

## Bylaws, Roles, and Committees

PR-010

Revision	Issue Date	Author	Reviewer	Approval
0	May 28, 2020			
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1	October 22, 2020	<i>RByrne</i>	<i>Ken Keith</i>	<i>Matthew Holmes</i>
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## Revision History

Revision Status	Revised Section (s)	Description of Revision	Reason for Revision
0	all	New procedure	ISO 17024
1	4.	Added reference to Threats Matrix and Interested Parties Matrix	To reference new documents.
	6.2	Described the use of the Threats Matrix and Interested Parties Matrix	To better address the requirements of ISO 17024.

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## 1. Purpose

The purpose of this procedure is to identify and describe how the Bylaws, Roles, and Committees are governed and function together to provide the needs and interests of the association members.

## 2. Scope

This procedure applies to the following:

- Creation and maintenance of the CMVA bylaws.
- Creation and updating various roles of volunteers, staff, contractors, and committee members.
- Committee structure.

## 3. Definitions

**ACVM** – L'Association Canadienne en Vibrations de Machines

**CMVA** – Canadian Machinery Vibration Association

**Bylaws** – Democratic rules of the CMVA/ACVM that are created and maintained by the will of the association membership.

**Roles** – Description of the responsibilities of the CMVA/ACVM staff and committee members.

## 4. References

CMVA/ACVM bylaws DOC-010-1

Organizational Chart - Legal entity chart DOC-010-2

Reporting Chart DOC-010-3

National Board of Directors Chart - by staff function and operational units DOC-010-4

Executive Director job description DOC-010-5

Service and Communications Coordinator job description DOC-010-6

Impartiality Statement DOC-010-7

Threats Matrix, DOC-010-8

Interested Parties Matrix, DOC-010-9

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## 5. Responsibility

### 5.1. Executive Director

The Executive Director or designate is responsible for ensuring this procedure is written to meet the latest requirements of the association bylaws and outlines the description of roles and responsibilities of CMVA staff, Board of Directors, volunteers and other interested parties, as applicable.

The Executive Director is responsible for communicating the requirements of this procedure to all staff, Board of Directors, volunteers, and other interested parties, as applicable. This communication should be in a format where all affected personnel understand their roles and responsibilities as it relates to this procedure.

The Executive Director is responsible for:

- Ensuring that he/she understands and follows the Executive Director job description DOC-010-2.
- Ensuring that the Service and Communications Coordinator understands and follow the Service and Communications Coordinator job description DOC-010-3.
- Ensuring that the committee members understand and their roles and responsibilities as well as the expectations that are upon them.

### 5.2. National President

The CMVA / ACVM National President or designate is responsible for reviewing and approving this procedure for adequacy prior to release.

### 5.3. Board of Directors

The CMVA / ACVM National Board of Directors are responsible for reviewing and updating roles and responsibilities of committees as part of the annual management review.

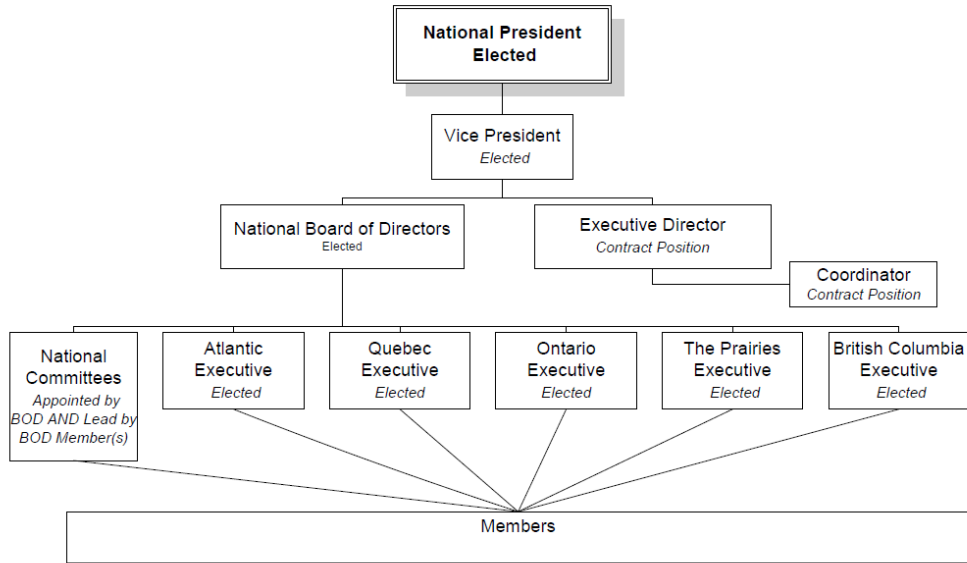
## 6. Process Requirement

### 6.1. CMVA/ ACVM Organizational Charts

The Organizational Charts display the delegating structure of the CMVA/ ACVM. Ultimately, CMVA/ ACVM is a not for profit association and a decision made by the membership through a general vote at an annual general meeting will be the ultimate authority.

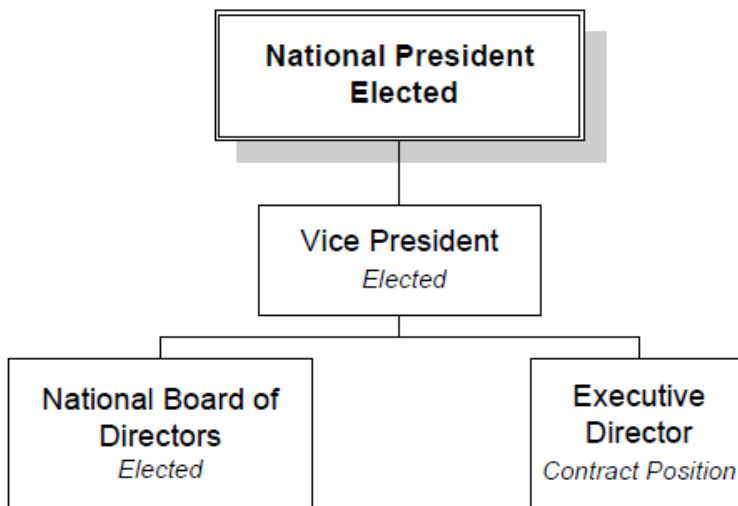
## Legal entity chart

### CMVA/ ACVM ORGANIZATION



## Organizational chart (by staff function and operational units)

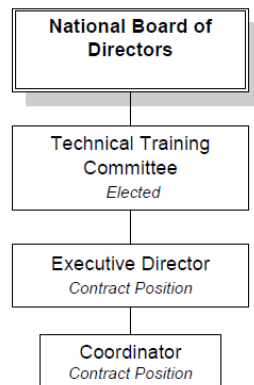
### CMVA/ ACVM NATIONAL BOARD OF DIRECTORS



## Organizational reporting chart (between staff function(s) and organizational operational units incl. related bodies)

### CMVA/ ACVM REPORTING CHART

Related to Certification



## 6.2. Impartiality

CMVA/ACVM is committed to impartiality in all certification activities, manages conflict of interest, and ensures objectivity. CMVA/ACVM has developed and implemented an impartiality statement DOC-010-7 that is publicly available at the CMVA/ACVM website.

As part of ensuring impartiality a Threats Matrix, DOC-010-8 is used to identify threats to impartiality on an ongoing basis. These threats include those that arise from certification activities, from related bodies, from CMVA/ACVM relationships, or from the relationships of CMVA/ACVM personnel, as applicable. All potential sources of conflicts of interested are identified in the threats matrix and actions are taken to eliminate, minimize or manage such threats.

In addition, an Interested Parties Matrix, DOC-010-9 is developed to identify interested parties related to certification activities, how they may impact on impartiality and the actions taken to safeguard impartiality.

The Executive Director maintains the Threats Matrix and the Interested Parties Matrix on an ongoing basis and is reviewed with the Board of Directors.

## 6.3. CMVA / ACVM Bylaws

The bylaws are established, updated, and maintained by the members at large at annual general meeting according to Rogers Rules of Order, and administered by the Board of Directors and CMVA / ACVM staff. Refer to DOC-010-1.

## 6.4. President, Vice President, and all other Directors of the Board

These positions are elected by the general membership of the CMVA/ACVM according to the CMVA/ACVM bylaws DOC-010-1. The responsibilities of Board of Directors include:

- A. Policies and procedures relating to the operation of CMVA/ACVM.
- B. Administer the association and enter into contracts.

- C. Implementation of the policies and procedures.
- D. Finances of the certification body (authorizing expenditures but not debt).
- E. Hire and pay employees.
- F. Resources for certification activities.
- G. Development and maintenance of certification schemes.
- H. Assessment activities.
- I. Decisions on certification, including the granting, maintaining, recertifying, expanding, reducing, suspending or withdrawing of the certification.
- J. Recruit and retain members.
- K. Accept gifts to the association.

## 6.5. Staff roles and responsibilities

CMVA / ACVM staff roles and responsibilities are reviewed and updated annually by the Board of Directors and expressed to staff members upon renewal of contracts.

## 6.6. Committees

Where possible committee lead members will be selected at the Board of Directors meeting with the unfilled vacancies being filled within the various chapters.

Roles and responsibilities of committee members will be expressed to them once they accept their posts.

Committees will include but not be limited to:

- A. Technical Training Committee – job description in alignment with CMVA/ACVM QMS and ISO 17024:
  - a. Exam content, review, and revision (overall distribution of questions, individual questions identified for review).
  - b. Periodic review and revision of proctoring rules.
  - c. Revision and evaluation of criteria for certification of vibration analyst as ISO standard 18436-2:2014 criteria.
  - d. Review and evaluation of special cases for certification.
  - e. New training and certification program initiation.
  - f. Participate in review committee for technical content at National ATC (interact with the chapter's technical director).

The Technical Training Committee maintains documents to demonstrate that, in the development and review of the certification schemes, the following are included:

- a. Involvement of appropriate experts.
- b. An appropriate structure was used that fairly represents the interest of all parties, without any one interest dominating.
- c. Prerequisites that have been identified and aligned with competence requirements.
- d. Assessment mechanisms that have been identified and aligned with competence requirements.
- e. Performance objectives that identify the tasks for successful performance and the required competence for each task.
- f. Exam development and continuous improvement process to confirm applicable prerequisites, confirm assessment mechanisms and examination content.
- g. Recertification requirements and intervals.



- B. Membership Committee – Committee Role: The Membership Committee supports membership growth by actively recruiting, retaining, and engaging members. Members of the committee identify potential new members, contact lapsed members, and engage current members. Occasionally the membership committee will provide input and feedback regarding membership needs, programs and policies.
- Committee roles and responsibilities:
- a. Actively contribute to the recruitment of new members to meet committee recruitment goals.
  - b. Actively recruits and retains members through direct contact with prospects and current members.
  - c. Contacts lapsed members and prospective members.
  - d. Encouraging Chapters to host regional get-togethers, mentoring new members, contacting members in their region, etc.
  - e. Identifies target groups for potential CMVA membership.
  - f. Stays updated on the latest CMVA member benefits to use during retention and recruitment conversations.
  - g. Occasionally provides input on membership recruitment and retention campaigns to the Board.
  - h. Preparation for and participation in two committee conference call meetings per year; in-person meetings or secure remote conferencing format (such as ZOOM).
  - i. Committee members typically serve one-year terms.
  - j. Travel and lodging expenses (such as airfare, ground transportation, lodging, etc.) associated with attending committee meetings will be the responsibility of the committee member.
- C. Communication committee - The Communication committee is responsible for managing all media including website, newsletter, LinkedIn content to ensure compliance with CMVA/ ACVM guidelines. The committee shall include the Executive Director, Communications Coordinator, 1-2 members of the national board and one member (VP) from each Local chapter.
- D. ISO Committee - The ISO committee is responsible to support the continuous improvement of the CMVA/ ACVM QMS through implementation and maintenance of ISO 17024 Certification. This would include periodic review of CMVA/ ACVM QMS, CMVA/ ACVM business process that support the QMS and the latest version of ISO 17024, ISO 18436-1 thru 18436-2. This committee should include a minimum of two members from the national board of directors (of which one will chair), the CMVA/ ACVM executive director and CMVA/ ACVM President or Vice President.

*END OF PROCEDURE*