



Linux Association
— of Canada —

GOVERNANCE MANUAL



INCLUDING THE
CONSTITUTIONAL BYLAWS
OF THE LINUX ASSOCIATION OF CANADA



OPEN



COLLABORATIVE



SECURE



SOVEREIGN



Linux Association of Canada Governance Manual

*Including the Constitutional Bylaws of the Linux Association of
Canada*

Board Approved

Incorporated under the Canada Not-for-profit Corporations Act - Federal Corporation No. 1801005-6

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PART I – CONSTITUTIONAL FRAMEWORK

CHAPTER 1 – PREAMBLE

The Linux Association of Canada (LAC) was established to serve as the national association for Canadians who value Linux, Free and Open Source Software (FOSS), Open Standards and Digital Sovereignty.

Open technologies are critical to the economic development, education, science and research, cyber security, public administration, and technological independence of Canada. Canadians deserve access to technology that is transparent, interoperable, secure, community-driven, and not overly dependent on proprietary systems as software increasingly becomes a part of their everyday lives.

Linux Association Canada is an association dedicated to gathering individuals, Linux User Groups, educational institutions, businesses and public organizations, researchers, developers, students, and tech professionals who share a passion for open collaboration and responsible advancement of technology.

We do not promote any particular Linux distribution, software vendor, commercial product or private interest. Our approach is to build the Canadian open source community by fostering collaboration among communities, fostering innovation, supporting education, sharing best practices, and promoting open source policies that are good for all Canadians.

We feel that the best technology comes when knowledge is freely shared, people work together in communities, and anyone, anywhere, regardless of experience, background, resources, or economics, can learn, contribute and innovate.

The Linux Association of Canada is the national association for Linux and Open Source Software in Canada, and we assume the leadership, coordination, education and advocacy duties for Linux and Open Source Software in Canada, while remaining independent, transparent, accountable, and committed to the public interest.

CHAPTER 2 – VISION

Vision Statement

To be a global leader in the adoption, development, education and advancement of Linux and Open Source technologies, and every Canadian to benefit from secure, transparent, innovative and digitally sovereign technology.

Long-Term Vision

The Linux Association of Canada has a vision of a Canada that is:

- The main advantage of Open Source Software is that it is acknowledged as a national strategic asset.
- Linux is used throughout education, government, research, healthcare, business and critical infrastructure.
- Canadian organizations can make tech decisions without all the vendor lock-in.
- Digital sovereignty is a key aspect of Canada's resilience, security, economic competitiveness and technological independence.
- Students leave the classroom with hands-on experience of Linux and Open Source technologies.
- Canadian businesses effectively use Open Source to be innovative and competitive on a global scale.
- The public sector is becoming more open and interoperable with respect to services. The government sector is moving towards open and interoperable services.
- In every Province and Territory, there are Linux User Groups and Open Source communities that flourish.
- Canada is a well-known player in Open Source innovation.
- All Canadians can access knowledge, education and opportunities in the Open Source ecosystem in an equitable way.

CHAPTER 3 – MISSION

Mission Statement

The goals of the Linux Association of Canada are to educate, connect, support and represent the Community of Linux and Open Source users and programmers of Canada, and to promote digital sovereignty, technological literacy, innovation and collaboration for the benefit of all Canadians.

Strategic Mission

The Association does its work by:

Education

Making education resources, publications, workshops, conferences, certification pathways, mentoring and outreach efforts available that encourage Linux and Open Source technologies.

Community Development

Encourage collaboration and sharing of knowledge among users, groups, volunteers, contributors, students, educators and professionals in support of Linux User Groups and regional chapters.

Industry Engagement

Partnering with Canadian companies to promote responsible adoption of Linux and Open Source technologies through education, advisory services, best practices and vendor neutral guidance.

Advocacy

Promoting policies that encourage:

- Open Standards
- Interoperability
- Digital Sovereignty
- Privacy
- Cybersecurity
- Technological transparency
- The technology that is publically available. The technology that is accessible.
- Responsible Artificial Intelligence
- Research

Sponsorship of research, publications, surveys, technical documentation and projects which enhance the Open Source ecosystem in Canada.

Public Benefit

Making sure that the Association's work is helping to advance Canadian society through education, innovation, collaboration and responsible technology leadership.

CHAPTER 4 – GUIDING PRINCIPLES

All decisions, programs, partnerships, publications and initiatives by the Linux Association of Canada will be based on the following principles.

1. Openness

Learning is enhanced through sharing. The Association encourages open collaboration, open standards, open knowledge, and Open Source Software.

2. Vendor Neutrality

The Association shall be free from commercial influences and shall not endorse or favour any software vendor, Linux distribution, cloud provider, hardware manufacturer or any commercial technology based on commercial or financial relationships only.

The recommendations made shall always be made based on technical merit, community benefit, security, sustainability, interoperability, and public interest.

3. Community First

The Association's mission is to benefit its members and Canada's Open Source community.

Community need shall be the first consideration in all decisions regarding organizational expansion, commercial opportunities and/or political considerations.

4. Education

Education plays a crucial part in the purpose of the Association.

Learning opportunities will be available to all novices, professionals, teachers, students, business, and the public.

5. Collaboration

The Association looks for cooperation and not competition.

It actively encourages collaboration with Linux User Groups, educational institutions, technology groups, government, business and international Open Source communities.

6. Transparency

The Association shall conduct itself in an open and ethical manner.

Members shall be consulted on all major decisions, governance, financial reporting and strategic initiatives as deemed practicable.

7. Innovation

Innovation thrives where experimentation is encouraged.

The Association promotes and promotes the responsible assessment of the impact of emerging technologies.

8. Accessibility

All people should have access to knowledge!

The Association will make every effort to eliminate geographical, disability, language, age, financial, and technical barriers to participation.

9. Bilingualism

The Association is a national Canadian organization, and shall strive to serve and publish in English and French as its working languages.

10. Public Interest

All of the important actions of the Association should be of benefit to Canada's society over the long term.

CHAPTER 5 – CORE VALUES

The following values are expected of members, directors, officers, volunteers, employees, partners and representatives of the Linux Association of Canada.

- Integrity
- Be honest, ethical and responsible.
- Respect
- Be professional, respectful, and courteous towards all individuals.
- Inclusion
- Include individuals of all ages, genders, cultures, identities and experience levels.
- Curiosity
- Promote ongoing learning and self-improvement.

Service

Put the needs of the community first, before self-prominence.

Excellence

Pursue excellence in governance, teaching, publications, technical and public activities.

Accountability

Accept responsibility for decisions and actions.

Sustainability

Encourage eco-friendly use of technology and sustainability within the organisation.

Independence

Be independent of party, business and undue outside influence.

Stewardship

Ensure the Association's reputation, resources, knowledge and long-term mission will be maintained for future generations.

CHAPTER 6 – DIGITAL SOVEREIGNTY CHARTER

Purpose

The Linux Association of Canada is dedicated to ensuring digital sovereignty is a core pillar for the future of Canada's prosperity, security, innovation, and democratic resilience.

Digital sovereignty refers to meaningful control by Canadians themselves – individuals, business, schools, Indigenous communities and governments – over their digital infrastructure, software, data and decision-making.

The Association understands that no single technology or country can claim digital sovereignty. Instead, this is reinforced by involvement in global Open Source communities, open standards, investments in Canadian knowledge and expertise, and responsible use of transparent technologies.

Principles

The Association believes in the following principles:

Open Standards

Open, documented and interoperable formats should be used for public information, if possible.

Interoperability

Through technology, the communication and compatibility between different platforms, products and organizations should be achieved.

Transparency

Where possible, software that is used in systems that are critical to society should be auditable, and security, privacy, and functionality should be independently verifiable.

Privacy

People should be able to keep control over their personal data and digital identity.

Cybersecurity

Secure systems are created by openness, by peer review, by responsible disclosure, by continuous improvement, not by obscurity.

Vendor Independence

There should be no unreasonable technical, contractual or financial restrictions to enable organisations to choose or change providers of technology.

Education

Digital sovereignty starts with information. The opportunity to access education that allows Canadians to be able to understand, use and contribute to Open technologies.

Artificial Intelligence

Artificial intelligence must be designed and used responsibly, transparently, with accountability, respect for privacy and proper supervision. The Association encourages open AI research, open models where suitable, and transparency in publishing articles that are generated with AI.

Canadian Innovation

The Association advocates for investment in Open Source Canadian developers, researchers, educators, entrepreneurs and organizations that benefit the global Open Source ecosystem.

International Cooperation

The Association has come to understand that the Open Source movement is truly international. Active Canadian participation in the international Open Source communities and the ability to make Canadian technological choices is a key component that contributes to the digital sovereignty of Canada.

Commitment

The Linux Association of Canada will promote these principles through education, advocacy, partnerships, publications, community involvement, and positive collaboration with governments, industry, academia and civil society. The Association will advocate for policies and programs that enhance Canada's ability to innovate, embrace and maintain open technologies for current and future generations.

PART II – ARTICLES OF GOVERNANCE.

CHAPTER 7 – NAME AND LEGAL STATUS

7.1 Name

The legal name of the organization is to be the ***Linux Association of Canada***, or ***the Association*** or ***LAC***.

The Association may operate business, publish materials and conduct programs under the abbreviated name "LAC," as long as this does not lead to a confusion of the legal identity of the Association.

7.2 Legal Status

The Linux Association of Canada is incorporated as a federal not-for-profit corporation under the Canada Not-for-profit Corporations Act (CNCA) and will be run in compliance with all applicable federal, provincial and territorial laws.

The Association shall continue to be an independent, non-profit, member-governed entity with all of its resources being used solely to further its stated purposes.

No part of the Association's property, revenues or assets shall be paid for private use by any member, director, officer, employee or sponsor unless the payment is made as a reasonable compensation for services rendered, or as a payment of expenses incurred.

7.3 National Identity

The Linux Association of Canada is registered as a national organization for individuals and organisations across Canada.

The Association is neither a political party, commercial business, software supplier nor an overseas organisation.

The Association will preserve its relation with the international organizations, but will be governed by its own members and Board of Directors at all times.

7.4 Corporate Identity

The Association will continue to have approved by the Board official branding, trademarks, visual identity standards, and communication guidelines.

The Association's official name, logo, trademarks and intellectual property will be used only as permitted by policies adopted by the Board.

Art has been used to convey messages from them to us. They have told us messages by means of art.

The mission of the Association is to promote Linux, Free and Open Source Software (FOSS), Open Standards, Digital Sovereignty and collaborative technology for Canadians.

CHAPTER 8 – OBJECTS AND PURPOSES

Education

To disseminate information and knowledge for accessible education via publications, online learning, workshops, conferences, seminars, certificate assistance, mentoring and public education.

Community Development

To provide support and promote the growth of Linux User Groups, regional groups, technical communities, volunteers, students, teachers and professionals in Canada.

Research

To stimulate research and development in Linux, Open Source Software, cybersecurity, artificial intelligence, digital infrastructure and new technologies.

Advocacy

To advocate for:

- Open Standards
- Open Document Formats
- Privacy
- Cybersecurity
- Interoperability
- Digital Sovereignty
- Technology literacy
- Responsible Artificial Intelligence
- Vendor neutrality
- Transparent public procurement
- Industry Engagement

To help Canadian businesses learn, assess, adopt and promote Linux and Open Source technologies by providing education and vendor neutral advisory services.

Government Engagement

To engage in constructive partnerships with municipal, provincial, territorial, Indigenous and federal governments on issues with respect to Open Source Software, digital resilience, education and technology policy.

International Cooperation

To be involved in international Open Source communities in the interests of Canada and to promote international collaboration.

Public Benefit

To engage in actions that increase technological literacy, digital inclusion, innovation, economic resilience and public awareness of Open Source technologies.

CHAPTER 9 – OFFICIAL LANGUAGES

English and French are the official working languages of the Linux Association of Canada.

The Association shall strive to ensure that its publications, educational materials and policies, governance documents, member communications and public announcements are in both official languages, in a reasonable manner.

Regional chapters can also communicate in Indigenous languages or other languages, as applicable, to better meet the needs of their communities.

The Association can make use of other languages for its international engagement as needed and nothing in these Governance Articles shall interfere with that.

CHAPTER 10 – NATIONAL SCOPE

The Association is a nationwide association representing all Provinces, Territories and Indigenous communities of Canada.

The association promotes participation, no matter where you are!

It can carry out the following activities:

- regional chapters
- virtual communities
- educational institutions
- businesses
- public organizations
- community organizations
- Linux User Groups
- students
- researchers
- technology professionals
- newcomers to Canada
- Indigenous organizations
- International partners with shared goals with the Association

The Association will strive to have representation on all of its governance, committees, educational programs and national initiatives from all provinces and territories.

CHAPTER 11 – INDEPENDENCE AND VENDOR NEUTRALITY

The Association shall be independent in all technical, education and policy issues.

No commercial organization shall be in control of the Association's governance, publications, recommendations, educational materials, certification program or advocacy positions.

Acceptance of sponsorships, donations, grants, membership, advertising, or partnership shall not lead to a change in the technical recommendations of the Association or a change in their public stance.

The Association shall consider technologies based on the following:

- technical merit
- security
- interoperability
- openness
- sustainability
- accessibility
- community support
- long-term viability
- benefit to Canadians

The Association may enter into partnerships with commercial entities such as software vendors, hardware manufacturers, cloud vendors, educational institutions, and technology providers, as long as the partnership is consistent with the Association's mission and does not adversely affect the Association's independence.

Directors, officers, committee members, volunteers and employees shall report any actual, perceived or potential conflict of interest consistent with the Association's Conflict of Interest Policy.

PART III – MEMBERSHIP

CHAPTER 12 – MEMBERSHIP CATEGORIES

Any person or organization that has an interest in the mission, values and goals of the Linux Association is eligible for membership in the Linux Association of Canada.

The Board reserves the right to adopt membership fees, benefits and eligibility requirements in line with these Governance Articles.

There are various categories of membership recognized.

Individual Member

Anyone who backs the Association's aims.

Student Member

People enrolled in recognised schools.

Senior Member

Association members who have made a long term contribution to the Association or the wider open source community.

Professional Member

People who are professionally engaged in Linux, Open Source Software, Cybersecurity, Information Technology, Research, Education, or related fields.

Linux User Group Member

Linux User Groups and community groups in Canada that are recognized.

Organizational Member

Organizations that promote the goals of the Association, including companies, schools, government agencies, municipalities, Indigenous organizations, non-profit organizations, research institutions and others.

Corporate Sponsor

Those who finance or otherwise support the Association.

Corporate Sponsors shall have no governance rights other than those expressly provided for in these Governance Articles.

Honorary Fellow

People who have made outstanding contributions to Linux, Open Source Software, education, research, digital sovereignty, or technology in Canada.

The Board shall, by resolution, appoint Honorary Fellows.

CHAPTER 13 – RIGHTS AND RESPONSIBILITIES

All members are entitled to:

- be able to take part in Association activities;
- receive member communications;
- Use member resources and services that are relevant to their membership level;
- propose initiatives;
- Demonstrate financial responsibility; and
- Explain with respect their views on the Association's direction.

Voting shall be based on class membership and Board policy.

It is expected that members will:

- Discuss the goals of the Association;
- support the implementation of this Governance Manual;
- treat others respectfully;
- protect the reputation of the Association;
- Nonetheless, to steer clear of conflicts of interest;
- maintain the confidentiality of sensitive information;
- Abide by all relevant legislation;
- make a positive impact on the Canadian Open Source community.

CHAPTER 14 – CODE OF ETHICS

Members are expected to behave in an honorable, professional and courteous manner.

The Association expects each member to:

act honestly;

communicate respectfully;

welcome newcomers;

promote and support diversity and inclusion;

share knowledge openly;

respect intellectual property;

protect privacy;

avoid harassment and discrimination;

Report and resolve conflicts of interest;

Act fairly and in an appropriate way for the Association; and

Responsibly and transparently apply Artificial Intelligence when appropriate.

No Member shall knowingly disseminate false information, act with abusive conduct or do anything that could harm the Association or Members.

Disagreements are encouraged in a constructive way.

Personal attacks are not.

CHAPTER 15 – MEMBER DISCIPLINE

Where practicable, the Association strives to educate and mediate and obtain restorative resolution.

Disciplinary measures shall only be imposed when it is necessary to serve the interests of the members, the Association or the public.

Possible actions include:

- informal discussion;
- written warning;
- temporary suspension;
- removal from committees;
- The dismissal of those who are appointed;
- termination of membership.

Any member who is subject to disciplinary action shall be notified of:

- written notice;
- A description of the concern(s);
- Possibility of a reasonable time to reply;
- Impartial review by a review committee or the Board.

There is a 30-day appeal period.

The Board's decision following appeal shall be final.

CHAPTER 16 – ELECTIONS AND VOTING

The Association operates on a democratic basis with its members as its governors.

Elections will be run in accordance with Canadian law and will be free, fair and transparent.

Eligible members are allowed to nominate a candidate for any elected position subject to such eligibility requirements as may be established by the Board.

Voting may occur:

in person;

electronically;

by secure remote voting systems recognised by the Board.

Election procedures shall provide for the following:

Secrecy of ballot in respect of voting (as appropriate);

accessibility;

accurate vote counting;

Transparent reporting of results;

Opportunities for questions from the members and for the candidates.

The Association will promote widespread voter turn-out in elections and will work to ensure its leadership is representative of Canada's geographic, linguistic, cultural and professional diversity.

The Board may designate an independent Returning Officer or Election Committee to supervise nomination, voting process, ballot integrity and the certification of election results. A member who wishes to be elected to office shall not engage in the conduct of his or her election in which he or she is seeking election.

PART IV – NATIONAL GOVERNANCE

CHAPTER 17 – BOARD OF DIRECTORS

17.1 Purpose

The Board of Directors is the top governance body of the Linux Association of Canada, and is tasked by the membership to ensure that the mission, independence, sustainability and long term strategic direction of the Association are supported. As a whole, the Board exercises its governance responsibly and in the public interest, and ensures that all decisions are made in keeping with values and constitutional principles outlined in this Governance Manual.

Board responsibilities are not administrative but are to govern. It sets long term priorities, adopts policies, manages financial responsibility, and ensures that the Association is responsible to its members and carries out its national mandate. The Board should focus on the future of the Association beyond just operational issues, and should help the Association to develop ways to grow, be resilient, and realize positive public impact.

The Board of Directors shall be comprised of three (3) Directors and a maximum of fifteen (15) Directors, including the Officers of the Association. The membership shall from time to time, upon the recommendation of the Board, by a resolution determine the number of Directors to be held.

The Board should increase its size gradually and sensibly as the Association expands to ensure that it has access to a wide diversity of skills and viewpoints, and that it is able to act quickly and effectively.

The Association shall make every effort to ensure that the Board shall be diverse and shall reflect the diversity of Canada in the members' selection and election. Regional representation across the provinces and territories, official languages, Indigenous communities, gender, technical, education, finance, governance, cybersecurity, legal and community leadership and industry experience should be considered. The Board shall be made up of members, but no one member's knowledge or experience shall be the sole basis for eligibility to serve on the Board, and the Board as a whole shall be made up of members who have the knowledge and experience required to govern a national organization responsibly.

17.3 Eligibility

Any Voting Member in good standing shall be eligible to be elected to the Board, subject to any eligibility criteria provided for in this Governance Manual and by law.

Directors shall have a clear understanding of the Association's mission and values, and its guiding principles, and be prepared to dedicate time and effort to their governance duties.

No person shall be eligible for election or appointment as a Director who is prohibited from becoming a Director by such Canadian legislation.

17.4 Election of Directors

Directors shall be elected by the democratic process from amongst the voting membership of the Association at the Annual General Meeting or by any other means approved by the Board that allows members to take an active part in the election throughout Canada, in a secure, transparent, and accessible manner.

The Board shall create a fair nomination system which will allow qualified candidates from across Canada to run for office. Members shall have access to candidate information well in advance of the election in order to allow members to vote with information.

If a greater number of candidates qualify for election than the number of positions available, Directors shall be elected by secret ballot, in accordance with voting procedures approved by the Board. Electronic voting can be used as long as proper safeguards are in place that ensure voter eligibility, ballot secrecy and integrity of the election.

The Association shall designate an independent Returning Officer or Election Committee for the purpose of conducting nominations, overseeing the voting, certifying the results of the voting and deciding issues of procedure in connection with the election. A person interested in being elected shall not take part in the conduct of the election.

17.5 Terms of Office

The term of office for the Directors shall be two (2) years, which shall begin at the end of the meeting at which they were elected.

To ensure continuity of governance, the Association should ensure that, as far as practicable, one half of the Directors' terms of office expire at the same time annually.

A directorial position may be held by a director for a further term beyond one term of office without any limitation unless the membership determine by amendment of this Governance Manual otherwise.

A Director shall hold his office until the replacement is duly elected or appointed, except in case of the removal, resignation or death of the Director.

17.6 Vacancies

If there is a vacancy between the Annual General Meetings, the Board can appoint a qualified member to fill the position until the next election. Each Director appointed in this way shall have the same powers and duties as an elected Director and he or she shall hold office for the remainder of the unexpired term or until elected by the membership.

The Board should not have long vacancies which might affect proper representation in the region or effective governance.

17.7 Removal from Office

A Director may resign at any time, giving written notice to a Secretary.

Membership can expel a Director pursuant to the provisions of the Canada Not-for-profit Corporations Act and the Bylaws of the Association. The Board may also declare a Director's office vacant if the Director has forfeited their eligibility for the office, or if the Director is unable to serve as a Director for an extended time.

The Director shall be notified of any proposed removal and shall be afforded reasonable notice prior to any removal which is made without his consent.

17.8 Fiduciary Responsibilities

Each Director shall have a fiduciary responsibility to the Linux Association and shall conduct his/her duties with honesty, in good faith and in the best interests of the Association.

Directors should make their own independent decision, refrain from conflicts of interest, have a necessary level of confidentiality, and uphold the decisions of the Board after the Board has made them.

Board members are expected to act as stewards of the mission and reputation of the Association as their actions impact not only on the Association but also the Canadian Linux and Open Source community at large.

CHAPTER 18 – EXECUTIVE OFFICERS

The Executive Officers lead the Association in the name of the Board and carry out the action plans of the Board. The individual Officer is not the only authority but rather a member of a team of Officers who are working together to further the Association's mission.

The President is the leading volunteer officer and Chair of the Board. The President facilitates the meetings, presides over them, represents the Association in the public eye, promotes good governance, provides a forum for strategic discussion and assists Directors and future leaders in developing their skills. The President is a steward of the longterm vision of the Association, not its day-to-day manager.

The Vice-President assists the President in the performance of his duties and acts as a continuity of leadership as needed. The Vice-President may also be responsible for strategic projects delegated to him/her by the Board, such as organizational development, partnerships, and governance enhancements.

The Secretary shall keep the records of the Association. The Secretary supports transparency, continuity and accountability between successive Boards and the public by keeping accurate records, documentation of governance activities, minutes of meetings, and official resolutions.

The Association's financial governance is overseen by the Treasurer. The Treasurer is not a bookkeeper, but rather a resource to help the Board understand the financial condition of the organization, manage risk, review budgets, and ensure that the resources of the Association are used in a responsible manner to support its mission.

The Board may increase the number of officers offered as the Association expands the Board to enhance leadership in such areas as education, communications, technology, privacy, cyber security, or membership development. Any such positions shall be in addition to, not a substitute for, the authority of the Board as a whole.

CHAPTER 19 – EXECUTIVE DIRECTOR

The Executive Director shall be the chief executive officer of, and shall have charge of the day-to-day administration of, the Linux Association of Canada. The Executive Director is appointed by and responsible to the Board of Directors and will assume operational leadership to ensure that the strategic priorities set and approved by the Board of Directors are carried out.

The Executive Director shall be responsible for staff management, support to volunteers, development of partnerships, supervision of national programs, supervision of operational finances and the representation of the Association in government, industry, educational programs, community organizations and the public.

The Executive Director will foster a collaborative, professional, innovative and service-oriented culture. The Executive Director will use good judgment in carrying out these duties, foster organizational excellence and support an atmosphere where volunteers, members and staff can effectively increase the Association's goals.

The responsibility for governance, strategic direction and constitutional oversight is delegated to the Board of Directors, while the authority of the Executive Director is over operational matters.

CHAPTER 20 – ADVISORY COUNCIL

The Association will continue to face new challenges and opportunities in the technology sector and may create a National Advisory Council to give the Board of Directors independent advice and direction.

The Advisory Council shall be composed of people who are nationally or internationally recognized for their knowledge, professional experience, or public service that is related to the mission of the Association. The members may come from the academic, industry, government, research institutions, Indigenous communities, cybersecurity, education, Linux User Groups or the global Open Source community.

The Advisory Council's role is to inform the Board on emerging technology issues, public policy, education, cybersecurity, digital sovereignty and organizational development. The Council may make recommendations and provide strategic direction, but shall not have governance authority or direct the operations of the Association.

It relies on the free flow of ideas, respect and a spirit of collaboration between the Board and Advisors.

CHAPTER 21 – STANDING COMMITTEES

The Board could create Standing Committees to help fulfil its governance role. These committees offer a dedicated set of skills, engage in in-depth analysis of a particular issue, and make recommendations which aid the Board in making informed decisions.

Standing Committees are advisory to, not a part of, the Board. They have authority only for the mandate approved by the Board and any major recommendations are subject to a vote of the Board.

The Association expects to create committees to address governance, finance, education, public policy, communications, research, technology, cyber security, digital sovereignty, membership, conferences and chapter development. The Board could organize new committees or merge together existing ones as organizational priorities change or committees are considered redundant.

Committee members should have a range of experiences, technical knowledge, geographical representation and viewpoints. Committees should also make opportunities available, where possible, for committee members to be involved in governance and strategic development of the Association.

CHAPTER 22 – WORKING GROUPS

Standing Committees are committees that are in existence on a permanent basis to support the governance while Working Groups are set up to support the projects, emerging issues or time-limited projects.

Working Groups enable the Association to react to new opportunities rapidly, whilst also utilizing the expertise of members, volunteers, partners and external experts. They foster cross-sector partnerships and offer opportunities for Canadians with specific expertise to directly support the Association's activities.

This can include anything from the creation of learning materials and planning for conferences, to AI policy work, government consultations, software standards, cyber-security projects or technical infrastructure building. Working Groups shall terminate their activities upon completion of their goals, unless renewed by the Board.

PART V – CHAPTERS

CHAPTER 23 – RECOGNITION OF CHAPTERS

The Regional Chapters are the local iteration of the Linux Association of Canada in each of the regions. They are the Association's mission at ground level, where they provide opportunities to learn, collaborate, outreach and engage with the community, and represent local needs and aspirations in relation to the national ones.

The Association embraces the strengths of regional diversity in Canada. Local communities have distinctive skills, priorities and opportunities, which they are encouraged to apply to the design of programs that also reflect Association mission and values.

The Board of Directors grants a Chapter official status after a demonstration of community commitment to the Chapter, committed local leadership, and a commitment to governance in accordance with the governance structure of the Association. Recognition is about mutual trust and shared responsibility not hierarchy and control.

CHAPTER 24 – RESPONSIBILITIES

Each Chapter is an ambassador of the Linux Association of Canada in its region. The chapters are expected to help shape inclusive communities, enhance Linux and Open Source Software participation, facilitate educational activities, develop partnerships with schools, businesses and community organizations and provide opportunities for individuals to engage with the wider open source Canadian community.

While Chapters are encouraged to be innovative and make the best of local opportunities, they also have the responsibility of maintaining the Association's reputation and showing openness, collaboration, professionalism and respect in all their activities.

The Association shall cooperate, be transparent and supportive of its Chapters. They are not in existence for the purpose of serving the other, but both aim to fulfil a common national mission.

CHAPTER 25 – FINANCIAL ACCOUNTABILITY

The Association is aware that responsible stewardship of monetary resources is vital to good relations with the public. So, each Chapter holding financial resources is responsible to manage those resources transparently, accurately and accountably.

There are no separate legal entities for Chapters, and Chapters operate as parts of the national organisation unless authorised by the Board. Financial activities of the Association, therefore, shall be conducted in accordance with the national financial policies, applicable laws and generally accepted accounting practices.

The Board may adopt procedures for financial reporting, reimbursements, fund-raising, sponsorships, grants, banking, and other issues required to maintain uniformity in financial management within the Association.

CHAPTER 26 – BRANDING STANDARDS

The Name, branding and trademark of the Linux Association of Canada and the reputation of the Association are assets of the Canadian nation, and are valued by the Association's members, partners and by the Canadian public.

Official Chapters are charged with carrying this identity in their communities and are required to adhere to the Association's branding to that end, as established by the Board. These standards are designed to support local creativity and to guarantee that Canadians meet the Association with a familiar, professional and consistent identity, wherever they interact with the Association.

Any local branding that is developed by the Chapters should reinforce the national branding and clearly demonstrate the Chapter's regional identity. Association's name and trademarks shall always be preserved.

CHAPTER 27 – REPORTING REQUIREMENTS

The Association sees accountability as a way to share knowledge, track progress and enhance collaboration across Canada, not an administrative challenge.

Reports of each Chapter, describing its activities and achievements, challenges, membership development, educational programs, community partnerships and financial position shall be made at periodic intervals. These reports help the Board to gain insight into local issues, opportunities to share resources, opportunities to have a party and acknowledge successes and a fair and effective allocation of resources.

The focus of reporting should be on learning and ongoing improvement not compliance. The regular exchange of information leads to an enhanced national organization whose combined experience will benefit all Chapters.

PART VI – PROGRAMS

CHAPTER 28 – EDUCATION DIVISION

Education lies at the heart of the Linux Association of Canada's mission. The Association has a great faith in the value of technology as it is understood, shared and used responsibly. For this reason, the Education Division was created to offer opportunities to all Canadians, regardless of their age or experience level, to gain hands-on knowledge of Linux, Open Source Software, cyber security, digital literacy, and related technologies.

The Division will foster lifelong learning by publishing, workshops, conferences, on-line learning, mentoring, educational institution partnerships and other methods in which technical knowledge is available and applicable. Educational resources need to be accurate, accessible, inclusive, and vendor-neutral so that learners are able to make technology choices rather than being steered toward specific commercial technologies.

The Association's investment in education aims to not only build the technical skills of its workforce but to enhance Canada's future innovation, collaboration, and digital independence.

CHAPTER 29 – OPEN SOURCE ADVISORY

The Open Source Advisory Division is here to help organizations in Canada with unbiased and evidence-based technology advice. The Association understands that many organizations are looking to upgrade their technology, to no longer rely on proprietary technology, to enhance their cybersecurity, to make their technology interoperable, and to make their technology sustainable in the long-term.

The Advisory Division thus offers vendor-neutral knowledge and expertise based on technical merit, not on commercial interest. Recommendations will be made based upon the specific operational needs of each organization and will reflect openness, security, maintainability, accessibility, and long term value. The Association will not accept or tolerate commercial pressure or influence on any technical recommendations and will maintain the confidence of members, partners and the public in the independence of its advisory services.

CHAPTER 30 – NATIONAL OPEN SOURCE LIBRARY

The National Open Source Library is Canada's national educational repository of Linux distributions, Open Source Software, projects and related technologies. The Library's role is not only to be a searchable directory, but to also serve as a repository of knowledge, a catalyst for discovery, a showcase of Canadian innovation and a facilitator for informed technology adoption.

With editorial, technical verification and community input, the Library aims to be a trusted national reference, reflecting the diversity, quality and collaborative nature of the global Open Source community. The Association will publish editorial guidelines that prioritize accurate, neutral, transparent, and transparent disclosure of AI generated content, and promote the participation of volunteers and subject matter experts with knowledge to the publications.

CHAPTER 31 – PUBLICATIONS

The Linux Association of Canada appreciates publications as one of its oldest and most significant contributions to Canadian society. In addition to the membership, books, newsletters, technical guides, research reports and policy papers are enduring educational and resource tools for learners, professionals, educators, governments and organizations, and make a significant contribution to the Association's mission.

All publications will be produced according to the principles of editorial work which will focus on precision, technical excellence, editorial independence, accessibility and transparency. Use of artificial intelligence in the production of published content or images will be acknowledged in line with editorial policy. Decision making in editorial content shall be without regard for any commercial interest, sponsorship or advertisement and in order to maintain the integrity and credibility of the publications of the Association, in the public interest.

CHAPTER 32 – EVENTS & CONFERENCES

The Association shall encourage learning, collaboration and innovation by organizing and supporting conferences, workshops, seminars, webinars, community events, hackathons and education events of any kind. Opportunities for members, volunteers, educators, researchers, businesses, public institutions and technology professionals to share ideas, build skills and build connections in the Canadian Open Source community.

The Association shall strive as much as possible to ensure that events are available for participation throughout the country via both physical and virtual attendance. The national events should be representative of different regions of Canada and promote meaningful inter-community collaboration where it is needed.

CHAPTER 33 – COMMUNITY DEVELOPMENT

The true strength of the Linux Association of Canada is its communities, not its programs or publications. Community Development's purpose is to support and foster the people, relationships, and volunteer networks that support Canada's Open Source ecosystem!

The Association's efforts to encourage leadership development, mentorship, volunteerism, chapter support, recognition, and collaborative efforts aim to inspire individuals to be active members of their local communities and the Association itself. Community Development fosters cooperation and not competition, thus reinforcing the shared culture of openness, generosity and mutual support which has always been part of the Open Source movement.

CHAPTER 34 – RESEARCH & INNOVATION

The Association is a patron of research as an integral part of technological advance and rational public policy. The Association fosters an objective analysis of Linux, OSS, cybersecurity, artificial intelligence, digital sovereignty, accessibility and emerging technologies, helping to increase understanding of the opportunities and challenges for Canada.

Research activities could involve technical studies, surveys, policy analysis, benchmarking, collaborative projects and the publication of research findings that contribute to the public knowledge and understanding. Research should be conducted openly and be available to the wider community where possible, reinforcing the Association's commitment to openness, evidence-based decision making and responsible advancement of technology.

CHAPTER 35 – HARDWARE DONATION PROGRAM

The Hardware Donation Program is part of the Association's dedication to technology digital inclusion, environmental responsibility, and equity. The program refurbishes donated equipment and gets it ready for use again by installing Open Source operating systems and software, which extends the lifespan of technology and helps minimize electronic waste while providing opportunities for others who may not have access to new technology.

The Association shall establish guidelines for the safe and secure handling, testing, refurbishment, inventory and distribution of donated equipment. Special care will be taken in the sanitisation of personal information before any device is re deployed, in an appropriate manner.

Priority will be given to recipients whose educational, social, and/or community needs are consistent with the Association's charitable and educational goals, such as students, seniors, newcomers to Canada, educational institutions, non-profit organizations, community groups, and others as identified by the Board. The Association aims to achieve more than just providing computers to people who need them; the program also aims to improve digital literacy, environmental stewardship and engagement with the Open Source community in Canada.

CHAPTER 36 – GOVERNMENT RELATIONS

The Linux Association of Canada acknowledges the importance of Government at all levels to the future prosperity of Canada through technology. The Association considers it a responsibility to engage in a professional and non-partisan manner on matters of public policy which impact the development and adoption of Information Technology solutions, particularly in the areas Linux, Open Source Software, Open Standards, national security, critical infrastructure, education, healthcare, and research.

The Linux Association of Canada will endeavour to consult with municipal, provincial, territorial and indigenous governments, as well as federal government agencies in a professional and transparent manner on matters relating to Linux, Open Source Software, Open Standards, cybersecurity, digital sovereignty, and other issues of public policy interest.

The Linux Association Of Canada may undertake initiatives to comment, consult or collaborate on public policy matters with government, including through research, analysis, reports, studies, and other means permitted by law. These engagements will be undertaken in the public interest and will aim to further the Association's charitable purposes, and will be conducted in an objective and dispassionate manner, free of undue political or commercial influence, and in accordance with the Association's charitable purposes.

The Linux Association of Canada recognizes that governments must make difficult choices in order to reflect the priorities of the people they serve, and the Association will always seek to operate as a source of information and advice to government, as well as a watchdog, in a manner that facilitates and supports decision-making by democratic authorities.

CHAPTER 37 – INDUSTRY RELATIONS

Industry partnerships are an integral part of building consensus around technology, and Canada's future technological success depends upon collaboration between industry, academia, governments and communities. The Linux Association of Canada encourages partnerships with industry stakeholders, research institutions, and students, as well as technology suppliers, associations, and third-party firms.

The Linux Association of Canada welcomes the opportunity to partner with businesses of all sizes, from Canadian start-ups to multinational corporations in furtherance of charitable purposes.

Industry collaborations may take many forms, including but not limited to, educational initiatives, research endeavours, community building efforts, publications, and advisory services in support of Linux, Open Source Software, Open Standards, and Open Innovation. The Association will pursue such partnerships with for-profit companies that align with its mission and values and that demonstrate a commitment to advancing Open Source technologies in Canada, including through contributions to Open Source projects, education and training programs, and advocacy efforts. Commercial relationships will not dictate or impede the Association's charitable activities, including its educational, research, and advocacy mandates. The Linux Association of Canada is committed to serving as an independent and objective voice on matters of public policy, and will always act in the best interests of its members, partners, and the public.

The Linux Association of Canada encourages businesses that have selected Linux and Open Source Software to invest in, participate in and support the development of Open Source communities, software, and standards in Canada through mentorship, sponsorships, education, research, and other means.

CHAPTER 38 – EDUCATIONAL INSTITUTIONS

Education is an enabler of Canada's future economic growth and the Linux Association of Canada wants to foster relationships with schools, colleges, universities, libraries, and technology training institutions, as well as other educational organizations across the country.

The Linux Association of Canada believes that Canada's youth will benefit from acquiring digital fluency, including exposure to Open Source Software and technologies. The Association will work with educational institutions to ensure that students develop essential skills related to collaboration, interoperability, critical infrastructure, cybersecurity, national security and digital sovereignty, and will explore opportunities for partnerships, including but not limited to curriculum development, speaker programs, research collaborations, student exchanges, competitions, sponsorships, educational publications, and initiatives, to further its mission and advance its charitable purposes.

Linux Association of Canada recognizes the importance of educators in enabling the next generation of technology leadership in Canada, and will seek to provide educational resources that are comprehensive, accurate, vendor agnostic and freely available, to the extent possible, to support teachers and students across Canada.

CHAPTER 39 – INTERNATIONAL PARTNERSHIPS

Open source software and open innovation are global initiatives that rely upon international collaboration and information sharing between geographically diverse communities of practice. While the Linux Association of Canada serves to further the charitable purposes of Linux, Open Standards, Open Innovation, Open Source Hardware, Open Design, Open Education, Open Data, Open Government, and related initiatives in Canada, the Association recognizes the importance of engaging with international stakeholders, including Open Source foundations, standards bodies, educational institutions, research organisations, community groups, and others, in furtherance of its own charitable purposes.

International collaborations will be undertaken on a reciprocal and mutually beneficial basis, and will further the Association's mission and values, including its commitment to advancing Open Source technologies in Canada. The Linux Association Of Canada will seek opportunities to support and promote Canadian expertise, resources, and contributions to international Open Source initiatives, and to learn from and collaborate with international stakeholders on matters of common interest.

By engaging with international partners, the Linux Association of Canada reaffirms its commitment to the principles of digital sovereignty and international collaboration as twin pillars of Canada's technology strategy.

CHAPTER 40 – FINANCIAL CONTROLS

The Linux Association of Canada is committed to exercising financial stewardship on behalf of the Association, its members, partners, donors, sponsors, government and the Canadian public. The association will ensure that all financial decisions and actions are performed with a spirit of integrity, transparency and accountability.

The Board retains responsibility for the Association's financial matters and will approve policies that deal with prudent budgeting, internal controls, auditing and oversight, and financial reporting. The Board may delegate day-to-day financial responsibilities to the Executive Director or other persons, but cannot delegate away its overall responsibility for the management of the Association's finances.

Linux Association will ensure that its finances are fully documented, its expenditures properly approved, and that its assets are protected by appropriate internal controls. The Board will ensure that it has adequate information about the Association's finances to enable it to perform its oversight duties effectively.

The Association will manage its funds in a manner that reflects the importance of every contribution to the achievement of its goals. Decisions regarding the allocation of resources will consider both short and long term financial priorities.

CHAPTER 41 – PROCUREMENT

The Linux Association of Canada will purchase or acquire products and services in a manner that reflects value for money, accountability, openness, and sound financial management. The Association will make commercial decisions in the best interests of the Association and its stakeholders, and not act in a way that demonstrates favouritism towards any business or supplier.

Where appropriate, the value of goods and services purchased by the Association will be assessed based on a combination of fair price, life-cycle costing, quality, security, value, support, and other relevant factors in a manner that furthers the interests of the Association.

Wherever possible, Linux Association will seek to obtain goods and services from domestic sources and open source solutions that contribute to advancing the Association's mandate and mission and that meet the Association's standards for quality, security, value, support, and other relevant factors.

Individuals who participate in the procurement process on behalf of the Association should disclose any personal or perceived conflicts of interest and avoid participating in decisions that could be perceived as being influenced by them. Linux Association will take steps to ensure that procurement decisions are made in an open and accountable manner that demonstrates value for money and good stewardship of the Association's resources.

CHAPTER 42 – SPONSORSHIP POLICY

Linux Association is pleased to welcome your sponsorship. Linux Association is grateful for any donations to the Linux Association of Canada. We believe that your company fits well with the Linux Association's mission and vision. Linux Association's programs and initiatives promote a vibrant Open Source ecosystem in Canada and we are grateful for your support of our initiatives relating to educational programs, conferences, publications, research, and community-building activities in Canada.

Linux Association does not imply endorsement of any of the sponsor's products or services by accepting sponsorship.

Sponsors shall not seek to influence the Linux Association's governance and direction, its education and training resources and technical excellence initiatives, its public policy positions, or its publishing and editing decisions.

Linux Association will acknowledge sponsor support in a manner that demonstrates transparency and accountability and that does not prejudice the Association's ability to make commercially unconnected decisions, and will decline any sponsorship that could reasonably be interpreted as providing special benefits or advantages to any particular company or industry segment.

Linux Association will accept sponsorship support only when such support is clearly connected to reasonable promotional or program recognition which does not conflict with Linux Association's core mandates or policies, and ensure that any such recognition is disclosed.

The Linux Association Board of Directors reserves the right to refuse any donation or sponsorship it deems inappropriate for the Association's mission, values, mandate, or reputation.

Linux Association may apply for, receive, administer, and report on grants that support activities consistent with the Linux Association's mission and objectives. These grants may come from government, foundations, educational institutions, charities, and other private and public sources concerned with Open Source and Linux. Linux Association will administer these grants consistent with their terms and conditions of the granting body, while maintaining the independence and integrity of the Linux Association of Canada.

Linux Association will manage and report on all grants in a manner that maintains accountability to donors and is consistent with the Linux Association's editorial independence, neutrality, and governance principles.

The Linux Association will not accept a grant that requires the Association to sacrifice its vendor neutrality, editorial independence, or governance principles.

CHAPTER 44 – AUDITS

By ensuring that its accounts are subject to independent audit as mandated by law and by its members, Linux Association will demonstrate its commitment to the highest standards of accountability and transparency.

Independent audits, reviews or other assessments of the Association's finances will contribute to achieving value for money, promoting confidence in the Association, and enhancing its credibility with donors, partners, government and the public.

The Board will work cooperatively with the auditors and reviewers and take their recommendations into consideration. Similarly, the Board will ensure that the findings and recommendations of the auditors and reviewers contribute to improvements in the Association's operations. Audits represent an opportunity for the Linux Association to enhance its operations and to improve the impact it has on the Open Source community.

CHAPTER 45 – RISK MANAGEMENT

Linux Association will recognize that it is the responsibility of the Board, the Executive Director, the staff, volunteers, committees, and others associated with the Linux Association to identify, assess, and respond to risks and opportunities in a manner that enables the organization to achieve its objectives.

Linux Association will adopt a risk management framework and process to promote the identification of risks and opportunities, and will incorporate risk considerations in its planning, decision-making, and operations. Linux Association will develop and implement appropriate responses to strategic, operational, financial, technology, security, legal, reputational, and other risks, and will periodically evaluate the need for such responses.

Linux Association will place particular emphasis on managing risks relating to technologies and information systems, privacy and personal information, finances, legal liabilities, reputation, and continuity of operations. By understanding and managing risk, Linux Association will maximize the opportunities for fulfilling its mandate for the benefit of society now and in the future.

CHAPTER 46 – EDITORIAL INDEPENDENCE

The Linux Association of Canada recognizes the value of its publications to the Open Source community in Canada. By producing books, educational material, research, newsletters, articles, policy discussions, technical documentation, videos, and other publications, the Association provides useful information to individuals and organizations across the country.

The integrity of the Association's publications must be maintained at all times. In particular, Association publications shall be based solely on facts, technical accuracy, educational value, and the public good. They shall not be dictated by any particular sponsorship, donation, advertising, commercial, or other external factors.

It is the responsibility of the authors, editors, reviewers, and others involved in the production of the Association's publications to produce content that reflects the best technical and professional practices, as well as the Association's mission and values. Wherever there are disagreements within the Open Source community, the Association reserves the right to publish its position on the given topic based on its values and professional competence.

The Association shall correct any errors in its publications, in a manner that is publicly visible and transparent. This is a vital part of its responsibility to the public. In particular, whenever information in the Association's publications is found to be incorrect or misleading, this shall be publicly acknowledged and corrected.

CHAPTER 47 – ARTIFICIAL INTELLIGENCE CONTENT POLICY

The Linux Association of Canada recognizes the value of Artificial Intelligence (AI) for research, education, software development, artistic creation, and other fields. The Association uses AI to make its operations more efficient and to improve the quality of its services, while always being mindful of the need for human expertise and oversight. The Linux Association of Canada encourages responsible, ethical, and transparent use of AI, as well as ongoing research and development in the field.

AI can be used for writing, translating, summarizing, developing software, generating images, supporting research, and other tasks, whenever such use promotes the Association's mission and values. However, any content published by the Association shall undergo a manual review by qualified personnel, in order to ensure its accuracy and quality.

When used to support writing and other forms of communication, AI-generated content must be reviewed and fact-checked by qualified personnel before being published by the Association. The responsibility for the accuracy and integrity of all published information shall remain with the Association.

Whenever appropriate, the Association shall disclose the use of AI-generated content, in order to maintain public trust and transparency. In particular, images generated primarily with the help of AI shall include a publicly visible notice that indicates that such content was created with the assistance of AI, according to the Association's disclosure policy. A similar policy can be applied to other types of content in the future, whenever appropriate.

The Linux Association of Canada encourages ethical development and responsible use of AI that promotes privacy, intellectual property rights, equality, and democratic values. Wherever possible, the Association supports the use of open and auditable AI models that do not undermine research, education, artistic creation, or other fields.

CHAPTER 48 – COPYRIGHT

The Linux Association of Canada respects the intellectual property rights of all contributors, including writers, developers, artists, researchers, and others. All publications, educational materials, software, graphics, videos, and other content produced by or for the Association are protected by copyright laws, as well as the organization's policies.

In particular, all works produced by the Association shall follow the relevant Canadian copyright laws, as well as the licensing rules approved by the Board. To the extent possible, the Linux Association of Canada shall use open licenses that promote education, research, and collaboration, while still protecting the intellectual property rights of the Association and its contributors.

When preparing materials for publication or other forms of distribution, contributors shall ensure that the content does not violate the copyright or other intellectual property laws. In addition, whenever content, quotations, software, or other materials produced by other organizations or individuals are used for Association publications, the appropriate credit shall be given.

The Association encourages respect for intellectual property laws and Open Source licensing rules, and educates its members on the importance of copyright protection.

CHAPTER 49 – PRIVACY

The privacy of members, volunteers, partners, donors, the public, and others is of utmost importance to the Linux Association of Canada. The Association processes and stores personal information in accordance with the relevant Canadian privacy laws, as well as its own data protection policies. The Linux Association of Canada collects, uses, stores, and shares personal information only for the purposes specifically outlined below. In addition, all data processing activities undertaken by the Association are carried out in a secure manner, with appropriate administrative and technical safeguards in place to prevent unauthorized access, disclosure, deletion, or modification of personal information.

Personal information may only be accessed by employees or contractors who need such information in order to perform their duties for the Association. In addition, members shall be able to access and update their personal information with the Association, whenever such activity is permitted by law.

The Association recognizes the importance of digital privacy to Canadians. As a public organization that provides digital services, the Linux Association of Canada considers digital privacy to be a key aspect of national sovereignty and digital security. Accordingly, the Association adheres to the highest standards of privacy and security in all areas of operations, including publications, education, technology, and other services.

CHAPTER 50 – COMMUNICATIONS

The Linux Association of Canada communicates with its stakeholders in a variety of ways, including announcements, statements, articles, newsletters, social media, and other tools. Effective communication enables the Association to share information about its mission, operations, and activities, as well as educate the public and engage with new members. All statements issued by the Association on its behalf must reflect its values and high professional standards, and communicate information of public interest honestly and openly.

The Association commits to being open, honest, and direct in its communications. At the same time, the Association recognizes its responsibility to communicate its operations, goals, financial statements, and other information of public interest accurately and in a timely manner.

The Linux Association of Canada can communicate with the public through various methods, including social media, websites, newsletters, publications, interviews, conferences, webinars, reports, presentations, and other tools. All of the Association's communications must be factual, professional, and accessible to the public. They must also be consistent with the Association's mission, values, and editorial policies.

Only the Board members and the Executive Director can speak on behalf of the Linux Association of Canada. All other members are encouraged to share their personal opinions, while being mindful not to imply that these opinions reflect the views of the Association as a whole.

CHAPTER 51 – CONFLICT OF INTEREST

The Linux Association of Canada and its Directors, officers, employees, volunteers, committee members, advisors and others acting on its behalf, pledge to uphold the highest standard of integrity, and to safeguard the public trust. The Linux Association of Canada Directors, officers, employees, volunteers, committee members, advisors and others acting on its behalf, shall avoid actual or potential conflicts of interest and the appearance of a conflict of interest.

A conflict of interest exists when an individual's personal, professional, financial or organizational interests could improperly influence or be seen to influence decision making.

Individuals who are aware of a conflict of interest must disclose that fact promptly and refrain from further discussion or involvement with the matter unless or until such involvement is authorized by the Board, in accordance herewith. The purpose of this policy is not to deter individuals from participating in the affairs of the Association, the Linux Association of Canada – Linux Association of Canada, but to promote transparency and public confidence by ensuring that potential conflicts of interest are openly disclosed and avoided.

CHAPTER 52 – CONFIDENTIALITY

The Linux Association of Canada recognizes that the confidence of the members, volunteers, employees, partners and Directors is the foundation of our relationships. Consequently, the Linux Association of Canada recognizes that it may from time to time be necessary to undertake activities, which require the confidence of members, volunteers, employees, partners and the Directors; and that the Linux Association of Canada shall respect the confidentiality of matters entrusted to it by such persons and shall not disclose confidential information except as provided in this Chapter.

Confidentiality shall not prevent disclosure of the matter to the Linux Association of Canada – Linux Association of Canada Board of Directors or as otherwise permitted by law.

Confidentiality shall be applied consistently and shall be used to balance the need for disclosure against the need to respect the confidence of others, and shall not be used as a means of concealing wrongful acts or other unauthorized activities or as a means of avoiding disclosure of information required by law or regulation. Individuals who leave the Linux Association of Canada – Linux Association of Canada continue to be bound by confidentiality undertakings to the extent applicable to the matters in question.

CHAPTER 53 – DIVERSITY & INCLUSION

The Linux Association of Canada is committed to building a diverse and inclusive environment that fosters innovation in thought and collaboration based on shared respect.

We encourage the participation of all individuals regardless of race, ethnicity, national origin, Aboriginal origin, language, gender, gender identity, sexual orientation, age, disability, religion, socio-economic status, educational background, or level of expertise. We believe that a spirit of inclusion and respect builds community and enables all participants to benefit fully and equally. We welcome you to be a part of our growing and vibrant community.

We will strive to develop a culture where every individual feels valued, included and free from harassment, discrimination, intimidation and exclusion. We hold diversity to be a business imperative that enhances technical discussion, fuels innovation and drives better decisions at all levels of the Association, as well as a moral imperative.

CHAPTER 54 – ACCESSIBILITY

Linux Association of Canada values the importance of ensuring that our programs, publications, meetings, web sites, educational materials and services are accessible to all and remove barriers to participation for persons with disabilities in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, and the Integrated Accessibility Solutions, Standards and Guidelines, and for persons in remote communities, persons with limited financial resources, and persons for whom English or French are not official languages.

Linux Association of Canada will endeavour to increase accessibility in programs, services, meetings, publications, web sites, communications and information technology. The Linux Association of Canada will endeavour to employ accessible communications methods, including providing materials in other languages as resources permit and where appropriate. The Linux Association of Canada will endeavour to make its web sites, online forums and other Internet-based services conform to widely accepted standards for accessibility to persons with disabilities.

By removing barriers to participation and increasing the inclusiveness of Linux Association of Canada, we will benefit not only persons with disabilities but also Canadian Open Source community as well.

CHAPTER 55 – RECORDS RETENTION

The Linux Association of Canada recognizes the importance of its records both in terms of organizational history, and in assisting the organization with its operations and decision making. The Linux Association of Canada shall have policies regarding the control and retention of corporate, financial, governance, publications, records, files, reports, contracts and other organizational records necessary to carry out its operations and shall comply with all legal requirements concerning such matters.

The Linux Association of Canada shall retain historical records of significance to the organization, its governance, publications, and contributions to Canada's Open Source community, where practicable for reference and research.

PART XI – AMENDMENTS

CHAPTER 56 – AMENDMENT PROCESS

The Linux Association of Canada Constitution and this Governance Manual form the constitutional framework of the Linux Association of Canada. They are designed to provide stability while at the same time enabling the Linux Association of Canada to adapt and evolve in response to a changing environment and the needs of its members.

The Linux Association of Canada's Constitution and this Governance Manual may be amended by vote of the Board of Directors, or by vote of the membership, or by a Standing Committee acting within the scope of its authority as provided in the Bylaws or this Governance Manual.

Notice of proposed amendment shall be sent to members with sufficient time for review and comment prior to holding any vote on the amendment. Amendments shall be proposed and approved in accordance with the Association's Articles of Incorporation, other applicable laws, and the voting requirements specified in the Bylaws. The Association encourages consultation with its members prior to considering any amendment or revision to the Constitution or this Governance Manual, since changes to the Constitution or this Governance Manual should ideally be made with careful consideration rather than in response to immediate pressures.

CHAPTER 57 – TRANSITIONAL

Upon adoption of this Governance Manual, the policies, bylaws, procedures, and constitution of the Linux Association of Canada shall survive to the extent consistent herewith and with applicable laws.

The Board shall have authority to adopt interim policies, procedures, and administrative measures necessary to give effect to this Governance Manual, subject to approval by the membership if required. References in other organizational materials to policies, procedures, or other matters shall be construed, to the extent practicable, as references to the policies, procedures, or other matters set forth in this Governance Manual.

CHAPTER 58 – DISSOLUTION

The Linux Association of Canada has been formed for the purpose of promoting education, collaboration, technology, and the public good. In the event of the dissolution of the Linux Association of Canada, the remaining assets of the Linux Association of Canada shall be distributed to one or more qualified Donees in Canada, as set out below.

After payment of any liabilities and obligations of the Linux Association of Canada, the remaining assets of the Linux Association of Canada shall be donated to one or more non-profit organizations, educational institutions, or other Donees in Canada, with a mission compatible with that of the Linux Association of Canada; and whose activities directly or indirectly relate to education, Open source software, technology, digital sovereignty or the public good.

No Director, officer, member, employee or private individual shall be entitled to any of the remaining assets of the Linux Association of Canada, except to the extent permitted by law for the reimbursement of expenses incurred on behalf of the Linux Association of Canada.

APPENDICES

The Linux Association of Canada has attached the following appendices to this Governance Manual to serve as integral and informative guides for the implementation of this Governance Manual, and the policies, procedures and guidelines as set out below may be amended from time to time by resolution of the Board when appropriate, but any amendment to this Manual that is of a constitutional nature shall be made in accordance with the amendment process set out in this Governance Manual.

Appendix A – Organizational Structure describes the relationships among the members, the Directors, the Executive Officers, the Executive Director, the Standing Committees, Working Group, the Regional Chapters, the staff and volunteers of the Linux Association of Canada.

Appendix B – Committee Charters describes the terms of reference of the Standing Committees and any advisory committees established by the Board.

Appendix C – Chapter Handbook describes the parameters for the establishment, organization, finances, trademarks, reporting, and operations of the Chapters.

Appendix D – Membership Standards describes the membership categories, eligibility criteria, membership applications, member rights and responsibilities, membership privileges, voting policy, disciplinary procedures, and professional standards.

Appendix E – Brand Principles describes the Linux Association of Canada trademarks, logos, typefaces, colors, usage guidelines, style guides, and other elements of branding and presentation that help create a strong national brand.

Appendix F – Definitions contains terms used in this Governance Manual and describes their meanings, including the terms used in this Governance Manual for the Linux Association of Canada governance, Open source software, Linux user groups, Digital sovereignty, Artificial intelligence, Open standards, Vendor neutrality, and any other concepts that require clarification or explanation.

Closing Declaration

The Linux Association of Canada has developed this Governance Manual to express its core values and principles and to describe the rules, policies, and processes that will govern the operations of the Linux Association of Canada. This Governance Manual represents the Linux Association of Canada's philosophy of openness and collaboration in its efforts to foster Linux Association of Canada education, collaboration, technology, and advocacy for the Linux Association of Canada Open source software and for the public good.

Adopted by the Linux Association of Canada's Board of Directors on the day set forth above, the Linux Association of Canada hereby declares its commitment to remaining an independent, autonomous organization dedicated to promoting and strengthening Canada's technological future in Linux Association of Canada Linux Association of Canada, and contributing to the Open source software community.