

BY-LAWS
of
CANADIAN ASSOCIATION OF CENTRES FOR THE MANAGEMENT OF
HEREDITARY METABOLIC DISEASES
(‘GARROD ASSOCIATION’)

1. Name: Canadian Association of Centres for the Management of Hereditary Metabolic Diseases.

2. Principal Office: Ottawa, Ontario

3. Objectives and Functions

(1) To promote the prevention, diagnosis and management of hereditary metabolic disease by:

- a) The early and wide-spread application of recent advances
- b) The exchange of information
- c) The advancement of knowledge
- d) The facilitation of the development of guidelines for the prevention, diagnosis and management of hereditary metabolic diseases

4. Membership:

(1) Treatment Centres

- a) The Association shall consist of the existing hereditary metabolic disease treatment centres listed in Appendix A.
- b) Admission of new treatment centres to membership in the Association shall be by a majority vote of the Governing Council as defined in Section 5 of these By-Laws.

(2) Individual Membership

a) Full Membership

(1) Full membership in the Association is open to:

- (a) Any health professional, scientist or trainee formally affiliated with a member treatment centre.
- (b) Any health profession, scientist or trainee formally affiliated with a hospital, university, government department, research institute, or like institution who is engaged in professional or academic activities in the field of hereditary metabolic diseases.

(2) Applications from individuals wishing to become a Full Member of the Association must be reviewed by the Executive Committee prior to acceptance.

(3) Rights and Privileges of Full Members:

Full Members of the Association:

- (a) Are eligible for membership on the Governing Council
- (b) Are entitled to attend and vote at the Annual Meeting
- (c) Are encouraged to serve on any standing or ad hoc committees of the Association

b) Associate Membership

- (1) Associate membership in the Association is open to any person with an interest in the field of hereditary metabolic diseases.
- (2) Applications from individuals wishing to become an Associate Member of the Association must be reviewed by the Executive Committee prior to acceptance.
- (3) Rights and Privileges of Associate Members:
Associate Members of the Association:
 - (a) Are entitled to attend the Annual Meeting
 - (b) Are encouraged to serve on any of the ad hoc committees of the Association that are open to Associate members.

5. Governance:

- (1) The Association shall be governed by a Governing Council of a single voting representative from each of the existing hereditary metabolic disease treatment centres listed in Appendix A.
- (2) Individual members of each member treatment centre will choose a representative (Councilor) to represent them in the Governing Council.

6. Officers:

- (1) Number and titles:

Chair
Vice-Chair
Secretary / Treasurer

- (2) Election of officers:

Officers will be elected at the annual meeting by a simple majority vote, including proxy votes, of councilors

- (3) Duties of officers:

- a) The Chair presides over the Executive Committee, prepares the agenda for the annual meeting, and chairs that meeting
- b) The Vice-Chair assists the Chair as requested and reviews the contents of the Garrod website annually.
- c) The Secretary / Treasurer keeps records and accounts of the Association, makes a financial statement to the members at the annual meeting, and is responsible for arrangements for the annual meeting

- (4) Term of office:

The terms of office of officers will be two years; officers will serve until the conclusion of the second annual meeting following their election.

7. Standing Committee

(1) Executive Committee

The Executive Committee will consist of the officers listed above. The duties of the Committee include:

- (1) To prepare an annual budget
- (2) To carry out tasks assigned to it by the annual meeting and to take initiative in confronting problems arising during the year
- (3) To represent the Association in relations with other organizations.
- (4) To strike ad hoc committees as may be needed.

(2) National Food Distribution Centre for the Treatment of Hereditary Metabolic Diseases (“Food Bank”) Liaison Committee:

This committee will maintain formal communications with the “Food Bank”.

8. Budget and Finances:

Individual membership fees will be determined from time to time by the Association.

9. Annual Meetings:

The Association shall meet annually at the time and place usually determined at the previous annual meeting. Written notice of the annual general meeting, proposed agenda, and any suggested amendments to the by-laws will be sent to members at least 30 days before the meeting. A quorum at the annual meeting shall consist of two-thirds of the number of councilors. Robert’s Rules of Order, as may be amended from time to time, shall govern the meetings of members insofar as they are not inconsistent with or in conflict with these By-Laws. Attendance at any Association meeting is open to all full members; however, only councilors will have the right to vote.

10. Official Languages:

The official languages of the Association will be English and French and communication from the Garrod Association may be in either language or in both languages.

11. Procedure for Amending By-Laws:

Proposed amendments of By-Laws shall be circulated at least 30 days prior to the annual meeting. The proposed amendments shall be presented and discussed at the annual meeting. They shall be adopted upon the affirmative vote of at least two-thirds of the members present at the annual meeting. If a quorum is not present at the annual meeting, then any amendments may be included in a ballot to be sent to all members. In this case, the proposed amendments shall be adopted upon the affirmative vote of at least two-thirds of the general membership, received within 90 days of the mailing out of the ballots.

PC
3/5/2008.

Appendix A

- University of British Columbia
- University of Alberta
- University of Calgary
- University of Saskatchewan
- University of Manitoba
- University of Western Ontario
- McMaster University
- University of Toronto
- Queen's University
- University of Ottawa
- University of Montreal
- McGill University
- University of Sherbrooke
- Laval University
- Dalhousie University
- Memorial University of Newfoundland