

**Hawkesbury Local Section  
By-Laws**

**(last updated 1957)**

**1. Name:**

The name of the Section shall be “The Hawkesbury Section of The Chemical Institute of Canada”.

**2. Purpose:**

The purpose of the Local Section shall be:

- a) To further the interests of The Chemical Institute of Canada in accordance with the charter and By-laws of the Institute and under the advice of the council.
- b) To hold meetings at periodic intervals, either of the members alone or with others, to disseminate and receive information, reports on research or industrial problems, and to promote common interest particularly in connection with chemistry and chemical engineering.

**3. Membership:**

Membership in the Section shall be as defined in the By-Laws of the Institute.

**4. Fiscal Year:**

The fiscal year of the Section shall end on the 31<sup>st</sup> day of December.

**5. Officers:**

- a) The officers and Executive Committee of the Local Section shall consist of:

- i. Chair
- ii. Vice-Chair
- iii. Secretary
- iv. Treasurer
- v. Membership Chair
- vi. Local Correspondent
- vii. Brownsburg Representative
- viii. Immediate Past Chair

- b) Duties:

It shall be the duty of the Executive Committee to carry on the business of the Section in conformity with the By-Laws of the Institute. The officers shall perform the duties normally pertaining to their office, and more specifically:

- i. The Vice-Chair shall be responsible for the arrangement of all general meetings; he shall assist the Chair as required and in the absence of the Chair he shall assume the latter's duties.
- ii. The Local Correspondent shall be responsible for publicizing all meetings and special events; he shall send notices of all meetings

to members in good standing; and shall report the proceedings of the meetings to the Secretary of The Chemical Institute of Canada, or his designate, at its National Office. Numbers and duties of the various officers may be altered by the Executive Committee.

- c) Terms of Office
  - i. Each member of the Executive shall hold office from the date of election until the next Annual Meeting of the Section.
  - ii. Neither the Chair nor the Secretary of the Section shall be eligible for immediate reelection to the same office if he has served continuously in that office for two years.

## **6. Elections**

- a) Nominations:
  - i. A nominating committee of three members shall be appointed by the executive; the Chair of this committee should be a past Chair of the Executive Committee.
  - ii. The nominating committee shall choose a nominee or nominees for each vacancy and their report shall be brought to the attention of the members not less than two weeks before the Annual Meeting of the Section.
  - iii. Additional nominations will be accepted from the floor at the Annual General Meeting of the Section.
- b) Elections:

The elections shall be conducted by the Chair of the nominating committee; voting should be by ballot, but may be by show of hands at the discretion of the meeting.
- c) Vacancies:

The executive shall be empowered to fill any vacancy occurring.

## **7. Meetings:**

- a) General Meetings: Meetings of the members shall be held as frequently as the Executive shall determine, but not less than six general meetings of members shall be held in any year.
- b) Annual Meetings: The Annual Meeting of the Section shall be held for the transaction of general business and the reception of reports of officers and committees. The duly elected officers shall take office from that date until the next Annual Meeting.
- c) Executive Committee Meetings: Meetings of the Executive Committee shall be held at the call of the Chair. Four members of the Executive shall constitute a quorum for the transaction of business.
- d) Procedure: Procedure of all meetings of the Section shall be in accordance with "Parliamentary Procedure" by Bourinot.
- e) Quorum: A quorum for the purposes of transacting business, including the amendment of these By-laws at any annual or other meeting of the Section shall consist of 20% of the membership in good standing as reported by

the General Manager of the Institute to the Secretary of the Section, the date of the fixing of this number is to be the preceding December 31<sup>st</sup>.

**8. Amendments to the By-laws**

- a) No amendment to these By-laws may be voted at any meeting without notice being given at the preceding meeting.
- b) An amendment to these By-laws shall be carried by the affirmative vote of two-thirds of the members present at a meeting, provided that there is present a quorum as defined under By-law (7e), and shall become effective when ratified by the Board of Directors of the Institute.