

ACC-V Governance Model

This document describes the Alpine Club of Canada – Vancouver Section (ACC-V) governance model. This was approved unanimously by the ACC-V executive on March 13, 2019 and is now being reviewed with ACC-V members. This model will form the basis for new ACC-V Bylaws to be presented to ACC-V members for approval at an upcoming Special General Meeting (likely part of the June 2019 social) or the November 2019 Annual General Meeting. The ACC-V has no current Bylaws, at least none that the current elected executive are aware of.

Definitions

ACC-V	Alpine Club of Canada – Vancouver Section
AGM, SGM	Annual or Special General Meeting of ACC-V members.
Elected executives	People who are normally elected to their positions at an AGM or SGM. Vacant elected executive positions may be filled by appointments as described below.
Non-elected executives	People who are appointed to executive positions which are not elected as described below.

Elected Executive Positions

1. Elections are for 14 named elected executive positions, the same as elected at the 2018 AGM:

a. Chair	Leads and represents the ACC-V.
b. Vice Chair	Assists the Chair as required.
c. Secretary	Manages ACC-V records, correspondence, & meeting minutes.
d. Treasurer	Manages the ACC-V financial records and affairs.
e. Skills and Courses Director	Manages the ACC-V training programs.
f. Mentorship/Leadership Director	Manages the ACC-V mentorship program.
g. Trip Recruitment Director	Manages the ACC-V events calendar.
h. Communications Director	Manages internal and external ACC-V communications.
i. Webmaster	Manages the ACC-V websites.
j. Socials Director	Manages the ACC-V social events.
k. Quartermaster Director	Manages the ACC-V equipment.
l. Access & Environment / Federation of Mountain Clubs of BC Director	Manages ACC-V environmental and access related activities.
m. Huts Director	Manages the ACC-V huts.
n. Banff Mountain Film Festival World Tour Director	Manages the annual BMFFWT event in Vancouver.

2. The list of elected executive positions can only be changed by a vote of the ACC-V members at an AGM or SGM.

Governance Related Duties of Elected Executives

3. The ACC-V governance related duties and responsibilities of elected executives include:
 - a. Attend all ACC-V executive meetings unless excused due to illness or other reasons acceptable to the ACC-V elected executive. Executive meetings may be held in person, by conference call, e-mail, chat, or other means acceptable to the elected executive.
 - b. Vote on ACC-V matters presented to the ACC-V executive. Proxy voting is prohibited at ACC-V executive meetings.
 - c. Assist in finding a potential successor when expecting to leave their ACC-V elected executive position.
 - d. Assist and mentor their successor.

Non-elected Executive Positions and Appointments

4. The elected executive has complete freedom to create, change, or eliminate non-elected executive positions at any time and for any reason. This includes co-directors for elected positions. The elected executive can appoint any ACC-V member they choose to any non-elected position at any time. These people have the right to attend and be heard at executive meetings. Only elected executives have voting rights at executive meetings.

Elected Executive Terms and Limits

5. Elections are for two-year terms with the entire executive elected every second year.
6. A person can hold at most one elected executive position at the same time.
7. A person can be on an election ballot for at most one position.
8. There are no term limits for the elected executive.

Filling a Vacant Elected Executive Position

9. If a person leaves their elected executive position mid-term, the remaining elected executive can appoint any ACC-V member they choose to fill the vacant position with a $\frac{3}{4}$ vote of those attending an executive meeting. The same applies for any unfilled executive position after an election. People appointed in this manner remain in their position until the next scheduled election and are considered to be an elected executive with the same voting rights and duties as other elected executives.

Nomination Committee

10. A Nomination Committee will be appointed by the elected executive and consist of at least three people, none of whom are standing for election and preferably including a Past Chair. The Nomination Committee:
 - a. Prepares, issues, and receives nomination forms.
 - b. Reviews all submitted nomination forms to ensure applicants meet the mandatory criteria. The Nomination Committee must reject applicants who do not meet all mandatory criteria; the Nomination Committee cannot waive any mandatory criteria.
 - c. Notifies applicants who do not meet all mandatory criteria. Notifications are by email to the email address the applicant supplies on their application form to the Nomination Committee.
 - d. Reviews and decides on all appeals by rejected applicants.
 - e. Publicizes candidates' position statements.
 - f. Does not endorse or otherwise provide its own opinion on any candidates for any position.
 - g. Conducts the election, e.g., prepares, distributes, and counts ballots.

Elections Process and Timing

11. All elections of the ACC-V executive are conducted in person at an AGM or SGM. Proxies for elections are prohibited. On-line voting may be considered for the future.
12. Ranked voting (also known as “preferential voting” and “instant run-off election”) will be used to determine the winner when there are more than two candidates for a position. The Nomination Committee will prescribe the specific method.
13. Following are the elections steps and timing:
 - a. Nomination Committee appointed not less than 60 days before the election.
 - b. Notice given to the membership of an upcoming election not less than 45 days before the election.
 - c. Nominations received by midnight, 21 days before the election. Note that nominations from the floor are prohibited.
 - d. Rejected applicants (those who do not meet the mandatory criteria) are notified by the Nomination Committee by midnight, 14 days before the election.
 - e. Rejected applicants file appeals by midnight, 12 days before the election.
 - f. Nomination Committee publishes the final list of candidates seven days before the election.

Mandatory Criteria for Appearing on a Ballot

14. Applicants for all executive positions must meet the following mandatory criteria to be included on the ballot:
 - a. Be 18 years or over as of election day.
 - b. Be an ACC-V member for at least 12 months prior to election day.
 - c. Have their nomination form signed by two supporters, each of whom is an ACC-V member for at least 12 months prior to election day.
15. Some elected executive positions have additional mandatory criteria for being included on the ballot:
 - a. Chair: previously held an ACC-V elected executive position.
 - b. Vice Chair: previously held an ACC-V elected executive position.
 - c. Skills and Courses Director: was an instructor for ten or more days on two or more different courses in the types of skills and courses the ACC-V runs regularly.
 - d. Mentorship/Leadership Director: was an ACC-V mentor in the ACC-V mentorship program.
 - e. Huts Director: was a member of the ACC-V Huts Committee for three or more months.
 - f. Banff Mountain Film Festival World Tour Director: participated on the BMFFWT organizing committee at least twice in the previous five years.

Quorums for Meetings

16. The quorum for an executive meeting is a majority of the elected executives.
17. The quorum for an AGM or SGM is 10% of ACC-V members or 20 persons, whichever is smaller.

Compensation for Elected Executives

18. Elected executives are prohibited from receiving any compensation, direct or indirect, while in office and for six months after leaving the ACC-V executive. Elected executives will be reimbursed for approved expenses and may receive token awards of appreciation for volunteer work the same as any ACC-V member. This compensation prohibition may be overridden by the ACC-V membership at an AGM or SGM.

Recall (Forced Removal) of an Elected Executive

19. A petition signed by 50 or more people who are ACC-V members for 12 or more months initiates a recall (forced removal) process for an elected executive:
 - a. An SGM is called for the purpose of electing a person to fill the position. The standard election process is followed for the position to be filled. The term ends at the next scheduled executive election.
 - b. The elected executive by $\frac{3}{4}$ vote at an executive meeting can suspend the person pending the results of the SGM.
 - c. The affected person can run in the election for that position.
 - d. The SGM should take place within 90 days of the receipt of the petition. The standard elections process and timing must be respected.