:

- Advise Education Committee of teaching schedule.
- Advise students of additional administrative fees, if applicable.
- Prepare students for the exams.
- Assist in marking of exams and projects.
- Participate in committee work, if possible.
- Participate in the electoral process.
- Report regularly to the Education Committee.

Non-Teachers:

- Assist in marking of exams and projects.
- Participate in committee work, if possible.
- Participate in the electoral process.

Signatures

This concludes the Bylaws documentation for the Canadian Association for Astrological Education.

This documented was approved by all members of the Executive Board

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

_____ Date: _____

Witnessed by: _____ Date: _____