

CRCA RULES & REGULATIONS

BOARD OF DIRECTORS/EXECUTIVE COMMITTEE

1. Directors attending a Board/Executive Committee meeting will be reimbursed travel cost to a maximum of Tango Plus on Air Canada and regular fare on WestJet for air fare between their place of residence and the location of meeting along with, hotel and meal expenses, taxi and reasonable sundry expenses. Payment will be reimbursed upon submission of pertinent vouchers and airline ticket stub. If the director wishes to fly at rates above those mentioned above, then he/she must let CRCA know what the rates are on the day booked and acknowledge that he/she will be paying all extra air fare costs above the rate being reimbursed by CRCA.

NATIONAL TECHNICAL COMMITTEE

1. Members attending National Technical Committee meetings will be reimbursed travel cost to a maximum of Tango Plus on Air Canada and regular fare on WestJet for airfare between their place of residence and the location of the meeting. Payment will be made in accordance and upon receipt of airline ticket voucher.
2. If sub-committees of the National Technical Committee are approved by the Executive Committee their budget must allow for travel and hotel expenses to be paid by CRCA to members on this sub-committee.
3. The technical manager or staff members of an affiliated provincial association may be designated as an ex-officio member to the National Technical Committee and may attend all the meetings at their own association's expense.
4. CRCA will obtain reimbursement of airfare from the 8 affiliated provincial associations for their 8 representatives.

ASSOCIATE MEMBERS

1. CRCA will pay for meeting room accommodation only for meetings of the Associate members.
2. Once a year a luncheon meal cost, in conjunction with an Associate members meeting, will be paid by CRCA.
3. Sub-committees of the Associate members are responsible for all their meeting costs.

APPOINTMENT TO SPECIAL COMMITTEES

1. If the Board/Executive Committee appoints a person as a CRCA representative to a committee, then the persons' travel and accommodation costs may be paid by CRCA to attend meetings.

MEMBERSHIP DUES

1. The Membership Dues Schedule for all classes of membership will be developed by the CRCA Board of Directors.
2. Membership Dues are payable January 1st of each year. Members will be given 90 days to remit payment. Members will receive a second notice by mail and email of outstanding dues within this original 90 day payment period. A third and final notice of outstanding dues will be sent by mail and email. This final notice will give the member 30 days to remit payment – otherwise their membership will be terminated. All second and third payment notices will be sent to the respective provincial affiliates. Non-payment of Membership Dues and other monies due and owing to the Association by the member will result in termination of Membership by the CRCA Board of Directors. *(CRCA Board Meeting, May 2, 2015 - Item #6)*
3. New Members pay their dues in full when application approved. The dues are pro-rated on next year's dues.
4. Members terminated for any reason may not receive refund of dues.
5. Members can pay their dues by Cheque, Visa, MasterCard or American Express.

MEMBERSHIP

Branch Offices

If a current CRCA Active or Active at-large member sets up a branch office in another province, the branch office is not a member of CRCA and is not entitled to any CRCA membership benefits until that branch office becomes a member of the Affiliated Provincial Association in which the branch office is established. *(CRCA Board Meeting, April 14, 1991 - Item #5)*

CODE OF ETHICS

1. All members of CRCA are to abide by the Code of Ethics as set out by CRCA.
2. All members of CRCA are to respect the Rules and Bylaws of each Affiliated Provincial Association within whose jurisdiction they are doing work. *(CRCA Board Meeting, April 14, 1991 - Item #5)*

CRCA WARRANTY

1. CRCA warranties will be distributed by the CRCA office to the Affiliated Provincial Associations, and the Affiliated Provincial Associations will be responsible for the issuance of these warranties, to the members of CRCA performing work in their province, in accordance with that particular Affiliated Provincial Associations' Rules and Bylaws (*CRCA Board Meeting, April 14, 1991 - Item #5*).
2. In provinces where there is no Affiliated Provincial Association, or the Affiliated Provincial Association does not want to issue CRCA Warranties, the CRCA office will issue the CRCA warranties directly to the CRCA member performing work in that province.

SPECIFICATION MANUAL

1. The CRCA Specification Manual is available to all who wish to purchase it.
2. All new members are to receive a complimentary copy of the CRCA Specification Manual.
3. The member rate for additional copies is \$100 per manual and, for non-members eligible to purchase a manual the cost is \$150 per manual (*CRCA Board Meeting, February 26, 2014 - Item #6a - Note that prior member price was \$200 per manual and \$275 per manual for non-members*).
4. Non-members who purchased a manual are to pay for update charges as approved by the Board of Directors.

CRCA ANNUAL CONFERENCE

1. Honorary Members along with their spouses are provided complimentary conference registration for CRCA Annual Conferences.
2. Travel expenses, accommodation and registration fee for current CRCA President and spouse/consort are paid by CRCA.
3. Hotel accommodations and Conference Registration fees for current Conference Chairman and ROOFTech Chairman (in the year it is being held) along with spouse/consort are paid by CRCA.
4. Travel expenses, accommodation and registration fee for CRCA Executive Director and spouse/consort are paid by CRCA.
5. CRCA Directors are provided complimentary delegate registration for CRCA Annual Conferences.

INTERNATIONAL MEETINGS

1. Travel expenses and accommodation for the CRCA President and spouse/consort to attend NRCA Convention and IRE Trade Show are paid by CRCA.
2. Travel expenses, accommodation and registration fee for CRCA Executive Director and spouse/consort are paid by CRCA.

OFFICERS AND DIRECTORS LIABILITY INSURANCE (Bylaws: Article 18 Section 2)

1. The Association shall pay for officers and directors liability insurance premium. The maximum coverage shall be at 1 million dollars.

NRCA BOARD OF DIRECTORS

1. If there is a CRCA active member who is appointed as a member of the National Roofing Contractors Association (NRCA) Board of Directors', then CRCA will reimburse this member's expenses that are not reimbursed by NRCA to attend NRCA Board meetings.

DISCIPLINARY ACTION

1. Any violation by a CRCA member of the CRCA Rules and Regulations reported in writing to the Executive Committee will be forwarded to the affiliated provincial associations, to which that member belongs, for resolution.
2. If the said violation cannot be resolved at the provincial level, it will be examined and acted upon by the Executive Committee and/or the Board of Directors.
3. If the said violation does not warrant actions as outlined in Article 4 Section 3(c) of the Bylaws, the Executive Committee and/or Board of Directors' may impose such disciplinary action as is deemed appropriate relative to the severity of the said violation.

DISPOSAL OF ASSETS

The following is a recommended procedure to dispose of CRCA assets.

1. The fair market value of the item must be determined. This can be obtained by determining the trade-in value when a new piece of equipment must be replaced.
2. If the piece of equipment cannot be traded, the value of it should be determined so that it can be sold.
3. If there is no market value for the asset, then it could be offered to the CRCA staff for a minimal cost of (\$1.00).

4. If not acceptable to the CRCA staff, it could be offered to a charity at no cost.
5. If not suitable for charity, it can be disposed of in the garbage.

CONFERENCE RULES

1. Attendance at CRCA conferences will be open to any non-member of CRCA. That non-member would be able to attend one CRCA Conference before their company must become a member of CRCA and/or an affiliated provincial association. It was also agreed that we would continue with the rule that any non CRCA Associate member can attend the CRCA Conference at the member registration rate when it is being held in the host province in which they are a member.
2. There was agreement that there should not be any limit to the number of people that can come from a specific company to an event during the Conference. It was felt that when a member company sends ten or more people to a specific event, that they would be entitled to a discount. The discount would depend on the cost of the event but would range somewhere in the 30% discount.
3. It was agreed that staff from an affiliated association who are hosting a specific function, should receive complimentary tickets to this specific function and will be billed at cost for their attendance at any other meal functions held on the same day. It was felt that in general, ticket sales from functions, even if they are hosted by the Provincial Association or the Associate members, should go to the general Conference revenue.
4. The fee for children of registered conference delegates to attend specific functions at the Conference to be at most 50% of the regular ticketed rate.
5. The 8 Affiliated Provincial Associations sponsor the CRCA Annual Conference. A Provincial Sponsorship fee approved by the CRCA Board of Directors includes Conference Registration for (1) delegate and (1) spouse from the Provincial Association.