

THE CHEMICAL INSTITUTE OF CANADA

By-Laws

Calgary Section and the Canadian Society for Chemical Engineering
Calgary Affiliate Section

A. MEMBERSHIP:

Members of the Institute in good standing residing in the city of Calgary and the surrounding district shall constitute the membership of the Section, which shall be called the Calgary Section of the C.I.C. and the C.S.Ch.E.

B. PURPOSES:

The purpose of the Calgary Section shall be to further the objects of the Institute as defined in the Charter, which include:-

1. Maintenance of all branches of the professions of chemistry and chemical engineering in their proper status among other learned and scientific professions.
2. Development and maintenance of high standards in the professions and enhancement of the usefulness of the professions to the public.
3. Protection of the public through formation of a body of chemists and chemical engineers who may be consulted with confidence.
4. Promotion of the well being and interests of chemists and chemical engineers.
5. Provision of scholarships, medals and prizes to students studying the profession.
6. Holding of lectures, exhibitions, public meetings, classes and conferences, on subjects pertaining to the profession. This shall include group discussions of any Institute business or matters affecting the professions.

In addition, the Calgary Section objects shall include:-

7. Provision of high school counselling services in the Calgary District concerning the professions.
8. Cooperation with other scientific or technical societies in Calgary and District in matters of public interest.
9. Direct involvement of the local Section in the Calgary School Fair.

Approved at the 163rd Meeting of the Board of Directors, Sept/70

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C. EXECUTIVE:

1. The affairs of the Section shall be conducted by an Executive consisting of up to eight resident members elected from the Calgary Section, together with the immediate Past Chairman and any Councillors "A" or "B" resident within the district.
2. The officers shall consist of:
 - (a) a Chairman
 - (b) a Vice-Chairman
 - (c) a Program Chairman
 - (d) a Secretary
 - (e) a Treasurer
 - (f) a Membership Chairman
 - (g) Director "A"
 - (h) Director "B".
3. The term of office for Officers shall be twelve months, running from June to June. With the exception of the Chairman, all officers shall be eligible for re-election.
4. The incoming Executive shall assume office at the Annual General Meeting, which shall be held in June.
5. Should the office of Chairman become vacant during the term, a new Chairman will be chosen by the executive from among their number.
6. Should any other vacancies occur they can, at the discretion of the Executive, be filled by appointment for the unexpired balance of the term by a two-thirds majority vote of the executive.
7. The executive shall meet at the call of the Chairman or of any three members of the Executive.
8. A quorum for the transaction of business at an Executive meeting shall consist of four officers, including the Chairman.
9. The duties and responsibilities of the Executive Officers shall include the following:-
 - (a) Chairman - Organize and co-ordinate the activities of the local Section as required to accomplish the above Purposes of the Section.
 - (b) Vice-Chairman - Shall be responsible primarily in the area of publicity.
 - (c) Program Chairmen - There shall be one Program Chairman who will be responsible for making arrangements for all meetings of the Section including correspondence with speakers, fixing time and place for meetings and drafting meeting notices. If the Program Chairman is a chemist it is expected that Director "A" or "B" will act as a vice-chairman in arranging the C.S.Ch.E. program.

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- (d) Secretary - Prepare and distribute notices of meetings to all Section members. Record minutes of Executive meetings, as required, and maintain copies of all such minutes for future reference for a minimum of five years.
- (e) Treasurer - Maintain accounting records, collect and disperse monies, prepare the annual financial statement and annual budget, as required by the Institute.
- (f) Membership Chairmen - There shall be a Membership Chairman who will be responsible for maintaining up-to-date records of all members with separate C.I.C. and C.S.Ch.E. lists and promote the recruiting of new members. In addition, a list of non-member chemists and chemical engineers will be kept to assist local membership, program and publicity activities. Once again that director ("A" or "B") responsible from the separate (C.I.C. or C.S.Ch.E.) programming will take on the subsidiary duty of serving as a Vice-Chairman for membership of his particular area (chemistry or chemical engineering).
- (g) The Directors shall have special responsibility in the areas of Educational activities, co-ordination with other societies, program and membership. One director shall be a chemical engineer and one shall be a chemist.

D. NOMINATIONS AND ELECTIONS:

1. The Chairman shall appoint a Nominating Committee by the 1st May. This Committee shall consist of the Chairman and two members of the Section who are not Officers of the Executive, at least one of the three members being a member of the C.S.Ch.E.
2. The Nominating Committee shall submit a proposed slate of Officers to the Section Membership in writing at least ten days before the Annual General Meeting at which the Executive election will be held.
3. Any two Section Members shall have the right to make further nominations provided they are put in writing and received by the Secretary at least two days prior to the Annual General Meeting.
4. Balloting will be secret.

E. MEETINGS OF THE SECTION:

1. The Executive shall arrange to hold a minimum of five Section Meetings, in addition to the Annual General Meeting, during the period September to May inclusive.
2. Additional Special Meetings may be called by the Executive to take advantage of available speakers of distinction, to make plant visits, or to deal with pressing Institute business of concern to the Members.

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3. A quorum for the transaction of business at any meeting of the Section shall consist of ten members and four Officers, including the Chairman.
4. A special meeting of the Section may be called 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.

F. FINANCIAL:

1. The administration of the funds of the Section and of all financial matters relating to the Section shall be conducted by the Executive.
2. The Section shall maintain in its name an account in a Chartered Bank in Calgary designated by the Executive. The bank shall be authorized to accept deposits from the Chairmen, Vice-Chairman, Secretary or the Treasurer and to honour cheques signed by the Treasurer and one of the others.
3. All monies due and payable to the Section shall be paid to the Treasurer. These monies shall be deposited in the Section account. The treasurer is authorized to maintain a petty cash account not to exceed \$25.00.
4. The Treasurer shall maintain accounting records connected with Section finance on the standard ledger and forms provided by Head Office and shall maintain the required accounting records for a minimum of three years.
5. The fiscal year for the Section shall coincide with the executive term of office.
6. The financial accounting records shall be subject to an audit at the end of the fiscal year by a member or non-member who is not on the Executive Committee.

G. MISCELLANEOUS:

1. These By-Laws may be amended, subject to approval by the Board of Directors of the Institute, by a 70% majority vote at a Section Meeting, providing a quorum is present. Amendments may be proposed by the executive or in writing signed by any ten professional members of the Section. Proposed amendments must be submitted in writing to the membership at least ten days prior to the meeting at which they are to be discussed.
2. 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 Chemical Institute of Canada, the latter shall prevail.