

**Constitution of the CANASA
Canadian Accredited Security Contractor (CASC) Standing Committee
(to be named the CASC Governing Body)**

1. Composition

- 1.1. The CASC Standing Committee (the CASC Governing Body) shall be comprised of no less than 7 and no more than 15 members.
- 1.2. The Chair of the Committee shall be appointed every two years by the CANASA National President as per the CANASA Constitution (8.5.7.2)
- 1.3. **Representation.** At all times the composition of the Committee shall have the following maximum representation:
 - 1.3.1. One Committee Chair. The Chair need not be a current member of the National Board of Directors of the Association
 - 1.3.2. One National Board Representative. In cases where the Chair does not sit on the National Board of Directors, the National Board of Directors shall appoint a representative to serve as representative. (8.5.7.2)
 - 1.3.3. Up to 2 members shall represent stakeholders interest groups (such as Crime Stoppers, Crime Prevention Groups)
 - 1.3.4. Up to 3 members shall represent fire and law enforcement agencies (such as Police Chief, alarm coordinators, police board representatives)
 - 1.3.5. Up to 4 senior representatives of accredited companies (Owner, principal, senior leadership)
 - 1.3.6. Up to 2 representatives from government or government agencies (such as Ministry of Justice, Registrar)
 - 1.3.7. Up to 2 public representatives (such as home owners association, property managers)
 - 1.3.8. Each Committee member shall represent only 1 group. Change in employment shall not affect Committee members once appointed and they shall remain in their position until the end of their term.
- 1.4. **Term.** The term of Committee members shall be 2 years staggered to CANASA's election cycle. Initially, seven members will have a three year term in order to allow transition from one group to the next.
 - 1.4.1. Members of the Committee shall not serve more than 3 consecutive terms.
- 1.5. **Review.** The Committee will be responsible to review and evaluate all aspects surrounding the selection of Committee and Council members which includes; position descriptions, the criteria for selection and the method and timing of the application process. The Committee itself cannot change the composition of the Committee and/or Council representation as set out in items 1.3 and 3.2

2. Roles

- 2.1. The Committee shall uphold the objectives of the CASC Program as mandated by the National Board of Directors
- 2.2. The Committee shall be responsible for the governance of the CASC program. More specifically it shall;

- 2.2.1. Where applicable and not in contradiction with the current document conduct its business in accordance with the Canadian Not-for-Profit Corporations Act
 - 2.2.2. Process appeals from decisions made by the CASC Council
 - 2.2.3. Meet (and keep minutes for) at least four times annually
 - 2.2.4. Prepare and submit for approval an annual budget
- 2.3. The Committee shall be solely responsible for all aspects of the CASC Council.

3. Composition of CASC Council

- 3.1. The Council shall supervise the affairs of the CASC Program.
- 3.2. **Representation.** At all times the composition of the CASC Council shall have the following maximum representation:
- 3.2.1. Two appointed representatives from the CASC Standing Committee which cannot be the CASC Committee Chair or National Board representative
 - 3.2.2. Up to 2 members shall represent stakeholder interest groups (such as Crime Stoppers, Crime Prevention Groups)
 - 3.2.3. Up to 3 members shall represent fire and law enforcement agencies (such as Police Chief, alarm coordinators, police board representatives)
 - 3.2.4. Up to 4 representatives of accredited companies (Owner, principal, senior leadership)
 - 3.2.5. Up to 2 representatives from government or government agencies (such as Ministry of Justice, Registrar)
 - 3.2.6. Up to 2 public representatives (such as home owners association, property managers)
 - 3.2.7. Each Council member shall represent only one group. Change in employment shall not affect Council members once appointed and they shall remain in their position until the end of their term.
- 3.3. **Term.** The term of Council members shall be two years staggered to CANASA election cycle. Initially, seven members will have a three year term in order to allow transition from one group to the next.
- 3.3.1. Any member of the Council shall not serve more than 3 consecutive terms.
- 3.4. **Roles.**
- 3.4.1. The Council shall pursue the objectives of the CASC Program as mandated by the CASC Committee
 - 3.4.2. Process and adjudicate complaints and compliancy issues
 - 3.4.3. The Council shall be responsible to ensure the success of the program in actively endorsing and promoting the value of the program
 - 3.4.4. Monitors the success of the program, promotes it to potential members
 - 3.4.5. Seeks opportunities and work with management on opportunities for the growth and visibility of the program
 - 3.4.6. Meet (and keep minutes for) at least six times annually
 - 3.4.7. Ensures revenues and expenditure are according to budget

4. Appointments

- 4.1. **Selection Committee.** The members of the CASC Standing (Governing Body) Committee and CASC Council shall be appointed by a three member initial selection committee which shall include the Chair of the CASC Standing (Governing Body) Committee, one member appointed by the National Board of Directors and one member appointed by the CASC Standing (Governing Body) Chair.

Once both Committees have been selected there shall be a permanent 5 member Selection Committee. The Chairs of both the Governing Body and the Council shall always have a permanent seat on this Committee, the CASC Council chair shall then appoint one member and with the one member previously appointed by the National Board, this shall make up a total Selection Committee of five members. The panel shall first advertise the open positions for a one month minimum period then consider applications that meet all criteria and are received during a prescribed period. The panel selection shall be final and without appeal. In the event that the selection panel fails to perform its duty within a prescribed period the National President shall be capable of appointing a new Chair.

Other than the Governing Body and Council Chairs who will have permanent portions on this Selection Committee, in the event of a vacancy of any of the other 3 positions once all the Committee Members have initially been selected, any open position(s) shall be replaced by the process(s) that installed those members. (ie: both of the Chairs and the National Board will each have one member they can appoint and reappoint as the position(s) open(s)).

- 4.2. **Applicants.** Potential Committee and Council members shall apply during the prescribed period to the Executive Director or its designate and meet all necessary requirements to ensure candidates represent a particular group and have the skill set to discharge their duties.

- 4.2.1. Applicants shall apply to represent only one group but can apply for seat on the CASC Committee and/or CASC Council. Notwithstanding, a candidate can only be appointed to one of the CASC Committee or CASC Council by the selection committee.

5. Finance

- 5.1. The CASC program finances shall be managed by CANASA in accordance with its policies and practices. All aspects of finance, including but not limited to, invoicing, collections, cash deposits, cash receipts, payable and signing authority shall be managed in accordance with the Association policies and practices as established by the National Board of Directors and/or Management.

5.2. CASC Budget

- 5.2.1. The CASC Standing Committee is responsible to review and approved an annual budget for the program for presentation and inclusion into the consolidated annual CANASA budget.
- 5.2.2. The CASC Council is responsible for working with management for the preparation of the CASC budget.
- 5.2.3. The CASC budget shall include as source of revenues all CASC dues of CASC members and other sources of revenues from CASC programs and services as established from time to time. The CASC budget shall include all costs related to the management of the program including but not limited to: marketing, finance, legal, printing, publications, communications and management.

5.3. CASC Reserve Fund

- 5.3.1. The CASC Reserve Fund shall be created and maintained to financially support the program over its lifetime. The Fund's purpose is to enable the CASC Standing Committee the capacity to fund strategic initiatives to support the growth and expansion of the CASC program.
- 5.3.2. CANASA shall make an annual contribution to the CASC Reserve Fund equal to the actual difference of revenues over expenditures of the CASC program at year-end based on the CASC annual budget.
- 5.3.3. The CASC Standing Committee shall allocate funds from the CASC Reserve fund from time to time to support strategic initiatives to support

the growth and expansion of the program and shall be supported by an appropriate budget and plan.

5.4. CASC Education Reserve Fund

- 5.4.1. The CASC Education Reserve Fund shall be created and maintained to financially support the development and promotion of education programs. The Fund's purpose is to enable the CASC Standing Committee the capacity to fund educational initiatives to support the growth and expansion of the CASC program.
- 5.4.2. CANASA shall make an annual contribution to the CASC Education Reserve Fund equal to 50% of the actual difference of revenues over expenditures of the sale of the ATC1 program to CASC Members at year-end
- 5.4.3. The CASC Standing Committee shall allocate funds from the CASC Education Reserve fund from time to time to educational initiatives to support the growth and expansion of the program and shall be supported by an appropriate budget and plan.