

THE CANADIAN SOCIETY FOR CIVIL ENGINEERING SASKATOON SECTION

BY – L A W S

1. DUTIES OF OFFICES

1.1. CHAIR

- 1.1.1. Shall perform the usual duties of such office and shall hold office for a term of one year.
- 1.1.2. Shall have the joint right to sign cheques with the Treasurer or Vice-Chair.
- 1.1.3. The Chair or the Chair's appointee shall be the official representative of the Section at regional and national meetings and conferences.
- 1.1.4. Shall be an ex-officio member of all Section Standing Committees.
- 1.1.5. Shall be responsible to call meetings of the Executive Committee and be responsible for preparing or arranging for an appointee to prepare the meeting agenda of all meetings of the Executive Committee.

1.2. VICE-CHAIR

- 1.2.1. Shall perform the duties of the Chair in the Chair's absence.
- 1.2.2. Shall have the joint right to sign cheques with the Treasurer or Chair.

1.3. TREASURER

- 1.3.1. Shall receive all Section monies, deposit same to the credit of the Section in a chartered bank and shall issue along with the Chair or Vice-Chair all withdrawal cheques.
- 1.3.2. Shall keep a proper record of all monies received and paid out for submission to the Auditors.
- 1.3.3. Shall present an audited financial statement at the Section Annual Meeting for the fiscal year just ending.
- 1.3.4. Shall prepare a budget for the ensuing year for approval by the Executive Committee.
- 1.3.5. Shall submit a Financial Statement at each meeting of the Executive Committee.

1.4. SECRETARY

- 1.4.1. Shall record the minutes of all meetings of the Executive Committee.
- 1.4.2. Shall distribute recorded minutes to the members of Executive Committee.

- 1.4.3. Shall, as soon as possible after the Section Annual Meeting, distribute to all members of the Executive Committee a list of the personnel of each established or maintained Standing and Special Committees.

2. NOMINATIONS AND ELECTIONS

- 2.1. The Nominating Committee shall consist of the Chair and the immediate Past-Chair of the Section.
- 2.2. The Nominating Committee shall submit to the Executive Committee, nominations for Executive Committee members as follows:
 - 2.2.1. Chair
 - 2.2.2. Vice-Chair
 - 2.2.3. Treasurer
 - 2.2.4. Secretary
 - 2.2.5. Additional elected members to be responsible for the following duties;
 - 2.2.5.1. Membership
 - 2.2.5.2. Newsletter
 - 2.2.5.3. Communications
 - 2.2.5.4. Webpage
 - 2.2.5.5. Events Coordinator
- 2.3. Not less than three weeks prior to the Section Annual Meeting a notice of the meeting, along with the above slate of nominees from the Nominating Committee shall be emailed to Section members with a copy of the outlining procedures for additional nominations.
- 2.4. Additional nominations for any positions, provided the nominee meets the requirements of the Section Constitution, may be submitted to the Chair. Such nominations must be signed by not less than five Corporate Members of the Section and accompanied by the written assurance of such nominee that the nominee will actively fulfill the duties of an Executive Committee member, if elected. Such additional nominations must be received by the Chair at least 24 hours prior to the Section Annual Meeting.
- 2.5. If there is more than one nomination for any position, elections shall be held at the Section Annual Meeting and shall be conducted in the following manner:
 - 2.5.1. The Chair shall distribute ballots of paper on which each duly qualified voter (Corporate and Associate Members and Fellows of the Society) shall mark the name of his choice from those nominated for the office being contested.
 - 2.5.2. The Chair of the Annual Meeting shall appoint two scrutinizers from the floor of the meeting to collect and count the ballots and report the results of the voting to the Chair.
 - 2.5.3. The nominee receiving the highest number of votes for any office shall be declared elected to such office by the Chair of the Meeting.
 - 2.5.4. In case of a tie between two or more nominees for the same office, the Chair of the Meeting shall cast the deciding vote.

- 2.6. In the event that only one candidate has been nominated for each position, the Chair of the Section Annual Meeting shall declare those nominated elected.

3. COMMITTEES

- 3.1. Additional Committees may be created as approved by the Executive Committee

3.2. GENERAL DUTIES

- 3.2.1. The Section Chair is to be an ex-officio member of all Standing Committees and is to be notified of all committee meetings.
- 3.2.2. The Chair of the Standing Committees shall be members of the Executive Committee. Other members need not be Executive Committee members.
- 3.2.3. The Executive Committee may terminate a membership on a committee because of continued absence of the member and may fill any vacancies on any committee and/or add to the number of any committee.
- 3.2.4. Prior to the Section Annual Meeting the Chair of each committee shall submit a written report of the work done by the committee during the past year.

3.3. STANDING COMMITTEES

3.3.1. PROGRAM AND MEETINGS COMMITTEE

- 3.3.2. Responsible for organizing, scheduling and supervising all meetings except Executive Committee and Business meetings, in such a manner to achieve the objectives of the Section.
- 3.3.3. Submit, when possible, prior to the Section Annual Meeting, a summary of speakers and subjects for at least three meetings to be held in the following season.
- 3.3.4. Collaborate with the Executive Committee and the Publicity Committee giving the latter information as to speaker and subject before each meeting.

3.4. PUBLICITY COMMITTEE

- 3.4.1. Responsible for making arrangements for the production and distribution of all Section meeting notices.
- 3.4.2. Arrange media publicity whenever possible.
- 3.4.3. Arrange to extend special invitations to special groups or individuals outside the Section who may be interested in the subject.
- 3.4.4. At the discretion of the Executive Committee shall enter into agreement with other Societies as to sharing of costs and revenues relating to joint meetings.



3.5. MEMBERSHIP COMMITTEE

- 3.5.1. Has the objective of obtaining new members. Contact and send literature regarding the Society to prospective members.
- 3.5.2. Responsible for keeping up-to-date the Section mailing list. Provide to the Publicity Committee names and contact information of prospective members for regular communications as well as for those who would be interested in a particular meeting.
- 3.5.3. Promote the acquaintance of members at meetings and arrange to welcome visitors at meetings.
- 3.5.4. Maintain a record of meeting attendance.

3.6. NOMINATING COMMITTEE

- 3.6.1. Shall be constituted and act in accordance with Section 2 (Nominations and Elections) of these By-Laws.
- 3.6.2. May suggest to the Executive Committee names of any Section member suitable for membership on the Society's National Committees.

3.7. CONSTITUTION AND BY-LAWS COMMITTEE

- 3.7.1. Consists of the Chair and immediate Past-Chair.
- 3.7.2. Study reports affecting the Society and the Section activities and make recommendations to the Executive Committee regarding changes which may affect the Constitution and By-Laws of the Section.

3.8. TECHNICAL COMMITTEES

- 3.8.1. At the written request of ten members and with the approval of the Executive Committee, Technical Committees of the Section may be established to coincide with Technical Divisions of the Society.
- 3.8.2. The purpose of a Technical Committee shall be to promote, in its field of interest, the Section's technical activities.
- 3.8.3. The Technical Committee may be dissolved by an affirmative vote for dissolution by two-thirds of the Members present at a meeting called for that purpose by the Executive Committee upon written request of ten members. Not less than ten days notice of this meeting shall be given to members of the Section.

4. MEETINGS

4.1. REGULAR MEETINGS

- 4.1.1. Shall be held as determined by the Executive Committee.
- 4.1.2. An invitation to Section meetings shall be extended to Members of the Student Section.

4.2. SPECIAL MEETINGS

- 4.2.1. May be called by the Executive Committee or on written request, to the Chair, of eight Members stating the objective of the meeting.
- 4.2.2. A quorum at Special Meetings shall be ten Section members.
- 4.2.3. Date of the Special Meeting shall be set by the Executive Committee and a notice stating the objective, date and place of meeting shall be distributed to all Section members at least ten days before the meeting.
- 4.2.4. No other business may be conducted at such meetings.

4.3. ANNUAL MEETINGS

- 4.3.1. The Annual Meeting shall be held during the month of April unless otherwise determined by the Executive Committee and in any event not more than fifteen months after the preceding Annual Meeting.
- 4.3.2. Notice of the Annual Meeting shall be distributed to Section Members not less than three weeks in advance of the meeting.
- 4.3.3. A quorum at Annual Meetings shall be ten Section Members.
- 4.3.4. The Order of business of the Annual Meeting shall be:
 - (a) Reading of the notice calling the meeting.
 - (b) Reading of the minutes of the previous Annual Meeting.
 - (c) Reports of the Chair, Treasurer and Committees.
 - (d) Chair's address.
 - (e) Report of Nominating Committee.
 - (f) Elections if required.
 - (g) Other business.

5. SECTION FUNDS AND PROPERTY

- 5.1. The Executive Committee shall control all funds and other property of the Section.
- 5.2. Approval by the Executive Committee, of the budget prepared by the Treasurer will allow the various committees to spend up to the amount set in the budget without further authorization. Expenses not in the budget shall not be incurred without prior approval of the Executive Committee. Unused funds budgeted to individual committees shall revert to Section general funds at the end of each fiscal year.
- 5.3. Payments of account shall be made by the Treasurer. The amount must be within the budget and be approved for payment by the Committee Chair. If the amount is greater than budgeted, then payment must be approved by the Executive Committee.
- 5.4. All funds received by the Section shall be deposited in a chartered bank or trust company designated by the Executive Committee.

- 5.5. The Treasurer shall maintain complete account of the Section finances. These shall include petty cash accounts, trust accounts for special funds and an itemized list of Section inventory.
- 5.6. The Section shall submit an Annual Report to the Vice President for the Prairies Region of the Society. The Annual Report shall include an audited financial report at the fiscal year end. The Report shall cover the activities, meetings and other operations of the Section during the fiscal year, be approved by the Executive Committee and be presented at the Section Annual Meeting.
- 5.7. The Section Fiscal Year shall be from October 1 to September 30.
- 5.8. Prior to the Section Annual Meeting the Executive Committee shall appoint one or more Section members as auditors. The auditors shall not be members of the Executive Committee. The auditors shall check the accounts of the Section to satisfy themselves that the financial statement is correct and shall present their report to the Section Annual Meeting.

6. MEMBERSHIP DUES

- 6.1. All membership dues shall be collected by Society Headquarters. Part of the dues will be rebated to the Section in accordance with the By-Laws of the Society.

7. AMENDMENTS TO BY-LAWS

- 7.1. The procedure for amendments to the By-Laws shall be as specified for amendments to the Constitution in Article 7 of the Constitution.
- 7.2. The By-Laws, as amended, shall take effect upon the approval by the Section except that changes affecting the terms of office of a Section Officer shall not take place until the next election.

8. INTERPRETATION

- 8.1. The interpretation of the Section By-Laws by the Executive Committee shall be final.

9. GENERAL PROCEDURES

- 9.1. Where not otherwise provided for, the Section shall conform to such methods and rules of order as may be adopted by the Society.