The Chemical Institute of Canada
Ottawa Local Section By-Laws

Ratified by CIC Executive Committee, April 5, 1974

1. NAME:
The name of the Section shall be "The Ottawa Joint Section of The Chemical Institute of Canada and the Canadian Society for Chemical Engineering" (CIC-CSChE)

2. PURPOSE:
The Section shall promote the objects and interests of the Institute in every way that it may deem advisable, consistent with the Charter and By-Laws of the Institute.

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 31st day of December.

5. EXECUTIVE COMMITTEE:
The executive of the Section shall consist of:

5.1 Elected Officers
1) The Chair
2) The Vice-Chair
3) The Secretary
4) The Treasurer
5) Not fewer than five (5) nor more than eight (8) other members.

5.2 Ex-officio Officers
1) The Immediate Past Chair (with voting power)
2) Councillors "A" representing the Section (with voting power)
3) Councillors "B" residing within the boundaries of the Section (without voting poer)
4) The representative of each Student Chapter according to the By-Laws of the Institute (without voting power)

5.3 Terms of Office
The Executive shall hold office from the date of election until the next Annual General Meeting of the Section.

6. ELECTIONS

6.1 Eligibility
6.1.1 The Chair of the Section shall not be eligible for immediate re-election.

6.1.2 Elected officers who have served continuously on the Executive for 4 years shall not be eligible for immediate re-election.

6.1.3 All elected officers shall be Fellows, Members or Associate Members of the Institute.

6.2 Nominations

6.2.1 The Executive will appoint a nominating committee to present a slate of officers for the coming year. The membership of the nominating committee and the call for nominations shall be announced by written notice to the members at least thirty (30) days prior to submission of the nominating committee report. This report shall be brought to the attention of the members, in writing, at least two (2) weeks before the Annual General Meeting of the Section. The nominating committee will nominate at least two members of the CSChE for election to the Executive.

6.2.2 Nominations from the floor proposed and with two (2) seconders shall be accepted at the Annual General Meeting provided that either the nominee is present to indicate his willingness to stand or that he has indicated so in writing.

6.3 Elections

The election shall take place at the Annual General Meeting

6.4 Vacancies

The Executive shall be empowered to fill any vacancies among the elected officers.

7. DUTIES AND REPORTS:

Secretary : The Secretary of the Section shall keep minutes of all meetings of the Section and be responsible for their distribution. He shall submit an annual report to the Institute.

Treasurer: The Treasurer of the Section shall keep the account of the funds and financial records of the Section and shall submit an annual audited statement as of December 31 to the General Manager of the Institute for the consideration of the Board of Directors. He shall also submit to the General Manager an annual budget covering the proposed activities of the Section.

8. MEETINGS

8.1 Notice in writing is to be given to the members at least two weeks in advance of any meeting called for the purpose of transacting business. A quorum for such a meeting shall consist of 15 members.

8.2 A quorum for an executive meeting shall be 5 of the elected officers.

8.3 The Annual General Meeting shall take place each year in April or May.

8.4 The executive of the Section must call a Special Meeting of the Section at the signed request of any ten members of the Section. A notice calling such a meeting shall be transmitted to all 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. No business other than that stated in the notice shall be transacted at the Special Meeting.

9. AMENDMENTS TO THE BY-LAWS

9.1 Notice of motion to amend the By-Laws may be given, in writing and signed by mover and seconder, to the Chair.

9.2 The motion shall be dealt with at the next general meeting of the Section, and the Secretary shall notify all members in writing that such action is impending, giving the text of the amendment, not less than two (2) weeks prior to the meeting.

9.3 An amendment to these By-Laws shall be carried by the affirmative vote of two-thirds of the members voting at a meeting convened as described in 8.1 above, and shall become effective when ratified by the Board of Directors of the Institute.