



CANADIAN SOCIETY FOR CIVIL ENGINEERING

Edmonton Section

Bylaws – March, 2004

1. NAME

- 1.1 The name of this organization shall be the Canadian Society for Civil Engineering, Edmonton Section, hereinafter referred to as the Section.
- 1.2 The Canadian Society for Civil Engineering, Western Region shall hereinafter be referred to as the Region.
- 1.3 The Canadian Society for Civil Engineering shall hereinafter be referred to as the Society.

2. OBJECTIVES

- 2.1 The objectives of the Section shall be to promote, within Edmonton and Northern Alberta, the objectives and interests of the Civil Engineering profession as defined in the Letters Patent of the Society, namely:
 - .1 to set and maintain high professional standards regarding the practice of civil engineering;
 - .2 to facilitate the acquisition and the interchange of technical knowledge among its members;
 - .3 to enhance the usefulness of the engineering profession;
 - .4 to collaborate with universities and other educational and research institutions in the advancement of knowledge relating to civil engineering;
 - .5 to co-operate with other technical societies for the advancement of the engineering profession;
 - .6 to encourage research with respect to the study, development and conservation of Canadian and world resources and with respect to the preservation of the environment in Canada and the world in areas related to civil engineering.
 - .7 to support the objectives and broad programs of the Engineering Institute of Canada federation related to national and international issues of a social,

economic, political and legal nature and of human concern relevant to engineering;

- .8 to co-operate with civil engineering and other related professional societies in other countries in the interchange of membership and technical information.

3. ADMINISTRATION

- 3.1 The Section shall be administered by an Executive Committee, hereinafter referred to as the Executive, which shall include the following voting members:

- .1 Chair
- .2 Vice-Chair
- .3 Secretary
- .4 Treasurer
- .5 Publicity Chair
- .6 Professional Development Chair
- .7 Membership Chair
- .8 Three Student Representatives
One U of A Undergraduate Representative, One U of A Graduate Representative, One NAIT Student Representative
- .9 Two Faculty Representatives
One U of A Faculty Representative, One NAIT Faculty Representative
- .10 History Rep
- .11 Up to six Members-At-Large
- .12 Past Chair
- .13 Up to six Satellite Members-At- Large

- 3.2 Additional non-voting ex-officio members may be appointed to the Executive at the discretion of the Chair at any time.

- 3.3 Satellite Members-At-Large representing communities in Northern Alberta, Yukon, Northwest Territories, and Nunavut, may be appointed to the Executive at the discretion of the Chair at any time. These Satellite Members-At-Large are to coordinate local activities in their community and surrounding area in the promotion of Civil Engineering.

4. DUTIES OF OFFICERS

4.1 Chair

- .1 Shall perform the usual duties of such office, and to be eligible for office shall have served at least one year as an Executive Member at Section, Regional or National level.
- .2 Shall be the official representative of the Section at Regional and National meetings and conferences, or shall appoint delegates.
- .3 Shall be responsible to the Executive for scheduling, organizing, and supervising all meetings, in such a manner as to achieve the objectives of the Section.
- .4 At the discretion of the Executive shall enter into agreements with other societies to share the costs and revenues related to meetings and notices.
- .5 Shall, along with the Vice-Chair, have authority to co-sign cheques issued by the Treasurer.

4.2 Vice-Chair

- .1 Shall perform the duties of the Chair in the Chair's absence.
- .2 Shall be the Professional Development Chair.
- .3 Shall maintain and update the Section Procedures Manual
- .4 Shall participate in the Edmonton Association of Technical Societies (EATS) as a representative of the Edmonton Section of the Canadian Society for Civil Engineering.

4.3 Secretary

- .1 Shall record and distribute the minutes of all meetings of the Executive.
- .2 Shall keep Regional and National headquarters informed of all personnel changes within the Executive.

4.4 Treasurer

- .1 Shall receive all Section moneys, deposit same to the credit of the Section in a chartered bank, and shall co-sign for all withdrawals.
- .2 Shall keep a proper record of all moneys received and paid out, for submission to the auditor.
- .3 Shall prepare an audited financial statement at the end of the fiscal year, and a budget for the ensuing year, for approval by the Executive.
- .4 Shall present a financial report at the Section Annual General Meeting.
- .5 Shall submit a financial statement at each meeting of the Executive.

4.5 Publicity Chair

- .1 Shall Chair a committee to:
 - a) Prepare and distribute event notices to members.
 - b) Maintain and regularly update the Section web site
 - c) Arrange media publicity where appropriate.
 - d) Arrange photography of Section events, as appropriate.
 - e) Submit articles about Section activities for publication in the "Canadian Civil Engineer".
 - f) Extend invitations to special groups or individuals outside the Section who may be interested in Section activities.

4.6 Professional Development Chair

- .1 Shall Chair a committee to:
 - a) Plan and Organize the annual dinner meeting program
 - b) Coordinate with National Office to plan and organize Professional Development workshops and national lecture tours
 - c) Keep National Office informed of the Section's technical activities and provide information to the Publicity Chair to publicize events in a timely manner.
 - d) Oversee all other events of a technical nature

4.7 Membership Chair

- .1 Shall Chair a committee to:
 - a) Have the objective of recruiting new members.
 - b) Coordinate an annual membership drive
 - c) Contact prospective members, prospective corporate members, prospective student members, lapsed members, and fellows, to encourage participation and promote the Society.
 - d) Maintain an up-to-date Section membership list and Section mailing list.
 - e) Provide the Publicity Chair with the names and addresses of prospective and new members who are to receive regular mailings or who are to be notified of a particular meeting.
 - f) Represent the Section on the Society's National Membership Committee.

4.8 History Rep

- .1 Shall liaise with the CSCE National History Council to oversee history activities in the Section
- .2 Shall collect and maintain history archives from individuals residing in the Section.

5. NOMINATIONS AND ELECTIONS

- 5.1 The Nominating Committee shall consist of the Chair and Vice-Chair of the Section and the immediate Past Chair.
- 5.2 The Nominating Committee shall submit nominations to the Executive as follows:
- .1 Chair..... one year term
 - .2 Vice-Chair one year term
 - .3 Secretary
 - .4 Treasurer
 - .5 Publicity Chair
 - .6 Professional Development Chair
 - .7 Membership Chair
 - .8 Up to six Members-At-Large..... one year term

The position of Chair shall be filled by the immediate past Vice-Chair as a continuing position.

- 5.3 Not less than fifteen days before the Section Annual General Meeting, a notice of the meeting, including the slate of nominees and the procedure for additional nominations, shall be sent to all Section members via an electronic medium (fax or email) unless instructed by a Section Member to forward information via Canada Post.
- 5.4 Additional nominations will be accepted by the Chair up to forty-eight hours prior to the Section Annual General Meeting.
- 5.5 Additional nominations must be signed by no fewer than five members of the Section.
- 5.6 Nominees must be members of the Society, and must acknowledge in writing at the time of nomination that they are prepared to fulfil the duties of an Executive member.
- 5.7 If there is more than one nomination for any position, there will be an election, conducted in the following manner, at the Section Annual General Meeting:
- .1 The Secretary shall distribute ballots of paper on which each duly qualified voter (Member, Associate Member or Fellow of the Society) shall mark a choice from the names of those nominated for the office being contested.
 - .2 the Chair of the Annual General Meeting shall appoint two scrutineers from the floor to collect and count the ballots and report the results to the Chair.

- .3 The nominee receiving the largest number of votes shall be declared elected.
- .4 In the event of a tie, the Chair of the Annual General Meeting shall cast the deciding vote.

- 5.8 Where only one candidate has been nominated, the Chair of the Annual General Meeting shall declare that candidate elected.

- 5.9 The History Rep shall be appointed by the CSCE National History Coordinator at the discretion of the Chair.

- 5.10 The U of A Faculty Representative and Graduate Student Representative shall be appointed by the Head of the Civil Engineering Department at the University of Alberta.

- 5.11 The NAIT Faculty Representative and Student Representative shall be appointed by the Head of the Civil Engineering Technology Department at NAIT.

- 5.12 The U of A Undergraduate Representative shall be appointed by the Civil Engineering Undergraduate Society at the University of Alberta.

- 5.13 Any vacancy on the Executive during the year may be filled by appointment upon the approval of the Executive until the next Annual General Meeting when a proper election can occur.

6. MEETINGS

6.1 Executive Meetings

- .1 Shall be held regularly, normally once per month.
- .2 Seven members of the Executive are required for a quorum.

6.2 Regular Meetings (Dinner Meetings)

- .1 Shall be scheduled by the Professional Development Chair so that there are generally not less than seven per year.

6.3 Special Meetings

- .1 May be called by the Executive or at the written request of ten members stating the objective of the meeting.
- .2 Twenty Section members shall constitute a quorum at a Special Meeting.

- .3 The date of a Special Meeting shall be set by the Executive, and a notice stating the objective, date and place of the meeting shall be mailed to all Section members at least ten days before the meeting.

6.4 Annual General Meeting

- .1 The Annual General Meeting shall be held during the month of April unless otherwise decided by the Executive and in any event not more than fifteen months after the preceding Annual General Meeting.
- .2 Notice of the Annual General Meeting shall be sent to members, in accordance with Section 5 (Nominations and Elections) of these bylaws.
- .3 Twenty Section members shall constitute a quorum at the Annual General Meeting.
- .4 The order of business at the Annual General Meeting shall be:
 - .1 Reading of the notice calling the meeting.
 - .2 Reading of the minutes of the previous Annual General Meeting.
 - .3 Reports of the Chair and Treasurer.
 - .4 Chair's address.
 - .5 Report of the Nominating Committee.
 - .6 Elections if required.
 - .7 Other business.

7. SECTION FUNDS AND PROPERTY

- 7.1 The Executive shall control all funds and other property of the Section.

7.2 Membership Dues

- .1 All membership dues shall be collected by the Society.
- .2 A portion of the dues will be rebated to the Section in accordance with the bylaws of the Society.

7.3 Budget

- .1 Approval by the Executive of the budget prepared by the Treasurer will allow the various chairs to spend up to the amount set in the budget without further authorization.
- .2 Expenses not in the budget shall not be incurred without prior approval of the Executive.

- .3 Unused funds budgeted to individual committees shall revert to Section general funds at the end of the fiscal year.

7.4 Financial Records

- .1 The Section fiscal year shall be from October 1 to September 30.
- .2 The Treasurer shall maintain a complete account of the Section finances, including petty cash accounts and trust accounts for special funds.
- .3 The Treasurer shall also maintain an inventory of Section physical property.
- .4 All amounts paid out by the treasure must be within the budget and be approved by the appropriate Committee Chair.
- .5 Prior to the end of the fiscal year, the Executive shall appoint one or more Section members to act as auditors.
- .6 The auditors shall not be members of the Executive.
- .7 The auditors shall check the accounts of the Section to satisfy themselves that the year-end financial statement prepared by the Treasure is correct, and shall prepare a brief report.

8. ANNUAL REPORT

- 8.1 At the end of the fiscal year, the Section shall submit an Annual Report to the Vice President for the Region.
- 8.2 The Annual Report shall include the audited financial statement and a summary of the activities, meetings and other operations of the Section during the fiscal year.
- 8.3 The Annual Report shall be approved by the Executive.

9. AMENDMENTS TO BYLAW

- 9.1 Amendments to these bylaws shall take effect upon approval by the members of the Executive.
- 9.2 The bylaws shall conform generally with the bylaws of the Society.

10. INTERPRETATION

- 10.1 The interpretation of the Section bylaw by the Executive shall be final.

11. GENERAL PROCEDURES

11.1 Where not otherwise specified in these bylaws, the procedures and rules of order followed by the Section shall conform with those adopted by the Society.
