



COLOUR
RESEARCH
SOCIETY OF
CANADA

SOCIÉTÉ
CANADIENNE
DE RECHERCHE
SUR LA COULEUR

Code of Procedures

CRSC Code of Procedures

TABLE OF CONTENTS

1	Name	5
2	Objectives	5
2.1	National Network	5
2.2	AIC Membership	5
2.3	Colour Discourse	5
2.4	Public Interest	5
3	Legal Status	5
4	Office/Secretariat	5
5	Organizational Structure	6
5.1	Membership Types	7
5.1.1	Individual – Annual, Biennial, Lifetime	7
5.1.2	Student and Young Professional – Annual, Biennial	7
5.1.3	Institutional/Corporate	8
5.1.4	Honourary	8
5.2	Membership Dues	8
5.3	Termination Of Membership	8
5.4	Discipline of Members	8
5.5	Membership – Matters Requiring Special Conditions	9
6	Governance	9
6.1	Board of Administration	9
6.2	Election and Terms	9
6.3	President	10
6.4	Vice-President	10
6.5	Secretary	10
6.6	Treasurer	11
6.7	Members-at-Large	11
6.8	Past-President - Role and Obligations	11
6.9	Inviting Other Committee Leads to EC Meetings	11
7	Subcommittees	12
7.1	Membership Subcommittee	12

7.2	Elections Subcommittee	13
7.3	Marketing and Communication Subcommittee	13
7.4	Governance Subcommittee	13
7.5	Events Subcommittee	13
7.6	Student Awards Subcommittee	14
7.7	Ad-hoc Subcommittees	14
8	Meetings	14
8.1	Annual General Meetings	14
8.2	Board of Administration Meetings	14
8.3	Special Meetings	14
8.4	Notice of Meeting to Members	15
8.5	Proxies	15
8.6	Quorum	15
9	Decision Making	15
9.1	General	15
9.2	Letter Ballots	15
	Elections	16
9.3	New Members	16
9.4	Members of The Board of Administration and Subcommittees	16
9.4.1	Making an Open Call	16
9.4.2	Nominations	16
9.4.3	Balloting	16
9.5	Absentee Voting by Ballot	16
9.6	Ratifying the Results	17
10	Financial	17
10.1	Accounting Cycle	17
10.2	Membership Revenue	17
10.3	Other Revenues	17
10.4	Payment of Dues	17
10.5	Accounting Procedures	18
10.5.1	Payments	18
10.6	Banking Procedures	18
10.7	Signing Authority	19
10.8	Expense Reimbursement	19
10.9	Financial Statements	19

10.10	Audit Requirements	19
10.11	Obligations to the CRA	19
11	Liaison with Other Bodies	20
12	Personal Data and Confidentiality	20
13	Land Acknowledgement Policy	20
14	Diversity and Equity Policy	20
15	Amending By-laws	21
16	Document Policies	21
16.1	Electronic Documentation	21
16.2	Document Review	21
16.3	Approval Process	21
16.4	Version Control	21

1 NAME

The Colour Research Society of Canada/La Société canadienne de recherche sur la couleur (hereafter referred to by the abbreviation CRSC) was founded on June 1st, 2011, in Toronto, Ontario, Canada.

2 OBJECTIVES

2.1 NATIONAL NETWORK

To develop and support a national, cross-disciplinary network of scholars and practitioners with an interest in practical and/or theoretical engagement with colour.

2.2 AIC MEMBERSHIP

To be an active regular member of the International Colour Association (AIC), to enable and encourage Canadian colour researchers' participation in international colour research, events, and publications.

2.3 COLOUR DISCOURSE

To encourage discourse between arts, sciences and industry related to colour research and knowledge.

2.4 PUBLIC INTEREST

To foster public interest in colour research and knowledge.

3 LEGAL STATUS

CRSC is registered as a Not-For-Profit (NFP) with Corporations Canada.

The Corporation number is 868905-9.

The President and the Treasurer will serve as Board of Directors of this NFP. The Treasurer is responsible for filing the Annual Corporate Return to Industry Canada.

4 OFFICE/SECRETARIAT

The registered office address is:

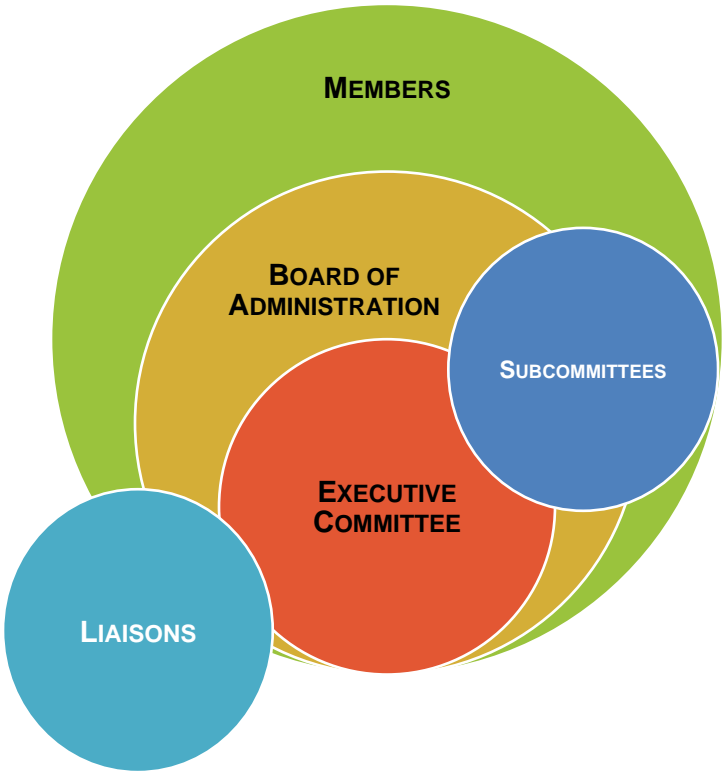
3730 Laird Road, Unit B
Mississauga, ON, L5L 5Z7

Lumentra Inc. will receive mails and parcels at this address and will forward to the appropriate end recipient within the CRSC.

5 ORGANIZATIONAL STRUCTURE

Members form the core of the CRSC. The CRSC is an international professional organization with a Canadian focus. CRSC welcomes membership of individuals interested in the CRSC objectives from all Canadian provinces and territories, across professional disciplines, including but not limited to Art, Design, Architecture, Science, Industry and Education. Note that Canadians living abroad, and other international individuals may also join the CRSC.

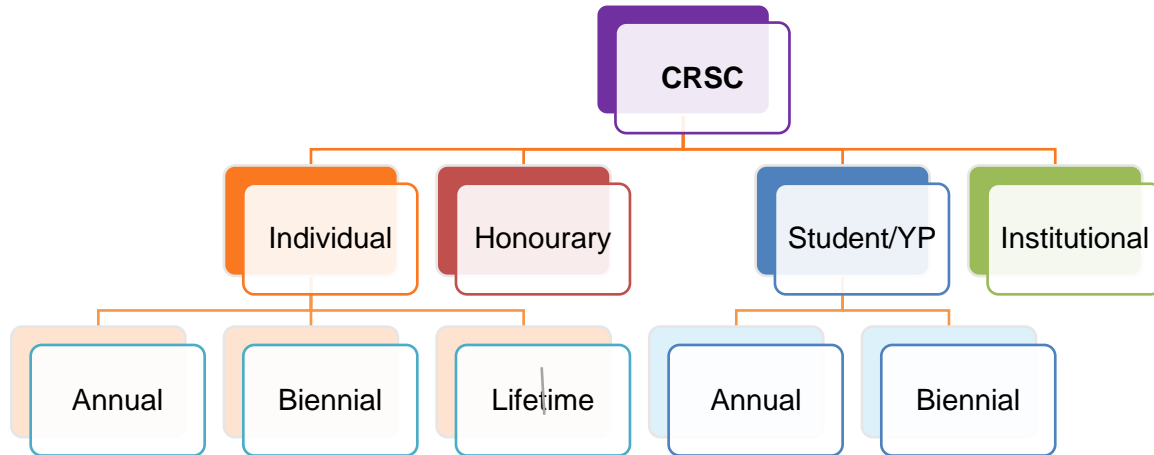
The Members elect the Board of Administration (hereafter BA) normally during the Annual General Meeting (AGM) to conduct the normal business on behalf of all the members. The BA is also responsible for the governance of the CRSC. Within the BA, the President, Vice-President, Secretary, and Treasurer form the Executive Committee (hereafter EC), with special authorities and responsibilities to facilitate a smooth conduct of CRSC affairs.



In addition to the core members, liaison from partner organizations can participate in specifically identified affairs of the CRSC, upon agreement of the BA.

5.1 MEMBERSHIP TYPES

There are four categories of membership:



5.1.1 INDIVIDUAL – ANNUAL, BIENNIAL, LIFETIME

Individuals may be affiliated with the CRSC if they are interested in our objectives (defined in Article 2). Upon fulfilling membership requirements, including payment of membership fees, Individual Members take part in, and receive information pertaining to CRSC activities.

Any individual interested in the CRSC objectives can apply for, pay dues, and become an Individual Member.

From time to time, the BA may give one-year complimentary membership to individuals who have made a contribution to the CRSC.

5.1.2 STUDENT AND YOUNG PROFESSIONAL – ANNUAL, BIENNIAL

A reduced rate, Individual Membership is provided to students enrolled full-time in educational institutes/programs within Canada.

One BA position is allocated for Student members. Student members are encouraged to participate in, and if suitable lead subcommittees.

Young professionals who have graduated within the last two (2) years and just entered the workforce are allowed to avail student membership rates. They can participate and lead subcommittees. They may become a member of the BA.

Students and Young Professionals must provide verification of their status upon registration.

5.1.3 INSTITUTIONAL/CORPORATE

National/international, regional, academic, or industrial/commercial organizations that share aims and objectives of the CRSC (defined in Article 2) may become members, following requirements set out by the EC.

5.1.4 HONOURARY

From time to time the BA of the CRSC will invite individuals who have made valuable contributions to the organization, or to the study of colour, to become honorary members. Conferral of this honour will create a lifetime membership for the individual and will have no other requirements.

Individuals who wish to discontinue this status should submit their request in writing to the President.

5.2 MEMBERSHIP DUES

Members shall be notified in writing of the membership dues at any time payable by them and, if they are not paid within three (3) months of the membership renewal date, the members in default shall automatically cease to be members of the CRSC.

The membership cycle is from the first day of March to the last day of the next February, every year. The current rates of membership are given in Appendix A of this document.

5.3 TERMINATION OF MEMBERSHIP

Membership in the CRSC may be terminated in the following ways:

- a. The member is deceased, or, in the case of a member that is a corporation, the corporation is dissolved.
- b. A member fails to maintain any qualifications for membership described in Section 6.8.1.4 of these by-laws.
- c. The member resigns by delivering a written resignation to the EC of the CRSC in which case such resignation shall be effective on the date specified in the resignation.
- d. The member is expelled in accordance with Section 5.4 below or is otherwise terminated in accordance with the by-laws.
- e. The member's term of membership expires.
- f. The CRSC is liquidated or dissolved.

Upon any termination of membership, the rights of the member, including any rights in the property of the CRSC, automatically cease to exist.

5.4 DISCIPLINE OF MEMBERS

The CRSC reserves the right to expel members who behave disrespectfully towards other individuals or the organization in-person or online meetings, and on social media internet platforms. The EC will consider any action or behaviour brought to their attention and bring their recommendations to the BA for a vote on disciplinary action or expulsion. Members who are expelled do not receive a refund for their membership fees.

5.5 MEMBERSHIP – MATTERS REQUIRING SPECIAL CONDITIONS

Individuals interested in furthering the CRSC’s purposes and who have applied for and have been accepted into membership in CRSC may bring CRSC Membership matters requiring special resolution to the attention of the EC or BA. Actions related to such matters may be determined by the BA. Each member shall be entitled to receive notice of, attend, and vote on such matters if brought forward at the CRSC’s AGM.

A special resolution with a vote at the AGM is required to make any amendments to this section of the by-laws if those amendments affect membership rights.

6 GOVERNANCE

6.1 BOARD OF ADMINISTRATION

The Board of Administration (BA) is the principal decision-making body of the CRSC. It shall consist of not more than eleven members. The membership of this body shall include:

- The four (4) Executive Committee members (President, Vice-President, Secretary, and Treasurer).
- The Past-President.
- Up to six Members-at-Large.

The total number of members thus shall be no more than 11 (eleven).

The duties of all members of the BA are to:

1. Provide strategic leadership.
2. Set goals for future development of the CRSC.
3. Oversee the achievement of the objectives of the CRSC.
4. Plan Annual meetings.
5. Propose ad-hoc committees and special events.
6. Ensure that all ballots of the CRSC are circulated and voted on.
7. Recruitment of new Board Members of value to the CRSC.

All actions of the BA must be reported to the next AGM of the CRSC as part of the Secretary’s report.

6.2 ELECTION AND TERMS

The Executives and Board Members-at-Large shall be elected for a two-year term commencing from the election date.

President, Vice President, Secretary and Treasurer shall be eligible for one (1) consecutive re-election to these positions. In the case of no other candidates for the position, these EC officials (President, VP, Secretary, Treasurer) may continue to be nominated for elections and may serve if elected to another two-year term. Thus, the term of the EC member will be limited to six (6) consecutive years in total.

EC and BA members are eligible to be elected to other positions after their term ends.

If a vacancy occurs on the EC, a replacement may be appointed for the remainder of the term of election, at the discretion of the EC. This ad-hoc appointment shall be ratified by the BA by a majority vote, through a ballot conducted within a month of the appointment.

The EC may appoint a new BA member based on developing regional representation and growth of the organization within the two-year election cycle. Such appointees will be eligible for elected positions at the end of the two-year term in which they were appointed.

EC Members and BA Members are responsible for active participation in building the organization. Ongoing inactivity or three (3) consecutive absences from EC meetings without valid reason(s), acceptable to the EC, will be considered inadequate commitment for continued BA membership.

6.3 PRESIDENT

The President is responsible for:

- Conducting the affairs of the CRSC.
- Calling and chairing its meetings, setting agendas for the meetings.
- Governing motions during meeting and ratifying in-person voting during meetings.
- Representing Canada at meetings of the related international bodies such as AIC, and liaising with parallel organizations in other countries.
- Presenting reports during the AGM and other Board meetings.
- Preparing annual reports of CRSC activities for the AIC.
- Paying necessary CRSC expenditures from CRSC bank account in coordination with the Treasurer.

6.4 VICE-PRESIDENT

The Vice-President is responsible for:

- Performing the duties of the President whenever the President is unable to perform them.
- Presenting reports during the AGM and other BA meetings.
- Supporting the President in calling, chairing, and setting agendas for meetings and Sub-Committee reports.
- Liaising with other organizations and promoting the CRSC and its events.
- Helping the President in preparing annual reports of CRSC activities for the AIC.

6.5 SECRETARY

The Secretary is responsible for:

- Keeping the records of the CRSC including the minutes of BA meetings and the AGM.
- Maintaining mailing lists.
- Corresponding with CRSC members.
- Conducting ballots on questions that arise between meetings.
- Communicating the CRSC election results to the membership.
- Other related duties, e.g., presenting reports during the AGM and other BA meetings.

6.6 TREASURER

The Treasurer is responsible for:

- Maintaining a bank account in the name of the CRSC.
- Receiving and disbursing funds as directed by the CRSC.
- Maintaining records of all financial transactions, and other related duties.
- Presenting financial reports at periodic meetings of the BA and during the AGM.
- Keeping the Corporation Key that is necessary for transacting with Corporations Canada.
- Working with accredited professional(s), filing Annual Reports, and Change in Office Bearers (Directors for NFP) with Corporations Canada.

6.7 MEMBERS-AT-LARGE

Members-at-large are elected by the CRSC members through a formal election process, with the goal of ensuring that all relevant areas of expertise of the CRSC are represented and that there is a suitable geographic distribution of participation in the work of the CRSC.

Members-at-large are normally appointed for two-year terms. The terms of office are renewable for additional terms subject to the usual election processes. Nominations for Member-at-large positions must be made by CRSC members or BA members.

Members-at-large are eligible to be elected to other positions on the BA or EC after their term ends. As noted in 10.2.2, a member who has served for one (1) year on the BA may stand for the EC positions of President, Vice-President, and Treasurer.

A Member-at-large is obligated to participate at least in one (1) Subcommittee.

6.8 PAST-PRESIDENT - ROLE AND OBLIGATIONS

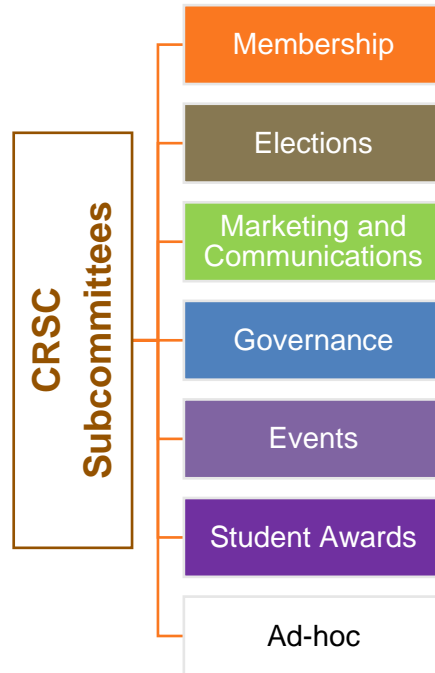
The outgoing President will automatically become the Past-President, remaining on the BA to provide continuity for up to two (2) years of the following end of their term. This role is defined as being a guide and mentor for the new President to ensure continuity and a smooth transition.

6.9 INVITING OTHER COMMITTEE LEADS TO EC MEETINGS

At the request of any member, any BA member may invite one or more persons to attend any meeting or meetings of the BA and/or to take part in discussions conducted by correspondence. The invitees do not have the right to vote.

7 SUBCOMMITTEES

To facilitate specific and time-bound goals, the CRSC's BA may form Subcommittees with the approval of the EC. The current Subcommittees are outlined in the diagram below. All Subcommittee's members must be members of the CRSC, and have appointments confirmed by the President in consultation with the other BA members. Subcommittee Chairs must be members of the EC, unless special permission is given by the BA.



7.1 MEMBERSHIP SUBCOMMITTEE

There shall be a Membership Subcommittee, which shall consist of at least three members, one of which shall be a member of the BA.

The duties of the Membership Subcommittee are to:

1. Maintain a membership database.
2. Review any applications for membership and ascertain if the applicant meets the requirements for membership.
3. Keep track of memberships and send out renewal notices.
4. Verify the willingness of CRSC members and affiliates to receive mailings from the CRSC.
5. Coordinate industry and/or corporate memberships and memberships for sponsors.
6. Membership acquisition (new & lapsed).
7. Membership stewardship.
8. Student outreach.

7.2 ELECTIONS SUBCOMMITTEE

The duties of the Elections Subcommittee are to:

1. Prepare a call for nominations for all BA terms that are due to expire at the end of the year and vacant Subcommittee positions.
2. Review each nomination submitted to ascertain that:
 - The nominee is willing and has the necessary qualifications for the position for which they are being nominated.
 - The nomination includes a brief biography highlighting the nominee's contributions to the Canadian colour community, the CRSC, and/or related international bodies.
3. Submit a list of nominees for Subcommittee and BA positions to the Secretary.

7.3 MARKETING AND COMMUNICATION SUBCOMMITTEE

The duties of the Marketing Subcommittee are to:

1. Prepare and circulate an e-Newsletter.
2. Maintain Social Media communications and relations.
3. Maintain the Website (including posting of CRSC, AIC and other relevant events, and archiving past events).
4. Curate the YouTube channel.
5. Explore opportunities to collaborate with other professional associations/allies/educational and/or interest groups to create joint email communication lists.
6. Liaise with the Membership Committee to help build membership and develop a contact list of potential members.

7.4 GOVERNANCE SUBCOMMITTEE

The duties of the Governance Subcommittee are to:

1. Examine current Code of Procedures and recommend updates.
2. Establish sustainable governance structure.
3. Consider/recommend CRSC policies and statements (e.g. privacy, diversity and equity, etc.).

7.5 EVENTS SUBCOMMITTEE

The duties of the Events Subcommittee are to:

1. Plan and organize the Kaleidoscope Lecture series.
2. Plan and organize the Keynote Lecture at AGM.
3. Propose, develop, and organize other special events.
4. Keep a record of past events.
5. Prepare honoraria/gifts for speakers.

7.6 STUDENT AWARDS SUBCOMMITTEE

The duties of the Student Awards Subcommittee are to:

1. Define requirements for the annual Student Awards.
2. Organize promotional materials and promote the awards.
3. Organize Awards Selection Committee and assist them.
4. Solicit potential sponsors for Student Awards.

7.7 AD-HOC SUBCOMMITTEES

The CRSC or BA may appoint subcommittees or task forces from time to time to undertake specific projects for terms established at the time of their creation. This may be done at a BA meeting, at an AGM meeting, or by letter ballot. The creation of such subcommittees shall be by majority vote. Ad-hoc subcommittees shall be dissolved at the end of the specified term unless that term is extended by a vote.

8 MEETINGS

8.1 ANNUAL GENERAL MEETINGS

There shall be a meeting of the CRSC in the first quarter of each calendar year, typically on or around March 21, International Colour Day. The time and location of the AGM must be approved by the BA and announced at least two months prior to the time. A draft Agenda and Minutes of the previous year's AGM must be circulated to all members and affiliates in advance of the AGM.

Reports defined elsewhere in this document must be submitted to the Secretary at least two (2) weeks prior to the AGM. The Secretary will forward reports to BA members at least one (1) week prior to the meeting.

Virtual participation options should be offered whenever possible.

8.2 BOARD OF ADMINISTRATION MEETINGS

The BA normally meets every other month for a total of six (6) regular meetings in a year. There shall be at least two (2) meetings of the BA during each calendar year. These meetings may be held in-person and/or virtually.

8.3 SPECIAL MEETINGS

Where necessary - and with sufficient notice - additional meetings may be held by a decision of the EC or at the request of a majority of the BA and/or members.

The President may call a meeting of the CRSC, or the BA, whenever deemed necessary, or at the joint request of at least four (4) members. Meetings may be held virtually or in person. For in-person meetings, virtual participation should be offered whenever possible.

8.4 NOTICE OF MEETING TO MEMBERS

Notice of the time and place of an AGM shall be given to each member in good standing. Members in good standing are entitled to vote at the meeting by the means mentioned below.

The notice may be given to each member by telephonic, electronic, or other communication facility.

8.5 PROXIES

Voting by proxy is not normally permitted during meetings. When a shortfall of quorum is anticipated well in advance, the EC shall make every effort to relocate/reschedule the meeting to achieve a quorum.

Under this special circumstance, when the meeting cannot be rescheduled and a lack of quorum is deemed unavoidable, the President shall make explicit announcements regarding the conditions for voting by proxy.

8.6 QUORUM

All meetings of the BA require quorum. A quorum consists of one-half of the BA. Those in attendance virtually are counted as present for determining quorum.

If quorum is not met at a duly called meeting, those present in the meeting can proceed to discuss the item. However, any decisions required to be taken at that meeting shall be dealt with by letter ballot. This ballot shall be initiated within 10 (ten) working days after the motion was presented in the meeting.

9 DECISION MAKING

9.1 GENERAL

In dealing with matters at meetings and by letter ballots, all members in good standing have voting rights. A simple majority of votes cast, including the votes of those in attendance virtually, is required to ensure the passage of a motion. (Note that an abstention is not a vote.)

9.2 LETTER BALLOTS

At the request of the President or at least five (5) members of the BA, when quorum has not been met at a meeting, or to deal with urgent matters as deemed by the BA, the Secretary shall send out letter ballots (electronically or by hard copy) to all members to ascertain their opinion. The voting period must last for at least two (2) weeks after the sending of the ballot.

Negative votes on a non-election ballot shall be accompanied by an explanation.

As a matter of expediency, and at the discretion of the President, some ballots may be restricted to the BA.

The results of all ballots shall be distributed to the CRSC membership.

ELECTIONS

9.3 NEW MEMBERS

Individuals who are interested in the objectives of the CRSC can become members by paying membership dues. Once the application is received and the payment of dues is confirmed, the new member will be notified and sent a welcome package by the Membership Subcommittee.

9.4 MEMBERS OF THE BOARD OF ADMINISTRATION AND SUBCOMMITTEES

9.4.1 MAKING AN OPEN CALL

At least two (2) months prior to the next AGM, the Secretary, in consultation with the Membership and Elections Subcommittees, shall send out a call for nominations for the EC and BA positions, for terms that are expiring at the end of the year and for vacant Subcommittee positions.

9.4.2 NOMINATIONS

Nominations for new members to the BA, including the EC, can be made by any member of the CRSC. However, if nominees are not a member of the current BA, their nomination should be endorsed by at least one member of the current BA. The nominator shall be responsible to submit a brief professional biography and headshot of the candidate highlighting the qualifications and contributions to the areas of CRSC's general interest.

Nominations for Subcommittee membership can be made by any member in good standing of the CRSC. Members can nominate themselves for any Subcommittee position.

To stand for the EC positions of President, Vice-President and Treasurer, a member must have served at least one (1) year on the BA.

Members nominated for BA, EC, or Subcommittees should be in good standing.

After the close of nominations, the Secretary, in consultation with the Elections Subcommittee, shall:

- Ascertain that nominees are willing to stand.
- Distribute a list of nominees and their biographical briefs to CRSC members at least two (2) weeks ahead of the elections.

9.4.3 BALLOTING

Online voting for EC and BA members will conclude at least three (3) days ahead of the AGM. The results will be announced by the President during the AGM.

9.5 ABSENTEE VOTING BY BALLOT

There is no provision for absentee voting.

9.6 RATIFYING THE RESULTS

Following the balloting, the BA will affirm the results of the elections, and the President will ratify the results. In cases where only one (1) candidate is standing for a given EC position, or a requisite number of candidates are standing for BA Member-at-large positions, the voting will be done by acclamation.

The newly elected members will be informed by the President.

10 FINANCIAL

Members of the EC and BA will serve without financial compensation. Administrative expenses will be met by subscription funds, donations, sponsorships, grants, and moneys derived from special events. Individual and BA members of the CRSC shall not be under any financial obligation to CRSC beyond their member subscriptions.

10.1 ACCOUNTING CYCLE

CRSC operates on an annual financial cycle. The financial year starts on 1st March and ends on 28/29th February every year.

10.2 MEMBERSHIP REVENUE

Revenue from annual membership dues is one of the principal income sources of the CRSC. Annual dues and potential increases to annual dues are discussed and decided upon in BA meetings ahead of the membership renewal cycle, around December every year. Any updates to the fee structure are communicated to the Membership Subcommittee, who then implement the required changes.

The current fee structure for membership dues is provided in Appendix A.

10.3 OTHER REVENUES

Additional revenue sources of the CRSC are:

- Government grants.
- Event budget surplus.
- Sponsorships.
- Private and corporate donations.
- Bank deposit interests.

10.4 PAYMENT OF DUES

All members except Individual Lifetime and Honourary Lifetime members are expected to keep their membership current by paying dues at the due date.

The Membership Subcommittee will define convenient mechanisms for paying membership dues. At present, members can pay their dues through an e-commerce platform integrated to the CRSC website.

10.5 ACCOUNTING PROCEDURES

The Treasurer maintains the ledger of bank and credit card transactions as well as other forms of payment and receipts.

All expenses above \$200 (two hundred) Canadian dollars are discussed in the BA meeting and approved. In case of emergency expenses any two (2) of the four (4) EC members can authorize the payments. However, they must present details of these in the immediate next BA meeting and seek approval.

All expenses under \$200 (two hundred) Canadian dollars may be approved by any two (2) of the four (4) EC members. These expenses are presented to the BA members by the Treasurer as part of the periodic financial report.

10.5.1 PAYMENTS

The Treasurer:

- Receives invoices and receipts for products and services procured.
- Presents the invoices and receipts to the appropriate BA member and/or the Chair or Co-Chair of the Subcommittee.
- Seeks explicit approval for making payment.
- Completes the payment to the invoice(s) provider(s) through appropriate banking mechanism such as Electronic Fund Transfer (ETF) or cheques (see Section 11.7 for Signing Authority).
- Verifies the payment in the next available bank statement.
- Keeps track of the annual expenses (and copies of the receipts/statements/documents) on items and income of CRSC.

10.6 BANKING PROCEDURES

The CRSC operates a Not-for-Profit account with the Bank of Montreal (BMO). The President and the Treasurer are authorized to transact with the bank. The Treasurer is responsible for conducting normal business with the bank, including accessing online banking portal, keeping the CRSC information current with the bank, getting monthly statements, etc.

BMO provides a credit card for secure, convenient, and tractable transactions; this is the preferred method of payment. However, all vendors may not offer credit card payment, or the amount may exceed the single credit card transaction limit. In these cases, the Treasurer can make payment by alternate means.

Cash transaction is the least preferred method. It must be avoided whenever possible.

Monthly credit card dues are paid automatically from the CRSC chequing account, to avoid any lapse in payments and/or interests. The Treasurer verifies the monthly credit card statements and initiates disputes, if any, with the bank and/or the credit card provider.

10.7 SIGNING AUTHORITY

The President and the Treasurer have authority to operate bank accounts and credit cards, and to sign cheques. They are also responsible for ensuring the necessary procedures are followed to get the expense authorized before any transactions are initiated.

The Treasurer is responsible for conducting Electronic Fund Transfers.

10.8 EXPENSE REIMBURSEMENT

All expenses must be authorized before they are incurred. An EC member can authorize expenses below \$200 (two hundred) Canadian dollars. All expenses above \$200 (two hundred) Canadian dollars must be discussed in the BA meeting (or ad-hoc EC meeting) before approval.

Once authorized, expenses may be paid by personal means by any BA member. They then submit the receipts to the Treasurer, who follows the procedures for paying bills and invoices and completes the reimbursement.

10.9 FINANCIAL STATEMENTS

The Treasurer works with the designated accounting professional to prepare all necessary files for filing annual financial return to the CRA.

The accounting professional also prepares annual Financial Statements. This typically includes the Balance Sheet, a Statement of Retained Earnings, and the Profit and Loss Statement.

These statements are presented and discussed with the BA members during the next scheduled meeting. They must be approved by the BA to complete the annual financial statement process.

10.10 AUDIT REQUIREMENTS

As a small organization, the CRSC does not conduct an annual external audit. The approved external accounting services provider conducts a review engagement before starting the annual financial services procedures.

The accountant prepares the financial documents and CRA tax return on the basis of the information provided by the CRSC board. They do not conduct any audit on the finances of the CRSC.

The accountant may include a statement to this effect in their Financial Reports.

10.11 OBLIGATIONS TO THE CRA

The Treasurer is responsible for completing annual returns to the CRA. Working with the designated accounting professional, electronic files necessary for filing are prepared. The authorized accountant then files them and obtains the necessary confirmation.

The CRSC is obligated to collect Harmonized Sales Tax (HST) on all its transactions. As a small organization, CRSC qualifies for filing them annually. As a part of the annual corporate tax filing, the accounting professional prepares a HST return and files to the CRA.

Any necessary HST payments due on filing are paid by the Treasurer.

11 LIAISON WITH OTHER BODIES

The CRSC is a Regular Member of the International Colour Association (AIC), an umbrella organization of colour associations around the world.

As a part of the membership obligations to the AIC, the CRSC:

- Pays annual dues to the AIC.
- Provides Annual Reports to the AIC for publication in the AIC Annual Review.
- Participates in voting as requested by the AIC Executive Committee.
- Notifies CRSC members of AIC conferences, events, and activities.
- May host AIC conferences or other AIC-related events.

The President of the CRSC acts as the liaison to the AIC.

12 PERSONAL DATA AND CONFIDENTIALITY

The CRSC has a comprehensive data and confidentiality policy. The policy is elaborated upon in a Privacy Policy document found on the CRSC website.

13 LAND ACKNOWLEDGEMENT POLICY

The CRSC has prepared a Land Acknowledgement statement in concert with an Indigenous consultant. The EC may from time to time revisit and revise land acknowledgement statements and their use, in consultation with Indigenous community members. It will inform the BA and seek approval of any changes. It is recognized that indigenous perspectives and consultations are valuable in creating statements, and in planning for their use.

The CRSC will provide links to the Land Acknowledgement statement on our website and will read a short-form statement at the outset of BA and members' meetings.

14 DIVERSITY AND EQUITY POLICY

The CRSC has prepared a Diversity and Equity Statement in consultation with knowledgeable parties. The EC may from time to time revisit and revise the statement(s) for the CRSC and will inform the BA and seek approval. It is recognized that diverse perspectives are valuable in creating statements and planning for their use.

Links to Diversity and Equity statement(s) will be provided on the CRSC website.

15 AMENDING BY-LAWS

These statutes may be amended, or the CRSC dissolved, only after all current members in good standing are informed and have had the opportunity to participate in a discussion and a vote on resolutions generated by the discussion. The discussion and vote will be conducted in a forum and using means which reasonably facilitate inclusion of all members. A 2/3 (two third) majority vote will be required for bylaw amendment or dissolution of the organization.

In the event of dissolution, any balance remaining in the funds of CRSC shall be distributed according to a resolution proposed and ratified by the membership at a meeting specifically called to address such dissolution.

16 DOCUMENT POLICIES

The CRSC controls this Code of Procedures document to ensure that the organization has uniform and consistent policies.

16.1 ELECTRONIC DOCUMENTATION

The Code of Procedures is maintained as an electronic document. Hard copy documents are not considered official.

The most recent approved major version of the Code of Procedures is also made available for the public through the CRSC website.

16.2 DOCUMENT REVIEW

The Code of Procedures document is reviewed and updated regularly. The Governance Subcommittee conducts a systematic annual review of the codes to ensure current best practices are implemented and enable a smooth operation.

16.3 APPROVAL PROCESS

The updated Code of Procedures is sent to all members in good standing along with the AGM document package. The members are encouraged to review and provide feedback to the Governance Subcommittee ahead of the AGM.

All major changes are discussed during the AGM and, if necessary, ballots may be conducted to approve major changes.

Revisions can also be approved by the BA during their periodic meeting through balloting. Upon approval by the BA, the codes take effect immediately.

16.4 VERSION CONTROL

As the Code of Procedures is a controlled document, all changes to this document are tracked under the Revision History table at the end of this document.

Only EC or Governance Subcommittee members are authorized to make changes to the document.

Addition of a new section or substantial rewrite of any section should be identified by a new version number of the document. All minor changes to the document are identified by decimal increment to the document version.

Appendix A - Membership Dues

Last updated 14 Nov 2022

CATEGORY	DURATION	MEMBERSHIP
INDIVIDUAL	12 months	\$35.00
	24 months	\$60.00
	Lifetime	\$325.00
STUDENT and YOUNG PROFESSIONALS	12 months	\$15.00
	24 months	\$25.00
HONORARY	Lifetime	No dues
INSTITUTIONAL/CORPORATE	12 months	TBD
	24 months	TBD

Revision History

VERSION	DATE	EDITED BY	REVISIONS	COMMENTS
0.1	14 Nov 2022	V Venkataramanan	Initial Version	Transfers from old By-laws
0.2	12 Sep 2022	V Venkataramanan	Added corporate information, membership dues	
0.3	6 Jan 2023	V Lo	Membership dues, termination of membership, discipline of members, membership – matters requiring special conditions, Notice of meeting of members, Quorum, Absentee voting by ballot	Newly added
0.4	11 Jan 2023	V Venkataramanan	Organization, Membership, EC, board, and subcommittee roles, elections, decision making, etc. Appendix A	Newly added
0.5	15 Jan 2023	V Venkataramanan	Incorporated comments from Robin and Doreen. Made structural changes; subcommittees are re-defined	
0.6	16 Jan 2023	V Venkataramanan	Financial procedures added	Also includes minor revisions to other sections
0.7	17 Jan 2023	V Venkataramanan	Document policies are added	
0.8	18 Jan 2023	V Venkataramanan	Minor revisions	
0.9	23 Jan 2023	V Venkataramanan		Based on discussions with Robin, Judith, and Paul
0.91	23 Jan 2023	R Kingsburgh	Liaison section added	
0.92	01 Feb 2023	V Venkataramanan	Privacy section added with reference to the full policy; Bilingual Policy section is removed for now.	Expand to include Bilingual Policy in the next major revision.
0.99	02 Feb 2023	V Venkataramanan	Minor edits by Robin included. Subcommittee formation procedure is revised. All tracking and comments are removed and Version 0.99 finalized.	Ready for commenting by the BA.
1.0	06- 09 Mar 2023	R Kingsburgh	Comments from Board incorporated	
1.1	20 Mar 2023	R Kingsburgh	Comments from Board incorporated	

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