The Chemical Institute of Canada
Deep River Local Section

By-Laws

Ratified by the CIC Executive Committee, January 1947

I. Name and Constitution:

1.1 The name of the Section shall be "The Chemical Institute of Canada, Deep River Local Section".

1.2 Members of the Institute residing in the area of the Section shall be ipso facto Members of the Local Section.

II. Purpose:

The purpose of the Section shall be to further the objects of the Institute as defined in the Charter and By-laws by the holding of periodic meetings and other suitable means.

III. Executive Committee and Officers:

3.1 The affairs of the Section shall be conducted by an Executive Committee consisting of the Officers of the Section and two ordinary members together with ex-officio members as provided in these By-Laws.

3.2 The Officers of the Section shall be a Chair, a Vice-Chair, an Honorary Treasurer and an Honorary Secretary.

3.3 The immediate past Chair of the Section and the Councilors A representing the Electoral District in which the Section is situated, shall be ex-officio members of the Executive Committee, but without voting power. Nothing in this By-Law, however, shall be deemed to remove voting power from any person who has been nominated and elected to the Executive Committee in the manner provided by these By-Laws or who shall have been appointed to fill a vacancy occurring on the Executive Committee as provided in By-Lay 9.

3.4 The term of office for Officers of the Section shall be one year. With the exception of the Chair they shall be eligible for re-election.

3.5 The term of office for ordinary members of the Executive Committee shall be two years, one half retiring each year. They shall not be eligible for immediate re-election as ordinary members of the Executive Committee.

3.6 Should any vacancy occur for any cause whatever during the term of office of any of the Officers of the Section, other than the Chair, of one or more of the ordinary members of the Executive Committee, such vacancy or vacancies may be filled by appointment for the unexpired balance of the term by a two thirds majority vote of the Executive Committee.

3.7 The duties of the Officers of the Section and of the ordinary members of the Executive Committee shall be as determined from time to time by the Executive Committee.

IV. Nominations and Elections:

4.1 At a meeting of the Executive Committee held in March of each year it shall appoint a Sub-Committee to be known as the Nominating Committee and consisting of the immediate past Chair of the Section, one retiring ordinary member of the Executive Committee and one member of the Section who is not a member of the Executive Committee, to make nominations for the officers and ordinary members of the Executive Committee to be elected at the next Annual General Meeting of the Section. The report of the Nominating Committee shall be presented to the Executive Committee at a meeting to be held before the first day of May.

4.2 The Honorary Secretary of the Section shall transmit to the Members of the Section at least seven days prior to the date of the Annual General Meeting of the Section, the list of nominations made by the Nominating Committee together with a statement of the By-Laws of the Section concerning the making of additional nominations.

4.3 Further nominations may be made in writing signed by any four members of the Section and must be in the hands of the Honorary Secretary not later than noon of the day preceding the Annual General Meeting of the Section.

4.4 All nominations shall be accompanied by the written consent of the nominee to serve if elected.

4.5 Election shall be by ballot of the members of the Section present at the Annual General Meeting of the Section.

4.6 Only members of the Section other than affiliates who are certified by the General Manager of the Institute to be in good standing according to Section 10 (e) of the By-Laws of the Institute as at April 1st of the year in which the election is to be held shall be eligible to nominate or stand for any electoral office of the Section.

V. Meetings:

5.1 The Executive Committee shall meet at the call of the Chair or any three members of the Executive Committee. It shall hold not less than three meetings in each year.

5.2 At meetings of the Executive Committee each member shall possess one vote except as provided in By-Law 3.3 of these By-Laws. In the case of a tie vote the Chair of the meeting shall possess an additional casting vote.

5.3 A quorum for the transaction of business at a meeting of the Executive Committee shall be an Officer of the Section and any other four voting members of the Executive Committee.

5.4 Regular meetings of the Section shall be held at such times and places as the Executive Committee may determine. Not less than four such meetings shall be held in each year.

5.5 The Annual General Meeting of the Section shall be held in the month of May in each year.

5.6 A Special General Meeting of the Section may be called by the Executive Committee whenever they so decide and shall be so called at the signed request of any ten members of the Section. A notice calling any Special General Meeting shall be transmitted to the members of the Section not less than ten days prior to the proposed date of the meeting and shall state the particular business to be transacted thereat; no other business than that of which such notice has been given shall be transacted at any Special General Meeting.

5.7 A quorum for the transaction of business at any Annual or Special General Meeting shall be a quorum of the Executive Committee as defined in By-Law 5.3 together with a sufficient number of other members of the Section to bring the aggregate to not less than twenty-five percent of the membership of the Section in good standing as reported by the General Manager of the Institute as at the preceding December 31st.

5.8 At any Annual or Special General Meeting of the Section each member of the Section in good standing as provided in Section 10(e) of the By-Laws of the Institute shall possess one vote. A current membership card or other document of similar effect issued by the Head Office of the Institute shall be prima facie evidence of good standing. In the case of a tie vote the Chair of the Meeting shall cast an additional deciding vote.

5.9 At meetings of the Executive Committee or of the Section, the Chair or in his absence the Vice-Chair shall preside.

5.10 The procedure at all meetings of the Section shall be in accordance with "Parliamentary Procedure" by Bourinot.

VI. Financial:

6.1 The administration of the funds of the Section and of all financial matters relating to the Section shall be conducted by the Executive Committee.

6.2 All monies due and payable to the Section shall be paid to the Honorary Treasurer of the Section or other person appointed by the Executive Committee, who shall give a receipt in the name of the Section for every such payment.

6.3 All monies received on behalf of the Section shall be paid into the account of the Section at a chartered bank or banks designated by the Executive Committee.

6.4 Every cheque drawn on the account of the Section shall be signed on behalf of the Section by any two of the following, the Chair, the Honorary Secretary and the Honorary Treasurer. The Executive Committee shall by appropriate resolution authorize these Officers to sign cheques and transmit such authorization to the Bank of the Section.

6.5 No payment shall be made on behalf of the Section unless such payment has been authorized by a resolution of the Executive Committee. The Executive Committee may, however, by resolution delegate to the authorized signing Officers of the Section the power to make payments which may arise between meetings of the Executive Committee and up to such amount as may be fixed by the Executive Committee. All payments

so made shall be reported to the Executive Committee by the Honorary Treasurer at its next meeting.

6.6 The Financial Year of the Section shall be the Calendar Year. An audited financial statement covering the previous fiscal year shall be submitted by the Honorary Treasurer to the Executive Committee for approval and when approved, to the Board of Directors. The report shall also be presented to the members of the Section at the next Annual General Meeting of the Section.

6.7 The Honorary Auditors shall be two in number and shall be nominated by the Nominating Committee and elected at the Annual General Meeting of the Section according to the provisions of By-Laws 4.1, 4.2, 4.3, 4.4 and 4.5 of these By-Laws. Honorary Auditors need not be members of the Institute. The term of office shall be one year and they shall be eligible for re-election.

6.8 The Executive Committee shall, at a meeting to be held prior to December 1st in each year, prepare a budget of the estimated expenditures of the Section for the next succeeding calendar year and the Treasurer shall submit the budget to the Board of Directors not later than December 10th following.

VII. Miscellaneous:

7.1 Any notice required by these By-Laws shall be deemed to have been duly transmitted when such notice has been sent by mail or otherwise to the last address of the member as advised by the General Manager of the Institute.

7.2 All Minute and Account Books or other books dealing with or recording the business of the Section shall be kept by and placed in the custody of such officer of the Section or other person as the Executive Committee may designate.

7.3 Except where the contrary clearly appears, the word "year" where used in these By-Laws shall be deemed to mean the period between any Annual General Meeting of the Section and the next succeeding Annual General Meeting.

7.4 The word "Institute" where used in these By-Laws shall be deemed to refer to "The Chemical Institute of Canada – l'Institut de chimie du Canada" and the words "Council", "Councillor", "Board of Directors" and "Electoral District" shall be deemed to refer to the Council, Councillor, Board of Directors and Electoral District of the Institute as defined in the Charter and By-Laws of the Institute.

7.5 Except where the contrary clearly appears the expression "Executive Committee" where used in these By-Laws shall be deemed to refer to the Executive Committee mentioned in the provisions in By-Law 3.2.

7.6 The area of the Section shall be as defined from time to time by the Board of Directors.

7.7 These By-Laws may be amended, subject to approval by the Board of Directors, by a vote of two-thirds of those present at any Annual or Special General Meeting of the Section, provided that notice of the

amendment and of the nature thereof shall have been transmitted yb the Honorary Secretary to the members of the Section at least thirty days prior to the date of the meeting. Amendments may be proposed by the Executive Committee or in writing signed by any ten members of the Section. When any amendment has been so proposed it shall be the duty of the Honorary Secretary to transmit notice thereof to the members of the Section and to place it on the agenda for the next ensuing Annual or Special General Meeting of the Section, provided that such proposal is received by him in sufficient time having regard to the thirty days' interval provided herein.

7.8 In all matters not covered by these By-Laws or in any case of conflict between these By-Laws and the Charter and By-Laws of the Institute, the Charter and By-Laws of the Institute shall prevail.