

# **CONSTITUTION & BY-LAWS**

**Canadian Institute of Public Health Inspectors**

**Saskatchewan Branch**



Revised Dec 28, 2010

## **CONSTITUTION**

### **Name**

1. This organization shall be known as SASKATCHEWAN BRANCH, CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

### **Aims & Objectives**

1. To unite the profession within the province for the mutual benefit and improvement of all.
2. To provide for the united action of promoting the common interest of the membership and to function solely as a non-political and non-sectarian organization.
3. To foster the establishment of educational programs for the benefit of the members, but not excluding members of other jurisdictions or the public who have similar interests.
4. To encourage, participate and assist to maintain the national organization of the Canadian Institute of Public Health Inspectors.
5. To subscribe to and cooperate with any other association whether incorporated or not, whose objectives are altogether or in part similar to those of this Branch and to interchange with any such group information deemed to be in the promotion of such objectives.
6. To raise the status and standards of the Public Health Inspector:
  - a) ensuring those persons that are certified and appointed as Public Health Inspectors are properly qualified.
  - b) participating in the certifying process of Public Health Inspectors with the appointment of representatives who are eligible to sit as members of the Board of Certification of Public Health Inspectors and as a member of the Board of Examiners in Saskatchewan.
7. To carry out other aims and objectives which may from time to time be decided upon and which are not inconsistent with the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors.

### **Boundaries**

1. The operations of the Branch are to be chiefly carried out within the Province of Saskatchewan.

(04/91)

## **Address**

1. The business office of the Branch shall be the address of the incumbent Secretary.

## **Officers**

1. The Branch Executive shall be composed of:
  - a) a President
  - b) the immediate Past President
  - c) the Secretary
  - d) the Treasurer
  - e) four Councilors

## **BY-LAWS**

### **Definitions**

1. **Branch** – means the Saskatchewan Branch of the Canadian Institute of Public Health Inspectors.
2. **CIPHI** – means the Canadian Institute of Public Health Inspectors, a national body corporate established under the statutes of Canada.
3. **Institute** – means the national body.
4. **Executive** – means the Executive of the Branch.
5. **National** – Means the national organization of CIPHI.
6. **National Executive** – means the National Executive council and the National Vice Presidents.

### **Membership**

1. This Branch shall observe and be guided by the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors.

### **Meetings**

1. Annual
  - a) The Annual meeting of the Branch shall be held yearly, and at a time and place as fixed by the Executive.
  - b) A quorum at the Annual General Meeting shall consist of 10 or more members in good standing, who possess voting privileges. Members in good standing who possess voting privileges include: regular, life and retired members.
  - c) A parliamentarian shall be appointed by the President prior to the Annual meeting.

- d) Notice of the Annual meeting shall be given at least fourteen (14) days prior to such meeting, specifying the place, date and hour of the meeting and the general nature of the business to be discussed. Such notice shall be sent by mail, or other means, to each member in good standing at the address listed in the register of members. Failure to receive such notice shall not invalidate the meeting or its proceedings.

## 2. Special

- a) A Special meeting may be held at such times and places as may be designated by the Executive. However, a Special meeting shall be called by the Executive whenever ten (10) percent of the members, by petition in writing sent to the Secretary, request such a meeting providing that the reason for such a meeting has first been discussed by the Executive but not to the satisfaction of the members submitting the petition.
- b) At Special meetings only, business as is described in the notice calling such a meeting shall be discussed, considered or acted upon.
- c) Notice of a Special meeting shall be given at least fourteen (14) days prior to such a meeting, specifying the place, date and hour of the meeting and the general nature of the business to be discussed. Such notice shall be sent by mail, or other means, to each member in good standing at the address listed in the register of members. Failure to receive such notice shall not invalidate the meeting or its proceedings.
- d) A quorum for the Special meeting shall be a majority of the membership and may consist of those present and proxy votes.

## 3. Voting

- a) Voting shall be by a show of hands unless a motion for a secret ballot is passed by the membership or at the decision of the President.
- b) Voting for the Executive shall be by secret ballot.
- c) Resolutions to the Constitution and By-Laws shall be carried by a majority vote of three-quarters (3/4).
- d) Regular motions shall be carried by a majority of votes cast.
- e) In the case of a tie vote, the President shall cast the deciding vote.
- f) A residing officer shall be appointed by the President, or the Executive, to be Chairman and he shall hold the chair during the election of Officers and Executive. In the event of a tie vote, the Chairman shall cast the deciding vote.

- g) Proxies
    - i) Must be in writing and filed with the Secretary prior to the start of the meeting.
    - ii) Shall be used only on the election of Officers, and amendments to the Constitution and By-Laws.
  - h) To be eligible to vote, a person must be a member in good standing.
4. Executive Meeting
- a) The Executive shall meet as often as is necessary, but at least once during each six (6) month period to conduct Branch business.
  - b) The Executive shall meet at the call of the President or at the request of any three (3) members of the Executive.
  - c) A quorum of the Executive shall be a majority of the Executive.

### **Appointments & Elections**

1. The officers shall be elected for a two (2) year term and shall be eligible for additional terms.
2. The President, Secretary, and two (2) Councilors shall be elected in odd numbered years.
3. The Treasurer and two (2) Councilors shall be elected in even numbered years.
4. Any appointment or elections to fill vacant positions on the Executive shall be for the remainder of the vacant term.
5. The Newsletter Editor shall be elected yearly
6. The election and voting for Executive positions shall be at the Annual meeting.
7. The Executive may appoint a member in good standing to fill any vacancy on the Executive until the next Annual meeting.
8. In the event of the President being unable to complete his or her term in office for any reason, the Past President shall assume the office.
9. In the advent of the absence of both the President and Past President, then the Executive shall elect a Chairman for the meeting.
10. Nominations shall be made by the Nominating Committee or by any member attending the Annual meeting.

11. A member shall give consent to the nomination for a position either verbally at the Annual meeting or in writing filed with the Secretary.
12. The suspension, alteration, or amendment of these By-Laws may be at any Annual meeting, provided fourteen (14) days written notice of such intention is given to all members in good standing.

### **Officers & Duties**

1. The President shall:
  - a) preside over all meetings.
  - b) be an ex-officio member of all committees.
  - c) represent the Branch at National meetings.
  - d) appoint members to represent the Branch at meetings that he / she is not able to attend.
  - e) be on of the signing authorities of the Branch.
  - f) shall act as a liaison between the Branch and other interested groups.
  - g) shall report to the membership in writing at the Annual meeting on the operation of the Branch over the past year.
- h) shall routinely report to the membership on the Branch operation in the newsletter.2. The Past President in the event of the death, absence, or resignation of the President, shall have the power to perform the duties of the President.
3. The Secretary shall:
  - a) have custody of the records of the Branch.
  - b) ensure that a true and accurate copy of the annual minutes are recorded and filed.
  - c) shall record the minutes of all meetings of the Branch.
  - d) distribute to all members of the Branch the minutes of the Annual meeting.
  - e) notify all members of the Branch of all Annual, General, or Special meetings.

- f) notify all members of the Branch of all acts, orders, resolutions, votes and other transactions of the Branch affecting their membership or duties.
  - g) have charge of all correspondence and records.
  - h) perform such other duties as may be assigned to him/her, from time to time, by the Executive.
4. The Treasurer shall:
- a) be a signing officer together with the President.
  - b) receive and deposit money in a chartered bank as may be determined from time to time by the Branch Executive.
  - c) disburse, by cheque only, and under the direction of the Executive, all amounts necessary for the proper conduct of affairs of the Society
  - d) keep accurate records of the accounts.
  - e) provide interim financial statements for submission to the Executive at each Executive Meeting whenever they may be called for.
  - f) prepare annually a balance sheet and financial statement showing the true financial standing of the Branch, which shall be audited by the auditor, and shall then submit the same to the Executive at the Annual General Meeting.
  - g) have the books and records of the Branch available for inspection for one hour before the Annual meeting at the place fixed for such a meeting, providing that notice of a request to inspect be received by the Treasurer at least five (5) days prior to said meeting.
  - h) perform such other duties as may be assigned to him/her, from time to time, by the Executive.
5. The Executive shall:
- a) meet to conduct the business of the Branch.
  - b) meet as often as required by the President or at the written request of any three (3) of the members or the Executive.
  - c) submit to the Annual meeting a report of its actions, and/or minutes of its proceedings for confirmation.

- d) appoint all committees, other than Standing Committees, that may be found necessary for the good government of the Branch and/or to carry out the aims and objectives of the Society.
  - e) exercise all powers of the Branch as outlined in these bylaws as provided for under the Consumer and Commercial Affairs Act.
  - f) make recommendations for the granting of Honourary or Life memberships.
  - g) appoint a Nominating Committee, not less than thirty (30) days prior to the Annual meeting. It shall consist of at least one (1) Past President and one member of the current Executive who is not eligible for election.
  - h) make recommendations to the Annual meeting regarding the nominations by the Branch to the positions of National Councilors and National President.
6. No member shall receive and remuneration except for expenses in carrying out the business of the Branch, provided, however, that an honorarium may be granted to any member or person, if approved by resolution at the Annual Meeting.

### **Committees**

1. Standing committees shall be:
  - a)
    - i) Nomination
    - ii) In-Service Education
    - iii) Board of Certification
    - iv) Newsletter
    - v) Auditors
    - vi) Website
  - b) appointed on a yearly basis, under recommendation of the Executive at the Annual meeting.
  - c) Provide the Executive with an update report for the Executive meetings.
  - d) Provide a yearly written report for the Annual meeting. (Duties and responsibilities are outlined in the Policy Manual).
2. a) The Newsletter shall be published on a periodic basis under the authority of the Executive who have the right to:
  - i) provide general direction respecting the content of the Newsletter, and;

(11/06)

- ii) following consultation with the Editor set policies regarding administrative matters including the frequency of publication, the size of each issue and the distribution of copies.
    - b) the Editor shall have the general authority to select material for publication in the Newsletter, provided all material selected:
      - i) meets the criteria of being within the objectives of the Branch, and
      - ii) meets the requirements of the general direction respecting content given by the Executive as authorized by subsection b) (i)
    - c) the Executive of the Branch shall have the authority to terminate any appointment to the position of Editor.
  - 3. a) The Website shall be updated on a timely basis under the authority of the Executive who have the right to:
    - i) provide general direction respecting the content of the Website and;
    - ii) set policies regarding administrative matters in consultation with the Webmaster.
  - b) The Webmaster shall have the general authority to select material for publication in the Website provided all material selected:
    - i) meets the criteria of being within the objectives of the Branch, and;
    - ii) meets the requirements of the general direction respecting content given by the Executive as authorized by subsection 3(a) (i)
  - c) The Executive of the Branch shall have the authority to terminate any appointment to the position of Webmaster.
4. The Executive shall have the authority to appoint any committees that it deems necessary to carry out the aims and objectives of the Branch.

**Dues**

- 1. The annual membership dues for regular, retired and student members shall be made up of:

- a) The National assessment as established from time to time in accordance with the by-laws of the Institute, and;
  - b) The Branch Assessment as authorized hereinafter.
2. Honourary members and Life Members shall not be required to pay any assessment.
  3. All matters related to the donation required of Sustaining Members including any portion owing to their Association shall be the prerogative of the Institute.
  4. The Annual Branch Assessment for regular, retired and student members shall be set from time to time by the Executive, provided that no change in any assessment shall come into effect until approved by a majority of the members voting at an Annual Meeting of the Branch.
  5. The Branch may enter into an arrangement with the Institute respecting the collection and remission of Annual Membership dues on behalf of both bodies.
  6. Notwithstanding anything contained in the By-Law, no person shall be admitted to or continued in regular, retired, or student membership in the Branch unless such person is a paid member in the Institute.
  7. Any member or student member wishing to withdraw from the Branch may do so upon notice in writing to the Secretary prior to the end of the Calendar year.
  8. Annual Membership Dues:
    - a) shall be payable on the first day of January of each year.
    - b) any member or student member who shall neglect to pay his or her dues before May 1<sup>st</sup> of each year shall be suspended and subject to the possible loss of membership in accordance with and subject to the appeal procedures contained in By-Laws of the Institute.

### **Miscellaneous**

1. The fiscal year of the Society shall be from January 1<sup>st</sup> to December 31<sup>st</sup> in the following year, unless the Executive shall otherwise decide.
2. The record of members shall be the property of the Branch, entrusted to the Executive. The record shall not be given in whole or in part to any person, concern, or organization unless approved by the membership.
3. Robert's Rules of Order shall govern all official meetings of the Branch, except as otherwise stated in the Constitution or By-Laws.

(04/92)

4. The Branch does not have, or wish to have the power to borrow money through debentures or any other method.
5. The Branch shall subscribe to and affiliate with CIPHI in the name of each member and ensure that each member receives the advantages of such affiliation.
6. In the above By-Laws, unless the context otherwise requires, expressions defined in the Non-Profit Corporations Act or any statutory amendment thereof in force at the date on which these By-Laws become binding on the Branch, shall have their meanings so defined; and words importing the singular shall include the plural and vice versa; and words importing the masculine gender shall include the female gender without prejudice.