

REGISTRATION INFORMATION

Amnesty International
Canadian Section (*English-speaking*)

AMNESTY INTERNATIONAL



Annual General Meeting/ Human Rights Conference 2012



June 15th to 17th 2012
University of British Columbia
Vancouver BC

There is information here that relates to deadlines - do not wait to read this document.

In order to reduce our carbon foot print all of the information from this year's registration mailing will be available on line this year.

Please note these forms will be available on our website
https://www.etches.com/aicsagm_2012 in late February 2012.

Printed copies of the entire 2012 AGM Registration documents are available upon request from the national office – AGM materials will be available on our website by February 8th, or can be sent electronically, by request to lmulvihill@amnesty.ca.

Attention: Louise Mulvihill
312 Laurier Avenue E
Ottawa, ON
K1N 1H9,
Phone: 1-613-744-7667 Ext 264
Fax: 1-613-746-2411
E-mail: lmulvihill@amnesty.ca

Please ensure that this information is acted on in a timely and appropriate manner. Please share it with others.

Information kits for the AGM which include resolutions, nominations, workshop information and many other items of interest will be available on our website in late April 2012.

AGM REGISTRATION MAILING KIT

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For more information on the AGM please feel free to contact any member of the planning committee:

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Who can attend the AGM?

Our Annual General Meeting (AGM) is a meeting for **AI members only**. Others may take part in the Human Rights Conference on Saturday June 16th, visit the emporium, join a public action or attend the banquet. Some guests are invited as resource people for particular sessions.

Who Can Vote at the AGM?

Any person who has been a member of the Branch for at least 60 days prior to June 15th, 2012 (ie, April 15th), and who is in attendance at the AGM, may vote. In addition, members may vote by proxy. Each member present at the AGM may bring up to 7 proxy votes from other members of the Branch. Proxy forms will be on our registration website https://www.eiseverywhere.com/docs/3184/Proxy_Form_2012 or by request from Louise Mulvihill lmulvihill@amnesty.ca.

We will be checking membership in the national database. If you are not a member on April 15th, 2012 you will not be allowed to vote or to give your proxy to another member.

PROCESS FOR 2010 AGM ATTENDANCE

- 1. *Inform Others***
Share this AGM registration information with others. Be sure to retain extra copies of all the forms, or download them from our website:
https://www.etches.com/aicsagm_2012.
- 2. *Submit Registration***
Begin to discuss who will attend the AGM. As soon as one or more members have decided to attend, register for the AGM/Human Rights Conference at
https://www.etches.com/aicsagm_2012.
- 3. *Make Travel Arrangements***
Ensure you read carefully through the “Travel Arrangements” section for information on bookings. Book early and save money!
If you live close to Vancouver, we encourage you to ride share.
- 4. *Reserve Accommodation***
Reservations are not definite until confirmed by the Conference Centre. A confirmation letter will be emailed or mailed upon receipt of reservation request. ***In order to ensure that a room at the advertised rate is available, reserve your accommodations by May 11th, 2012.*** To book your accommodations go to: https://www.etches.com/aicsagm_2012.
- 5. *Subsidy Applications***
Information on this year’s subsidy process is included in the “Subsidy Applications” section (p.5). **The deadline for applications is April 6th, 2012. (click on the link https://www.eiseverywhere.com/docs/3184/Subsidy_application_2012).**

PREPARING FOR THE 2010 AGM

1. ***Develop AGM resolutions***

Using the "Guidelines for Resolutions" section (p.6), discuss and draft any resolutions you wish to put before the 2012 AGM.

Send resolutions to Louise Mulvihill, preferably via e-mail to lmulvihill@amnesty.ca.

Resolutions deadline: midnight EST, March 21st, 2012. Please note that this is a firm date and is set by our Standing Orders. Resolutions **MUST** be in the office by midnight on that date. You can also send resolutions by regular mail. (See inside cover for mailing address.)

2. ***Nominate candidates for available positions***

Consider putting forward nominees for the available positions on the Executive Committee, the Membership Cooperation Fund Committee or the Approvals Committee. For more information consult the "2012 Elections" section of this kit.

The final deadline for acceptance of nominations is 12:00 noon EST, Friday, June 15th, 2012. However, you are urged to complete the nomination form:

https://www.eiseverywhere.com/docs/3184/EC_Nomination_Form_2012 as soon as possible. Information on nominees received by **April 6th, 2012** will be circulated to the membership in the second AGM kit, to be distributed in early April.

TRAVEL ARRANGEMENTS



The National office encourages you to use the mode of transportation that has the least effect on our environment. If you live close to the city of Vancouver, please car pool with a fellow delegate.

Travel arrangements for the AGM can be made through **Rideau Travel**, the Branch's Travel Agency. Our representative is Carole Doré; Carole. She can be reached at:

Toll-free: 1-800 265-9562

Phone: (613) 789-4816

Fax: (613) 789-3684

E-mail: voyages.rideau@on.aibn.com

If you are comfortable booking on-line, you may get a better deal and not be charged travel agent fees. The general rule should be to *book the cheapest flight that is convenient for you!* **Please book early to take advantage of seat sales and excursion rates.**

It's also possible to reach Vancouver by train or bus.

SUBSIDY APPLICATIONS

All of the various subsidies previously offered to members have now been consolidated under one plan.

1. Community Groups, Youth Groups, Action Circles and Area Support Teams are encouraged to continue to subsidize their members' attendance at the 2012 AGM as much as their budgets allow.
2. Applications for AGM financial subsidy must reach the national office **no later than midnight April 6th, 2012** and marked to the attention of Louise Mulvihill (see inside cover for mailing address). **Late applications will not be considered.**
3. Applicants must be members of the Branch at the time of their application. This will allow them to vote and to carry proxy votes when they attend.
4. Applicants **cannot** apply if they have been accepted for a subsidy two years in a row.
5. Funds shall be awarded following a selection process using criteria found in the AGM Subsidy Process. A full copy of this process may be requested from Louise Mulvihill.
6. Applications must be made using the subsidy application form: https://www.eiseverywhere.com/docs/3184/Subsidy_application_2012 . This form will also be available on our AGM registration website: https://www.etches.com/aicsagm_2012.

Who may submit resolutions?

Resolutions, including amendments to the By-laws or Standing Orders, may be submitted by any member of the Branch with the support of 5 other members, and by the Executive Committee (in accordance with Article 8.02 of By-law No. 7).

How do I submit resolutions?

The "Operating Documents" available on the website can be used as references when you draft resolutions. They include: the AI Statute, Branch By-laws, AGM Standing Orders, and the 2011 AGM Minutes.

Send resolutions to the national office (ATTENTION: Louise Mulvihill), preferably via e-mail (lmulvihill@amnesty.ca).

Resolutions deadline: March 21st 2012. Please note that this is a firm date and is set by our Standing Orders. Resolutions MUST be in the office by midnight on that date. (See inside cover for mailing address.)

GUIDELINES FOR RESOLUTIONS

1. General Guidelines

- a) When preparing resolutions, members are expected to consult, at a minimum, with the 5 other members who will be supporting their resolution. The name of the submitting member and the 5 supporting members must accompany the resolution, with contact information for all 6 members.
- b) The intent of each resolution must be clear.
- c) Members must add an explanatory note which includes, at a minimum, current policy/practice and the mover's rationale for the resolution.
- d) Resolutions proposing to enact, repeal or amend the By-laws of the Branch must be received by the national office at least 90 days prior to the AGM. This is a non-negotiable legal requirement. By-law and statute amendments may not be considered by AICS(ES) if not submitted by this date.
- e) All other resolutions should also be submitted 90 days prior to the AGM so as to be included in the AGM mailing for fair consideration and consultation by the membership. A two-thirds majority of voting members at the AGM must agree to hear any Resolutions received after March 21st.
- f) Past and current policy statements and practices on relevant issues should be considered by the group drafting a given resolution so that the context of the resolution is clear. Such information will be made available by the Resolutions Committee upon request.
- g) Each resolution should address only one matter.
- h) The rationale for the resolution should be clear and concise and included in whereas clauses preceding the resolution itself. The 'whereas' clause will get copied directly into

the AGM minutes so that the context and the rationale of the resolution are preserved.

- i) The proposed action of the resolution should be included in the “Be it resolved...” part of the resolution.
- j) Members shall not use the Group Contact List to lobby for or against any proposed AGM resolution, nor shall explanatory notes for resolutions be sent to the membership except in accordance with Section 1c) of this Appendix. Movers may respond to queries from the membership.

2. Statute, By-Law and Standing Order Amendments

- a) Where the resolution proposes that the Branch recommend a change to the AI mission or other international procedures, the wording should be in the form of a statute amendment.
- b) Where the resolution proposes a change to the AICS(ES) By-Laws, the resolution should be worded as a By-Law amendment.
- c) Where the resolution proposes a change to any one of the sets of AICS(ES) Standing Orders, the resolution should be worded as a Standing Order amendment.

3. Country Resolutions

NB - Resolutions which refer to the situation of human rights abuses in a particular country are not encouraged. Such resolutions give the impression that AI is more concerned about human rights violations in one country than in others.

- a) Any resolution on the human rights situation in a particular country must take into consideration AI’s current position and action on that country. Such information may be obtained from the relevant country/region coordinator or co-group and should be included in the resolution. The Resolutions Committee will forward all country resolutions to the respective coordinators and the Program Director for consultation.
- b) Resolutions referring to a particular country must be written in AI style and language. This means, for example, that such resolutions:
 - must only express concern about human rights violations within AI’s mission
 - must not condemn the country or its leadership
 - must not promote a particular political or religious view.

4. Unacceptable Resolutions

- a) Resolutions which are in conflict with the mission of Amnesty International will be rejected by the Resolutions Committee. For example, a resolution calling for the Branch to support the death penalty for terrorists could not be considered just as a resolution asking the Branch to become active on animal rights could not be considered. Members should consult with relevant staff or members of the Executive Committee if unsure about current policy on any given issue.
- b) Resolutions that propose an action that is not within the power of the AGM to take will be

rejected by the Resolutions Committee. (e.g. the AGM cannot change the international policy of Amnesty, although it can send a resolution to the International Council Meeting asking for such a change; the AGM cannot propose the creation of staff positions or the appointment of fieldworkers or coordinators – these are roles of other structures within the Branch.)

5. Appeal Process

- a) Resolutions rejected by the Resolutions Committee may be appealed at the AGM and will be considered if there is a mover and seconder for the resolution and if the majority of those attending the AGM agree to consider the resolution.
- b) Resolutions received after the 90-day deadline which do not relate to the By-Laws of the Branch may be brought by the submitters to the AGM but will be debated only if a 2/3 majority of those at the AGM vote to do so.

The Resolutions Committee and How it Can Help

Each year the Branch sets up an AGM Resolutions Committee to assist members in drafting resolutions.

Members are strongly encouraged to contact the Resolutions Committee whenever the need arises. Committee members:

- Advise members on the wording of resolutions
- Advise members on the financial implications of resolutions
- Advise members on Branch policies, practices and guidelines that are relevant to the drafting of specific resolutions
- Decide which resolutions, if any, are unacceptable

Resolutions Committee members may also contact drafters of specific resolutions should they feel a need for clarification or revision.

To contact the Resolutions Committee or to submit resolutions, contact Louise Mulvihill at lmulvihill@amnesty.ca

Reminder

Resolutions must be in the national office no later than midnight, March 21st, 2012

2012 ELECTIONS

Call for Nominations

Elections will take place at the 40th AGM in Vancouver. Any interested candidates for any of the open 2012 election positions must fill out the “Nomination Form”

https://www.eiseverywhere.com/docs/3184/EC_Nomination_Form_2012

The final deadline for acceptance of nominations is 12:00 noon, EST, Friday, June 15th, 2012. However, you are urged to complete the nomination form accompanying this mailing **as soon as possible.**

Information on nominees received by April 6th will be available to the membership on the website in late April. In order to allow many members (including those who vote through proxy) to consider the candidates, we are urging people to put their names forward in time so that they can be posted on the website. Nominations received after April 6th will be distributed to participants at the AGM.

Positions Open in 2012

a) Executive Committee

AICS(ES) members are encouraged to submit nominations for the Executive Committee (EC).

The following EC positions will be open for nomination in 2012:

- President
- Vice-president
- Treasurer
- Director (2 positions)

All of the positions elected in 2012 will be for two-year terms.

(Please note that elections for Chairperson, Secretary and three (3) Directors will be held in 2013.)

Who is eligible for an EC position?

To run for an EC position, you must be a member of AICS(ES) as of **April 15th, 2012**. This means that you must have made a financial contribution to AICS(ES) any time (or several times) during the year preceding April 16, 2012.

AI Canada is committed to pursuing diversity on the Executive Committee and encourages applications from all qualified members including youth, women, men, members of minority groups and persons with disabilities.

What does the EC Do?

- *Governance*
The EC manages and controls the affairs and business of the AICS(ES) on behalf of the membership of the organization. EC members implement decisions made by the Annual General Meeting (AGM) as well as provide leadership and general direction between AGMs.

- *Policy, Programs, and Finance*
The EC sets organizational policies and priorities, approves the planning framework and the allocation of resources (budget). This forms the bulk of the work for the EC. Much of this work is done through sub-committees of the EC, some of which include AI members and staff who are not EC members.
- *Oversight*
The EC ensures that the goals, objectives, and strategies contained in organizational plans are implemented and that the finances of the organization are properly planned and managed. This involves oversight of the work of the senior management (who in turn oversee the work of all other staff).
- *Representational and promotional work*
The EC represents Amnesty International to its own members, the public and the international movement.

Though some EC members have specific functions by virtue of their position, all EC members actively contribute to the effectiveness of the Branch according to their skills and interests. The EC works in collaboration with members and staff and often undertakes consultations with other sectors of the Branch. Decisions are made by the full EC, with all members having an equal vote. We strive for an atmosphere of mutual support and respect.

New EC members receive an orientation to the organization and to the way that the EC functions. They are encouraged to choose a continuing EC member as a mentor. Child care and travel expenses while on AICS(ES) business are covered.

Specific Position Descriptions

DIRECTORS: The Directors share in the ongoing work of the EC as described above. They are involved in EC Committees, Branch working groups and other Branch projects as their interests and time allow.

PRESIDENT: The President plays a leadership role in regards to the direction, role and functioning of the Executive Committee. S/he is an official spokesperson for the Branch, a delegate to the International Council Meeting (ICM), the primary volunteer contact with the Francophone Branch and the International Executive Committee and an ex-officio member of sub-committees.

VICE-PRESIDENT: The Vice-President works closely with the President in leading the work of the EC with a special focus on Branch membership issues. In the absence of the President, the Vice-president is expected to take on duties of the President.

TREASURER: The Treasurer has overall responsibility for the financial well-being of the Branch. S/he ensures that proper financial records are kept and that the EC is informed of financial matters.

If you would like more information or more detailed position descriptions, please contact any member of the EC Nominations Committee or Louise Mulvihill. Furthermore, if you would like to get in touch with a current or past EC member who is or was in a board position you may seek, contact a member of the EC Nominations Committee or Louise (see contact information below).

What skills and experiences are we looking for?

The EC needs well-rounded individuals with a combination of skills and experiences. Here are some questions for you to think about. Please refer to these questions when filling out your nominations form.

1. *Are you committed to Amnesty's Vision and Mission?* Amnesty International's vision is a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. (For the full mission statement, see <http://www.amnesty.org/en/who-we-are>.)
2. *Are you able to work with other Board members with integrity and with respect?* You must be willing and able to work collaboratively with other EC members who have different identities, who may hold different world views from yours, and whose working styles may be different than yours.

We are looking for individuals with a combination of skills and experiences. Do you have some of the following skills or experiences to contribute to the EC?

- Activist experience
 - Knowledge of Gender Mainstreaming
 - Leadership experience, especially in the context of a grassroots, membership based organization
 - Team building and facilitation skills
 - Communications experience, including public engagement and social media
 - Governance experience, especially in a non-profit, member-based organization
 - A measure of ease with change and complexity and a willingness to help push the EC out of its traditional comfort zone
 - Business experience, in either for-profit or non-profit environments
 - International grassroots development experience
 - Financial management skills
 - Planning and evaluation skills
 - Experience in Human Resources, including organizational development, policies and procedures
 - Legal experience regarding charities and human rights law
 - Fundraising
3. *Do you bring an alternate or diverse perspective to the EC?* We welcome individuals from diverse backgrounds to the EC. Can you bring an understanding of world views that are different from the dominant view in Canadian society? (These views can come from your own life experience as well as through other learning experiences.)

What is the time commitment?

We hold three meetings that are two or three days in length each year on weekends. These meetings are in or near Ottawa. EC members need to attend the AGM, including the pre-EC meeting that happens just before the AGM itself.

Time commitments between meetings vary depending on committee work. Responsibilities vary from about four hours to two days per month in addition to the meetings noted above.

What can you gain from this experience?

For most EC members, serving on the EC is a positive and rewarding experience. You can expect:

- the satisfaction of being able to contribute to Amnesty's human rights work
- the opportunity to use and further develop your skills
- the opportunity to meet and work with a variety of interesting, committed people
- the opportunity to deepen your understanding of AI and its work
- a chance for you to make a unique contribution to the evolution of the Branch

For more information, or to speak to an EC member, please contact a member of the EC Nominations Committee:

Renee Saviour (rsaviour@amnesty.ca)

Margaret Flynn (mflynn@amnesty.ca)

George Harding (gharding@amnesty.ca)

Louise Mulvihill (lmulvihill@amnesty.ca), the AGM Coordinator, can also provide you with more information.

AGM Expenses for EC Nominees

EC nominees, like other members who plan to attend the AGM, may apply for a subsidy towards the AGM fee, transportation and accommodation. Applications for a subsidy must be submitted by April 6, 2012.

EC Nominees should book their return flights home from the AGM assuming they will be elected. Whether or not they are successful candidates, their post-AGM accommodation and meal costs will be paid for out of Branch funds. Nominees who do not make travel arrangements allowing them to remain in Vancouver for the post-AGM EC dinner meeting on Sunday evening, June 17th and who re-book will be personally responsible for covering the difference in their travel costs.

b) Membership Cooperation Fund Committee

The Branch has a Membership Cooperation Fund to which members can apply to support regional work. A set of guidelines for the disbursement of this fund has been approved by the Executive Committee. Two members of the Branch are to be elected, for one year terms, at each AGM. These members will work with a manager to assess applications to the fund and make decisions about its distribution. (For a copy of the guidelines, contact Louise Mulvihill.)

c) Approvals Committee

At the 1998 AGM, an Approvals Committee was put in place which relates to the Guidelines for Sponsorship, Designated Giving and Acceptance of Gifts or Sponsorships. This committee is composed of EC and staff members plus one member elected at the AGM. The role of the committee is as follows:

The Approvals Committee will decide on whether to accept corporate sponsorship or designated gifts under the following circumstances:

- i) Where it is not clear whether the gift is outside of current priorities;
- ii) Where the possibility exists that accepting the gift would be detrimental to AI's public image/credibility;
- iii) Where the amount of the gift requires the Branch to seek approval from the international movement.

d) ICM 2013 Delegate

Please see criteria on the nominations:

https://www.eiseverywhere.com/docs/3184/ICM_2013_Nominations_Form or contact Louise Mulvihill (lmulvihill@amnesty.ca) or call 613-744-7667, ext. 264.

Please note: The exact date of the 2013 ICM is unknown but ICM's are usually held in August.

2012 AGM/Human Rights Conference Agenda

June 15th to 17th

University of British Columbia, Vancouver BC

Visit our web site

https://www.etches.com/aicsagm_2012

A draft agenda will be available by Mid April, 2012