



**Caribbean Alliance of National  
Psychological Associations**

**STATUTES OF THE CARIBBEAN ALLIANCE OF  
NATIONAL PSYCHOLOGICAL ASSOCIATIONS**

**As amended by the CANPA General Assembly  
November 23, 2020, e-Meeting**

## **Article 1: Name, Registered Address**

1.1. The organization shall be referred to in the two following ways:  
Caribbean Alliance of National Psychological Associations  
Abbreviated: CANPA

1.2. The Alliance is registered in Nassau, Bahamas

1.3. The Alliance is regulated according to the stipulations of the Commonwealth of The Bahamas, concerning non-profit associations, foundations and international non-profit associations.

## **Article 2: Definitions**

2.1. In the context of CANPA, an association is a national organisation of psychologists or, where applicable, a national alliance of associations of psychologists, which exists to promote psychology and the professional status of psychologists in their respective countries or territories.

2.2. In the context of CANPA, the Caribbean includes, in addition to the island independent countries or associated territories of the United States, France, Britain or Holland in the Caribbean Sea, the mainland countries of Guyana, Suriname and Belize.

2.3. A psychologist is a person who has earned a graduate degree in psychology (or in an area recognized to be analogous to psychology by his/her national association, see 2.1, or by CANPA), from an accredited university or equivalent institute of higher education, and/or who has fulfilled the criteria for professional status prescribed by his/her national association or by CANPA.

2.4. In countries in the Caribbean where there is legal recognition of psychologists, psychologists are those who are entitled, by law or through registration, to call themselves psychologists and to practise professionally as such.

### **Article 3: Aims of the Alliance**

The Alliance is the representative body for the science and profession of psychology in The Caribbean and strives for the following aims:

- To promote the development of psychology as a science and profession in the Caribbean.
- To promote the professional practice of culturally appropriate psychology.
- To sponsor the biennial Caribbean Regional Conference of Psychology.
- To promote the dissemination of Caribbean-centered psychological knowledge
- To promote communication and co-operation among Member Associations in the Caribbean, and to contribute to their development.
- To further the establishment of ethical codes for psychologists, and to promote the ethical application of psychology as a means of improving the well-being of the citizens of the Caribbean region and the world.
- To represent the professional interests of psychology in the Caribbean region.
- To support Member Associations in promoting the interests of psychology within their own countries.
- To facilitate contacts with international bodies of psychology and related disciplines and to be an important source of advice to Caribbean institutions, government ministries and departments, academic institutions and political, social and consumer organisations.
- To promote the reputation of psychology and psychologists as well as the protection of their interests.
- To address the good of the general public and overall improvement in the quality of life and well-being of individuals and communities.

- To promote the cultivation of healthy behaviour, as well as the prevention and treatment of unhealthy behaviour and illnesses, including mental disorders.
- To disseminate psychological knowledge, competencies and professional skills in the interest of service to the citizens of the Caribbean region, and to document and make available to the public information and expertise in scientific and professional psychology.

#### **Article 4: Promotion of the aims of the Alliance**

The aims of the Alliance shall be promoted especially by:

- 4.1. Arranging contacts between the Member Associations and various media outlets and among member associations through various media channels.
- 4.2. Establishing relations with relevant national and international organisations and administrative bodies in the Caribbean.
- 4.3. Collating and disseminating information concerning professional matters for psychologists in the Caribbean (training, research programs, ethics, professional organizations).
- 4.4. Arranging regular conferences, seminars and meetings for psychologists in the Caribbean.
- 4.5. Developing future structures of sections or divisions of scientific and professional subject matter that are responsive to changing needs.

#### **Article 5: Admission of members (Categories, Rules and Conditions)**

- 5.1. There shall be two categories of members: Member Associations and Individual Members.
- 5.2. An association (as defined in article 2) is eligible for membership in the Alliance if it meets each of the following criteria:
  - 5.2.1. The statutes and rules of the association are in accord with the aims of the Alliance.
  - 5.2.2. Only one association within any one country is eligible.

5.2.3. In countries where there is more than one association of psychologists, the Alliance will support the formation of a national Alliance or network which links the different organisations and which enables maximum representation of the community of psychologists in that country.

5.2.4. A Member Association may be replaced by another Member Association of the same country, provided that both are in agreement. In this case, a proposal is brought for decision by the General Assembly, according to Statutes 5.2 and 5.3.

5.3. Individual psychologists, as defined in Article 2.3., who reside in Caribbean countries in which there is not a Member Association, or are resident abroad in the Caribbean Diaspora, are eligible for membership in a special division: CANPA Diasporan and Individual Psychologists (CADIPsych).

5.3.1. Members of CADIPsych will have all the rights and obligations of membership and will be represented in the General Assembly by elected delegates according to Article 10.2.

5.3.2. The purpose of this division is to allow eligible

individual psychologists to support and actively advance the stated aims of the Alliance, set out in Articles 3 and 4.

5.3.3. The Executive Council of the Alliance will administer a biennial election of registered and/or dues-paying members of the CADIPsych division to elect the following officers for two-year terms:

- Chairperson
- Secretary
- Treasurer

5.3.4. The Chairperson of CADIPsych will be a member of the Presidents and Elders Council.

5.3.5. In consultation with the CADIPsych's Officers, CANPA's Executive Council will set individual membership dues which the division's Treasurer will collect and transmit to the Treasurer of the Alliance, minus any operational costs which the division incurred.

5.3.6. CADIPsych's Executive Committee will meet regularly and seek to sponsor at least one biennial meeting with registered and/or dues-paying members of the division at CRCP events.

5.3.7. Caribbean graduate students in psychology in Caribbean countries without a Member Association or in countries outside of the Caribbean, are eligible and should be encouraged to join CADIPsych.

5.3.8. CADIPsych's Executive Committee is required to submit to CANPA's Executive Council, at the latter's first meeting of each calendar year, a plan of activities for approval. A progress report is also required to be submitted to the final Executive Council meeting of each calendar year.

5.3.9. CADIPsych Members are eligible for election to the CANPA Executive Council and may serve as co-chairs or members of CANPA committees and work groups.

#### 5.4. Application for membership.

5.4.1. Applications for Member Associations must be made in writing to the Alliance. The application must be accompanied by the articles of the association (statutes, rules of procedure, ethical code and the latest annual report, if available) and details of numbers and categories of members.

5.4.2. Applications for individual membership must be made in writing to the Alliance and accompanied by the credentials of the individual applicant.

5.4.3. The Alliance will make a decision and provide a written notification to the applicant association or individual. Decisions of the Alliance are final.

5.5. The membership starts when the Alliance has received the first annual membership fee from the applicant, subsequent to written notification of membership approval according to 5.4.3.

## **Article 6: Termination of membership**

6.1. Membership of the Alliance will be terminated under the following conditions:

- a. Dissolution of a Member Association,
- b. Withdrawal of a Member Association from the Alliance,
- c. Expulsion of a Member Association from the Alliance for cause or disregard of these articles,
- d. Withdrawal of an individual member from the Alliance,
- e. Expulsion of an individual member from the Alliance for cause or disregard of these articles.

### 6.2. Dissolution

When a Member Association is in the process of dissolving itself, it should notify the Alliance in writing as early as possible and not later than October 1; otherwise the association will be liable for the fees for the following year, when they become due.

### 6.3. Withdrawal

Withdrawal from the Alliance must be expressed in writing to the Alliance, not later than October 1; otherwise the association or individual will be liable for the fees for the following year, when they become due.

### 6.4. Expulsion or cancellation of an affiliation

6.4.1. A Member Association can be expelled from the Alliance in the following cases:

- a. Actions taken that are deemed to be in disagreement with, or in contravention of, the statutes or aims of the Alliance.
- b. Default in payments of the due annual fee, despite the dispatch of three separate reminders by the Alliance to the designated contact address.

6.4.2. Termination of the membership of an association by way of expulsion, or cancellation of an affiliation, must proceed along the following lines:

a. A written notification of the substantiated proposal of expulsion or cancellation from the Alliance must be provided to the association concerned, asking at the same time for a response to the proposal of expulsion to be received within six weeks.

b. A written recommendation from the Executive Council to the General Assembly, including the relevant documents, must be made at least six weeks before the meeting of the General Assembly which will take the decision on expulsion or cancellation.

c. The response from the association concerned, with the relevant circumstances, must be presented at the meeting of the General Assembly.

d. The decision concerning expulsion by the General Assembly must be passed by a 2/3 majority of the delegates present including entrusted votes.

e. The decision to expel a member or to cancel an affiliation will take effect as soon as the association concerned has been informed in writing by the Alliance.

f. The association concerned remains liable for payments on which it has defaulted.

6.4.3. Termination of the membership of an individual member of the CADIPsych division, by way of expulsion, must proceed along the applicable afore-mentioned lines of 6.4.2.

## **Article 7: Obligations of the members**

7.1. The Member Associations and CADIPsych members must observe the statutes and rules of the Alliance, and shall promote its aims.

7.2. Member Associations must inform the Alliance about any substantial changes to their statutes, or Ethical Code of Professional Conduct.

7.3. Member Associations and Individual Members are obligated to pay the membership fees as prescribed in the Financial Regulations. The



annual membership covers one financial year and is due at the beginning of the designated fiscal year of the Alliance.

7.4. Member Associations which have failed to pay all outstanding annual subscriptions by the date of the General Assembly may attend the General Assembly and participate in discussions, but they will lose the right to vote until all outstanding debts have been paid. The General Assembly has the discretion to set aside this Statute if an association which is behind with its payments, can demonstrate to the General Assembly that there is a good reason for the debts.

7.5. Individual members who are not current in their payment of levied individual membership fees may not vote in the election of delegates to the General Assembly to represent CADIPsych.

### **Article 8: Affiliates**

8.1. National associations and associations drawing their members from more than one nation which are active in the field of professional psychology (scientific, applied, practitioner) can be appointed affiliates by the General Assembly as a result of a motion raised in accordance with 10.5.

8.1.1. No national psychological association may become an affiliate member if an association from the same nation is a member under section 2.1.

8.1.2. No association may be appointed an affiliate whose aims are not in accord with the aims of the Alliance.

8.1.3. Those affiliates that are Caribbean associations may be appointed as Caribbean Affiliates by the General Assembly as a result of a motion raised in accordance with 10.5.

8.2. Representatives of affiliate organizations have the status of observers in the General Assembly, and are to be invited accordingly. Consequently, they do not have any voting rights.

8.3. The General Assembly can decide that affiliation is dependent upon payment of an admission fee and annual fees determined by the Alliance.

8.4. The General Assembly can cancel an affiliation using the procedure set out in 6.4.2.

## **Article 9: Constituent parts of the Alliance**

The Alliance has the following organs:

9.1. The General Assembly has the final authority within the Alliance.

9.1.1. The General Assembly resolves all concerns of the Alliance.

9.2. The Presidents' and Elders' Council consists of the Presidents or their designees of all of the Member Associations of the Alliance, including the CADIPsych division, as well as 3 to 5 designated professionally senior psychologists from around the region who are invited to serve in this capacity by the Executive Council. The Chair shall be selected by the members of the Council. It shall meet at least once a year and its Chair shall serve as an Ex Officio member of the Executive Council.

9.2.1. Any individual from a Member Association can submit the name, qualifications, skills and experiences of an Elder nominee to the Secretary General who forwards the nomination to CANPA's Executive Council for approval. The General Assembly must ratify the appointment of Elders to a term of service of four years, at their earliest meeting opportunity. Each Elder nominee must meet the following criteria:

A psychologist:

- With a minimum of a master's degree in psychology, or the equivalent, who is licensed or recognized as a psychologist by his or her nominating Member Association;
- Who is a professionally senior member of the psychological community and a member of a Member Association;
- Who has a demonstrated professional expertise in an area that is consistent with CANPA's aims; and
- Who provides a written consent to be nominated, including a statement of willingness to serve.

9.2.2. The Presidents' and Elders' Council advises and collaborates with the Executive Council in implementing the decisions of the General Assembly.

9.3. The International Advisory Committee (IAC) is an organ established to provide advice and consultation in support of CANPA's core aims and activities and to foster collaboration and coordination

with the extra-regional, global psychological communities to advance CANPA's core aims. The IAC shall consist of nine (9) members and the Chairperson of the IAC shall serve as a member of CANPA's Executive Council (Ex Officio). CANPA's Executive Council will appoint the Chair of the Committee. The members of the IAC shall use their expertise to:

- Advise CANPA's Executive Council on matters of international, regional and national activities, operations, and strategies.
- Make recommendations to the Executive Council to support CANPA's effective operational and financial functioning and sustainability.
- Promote CANPA's interests, including the identification of strategic opportunities, partnerships and assistance with fund raising, where appropriate, through direct consultation with regional and international psychologists and organizations.
- Serve on ad hoc and/or standing committees as necessary.

9.3.1. Guidelines for the selection of IAC members require that each member meet the following criteria:

A psychologist:

- With a minimum of a Master's Degree in Psychology or the equivalent, who is licensed or recognized as a psychologist in his/her country of residence;
- Who is a professionally senior member of the psychological community;
- Who has a sustained involvement with international psychology;
- Who has a demonstrated professional expertise in an area that is consistent with CANPA's aims; and
- Who provides a written agreement to serve.

9.3.2. The process of selection of IAC members shall begin when CANPA's Executive Council members send letters of invitation to selected individuals to serve on the IAC. CANPA's Executive Council members shall ensure that members of the IAC represent different regions of the world, with no more than two candidates from any country. Cultural and linguistic diversity as well as knowledge/skills complementarity will also be priorities in constituting the IAC.

9.3.3. The term of service will be four (4) years.

9.4. The Executive Council consists of the President, the Vice-President, the Past-President, the President-Elect, the Secretary General, the Treasurer and four other Executive Council Members (Members-at-large) who must all be professionally senior psychologists.

9.4.1. The Executive Council carries out the decisions of the General Assembly, and operates the Alliance between the meetings (plenary sessions) of the General Assembly.

9.4.2. The Executive Council is the legal representative of the Alliance in all civil and legal matters, be it in initiating or defending legal action. In a legal process, it can be represented by one of its members or a mandated representative.

9.4.3. The duties of the officers of the Executive Council are detailed below:

9.4.3.1. The President, who must reside in region, shall:

- Preside at all meetings of the Assembly and Executive Council and Officers, or shall designate the Vice President to preside.
- Initiate and coordinate strategic planning.
- Appoint chairs of committees and work groups in consultation with the Vice President.
- Work with officers and committee chairs to oversee the financial sustainability of the Alliance through fundraising and policy activities.
- Represent the Alliance generally and as required by the Executive Council and Officers to like bodies, to the scientific community-at-large, to the health service and policy communities and to the public.
- Perform the customary duties of the office of President.
- Act as a spokesperson for the needs and aspirations of the regional community of psychologists within the region and the global community.
- To the extent possible, maintain continuing contacts with Member Associations, becoming informed about needs and changing circumstances in order to bring these to the Executive Council.
- Select the liaison to the Regional conference LOC, in consultation with other Executive Council Members.

- Be conversant with the portfolios of each Executive Officer, Executive Council member and standing committee, in order to review their activities and provide consultation and support.
- Maintain regular contact with the Secretary General and Treasurer and continuing contact with all Executive Council members.
- Act in a mentorship role to the President-Elect
- Maintain detailed and accurate records of all Presidential actions for the instruction of the President-Elect and for archival purposes.

9.4.3.2. The President-Elect, who must reside in region, shall:

- Collaborate with and shadow the President to learn the role of the President.
- Become familiar with the programs of the Alliance and its governance.
- Chair select committees as designated by the President.
- Assist and support the President as needed and engage in strategic planning in preparation for the upcoming presidential term.
- Supervise and facilitate officer transitions, and succession planning, on the Executive Council.

9.4.3.3. The Vice President, who must be a member of a Member Association, shall:

- Deputize for the President when required to do so.
- Collaborate with the President, and Executive Council, on the planning and implementation of strategic priorities.
- Work closely with the President in coordinating fundraising activities.
- Maintain an on-going interest in the work of the various Committees of the Alliance and render direct support if requested or needed.
- Solicit new Member Associations, Affiliates and Individual Members and arrange for their admission as required by the Statutes.

9.4.3.4. The Secretary-General, who must be a member of a Member Association, shall:

- Serve as the Alliance’s authorized signatory for contracts and legal documents.
- Handle such matters as are entrusted to him or her by the Executive Council or other Officers of the Alliance when they act on behalf of the Executive Council.
- Render advice and consultation to the Executive Council based on the Secretary General's vantage point as an observer of the Alliance, especially with respect to where remedial measures or new initiatives may seem desirable.
- Maintain regular contact with members of the Executive Council between meetings.
- Call and arrange, with the approval of the President, meetings of the Executive Council or a vote of its members by mail or electronic ballot.
- Prepare the agenda for meetings of the General Assembly and of the Executive Council in consultation with the President.
- Take, or cause to be taken, minutes of meetings, and provide a summary of decisions and actions to the presiding officers within a fortnight, and draft minutes within a month, after the meeting, ensuring that the minutes are disseminated in a timely manner to the relevant members.
- Act as Secretary for, and at all meetings of, the Executive Council, and all General Assemblies. He or she shall prepare and distribute the Agenda and other materials.
- Report annually, on behalf of the Executive Council, about the activities of the Alliance and of its Committees and other bodies.
- Call for nominations to fill vacancies on the Executive Council, for membership of the Nominating Committee, and for delegates to the General Assembly. He or she shall ensure that reappointments and replacements of committee members occur in accordance with these Statutes.
- Communicate with the Alliance’s Member Associations and with delegates to the General Assembly on matters that relate directly to them.
- Be responsible for maintaining communications between the Alliance and its Member Associations, Individual Members, and Affiliates, as well as

regional organizations and relevant international organizations.

- Keep records of activities of the Executive Council, its Committees, the General Assemblies and other CANPA activities.
- Maintain records and a description of the procedures in use for the benefit of his or her successor and of other interested parties.
- Maintain records and archival materials of the Alliance and the database relating to Member Associations, Individual Members and Affiliates.
- Supervise the Secretariat staff and perform the customary duties of the office of Secretary General.

9.4.3.5. The Treasurer, who must reside in the region, shall:

- Keep the accounts of the Alliance.
- Supervise the banking of all dues, funds, and any other grants and donations received on behalf of CANPA.
- Present a budget and statement of accounts annually to the Executive Council, and to each meeting of the General Assembly.
- Make payments on the authority of the President, in accordance with the budget.
- Collect dues from the members as per the statutes.
- Be responsible for oversight of the income and expenses of the Alliance and for its financial records. This entails:
  - Sending invoices to Member Associations, and Unaffiliated Regional Members, including follow-up to ensure timely payment.
  - Receiving requests for reimbursements processing in a timely manner.
  - Monitoring the timely receipt of expenses and royalties and requesting overdue payments.
  - Receiving any donations to the Alliance.
  - Processing requests by the responsible member of the Executive Council, normally by cheque or bank transfer, within the limits of the budget approved by the Executive Council in agreement with guidelines laid down by them.
- Keep records of all financial transactions.

- Prepare for presentation to the Executive Council an audited statement of the income and expenditures of the Alliance for those calendar years in which he or she held office.
- Prepare for presentation to each General Assembly an audited statement of the income and expenditures of the Alliance.
- Prepare a biennial budget of the Alliance for review and approval of the Executive Council. This shall be sent at least ten weeks before the date of a General Assembly to the members of the Executive Council and to the delegates to the Assembly.
- Prepare a statement of income and expenditure of the Alliance for presentation at meetings of the Executive Council, on a schedule to be determined by the Executive Council.
- Prepare a working budget for the forthcoming calendar year based on financial liabilities of the Alliance that arise from the activities of its committees and from all other Alliance responsibilities, and submit this working budget to the Executive Council for approval during the month of December.
- Supply on request a copy of the annual audited statement of the expenditure of funds provided by any organization that has contributed funds to the Alliance.
- Follow the procedure laid down in Article 6.4 when dues from Member Associations are overdue.
- Collaborate with the auditors in the conduct of the biennial audit.

9.4.3.6. The Past President shall:

- Serve in an advisory role to the Executive Council, providing guidance and expertise as a knowledgeable member of the Executive Council.
- Advise on past practices and operations in accordance with the Alliance's statutes to assist in the maintenance of continuity from one administration to the next.
- Provide support to the President and President-Elect.
- Act as an ambassador for the Alliance, at the discretion of the President.



- Assist the President with committees (serve on committees, or assist with the selection of committee chairs, members, etc.) and assist Officers in the performance of their duties.
- Fulfil Council responsibilities as requested by the President.
- Serve as chair of the Election Committee.

9.4.3.7. Members-at-Large shall:

- Take responsibility for one major initiative or committee.
- Be willing and available to dedicate at least one half-day a week to CANPA's business.
- Attend at least one in-person Executive Council meeting a year.
- Participate in regular, at least monthly, electronic (including telephonic) meetings and communications.

9.5. The President may recommend removal of an Executive Council (EC) Member for cause, including but not limited to the following:

9.5.1. Missing three consecutive Executive Council meetings without notification of the Secretary-General.

9.5.2. Failure to attend or participate in at least 50 percent of scheduled Executive Council meetings within any 12 month period.

9.5.3. A pattern of failure to assume a leadership role or fulfil assigned responsibilities.

9.5.4. The President shall notify the Executive Council member in writing of his/her intention to initiate removal for cause and submit a copy to the Secretary-General, necessitating an extraordinary General Assembly Meeting, following Executive Council approval.

9.5.4.1. Only in the cases of ex-officio Executive Council Members, will Executive Council approval be final.

## **Article 10: The General Assembly**

10.1. The following persons may attend the General Assembly of the Alliance: delegates of Member Associations and the CADIPsych division, members of the Executive Council and representatives of affiliates (including Caribbean Affiliates), members of Standing Committees and Task Forces, the CANPA Office Manager, and any other persons invited as guests by the Executive Council.

10.1.1. The General Assembly meets in biennial plenary sessions, unless an additional meeting is approved by the Executive Council or by the previous General Assembly (by a majority vote of the members of the Executive Council or by a majority of the delegates). Date and time of the General Assembly are decided by the Executive Council. The General Assembly is held at the place indicated in the invitation or at the seat of the Alliance.

10.2. Only delegates of Member Associations and CADIPsych have voting rights in the General Assembly. All Member Associations, including CADIPsych, irrespective of size, are entitled to 1 delegate and each GA Delegate has one vote on any matter in the General Assembly.

10.3. Member Associations and CADIPsych must nominate in writing to the Secretary-General of the Alliance the names of their delegates at least 48 hours before a General Assembly.

10.3.1. Members of the Executive Council may serve as delegates and may vote in the General Assembly if they serve as delegates of their member associations.

10.3.2. Member Associations who are applying for membership to the Alliance should act in accordance with 5.4 and 5.3, so that if the association is accepted as a member, the delegates have voting rights immediately.

10.4. The Executive Council will administer an election among individual members of CADIPsych in order to select a delegate(s) from among declared volunteers or nominees at least four weeks before the date of the General Assembly.

10.5. Announcement of a General Assembly must be made at least four weeks before the General Assembly, and should contain preliminary information concerning the agenda and place and dates of the meeting. Each Member Association and CADIPsych may place motions and

items on the agenda, provided that these items are made known in writing to the Alliance not later than two weeks in advance of the General Assembly. Every motion must be stated explicitly in writing with regard to any change of the statutes or budget, including fees. The final agenda of the General Assembly must be delivered to the Member Associations and CADIPsych not later than one week before the opening date of the General Assembly.

10.6. Amendments to motions or items not included in the pre-circulated agenda of a regular General Assembly may only be discussed with the consent of more than one third of the delegates present at that time. Decisions on such matters can only be made by way of resolutions.

10.7. The President will announce an extra-ordinary, or electronic, General Assembly, if desired by at least one third of the Member Associations, with at least four weeks' notice.

### **Article 11: Tasks of the General Assembly**

11.1. The General Assembly decides on the statutes and any revisions.

11.2. The General Assembly considers the annual reports of the Executive Council for approval.

11.3. The General Assembly concludes the nomination of applications for membership, expulsion from membership, as well as nomination and recall of affiliates.

11.4. The General Assembly considers the accounts of the Alliance and approves them. The accounts of the Alliance should be circulated in full to Member Associations with the final agenda, not later than six weeks before the opening date of the General Assembly (10.5).

11.5. The General Assembly fixes the fees in accordance with the financial regulations.

11.6. The General Assembly decides upon the activity plan and the budget for the next period.

11.7. The General Assembly elects a President, a Vice-President, a President-Elect, a Secretary General, a Treasurer and four other Executive Council Members. The General Assembly can discharge any of them for cause.

11.8. The General Assembly confirms the appointment of the auditors, upon the recommendation of the Executive Council.

11.9 The General Assembly can include any other item on the agenda.

11.10. The General Assembly can dissolve the Alliance.

11.11. The General Assembly may establish Task Forces and Standing Committees for areas of special interests.

11.12. The General Assembly decides on financial arrangements for Standing Committees, Task Forces and Working Groups and receives financial reports as well as final reports.

## **Article 12: Elections and procedures**

12.1. The General Assembly is chaired by the President, or the Vice President in the absence of the President, of the Alliance.

12.2. The quorum for the General Assembly is half + 1 of the Member Associations of the Alliance represented by delegates or entrusted votes. Decisions of the General Assembly shall be made by simple majority vote. However, a 2/3 majority of the delegates present is required for votes according to articles on expulsion (6.4.2.d.) and dissolution (11.10.), as well as for votes to change any articles of the Statutes or Internal/Financial Regulations of the Alliance. Only delegates present in the meeting room, including the entrusted votes, can cast their votes.

12.3. Voting at the General Assembly (except for elections) will be by show of voting cards unless a secret ballot is requested by a delegate. Votes on motions are by simple majority. Electronic General Assembly attendance and voting are permitted and the Executive Council may call for electronic balloting outside of a scheduled General Assembly, provided that more than one-third of the delegates consent to the vote. Quorum in this case is 2/3 of the number of members.

12.3.1. In elections to the Executive Council, the system which will be used is a simple majority.

12.3.2. In an election for a single post, if one person gains more than 50% of the votes cast, she or he is elected. If no-one gains an absolute majority, the two names with most votes remain and the person who gains a simple majority on the second round is elected.

12.3.3. In an election for more than one position, all delegates cast as many votes as there are positions. If one or more persons gain more than 50% of the votes, they are elected. If all vacancies are not filled in the first round of voting, the person(s) with the largest number of votes on the second round will be elected. Abstentions, blank papers and spoiled votes are excluded and not counted.

12.4. Elections are conducted by secret ballot.

12.5. Minutes of the sessions of the General Assembly should be prepared, approved by the Chair and sent to Member Associations and to delegates not later than eight weeks after the General Assembly.

### **Article 13: The Executive Council**

13.1 The members of the Executive Council are elected for four years, except in the following cases, by the General Assembly following nomination by their association. The candidates must be nominated by their association in writing to the Alliance not later than 48 hours before a General Assembly. Each nomination must be accompanied by the curriculum vitae of the nominee. The Executive Council may suspend these rules of notification, under special circumstances that they determine to merit accepting nominations from the floor.

13.1.2. The election of President-Elect shall be governed by all that is stated above except that this office will be held for a two-year term, beginning with the General Assembly of 2016. Each subsequent election will occur, according to this cycle, during the mid-term General Assembly.

13.1.3. The term of service of the Past-President shall be two years beginning with the General Assembly of 2016.

13.2. The Executive Council meets whenever the interest of the Alliance requires it or when 2 of its members ask for a meeting. The quorum is five of its members. Decisions are by simple majority. Each member has one vote. Where votes on a proposal are equally divided, the President, or if s/he is not present, the Vice President has the deciding vote.

13.3. The Executive Council may invite any convenor of a Task Force or Standing Committee to attend any meeting of the Council as an observer.

13.4. Member Associations may nominate one representative to attend a meeting of the Executive Council as an observer.

13.5. The Executive Council will endeavour to meet in person at least once per year. Electronic or virtual participation will, however, be counted in the quorum.

13.6. No person can serve in one Executive Council position for more than two terms, consecutively.

13.7. No more than two individuals from any Member Association may serve on the Executive Council at any one time.

13.8. If one of its members resigns or retires mid-term, the Executive Council may appoint a temporary member to fulfil that function until the next General Assembly.

#### **Article 14: Tasks and meetings of the Executive Council**

14.1. The Executive Council has the following duties and powers:

- a. To authorise expenditure according to the budget adopted by the General Assembly.
- b. To present a report to each meeting of the General Assembly.
- c. To present financial reports from the Standing Committees and Task Forces to the General Assembly.
- d. In general, subject to the superior authority of the General Assembly, to make all decisions necessary for the operation of the Alliance and the realization of its aims, in the intervals between meetings of the General Assembly.

#### **Article 15: Annual Accounts**

The annual accounts of the International Non-Profit Association established according to article 53 of the law must be presented annually to the Attorney General's Office of The Commonwealth of The Bahamas.

#### **Article 16: Language – Internal Regulations – Financial Regulations**

16.1. The working language of the Alliance is English. CANPA will make every effort to accommodate the linguistic diversity of the region.

16.2. The Alliance has established Internal Regulations and Financial Regulations which deal with the issues not covered by the present Statutes. These documents are produced by the Executive Council and approved by the General Assembly according to article 12.

16.2.1. Every proposal to change the Internal Regulations or the Financial Regulations must be sent to the registered address of the Alliance and submitted for the approval of the General Assembly.

### **Article 17: Change of the Statutes, Dissolution.**

17.1. Change of the statutes is subject to a majority vote according to article 12.2.

17.2. The General Assembly decides when a change in the Statutes comes into effect.

17.3. Proposals for a change of the statutes must be announced in accordance with article 10.6.

17.4. The Alliance ceases to exist if the membership falls below three national associations.

17.5. On the dissolution of the Alliance, any residual assets will, at the discretion of the General Assembly, be allocated to purposes consonant with the aims of the Alliance.

Statutes, installed at CANPA's Official Launch, St. George, Grenada, June 5<sup>th</sup>, 2013

Amended at CRCP, 2014, Paramaribo, Suriname, November 13<sup>th</sup>, 2014

Amended at e-GA Meeting, November 23, 2020