



**BYLAW
OF
ATLANTIC BYLAW OFFICERS
ASSOCIATION**

Bylaw 2015-03

As revised May 2024

NAME

1. The full name of the organization shall be the Atlantic Bylaw Officers Association and shall be referred to in this By-Law and all by-laws as the “Association”.

AIMS AND OBJECTIVES

2. It is the purpose of this Association to seek attainment of its goals by achievement of the following objectives:
 - a) To bring members of this body into helpful association with each other and similar operations, so that through such reciprocal relations, the knowledge of the members may be maintained at a professional level;
 - b) To promote the attainment of acceptable standards of ethics, practices and procedures for the enforcement of by-laws and Provincial Statutes;
 - c) To identify, consider and recommend amendments to provincial Statutes and Regulations where such improvements are deemed expedient for the purpose of improving the standards of municipal law enforcement;
 - d) To encourage the distribution of information of interest pertaining to municipal by-laws and Provincial Statutes by means of bulletins, training seminars, meetings or other methods of communication;
 - e) To encourage and assist in the development of educational and training programs for Municipal Law Enforcement Officers;
 - f) To co-operate with other municipal associations or technical groups and all levels of government and committees thereof for the purpose of encouraging standards and practices as they relate to the enforcement of by-laws and Provincial Statutes; and
 - g) To foster good public relations through a united effort and participating in the seeking of improvement in the level of the Members professional knowledge.

AREA OF OPERATION

3. The area of operation of the Association shall be within the boundaries of the Atlantic Provinces.
4. The head office of the Association shall be located at such place as the Board of Directors may from time to time determine.

MEMBERSHIP

5. The categories of membership into the Association shall consist of the following: Regular, Associate, Life, Honorary and Certified.
6. **Regular member:** A member who is over the age of 18 years appointed pursuant to a provincial statute and who is actively employed in the enforcement of municipal by-laws. This would include a Special Constable, Bylaw Enforcement Officer, Town Planner, Development Officer,

Building Inspector, Animal Control Officer, Peace Officer, Provincial Civil Constable, Environment Officer, Fire Inspector, and Appointments by Native Bands. Regular memberships confer to entitlement to full voting privileges and participation in all discussions at meetings, training sessions, to hold office, or sit on committees.

7. **Associate member:** A member who is not appointed pursuant to a provincial Statute but has an interest in municipal law enforcement or a member who is working on a part time basis in by-law enforcement. Associate membership is to be submitted to the Board for approval. Associate memberships confer to entitlement to full participation in all discussions at meetings but do not entitle the members to cast votes, hold office or sit on committees. Some training may not be available as defined by the Executive.

8 **Life member:** A member in good standing who has been retired by virtue of their reaching retirement age or who had retired prematurely for medical reasons or otherwise. Life memberships confer to entitlement to full participation in all discussions at meetings but do not entitle the member to cast votes, hold office or to sit on committees. Some training may not be available as defined by the Executive.

9. **Honorary member:** A member who is appointed by the Board. Honorary memberships confer to entitlement to full participation in all discussions at meetings but do not entitle the member to cast votes, hold office or to sit on committees.

10. **Certified member:** A member who has met the requirements for certification as stipulated by the Association.

MEMBERSHIP FEES:

11. The annual dues and fees paid to the Association by all categories of Membership shall be shown in Appendix A.

12. The annual dues and fees paid to the Association by all categories of Membership shall be established by resolution from time to time.

13. All annual dues and fees paid to the Association by all categories of Membership shall be paid at the end of each fiscal year dating March 31st.

POWER OF SUSPENSION

14. The Board shall be empowered to suspend or expel members from the Association on such grounds as it deems advisable.

15. No member under suspension or expulsion shall be entitled to any of the privileges of the Association during the term of suspension or expulsion.

16. Notice of proposed suspension or expulsion shall be sent to the member concerned at least ten days before the Executive meeting of the Association, setting out the grounds upon which the Board has deemed it advisable to recommend such suspension or expulsion.

17. Any member notified of their proposed suspension or expulsion may appear before the Board or make written representation on their behalf.
18. Any member suspended or expelled may make application for reinstatement after six (6) months if the period of suspension is long, and after one (1) year in the case of expulsion.
19. Any expelled or suspended member may have the right to appeal; at a General Membership meeting by serving notice of their intention upon the President or the Secretary of the Association within thirty (30) days of being expelled or suspended.
20. During the appeal period, an expelled or suspended member shall not be dismissed from their place of work by reason of their being expelled or suspended from the Association.
21. Members shall at all times obey the regulations of the Association.
22. The Board is empowered to make house rules for the Association premises and members shall obey all such regulations.

BOARD OF DIRECTORS

23. The affairs of the Association shall be managed by the Board, elected by the membership in accordance with this by-law, consisting of six (6) members of the Association. The immediate past President of the Association shall be a full member of the Committee.
24. Nominations shall be received by the Committee prior to the date established for the Annual General Meeting and further may receive nominations from the floor at the Annual General Meeting.
25. Members as duly nominated shall be elected as a Director by ballot or by acclamation. Each Director shall hold office for a period of three (3) years or until their qualified successor has been duly elected. At each Annual General Meeting four (4) Board members shall be retired but eligible for re-election, if qualified. The remaining two (2) subsequent Annual General Meetings, but shall be eligible for re-election, if qualified.
26. The Board meeting following the Annual General Meeting shall be attended by the incumbent and newly elected Members of the Committee. The incumbent Board members shall retain their status until the transfer of office has been completed at the first Board meeting. However, the new Board may elect their Officers and present them to the General Membership before the adjournment of the general meeting.
27. Members of the Board shall be appointed by the President as chairpersons to one or more standing committees. The Board may appoint other Members of the Committee or Association to assist in accomplishing those goals and objectives required by the Board.
28. The Board may appoint Members to specific committees, who need not be elected Members of the Board.

29. The Board may pass policies on such matters that are necessary to conduct business and to carry out the aims and objectives of the Association. Policies passed by the Committee shall not become effective until approved by the membership at the next general meeting called by the Board or via email voting.
30. No person may hold more than one office except that the immediate past president may hold an elected office.
31. All Board members must be regular member of the Association and cannot be an Associate, Life or Honorary member.
32. The Board may appoint such other persons and agents as it shall deem necessary, who shall have such authority and perform such duties as from time to time shall be prescribed by the Board.
33. The Board shall exercise control over all activities of the Association and all activities that are conducted in and under the name of the Association and exercise management over all properties as may be held in the Association.
34. The Board shall limit expenditures to an approved budget accepted at the annual meeting.
35. The quorum necessary for the transaction of business by the Board shall be at least four (4).
36. Meetings of the Board may be held at any time or place and may be called by the President, or at the request of two or more members of the Board.
37. Questions arising at a meeting of the Board shall be decided by the majority of votes present and in the case of equality, the President shall cast the deciding vote.
38. The President of the Association, or in their absence, the 1st Vice-President, or in their absence the 2nd Vice-President, shall preside as chairperson of every Board meeting. If at any meeting of the Board neither the President or the 1st or 2nd Vice-Presidents are present within thirty minutes of the time appointed for holding the meeting, or if each of them shall indicate that they are not willing to act as chairperson, the Board members shall choose one of their members to be chairperson of the meeting.
39. All members of the Board shall be notified by the Secretary or other authorized office before such meeting is to take place.
40. Board members are automatically disqualified to sit on the Committee if they fail to attend two (2) consecutive meetings of said Committee without the consent of the President.
41. A vacancy among the officers or directors may be filled by motion of the Board who may delegate the powers of such absent officer or director for the time being, provided that the majority of the entire Board concurs therein.
42. The Board shall report all its activities to the general meeting of the Association Membership.
43. Any member of the Board who retires from the board shall within 30 days of the retirement, relinquish to the Secretary of the Association, all property, material and documents that pertain to the operations of the Association.

44. The Office of a Member of the Board shall be vacated if he or she:

- a) Is found to be of unsound mind;
- b) Is convicted of a criminal offence;
- c) Gives written notice of resignation to the Board

OFFICERS

45. **The President** shall be Chief Officer of the Association and shall, if present, preside at all meetings of the members and meetings of the Board, shall sign all instruments which require signature and shall perform all duties as may from time to time be assigned to the President by the Association or by the Board.

46. **The 1st Vice-President** shall be vested with all duties of the President in the absence or disability or refusal to act as the President. The Vice-President shall also have such other powers and duties as may from time to time be assigned to by the Association or by the Board.

47. **The 2nd Vice-President** shall be vested with all duties of the 1st Vice-President in the absence or disability or refusal to act as President. The 2nd Vice-President shall also have such other powers and duties as may from time to time be assigned by the Association or by the Board.

48. THE SECRETARY

(a) Issue notices for all Board, regular, annual and special meetings of the Association, or any such other meetings. The Secretary shall have charge of the minute book of the Association, sign with the President or other signing officers of the Association such instruments as require signature, handle correspondence on behalf of the Association, and shall perform such other duties as the Board or the Association from time to time may properly request.

(b) The Secretary shall be charged with the duty to keep a book or books wherein shall be recorded the following:

- (1) The name alphabetically arranged of all persons who are members of the Association with proper designation of the type of membership and if so any office held by such members.
- (2) The address and calling of every such person while a member as far as can be ascertained.
- (3) An accurate account of the proceedings of all meetings, Executive or regular, or annual or special and shall obtain a report of any committee meetings which may be held under authority of the Association or Board meeting and keep an account of such proceedings in the minute books.

49. THE TREASURER

(a) The Treasurer shall have care and custody of all funds and securities of the Association. The Treasurer shall keep accurate books showing:

- (1) The financial transactions of the Association.
- (2) The assets of the Association.
- (3) The sums of money received and expended by the Association and the manner in respect of which such receipts and expenditures took place.
- (4) The credits and liabilities of the Association.

- (b) The Treasurer shall deposit or authorize some officer of the Association to deposit funds of the Association in such bank or banks as may be designed by the Board.
- (c) The Treasurer shall supervise all monetary transactions of the Association and functions of the Associations which involves collection or expenditure of funds.
- (d) The Treasurer shall submit a statement of the financial standings of the Association to the Board yearly at the annual meeting or upon request by the membership.

POWERS OF DIRECTORS

- 50. The management of the activities of the society shall be vested in the directors who, in addition to the powers and authorities by these by laws or otherwise expressly conferred upon them, may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not hereby or by statute expressly directed or required to be exercised or done by the Association in general meeting. In particular, the directors shall have power to engage a co-coordinator and to determine the duties and responsibilities and any remuneration.

BOARD MEETINGS

- 51. Meetings of the Board shall be held at central location within the Atlantic Provinces and at such time as directed by the President.
- 52. A majority of the Board shall constitute a quorum to conduct the business and affairs of the Association.
- 53. A notice of the date, time, location and agenda of the meeting shall be sent to the Board members at least 14 days in advance of the meeting.
- 54. The President or presiding officer shall maintain order and decorum at all Board meetings and may speak to points of order in preference to other Board Members and shall decide on questions of order.
- 55. Questions arising at any Board meeting shall be decided by a majority of votes. The President or presiding officer need not vote except when a vote has an equal number of votes for and against the question.
- 56. A member of the Board or their designate who has failed to notify the President or Secretary, in writing, with a valid reason as to their absence from two (2) consecutive meetings of the Board, shall be deemed to have resigned, thereby creating a vacancy on the Board.

COMMITTEES

- 57. The committees, including those as listed, shall be constituted to assist the Board in carrying out the affairs of the Association:

1. Annual Training & Conference Committee;
 2. By-Law & Procedures Committee;
 3. Communications Committee;
 4. Membership & Marketing Committee;
 5. Certification & Training Committee
 6. Audit Committee
- (a). The accounts of the Association shall be audited every year at the annual meeting by a Committee of two (2) members to be called the Audit Committee, which shall be supplied with a copy of the financial statement and balance sheet.
 - (b) It shall be the duty of the Audit Committee to examine the account of the Association, the profit and loss statement and the balance sheet and the accounts and vouchers relating thereto. The Audit Committee shall have a list delivered to it of all books and accounts of the Association and it may, in relation to such accounts, question any member of the Board.
 - (c) The Audit Committee shall make a report to the members upon the balance sheets and accounts, and in every such report, it shall state whether in its opinion the balance sheet is a full and fair balance sheet, containing the particulars required by regulations of the Association and properly drawn up so as to show a true and correct view of the Association's affairs; and in case it has called for explanations or information from the Board, or any officer thereto, or members thereto it shall state whether they have been satisfactory.
 - (d). The Board may appoint a recognized accounting firm to audit the Association's books should the need arise

58. A majority of Members for any particular committee shall constitute a quorum for the purpose of meeting and transacting the business concerning that committee.

59. The duties of the respective standing committees shall be established by resolution.

FINANCIAL MATTERS

60. When Directors or other members are appointed by the Board to attend meetings, conferences, seminars, conventions, etc. on behalf of the Association, incurred expenses shall be paid by the Association as established from time to time by resolution, provided the expense forms complete with the required receipts are submitted to the Treasurer for payment.

61. The Board, from time to time, without authorization from the members, borrow money upon the credit of the Association by way of a credit card. The use of such credit card will be for purchasing and payment of goods and services where it is efficient, economical and operationally feasible to do so.

62. The Board shall be subject to the Association Credit Card Policy as outlined in Appendix C.
63. The Cardholder shall agree to abide by the Association Credit Card Policy as outlined in Appendix D.

CUSTODY OF SECURITIES

64. Cheques will be signed by two of the following: Treasurer, President and 1st Vice-President or their delegates as defined by the Board

FISCAL YEAR

65. The fiscal year of the Association shall be from April 1st of one year to March 31st of the following year, unless otherwise approved by by-law at the general meeting. The treasurer shall prepare the annual financial statement for audit and submission to the annual meeting.

SEAL

66. The common seal of the Association shall be kept in the office of the Association and shall not be affixed to any document of any description, except by Resolution of the Board and in the presence of the President and Secretary or as may be authorized by the Board.

PROFESSIONAL DESIGNATION

67. The Association shall adopt a Professional Designation.
68. A person who has complied with the requirements for professional designation under the Bylaw as set out in Appendix A as approved by the Board, shall, upon application receive a certificate signifying the right to use the professional designation "**Certified Bylaw Enforcement Officer**" and the initials **CBEO**;
69. The member must remain a member in good standing with the Association and satisfy the requirements and obligations thereof in order to retain the CBEO designation.

CERTIFICATION OF MEMBERS

70. The Association shall adopt a Certification Program and form a Certification Committee to oversee the program.
71. The Certification Committee shall consist of minimum three (3) members selected by the Executive Committee: two (2) members from the Executive and one (1) member from the general membership.
72. A Regular Member as defined elsewhere in this by-law, who is a member in good standing who has successfully completed the education requirements and/or criteria as established by

the Certification Committee may make application to the Certification Committee to be certified as a Certified By-law Enforcement Officer.

73. The Regular Member must remain a member in good standing with the Association and satisfy the requirements and obligations thereof in order to retain the CBEO designation. Failure to remain a member in good standing shall forfeit the approval of the Executive Committee for the member's designation as a 'Certified By-Law Enforcement Officer' and their right to use the initials CBEO.
74. If a Regular Member is not granted the designation 'Certified By-Law Enforcement Officer and the initials 'CBEO', the Certification Committee shall notify such member in writing and shall state the reasons why such designation has not been recommended. The member shall be granted, upon written request of the member, the right to be heard before the Certification Committee for reconsideration of their designation. Such decision of the Committee shall be final.
75. Where any Regular Member has been granted the right to use the initials CBEO and the designation Certified By-Law Enforcement Officer and due to a temporary lapse of employment, forfeits their designation and the right to use the initials CBEO, the member may, upon reinstatement of their employment as a Municipal By-Law Enforcement Officer, make application to the Certification Committee to have such designation and the right to use the initials CBEO reinstated without having to further satisfy any other requirements.

CONDUCT

76. The Association shall adopt a Code of Ethics policy which shall be shown in Appendix B.
 - (a) All members of the Association shall be subject to the Code of Ethics policy
 - (b) All members of the Association agree to abide by the Association Code of Ethics policy.

ANNUAL GENERAL MEETING

77. The annual meeting shall be held following the end of each fiscal year; date and time as the Board may direct.
78. Board meeting may be held within six (6) months prior to the annual meeting, or date and time as the Board may direct.
79. The annual meeting of the Association shall be held at a time designated by the Board with the installation of officers and directors and any other office as shall be deemed necessary by the Board.
80. General meeting of the Association may be called by the President or the Board :
 - (a) When special Board meetings are called, only the subject matter mentioned shall be disclosed.

- (b) At least 48 hours' notice shall be given to the President of such special Executive meeting, or if the President cannot be contacted, the same 48 hours shall be extended to the Vice-President.
 - (c) The President shall post the notice of special Board meeting, at least 48 hours in advance of the meeting.
81. The accidental omission to give notice of any meeting of members to any members shall not invalidate any resolution or motion passed or any proceedings taken at the meeting.
82. Any notice may be served by the Association on any member personally or may be sent to any member through the post, addressed to such member at their address as the name appears in the books of the Association, or if no address be given therein, to the last address, if any, of such members known to the Secretary.
83. The Association at Executive meeting may direct that posting of notice on the Association premises or in the office of any member or other such places may be deemed to be sufficient notice to each member.
84. An annual report shall be presented at the General Meeting describing the affairs of the Association which shall also include:
- (a) Reading of the minutes of the preceding meeting or meetings.
 - (b) Business arising out of the minutes.
 - (c) Reports of the President, Treasurer, Secretary or action taken by the board.
 - (d) Reports from each Committee Chairperson.
 - (e) Unfinished business.
 - (f) New business.
85. The meeting shall be conducted according to Roberts Rules of Order.
86. Each qualified voting member shall be entitled to one vote on each question put to vote.
87. At any general meeting every question put to vote shall be decided by the majority present on a show of hands, unless a written ballot is demanded by the majority present, in which case the result of the written ballot shall govern.
88. (a) The Board shall review within seven days all motions put at a general meeting and may direct a written ballot to be taken by the entire membership and it is the duty of the President of such meeting to have the question transcribed to a ballot and a ballot delivered to each member of the Association, a period of ten (10) days shall be permitted for members to vote. Votes returned by mail shall bear a postmark not more than 5 days after the deadline date for voting that has passed. Any postmark after the five (5) days period shall be deemed invalid and not considered in the voting. It will be the duty of the Board to post the result of the balloting.
- (b) Any changes, additions or amendments to the bylaw of this Association can only be done at the annual meeting of the Association or at a special meeting called by the President.

(c) All members must be given 21 days prior written notice of said proposed changes, additions or amendments prior to a vote being taken.

89. The subject matter of a motion defeated shall not be brought before a meeting until such time as the Board approved reconsideration.
90. In the case of equality of votes, whether on a show of hands or on a written ballot, the President of the meeting shall cast the deciding vote.
91. Every member shall be responsible to the Association for any loss or damage to any property of the Association by that member or any other person the member may be responsible for.
92. No member shall conduct any activities for or on behalf of the Association or in and under its name without permission and direction of a general or Board meeting.
93. The Association may set up committees which shall perform such duties as may be from time to time assigned to them, such Chairperson will be responsible at all time to the Board of the Association.
94. Each Chairperson has the power to appoint their own committee.
95. All books and records of the Association may be inspected by the members of the Association when such books and records are produced at the regular annual meetings, or at such other times as the Board may direct; however, any member in good standing may request the production of a book or record upon giving written notification of their request to the Officer in charge of particular records and the President of the Association; and such records shall be produced within 48 hours from the time of the request.
96. Amendments to the Bylaw must be passed by three-fourths of the members present at a general meeting of which notice specifying the intention to propose the resolution as a special resolution had been duly given.

ACKNOWLEDGEMENTS

97. The Board may acknowledge the service of Members of the Committees by presentation of a gift upon retirement from the Board, taking into consideration the number of years of service. The Board may also acknowledge other Members and persons for their years of service or assistance to the Board and the Association.
98. The Board may also acknowledge other Members and persons for their years of service or assistance to the Board and the Association.
99. The acknowledgements of service for both categories shall be as established by resolution.
100. The Board may pass a resolution that, at one meeting each year, the Members of the Board may have the attendance of a spouse or friend for their gala dinner, the cost which shall be paid for by the Association in appreciation of the Directors commitment to the Association.

APPENDIX "A"

MEMBERSHIP FEES

MEMBERSHIP	FEE
Regular	\$100.00
Certified	\$75.00
Associate	\$15.00
Life	\$0.00
Honorary	\$0.00

CODE OF ETHICS FOR THE ATLANTIC BYLAW OFFICERS ASSOCIATION

The following are **Standards for Ethics, Professional Conduct, and Professional Practice** for members of the Atlantic Bylaw Officers Association (ABOA) pursuant to provincial legislation and the oath of office for Bylaw Enforcement Officer which indicates that they serve without favour, affection, malice or ill will; and to the best of their judgement, skill, knowledge and ability, will perform duties faithfully according to the law, and except in the discharge of their duties, will not disclose any matter or evidence.

Fundamental Principles

1. By-Law enforcement is an important learned profession in which members of the profession recognize that their work has a direct and vital impact on the quality of life for all people. Accordingly, the services provided by Bylaw Enforcement Officers require honesty, impartiality, fairness and equity, and must be dedicated to the protection and enhancement of the public's safety, health and welfare.
2. A By-Law Enforcement Officer shall recognize that the *Code of Ethics* of the *Association* is founded upon integrity, ability, and loyalty to service.

Relations with Public. All members:

3. Shall uphold their duty to the public as paramount;
4. Shall endeavor to enhance the public's interest and appreciation in their profession;
5. Shall express interpretations or opinions regarding municipal bylaws only on the basis of adequate knowledge and competence;
6. Shall perform all assignments in a professional manner in accordance with all municipal laws and provincial legislation.
7. Shall accurately record information and seek confirmation where possible.

Relations with Employers. All members:

8. Shall act for their employer and public as a faithful agent or trustee and shall act with fairness and justice between their employer and public;
9. Shall not accept compensation or other financial or personal consideration other than from the employer in the performance of their duties.

CODE OF ETHICS FOR ABOA – STANDARDS (cont.)

10. Shall not disclose confidential information without the consent of their employer.
11. Shall not undertake any assignments which may create a conflict of interest with their employer or without the full knowledge of their employer.
12. Shall refrain from unprofessional conduct or from actions which is contrary to the public good even if they are expected or directed by their employer to act in such a manner.
13. Shall not expect or direct an employee or subordinate to act in a manner that they or the employee or subordinate consider to be unprofessional or contrary to the public good.

Relations with Profession. All members:

14. Shall endeavor to continue professional development throughout their careers; and where possible, shall provide opportunities for the professional development of others under their supervision.
15. Shall collaborate with other Bylaw Enforcement Officers to enhance effectiveness of their profession by networking and communications.
16. Shall endeavor at all times to improve the competence, status, and dignity of their profession;
17. Shall advise the discipline committee of any practice by another member of their profession which they believe to be contrary to the *Code of Ethics*;

Relations with Association. All members:

18. Shall co-operate with the Atlantic By-Law Officers Association and its officers in all matters, including, but not limited, to the investigation, censure, discipline, or dismissal of members, voting or otherwise, who, by their conduct, prejudice their professional status or the reputation of the *Association*;
19. Shall conduct their activities in a manner that will not discredit the profession or the *Association*.

Document approved during the Annual General Meeting on May 6, 2010

**ATLANTIC BYLAW OFFICERS ASSOCIATION
CREDIT CARD POLICY**

1. Introduction

The Credit card policy is a tool designed to establish a more efficient and cost-effective method of purchasing and paying for low value items.

2. Policy Statement

The Atlantic Bylaw Officers Association (ABOA) is subject to accountability. Having a credit card is a privilege. The cardholder must ensure that funds are used responsibly.

3. Policy

It is the policy of the Atlantic Bylaw Officers Association to allow the use of a credit card for purchasing and payment of goods and services where it is efficient, economical and operationally feasible to do so.

3.1 The credit card shall be used for purchasing supplies and services for the Atlantic Bylaw Officers Association where a cheque is not feasible and/or accepted.

3.2 The credit card shall have a pre-set limit determined by the executive committee. If over time the spending limit is too low to accommodate annual requirements, the limit will be re-evaluate by the executive committee. Membership must be updated on any changes to the pre-set limit during the general meeting.

3.3 The credit card cannot be used for:

- 3.3.1 goods or services from any ABOA member and/or director;
- 3.3.2 cash advances;
- 3.3.3 personal use;
- 3.3.4 alcohol, narcotics, explosives or anything of an illegal nature;
- 3.3.5 salaries, wages or reimbursement of any kind.

4. A credit card shall be issued upon approval of the most current ABOA membership during the annual general meeting. A cardholder will be assigned at this time. The cardholder must be a member currently holding a position on the executive committee.

5. Upon delivery of the credit card, the cardholder must review and sign the Cardholder Acknowledgement and Agreement (Appendix A) to show they understand their responsibilities and agree to adhere to the policies and procedures established for the credit card.

6. Only the person whose name is shown on the card (cardholder) is entitled to use the credit card. The cardholder is responsible for all charges applied to the card.

7. The ABOA Treasurer will be responsible for reconciliation of monthly statements including a reconciliation spreadsheet, original supporting documentation and account allocations.
8. The cardholder is responsible to report a lost or stolen card to the bank customer service department and the executive committee immediately. The information for the banks' customer service department will be provided to the cardholder once the card has been received.
9. The cardholder is responsible to track the balance of the card to ensure they do not exceed the credit card limit.
10. Credit card misuse will subject the cardholder to termination of the credit card privileges and current position on the executive committee.
11. The cardholder shall return the credit card to the most current ABOA President when their status has changed. In the event the cardholder is the President, he/she shall return the credit card to the current 1st Vice President of ABOA.
12. The credit card is the property of the Atlantic Bylaw Officers Association. The cardholder shall return the credit card to the President, 1st Vice President or 2nd Vice President if requested to do so.

Date of Approval by the Atlantic Bylaw Officers Association: _____	
Policy Effective Date: _____	
_____ ABOA President	_____ ABOA Secretary

APPENDIX “D”



Policy :	Credit Card Policy
Effective Date:	
Last Reviewed Date:	
Policy Sponsor:	President, Atlantic Bylaw Officers Association
Administrative Responsibility:	Atlantic Bylaw Officers Association Treasurer

**ACKNOWLEDGEMENT OF RESPONSIBILITIES AND OBLIGATIONS
FOR THE USE OF THE ABOA CREDIT CARD**

I, the undersigned, hereby acknowledge receipt of the Atlantic Bylaw Officers Association (ABOA) Credit Card. I acknowledge that this card has been issued to me to make purchases under the amount of \$TBD in connection to the Atlantic Bylaw Officers Association. I will not use the card to make any personal purchases. I fully understand that purchases made using this card are to be authorized by the executive board of directors, in accordance with the ABOA Credit Card Policy.

I acknowledge that I have read and agree to the terms and conditions of the Atlantic Bylaw Officers Association Credit Card Policy. I confirm my agreement to these terms and conditions by signing below and by retaining and using the card.

I shall undertake to protect the card and the card account number, not to be divulged to any other person, except a merchant with whom I am transacting on behalf of the Atlantic Bylaw Officers Association. Should the card be lost, stolen, suspended or compromised in any manner, I will advise the appropriate financial institution and ABOA Treasurer immediately.

Furthermore, I understand that this card has been provided to me on behalf of the Atlantic Bylaw Officers Association and that in the event of willful or negligent default of these obligations, ABOA will take recovery action deemed appropriate and permitted by law. I agree to return this card upon request of any member of the ABOA Executive Board of Directors, upon conclusion of my position with ABOA.

Cardholder Name _____

Cardholder Signature _____ Date _____

Card Program Administrator Signature _____	<u>Cardholder Initials</u> _____ _____ _____
Per transaction limit \$ TBD Total monthly Credit limit \$ TBD Card has been signed	



**ATLANTIC BYLAW OFFICERS ASSOCIATION
REFUND POLICY**

This refund policy applies to the ABOA annual conference and membership fees.

A refund request may be submitted within 30 days of the application date for memberships and no later than 30 days prior to the conference date.

To request a refund, please contact the treasurer at ataboa@outlook.com with the subject line REFUND REQUEST.

Once approved, refunds will be issued within 3-5 business days. Refunds will be credited back to the original payment provider.