

## DIVISION OF CATALYSIS

### CONSTITUTION

(Contains amendments approved at three annual general business meetings: Aug 20, 1979 in Ottawa, Oct 6, 1981 in Montreal and June 27, 1988 in Calgary)

#### Article I - Name

The name of this Division is "The Catalysis Division", hereinafter called the "Division".

#### Article II - Object

The object of the Division is the advancement of the knowledge and application of both heterogeneous and homogeneous chemical catalysis in Canada by encouragement of appropriate research and development in science and engineering. This object shall be carried out in accordance with the objectives of the two constituent societies of The Chemical Institute of Canada (hereinafter called The Institute), the Canadian Society for Chemistry and the Canadian Society for Chemical Engineering (hereinafter called the Societies).

#### Article III - Terms of Reference

The functions of the Division shall include, among others, the following:

a) To arrange through its Executive Committee, meetings of the Division at the time of the annual conferences of either or each of the Societies, and at other times as shall be decided.

b) To maintain liaison with the Catalysis Society [of North America] and, subject to an agreement with the Catalysis Society, to elect one of its members as a representative to the Board of the Catalysis Society.

c) Through the Executive Committee to make recommendations for Canadian representative(s) to the International Congress on Catalysis.

d) Subject to the approval of the Board of Directors of the Society(ies) to undertake any other activities that its Executive Committee consider to be consistent with the objects of the Division. If a conflict of administration associated with the two Societies arises, such conflict shall be resolved at a meeting of the Society Councilors of The Institute.

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Article IV - Membership

The membership of the Division shall consist of all members of The Institute, who have duly signified their interest in the Division. (Membership in another Division of The Institute shall be no bar to membership in the Division.)

BY-LAWSArticle I - PreambleSection I - Restrictions

The Division is constituted under the By-Laws of the Societies, and no portion of the Constitution or By-Laws of the Division may be interpreted or applied in any way contrary to the Charter of By-Laws of the Societies.

Article II - Officers and Executive CommitteeSection I - Officers

The Officers of the Division shall be elected from the members of the Division and shall consist of Chairperson, Vice-Chairperson, Secretary-Treasurer, and the Immediate Past Chairperson.

Section IA - Election and Term of Office of Officers

- a) The Chairperson shall be elected for a two-year term at an Annual Business Meeting of the Division. The Vice-Chairperson from the preceding term is expected to offer himself for Chairperson. The outgoing Chairperson may not be elected to a second consecutive term as Chairperson but may be re-elected after the lapse of two years following the Annual Business Meeting the member ceased to be Chairperson.
- b) The Vice-Chairperson shall be elected for a two-year term at an Annual Business Meeting of the Division; he/she shall be expected to stand for election as Chairperson for the term following the Annual Business Meeting at which he/she was elected Vice-Chairperson.
- c) The Secretary-Treasurer shall be elected for a two-year term at an Annual Business Meeting of the Division; he/she shall be expected to stand for election as Vice-Chairperson for the term following the Annual Business Meeting at which he/she was elected Secretary-Treasurer.

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Section II - Executive Committee

The Division will be represented on the Boards of Directors of the Societies. The officers, the two representatives to the Societies, the Division's representative on "Canadian Chemical News", the Canadian representatives to the International Congress on Catalysis and six Executive Members-at-Large shall constitute the Executive Committee of the Division.

Section IIA - Election and Term of Office of Executive Committee

- a) The election and term of office of the Officers are described in Section I-A of this article.
- b) The election and term of office of representatives to the Societies shall be as provided in the By-Laws of the Societies.
- c) The Division's Contributing Editor to "Canadian Chemical News" shall be nominated by the Chairperson of the Division with the approval of the Executive Committee. The term of the appointment, and the approval of the nomination, shall be in accord with the policy of the Editorial Board of "Canadian Chemical News".
- d) Executive members-at-large shall be elected at the Annual Business Meeting of the Division and each shall hold office for two years. Two executive members-at-large shall retire each two years.
- e) The Canadian representatives to the International Congress on Catalysis are appointed by the Executive Committee and then installed in accordance with the regulations of the International Congress on Catalysis. The nominees may already be members of the Executive Committee.
- f) The Executive Committee members shall be installed and normally take office at the Annual Business Meeting at which they are elected.

Article III - DutiesSection I - The Executive Committee

Subject to the Constitution and By-laws of the Division, the Executive Committee shall have power to manage, operate and direct the affairs of the Division between Annual Business Meetings of the Division.

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**Section II - Chairperson**

The Chairperson shall preside at all meetings of the Division, and shall act as Chairperson of the Executive Committee. The Chairperson shall be a member ex officio of all committees of the Division.

**Section III - Vice-Chairperson**

In the absence of the Chairperson, the Vice-Chairperson shall perform the functions of the Chairperson. If the Chairperson shall, for any reason, be unable to complete his term of office, the Vice-Chairperson shall serve as Chairperson for the unexpired term. The Vice-Chairperson shall be the Division's representative to the Board of the Catalysis Society [of North America].

**Section IV - Immediate Past Chairperson**

In the absence of both the Chairperson and Vice-Chairperson, the Immediate Past Chairperson shall assume their duties and responsibilities. The Immediate Past Chairperson shall also be the Chairperson of the Nominating Committee.

**Section V - Secretary-Treasurer**

The Secretary-Treasurer shall keep a record of the proceedings of the Annual Business Meeting of the Division and of the meetings of the Executive Committee, and of all other matters concerning the Division, and shall attend to all correspondence of the Division, and pay all bills when they have been certified as correct by another officer of the Executive Committee. The Secretary-Treasurer shall make a financial report at the Annual Business Meeting and shall issue minutes of the Annual Business Meeting within one month, sending a copy of these to the National Office of The Institute. The Secretary-Treasurer shall also report to the Executive Committee at such other times as it may require.

**Article IV - Nominations and Elections****Section I - Nominating Committee**

The Nominating Committee shall consist of three members including the Immediate Past Chairperson. The Nominating Committee shall prepare a slate of officers and Executive Committee members and, having ascertained their willingness to serve, shall arrange through the Secretary-Treasurer for the publication of the slate in "Canadian Chemical News" at least two months prior to the Annual Business Meeting, with an invitation for further nominations. Such further nominations shall bear the signatures of at least two members of the Division and shall be

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accompanied by the written consent of the nominee to serve, and shall be mailed to the Chairperson of the Nominating Committee not later than two weeks prior to the Annual Business Meeting.

**Section II - Elections**

If no further nominations are received, the slate shall be presented at the Annual Business Meeting for adoption. If further nominations are received, the vote shall be by secret ballot at the Annual Business Meeting.

**Article V - Vacancies**

Any vacancy occurring in the Executive Committee for any reason may be filled by appointment by the Executive Committee, the appointee to serve until the next Annual Business Meeting.

**Article VI - Meetings****Section I - Annual Business Meeting**

The Annual Business Meeting of the Division shall be held at an Annual Conference of one of the Societies, or when this shall not be practical, at an appropriate technical meeting of the Division. The time between successive Annual Business Meetings shall not exceed 30 months. Ten members of the Division shall constitute a quorum for the transaction of business.

The agenda shall include provisions for:

- (1) Minutes of the preceding Annual Business Meeting.
- (2) Financial Report.
- (3) Report by Chairperson of Nominating Committee.
- (4) Election.
- (5) New Business.

**Section II - Meetings of the Executive Committee**

There shall be a meeting of the Executive Committee as soon as feasible after the Annual Business Meeting. The Chairperson or Vice-Chairperson and four other members of the Executive Committee shall constitute a quorum for the transaction of business.

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**Article VII - Finances**

The Division shall operate its own treasury. The budget of the Division and the most recent audited Financial Statement shall be submitted to the National Office of The Institute by December 31st, of each year. The operation of the Division shall be financed by:

- a) Revenues from meetings of the Division.
- b) Grants from the Societies.
- c) Grants and donations from other sources.

**Article VIII - Limits of Authority**

Notwithstanding anything in the foregoing, all activities of the Division are subject to approval of the Boards of Directors of the Societies.

**Article IX - Amendment**

Either the Constitution or the By-Laws of the Division may be amended at an Annual Business Meeting of the Division by a two-thirds affirmative vote of the members present provided a quorum is present and a notice of motion has been received by the Secretary-Treasurer at least two months in advance of such meeting. A notice of such amendment shall appear in "Canadian Chemical News" in the issue of the month prior to that in which the Annual Business Meeting is held. Such amendments shall not be effective until approved by the Boards of Directors of the Societies.

**Article X - Dissolution**

In the event of the dissolution of the Division any funds and property remaining are to be used to further Catalysis activities in Canada. In the event that this is impractical, these will revert to all constituent Societies in proportion to the number of division members in each society.

June, 1988

January 14, 1989

Approved by the Board of Directors of the  
Canadian Society for Chemistry

March 5, 1989

Approved by the Board of Directors of the  
Canadian Society for Chemical Engineering