



CANADIAN SOCIETY FOR CIVIL ENGINEERING

Edmonton Section

Bylaws – March, 2017

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.
- .9 to connect with local civil engineering industry to share experience, knowledge, etc.

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 Young Professional Chair
- .7 Membership Services Chair
- .8 History Chair
- .9 Three Student Representatives:
 - a) One U of A Undergraduate Representative,
 - b) One U of A Graduate Representative,
 - c) One NAIT Student Representative.
- .10 Two Faculty Representatives:
 - a) One U of A Faculty Representative,
 - b) One NAIT Faculty Representative.
- .11 Voting Member(s)-At-Large

And the following non-voting members:

- .12 Non-Voting Member(s)-At-Large
- .13 Past Chair
- .14 Up to six Satellite Members-At- Large

3.2 The number of Voting Member(s)-At-Large is to be determined by the Nominating Committee (Item 5.1), and shall not exceed 6 members.

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

3.4 Satellite Member(s)-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 Member(s)-At-Large are to co-

ordinate local activities in their community and surrounding area in the promotion of Civil Engineering.

- 3.5 Any position(s) that is held by two or more individuals as “co-chairs” may only cast one vote for that position.
- 3.6 A young professional is herein defined as an individual that is under the age of 35 or is within the first 10 years of their professional career.

4. DUTIES OF OFFICERS

4.1 Chair

- .1 Shall be responsible and accountable for the administration of the Section in accordance with these Bylaws.
- .2 Shall perform the usual duties of such office.
- .3 Shall be the official representative of the Section at Regional and National meetings and conferences, or shall appoint delegates.
- .4 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.
- .5 At the discretion of the Executive shall enter into agreements with other societies to share the costs and revenues related to meetings and notices.
- .6 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 Organize local Fellowship Nominations
- .3 Shall Chair a committee to:
 - a) Plan and organize the Annual Dinner Meeting Presentations.
 - 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.
 - e) Oversee the annual Section Sponsor Drive.
- .4 Shall, along with the Chair, have authority to co-sign cheques issued by the Treasurer.

4.3 Secretary

- .1 Shall send notice of Executive meetings to all Executive members.
- .2 Shall distribute an agenda prior to the Executive meeting.
- .3 Shall record and distribute the minutes of all meetings of the Executive.
- .4 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 (Item 7.4).
- .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) Maintain and regularly update Section social media accounts (Facebook, Twitter, etc.)
 - d) Arrange media publicity where appropriate.
 - e) Arrange photography of Section events, as appropriate.
 - f) Submit articles about Section activities for publication in the "Canadian Civil Engineer".
 - g) Extend invitations to special groups or individuals outside the Section who may be interested in Section activities.
 - h) Maintain an up-to-date Section mailing list.

4.6 Young Professional Chair

- .1 Shall Chair a committee to:
 - a) Manage all Young Professional focused or designated Events.
 - b) Prepare a Young Professional budget to be approved by the Section, and track expenses and coordinate with the Treasurer.
 - c) Coordinate with the National Young Professional Committee.

- d) Coordinate a minimum of one (1) event yearly with the U of A Civil and Environmental Students' Society.
- e) Provide a summary report of activities to the Chair for use at the Annual General Meeting.

4.7 Membership Services Chair

- .1 Shall Chair a committee to:
 - a) Have the objective of recruiting new members.
 - b) Coordinate an annual membership drive in coordination with the Young Professional Chair and the U of A CSCE Student Chapter Chair.
 - c) Encourage participation and promote the Society by: contacting prospective members, prospective corporate members, prospective student members, lapsed members, and fellows.
 - d) Liaise with the Chair of the National Membership Services Committee in an effort to bring forward initiatives to enhance member service.

4.8 History Chair

- .1 Shall Chair a committee to:
 - a) Shall liaise with the CSCE National History Committee to oversee history activities in the Section .
 - b) Shall collect and maintain history archives from individuals residing in the Section.

4.9 Student Representatives

- .1 The U of A Undergraduate Representative, shall be the Chair of the U of A CSCE Student Chapter.
- .2 The U of A Graduate Representative, shall be an individual who is a graduate student at the U of A.
- .3 The NAIT Student Representative, shall be an individual who holds a position on the NAIT Civil Students Club.

4.10 Faculty Representatives

- .1 The U of A Faculty Representative, shall be an individual who works as a professor / associate professor for the U of A Civil and Environmental Department.
- .2 The NAIT Faculty Representative, shall be an individual who works as an instructor for the NAIT Civil Engineering Technology Department.

4.11 Voting Member(s)-At-Large

- .1 Shall be an individual who has attended Executive meetings for a minimum of 1 year.
- .2 Individual must be nominated by the Nominating Committee, and confirmed by a vote of the Executive.

4.12 Non-Voting Member(s)-At-Large

- .1 Shall be an individual who volunteers and/or participates in events / committees / subcommittees, and supports the Executive as required.
- .2 The individual is to be appointed by the Nominating Committee.

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. An individual can only hold one of the positions of Chair, Vice-Chair, and Past Chair at any given time.

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 Young Professional Chair
- .7 Membership Services Chair
- .8 History Chair
- .9 Voting Member(s)-At-Large
- .10 Non-Voting Member(s)-At-Large

5.3 The position of Chair shall be filled by the immediate past Vice-Chair as a continuing position. With each position intended to be for a term of one year per position. Should the incoming Vice-Chair position be vacant the Nominating Committee may nominate an individual who has served at least one year as an Executive Member at the Section, Regional, or National level, this can include the current Chair.

5.4 An individual shall not hold more than one position at the same time.

- 5.5 Not less than fifteen days before the Section Annual General Meeting (AGM), a notice of the meeting, including the slate of nominees, the procedure for additional nominations, and the minutes from the previous AGM, 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.
- 5.6 Additional nominations will be accepted by the Section Chair up to forty-eight hours prior to the Section Annual General Meeting.
- 5.7 Additional nominations must be signed by no fewer than five members of the Section.
- 5.8 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.
- 5.9 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 Nominees shall have the opportunity to present a statement on their candidacy.
 - .2 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.
 - .3 the Chair of the AGM shall appoint two scrutineers from the floor to collect and count the ballots and report the results to the Chair of the AGM.
 - .4 The nominee receiving the largest number of votes shall be declared elected.
 - .5 In the event of a tie, the Chair of the AGM shall cast the deciding vote.
- 5.10 Where only one candidate has been nominated, the Chair of the Annual General Meeting shall declare that candidate elected.
- 5.11 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.
- 5.12 The NAIT Faculty Representative and Student Representative shall be appointed by the Head of the Civil Engineering Technology Department at NAIT.
- 5.13 The U of A Undergraduate Representative shall be appointed by the Civil Engineering Undergraduate Society at the University of Alberta.

- 5.14 Any vacancy on the Executive during the year may be filled by a nominee from the Nominating Committee and be confirmed by a vote 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 A quorum of voting members of the Executive is required for motions to be passed
- .3 A quorum is defined as half of the voting positions filled plus one.

6.2 Regular Meetings (Dinner Meetings)

- .1 Shall be scheduled by the Vice-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 electronically distributed 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. FUNDS AND PROPERTY

- 7.1 The Executive shall control all funds and other property of the Section.
- 7.2 Payments and cheques shall be co-signed by two of the following: Chair, Vice-Chair, and Treasurer.

7.3 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.

7.4 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.

7.5 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 treasurer 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.
- 9.3 The Chair is to appoint a review committee for a mandatory review of the Bylaws, to be completed no longer that five (5) year from the last Bylaw approval.

10. INTERPRETATION

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

11. GENERAL PROCEDURES

- 11.1 These Bylaws became effective upon majority approval of the voting Section Executive on Friday, March 10, 2017.
 - 11.2 Where not otherwise specified in these bylaws, the procedures and rules of order followed by the Section shall conform to those adopted by the Society.
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