

CONSTITUTION of the ONTARIO AUTISM COALITION, 2016
Ontario Corporation #1845978

I. **NAME**

The name of the organization shall be the *Ontario Autism Coalition*. The short form shall be “the OAC.”

II. **MISSION**

The mission of the OAC shall be:

1. To promote public awareness of provincial government policy issues related to autism;
2. To advocate for publicly funded, accessible and evidence-based services for individuals with autism and their families;
3. To educate and empower parent- and self-advocates;
4. To assist families and individuals in navigating the system of autism services and resources;
5. To assist with policy development on issues related to children, students and adults with autism;
6. To cooperate with other organizations and advocates for other disabilities where possible;
7. To assist with and support the efforts of parents, caregivers and professionals to meet the needs of people with autism; and
8. To ensure accountability and transparency by the provincial government and its agencies as it relates to autism policy.

III. **MEMBERSHIP AND DUTIES**

1. ***The Executive Council***

- a. The Executive Council shall consist of the President, the Vice-President, the Secretary-Treasurer, the Director, and the Clinical Advisor.
- b. The Executive Council will work collaboratively to achieve the mission of the organization.
- c. In order to prevent ties on major decisions of the OAC, there must always be an odd number of members on the Executive Council.
- d. The Executive Council shall meet at least once a month.
- e. Quorum for an Executive Council meeting shall be at least three of the five members.

1.1. **Duties of the President**

The President shall:

- i. Exercise general supervision and administration over all of the organization’s affairs;

- ii. Preside as chair at meetings of the Executive Council, the Board of Directors, and of the General Membership;
- iii. Be an ex-officio member of all committees;
- iv. Set the agenda for and run meetings of the Executive Council and of the Board of Directors; and
- v. Represent the OAC in the media as its official spokesperson.

1.2. Duties of the Vice-President

The Vice-President shall:

- i. Act as the President in their absence;
- ii. Report to and work closely with the President to assist with their duties;
- iii. Be an ex-officio member of all committees; and
- iv. Perform any other duties as assigned by the President.

1.3. Duties of the Secretary-Treasurer

The Secretary-Treasurer shall:

- i. Manage the finances of the organization, including the board's review of and action related to financial responsibilities;
- ii. Give financial updates at every meeting of the Board of Directors;
- iii. Provide an annual budget statement to the Board of Directors for approval by the Executive Council;
- iv. Be an ex-officio member of all committees;
- v. Maintain the financial records of the organization; and
- vi. Manage and distribute the minutes of each meeting of the Board of Directors.

1.4. Duties of the Director

The Director shall:

- i. Plan and oversee the logistics and execution of committee operations;
- ii. Be an ex-officio member of all committees;
- iii. Present committee decisions and/or recommendations to the Board of Directors and the Executive Council;
- iv. Assign work to committee members;
- v. Ensure that all committee members have the information and resources required to fulfill their duties; and
- vi. Work with applicable staff and committees to achieve the objectives of the Executive Council and the Board of Directors.

1.5. **Duties of the Clinical Advisor**

The Clinical Advisor shall:

- i. Assist the OAC by applying their expertise in the field of ABA, Autism and developmental psychology and provide professional advice on best practices aimed at improving the quality of life of individuals and families;
- ii. Assist the OAC in policy development;
- iii. Assist in the production of briefing notes and other documentation to be shared with government officials;
- iv. Consult regularly with other professionals in the field of ABA and Autism, and share their perspectives with the Executive Council;
- v. Provide interpretation and perspective with regard to the science of ABA, advances in the clinical treatment and support of individuals with ASD, as well as the ethical considerations of practitioners in the context of improving the quality of life of those with ASD and their families; and
- vi. Provide information and perspective on best practices in the field of Autism.

2. ***The Board of Directors***

- a. The Board of Directors shall consist of Directors for Public Relations, Social Media, Fundraising, Special Operations, Stakeholder Relations, Event Planning, and Technology.
- b. The Board of Directors will support the Executive Council and will work to achieve the mission of the organization.
- c. The Board of Directors shall meet at least once every two months.
- d. Quorum for a Board of Directors meeting shall be at least five of the seven members.

i. **Public Relations**

The Media Relations Director shall be responsible for:

- (1) Drafting all OAC press releases and media statements;
- (2) Tracking and sharing all media coverage of OAC activities and events; and
- (3) Arranging media interviews for the OAC.

ii. **Social Media**

The Social Media Director shall be responsible for:

- (1) Monitoring and updating the OAC's social media accounts, including Facebook, YouTube, Instagram, Twitter and LinkedIn.

iii. **Fundraising**

The Fundraising Director shall be responsible for:

- (1) Managing the OAC's GoFundMe page;
- (2) Seeking financial support for the organization; and
- (3) Seeking out and applying for Grant money.

iv. **Special Operations**

The Special Operations Director shall be responsible for:

- (1) Organizing minor protests and events;
- (2) Communicating the details of all such events to the membership; and
- (3) Liaising with OAC members in the local area of all events and providing any necessary resources and support.

v. **Stakeholder Relations**

The Stakeholder Relations Director shall be responsible for:

- (1) Building relationships with fellow stakeholder groups such as labour unions, school boards, professional associations, health care professionals, and regulatory colleges;
- (2) Providing our fellow stakeholders with updates about OAC events and initiatives;
- (3) Arranging and attending meetings with stakeholders to exchange information; and
- (4) Seeking financial support from stakeholders, where appropriate.

vi. **Event Planning**

The Event Planning Director shall be responsible for:

- (1) The logistical planning of all major rallies and events for the OAC including rallies at Queen's Park, major fundraising events and social events for members;
- (2) Booking guest speakers for OAC events;
- (3) Organizing all technological equipment at OAC events; and
- (4) Obtaining all necessary permits and permissions.

vii. **Technology Director**

The Technology Director shall be responsible for:

- (1) All website maintenance and updating;
- (2) Creating and maintaining a database of OAC members; and
- (3) Working with the Event Coordinator to ensure the functionality of all technological equipment at OAC events.

e. ***General Membership***

- i. There will be no membership fee.
- ii. Every member of the Ontario Autism Coalition [Facebook Group](#) who does not hold a position on the Executive Council or Board of Directors will be considered to be a General Member.
- iii. General Members are encouraged to share their contact information by signing up in the OAC Membership database through the Coalition website.

IV. **THE BOARD OF DIRECTORS**

1. The Board of Directors is a creation of the Executive Council.
2. Members of the Board of Directors will be appointed by the Executive Council annually, or more frequently as may be required.
3. If a member of the Board of Directors resigns, they shall be replaced by appointment by the Executive Council.

V. **VOTING PRIVILEGES**

Every member of the Executive Council will have voting privileges on major decisions about political strategy, event planning, and official activities of the OAC. Members of the Board of Directors, Committee Chairs and of the General Membership branches will provide advice and opinion through both formal and informal mechanisms.

VI. **COMMITTEES**

1. The OAC includes a number of committees designed to facilitate specialized policy development, outreach and activities.
2. Committee Chairs shall be appointed by the Executive Council.
 - a. Any member of the OAC is free to join the committee(s) of their choice.
3. **Community Outreach**
 - a. A group dedicated to reaching out to a broader section of people on the spectrum and those who love them--those in the north, those in various ethnic communities, single parents, the LGBTQ community and other marginalized groups. We know there are 40,000 children with autism in this province, and we want to connect with as many of them as possible.
4. **Youth Advisory Committee**
 - a. A group for youth with ASD, their siblings, and friends who are affiliated with the Ontario Autism Coalition. Here, youth can express their ideas, build community, mentor each other, ask questions, and give advice to the OAC Executive Council about its activities and policies.

- b. The advice and views of the Youth Advisory Committee must be taken into consideration by the Executive Council and the Board of Directors in all of their major decisions.

5. **Education**

- a. A group where those interested in the proper use of ABA-based instruction in schools can meet and discuss both policy ideas and strategy for the OAC.

6. **Adult Services**

- a. A group for OAC members who want to advise the OAC on policy and strategy as it advocates for better adult services for people with ASD.

7. **Accountability**

- a. There are two groups working on accountability issues, one for [Direct Service](#) families and one for [Direct Funding](#) families. Both groups are dedicated to seeking accountability and consistency in government affairs and service distribution.

8. **Legal**

- a. A group dedicated to monitoring and, where appropriate, participating in legal actions in Ontario related to autism and special education. This group will also advocate for better training for first responders, especially police, in an effort to minimize negative interactions with individuals with autism.

VII. **AMENDMENTS TO THE CONSTITUTION**

1. The Executive Council, whenever a three-fifths majority of its members deem it necessary, shall accept proposed amendments to the constitution for consideration.
2. Amendments may be proposed by members of the Executive Council, members of the Board of Directors, and members of any of the Committees.
3. A proposed amendment may be ratified and incorporated into the constitution upon a three-fifths majority vote by the Executive Council.