

**CALGARY SECTION**



**BY-LAWS**  
**OF THE CANADIAN SOCIETY FOR CIVIL ENGINEERING,**  
**CALGARY SECTION**



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**BY-LAWS  
OF THE CANADIAN SOCIETY FOR CIVIL ENGINEERING,  
CALGARY SECTION**

**1. NAME**

- 1.1 The name of this organization shall be the Canadian Society for Civil Engineering, Calgary 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 southern 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 cooperate 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 cooperate 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 Chairman
  - .2 Vice-chairman
  - .3 Secretary
  - .4 Treasurer
  - .5 Student Representative, University of Calgary
  - .6 Graduate Student Representative, University of Calgary
  - .7 Faculty Representative, University of Calgary
  - .8 Student Representative, SAIT
  - .9 Faculty Representative, SAIT
  - .10 Six Members-at-Large (Maximum)
  - .11 Past-Chairman
  - .12 Membership
  - .13 Publicity
  - .14 Sponsorship
- 3.2 Additional ex-officio members may be appointed to the Executive at the discretion of the Chairman at any time.



#### **4. DUTIES OF OFFICERS**

##### **4.1 Chairman**

- .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, along with the Vice-Chairman, have authority to co-sign cheques issued by the Treasurer.
- .4 Shall be an ex-officio member of all Section standing committees.
- .5 Shall call regular meetings of the Executive.

##### **4.2 Vice-Chairman**

- .1 Shall perform the duties of the Chairman in the Chairman's absence.
- .2 Shall be the Chairman of the Program and Meetings Committee.

##### **4.3 Secretary**

- .1 Shall call meetings of the Executive at the direction of the Chairman.
- .2 Shall prepare the agenda and record the minutes of all meetings of the Executive.
- .3 Shall collaborate with the Program and Meetings Committee in the arrangements for all Section meetings.
- .4 Shall maintain a current list of the members of all Section Committees for distribution to the members of the Executive.
- .5 Shall keep Regional and National headquarters informed of all personnel changes within the Executive.

##### **4.4 Treasurer**

- .1 Shall receive all Section monies, 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 monies received and paid out, for submission to the auditor.

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- .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 meeting.
- .5 Shall submit a financial statement at each meeting of the Executive.
- 4.5 Student Representative, University of Calgary
  - .1 Shall liaise with the University of Calgary CSCE student chapter as well as any other relevant engineering student societies.
- 4.6 Graduate Student Representative, University of Calgary
  - .1 Shall liaise with the University of Calgary civil engineering graduate students as required.
- 4.7 Faculty Representative, University of Calgary
  - .1 Shall liaise with the University of Calgary civil engineering faculty; graduate students; CSCE student chapter and any other relevant engineering student societies.
- 4.8 Student Representative, SAIT
  - .1 Shall liaise with the SAIT civil engineering technology students as required.
- 4.9 Faculty Representative, SAIT
  - .1 Shall liaise with the SAIT faculty and civil engineering students as required.
- 4.10 Members-at-Large
  - .1 Shall be required to attend a minimum of one Executive Meeting per year.
- 4.11 Past-Chairman
  - .1 Shall advise the Chairman as requested.

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### 4.12 Membership

- .1 Shall be the Chairman of the Membership Committee and will direct and transact membership business in conjunction with Section executive's wishes.

### 4.13 Publicity

- .1 Shall be the Chairman of the Publicity Committee and will direct and transact publicity business in conjunction with Section executive's wishes.

### 4.14 Sponsorship

- .1 Shall be the Chairman of the Sponsorship Committee and will direct and transact sponsorship business in conjunction with Section executive's wishes.

## **5. NOMINATIONS AND ELECTIONS**

5.1 The Nominating Committee shall consist of the Chairman of the Section and the immediate Past-Chairman.

5.2 The Nominating Committee shall submit nominations to the Executive as follows:

- |    |                        |               |
|----|------------------------|---------------|
| .1 | Chairman*              | One Year Term |
| .2 | Vice-Chairman          | One Year Term |
| .3 | Secretary              | Two Year Term |
| .4 | Treasurer              | Two Year Term |
| .5 | Three Members-at-Large | Two Year Term |
| .6 | Membership             | Two Year Term |
| .7 | Publicity              | Two Year Term |
| .8 | Sponsorship            | Two Year Term |

(\* The Chairman shall be nominated annually for no more than three consecutive one-year terms)

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- 5.3 Not less than fifteen days before the Section annual meeting, a notice of the meeting, including the slate of nominees and the procedure for additional nominations, shall be sent to all Section members.
- 5.4 Additional nominations will be accepted by the Secretary up to forty-eight hours prior to the Section annual 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 nominations that they are prepared to fulfill 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 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 Chairman of the meeting shall appoint two scrutineers from the floor to collect and count the ballots and report the results to the Chairman.
  - .3 The nominee receiving the largest number of votes shall be declared elected.
  - .4 In the event of a tie, the Chairman of the meeting shall cast the deciding vote.
- 5.8 Where only one candidate has been nominated, the Chairman of the annual meeting shall declare that candidate elected.
- 5.9 The Faculty Representative shall be appointed by the Head of the Civil Engineering Department at the University of Calgary.
- 5.10 The Student Representative shall be appointed by the Civil Engineering Undergraduate Society at the University of Calgary.





## **6. COMMITTEES**

- 6.1 There shall be seven Committees:
  - .1 Program and Meetings
  - .2 Publicity
  - .3 Membership
  - .4 Nominating
  - .5 By-Laws
  - .6 Sponsorship
  - .7 Fellow Nomination
- 6.2 The Section Chairman is to be an ex-officio member of all Committees and is to be notified of all committee meetings.
- 6.3 The Chairman of a Committee shall be a member of the Executive but other members need not be.
- 6.4 A Committee Chairman may fill vacancies on the committee, add to the number of committee members, or revoke the appointment of any committee member who is habitually absent or otherwise ineffective.
- 6.5 Prior to the Section Annual Meeting, the Chairman of each committee shall submit a written report on the work done by the committee during the past year.
- 6.6 Program and Meetings Committee
  - .1 Shall be chaired by the Vice-Chairman of the Section.
  - .2 Shall be responsible to the Executive for scheduling, organizing, and supervising all meetings except Executive and business meetings, in such a manner as to achieve the objectives of the Section.
  - .3 Shall submit to the Executive the proposed program for the September to April season.
  - .4 Shall collaborate with the Executive and the Publicity Committee, giving the latter information as to the speaker and subject for distribution.
  - .5 Shall maintain a record of meeting attendance.



#### 6.7 Publicity Committee

- .1 Shall be responsible for publishing and transmitting all Section meeting notices to members
- .2 Shall arrange media publicity where appropriate.
- .3 Shall arrange for photography of Section events, as appropriate.
- .4 Shall submit articles about Section activities for publication in the “Canadian Civil Engineer”.
- .5 Shall arrange to extend invitations to special groups or individuals outside the Section who may be interested in Section activities.
- .6 At the discretion of the Executive, shall enter into agreements with other societies to share the costs and revenues related to meetings and notices.

#### 6.8 Membership Committee

- .1 Shall have as its objective the recruitment of new members.
- .2 Shall prepare a membership recruitment and retention plan. Review and update plan annually.
- .3 Shall contact prospective members and send them literature promoting the Society.
- .4 Shall maintain an up-to-date Section contact list.
- .5 Shall provide the Society with updates of member contact information.
- .6 Shall provide the Publicity Committee with the names and addresses of prospective members who are to receive regular mailings or who are to be notified of a particular meeting.
- .7 Shall contact members in arrears based on a list provided by the Society annually each spring.



6.9 Nominating Committee

- .1 Shall be constituted and act in accordance with Section 5 (Nominations and Elections) of these by-laws.
- .2 May suggest to the Executive the names of any Section members suitable for the Society's National or Regional committees.

6.10 By-Laws Committee

- .1 Shall consist of at least two members, one of which shall be the Chairman or immediate Past-Chairman.
- .2 Shall study reports affecting Society and Section activities and make recommendations to the Executive regarding changes which may affect the by-laws of the Section.

6.11 Technical Committees

- .1 At the written request of ten members, which shall include a proposed business plan, and with the approval of the Executive, a Technical Committee of the Section may be established to correspond with a Technical Division of the Society.
- .2 The purpose of a Technical Committee shall be to promote and arrange Section technical activities within that committee's field of interest.

6.12 Sponsorship Committee

- .1 Shall prepare a sponsorship plan. Review and update plan annually.
- .2 Create a sponsorship request package.
- .3 Canvas the section executive for potential sponsors.
- .4 Distribute sponsorship requests to potential sponsors.

6.13 Fellow Nomination Committee

- .1 Shall consist of at least three members, consisting of a minimum: of one Fellow; one past Fellow Nomination Committee member; and one new person.
- .2 Shall annually review the list of prospective Fellows and submit proposed candidate(s) to the Society by December 15.



## **7. MEETINGS**

### **7.1 Executive Meetings**

- .1 Shall be held regularly, normally once per month.
- .2 Five Executive members shall constitute a quorum at an Executive Meeting.

### **7.2 Regular Meetings**

- .1 Shall be scheduled by the Program and Meetings Committee so that there are generally not less than seven per year.

### **7.3 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.

### **7.4 Annual Meeting**

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



## **8. SECTION FUNDS AND PROPERTY**

- 8.1 The Executive shall control all funds and other property of the Section.
- 8.2 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 by-laws of the Society.
- 8.3 Budget
  - .1 Approval by the Executive 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.
  - .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.
- 8.4 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 Treasurer must be within the budget and be approved by the appropriate Committee Chairman.
  - .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 Treasurer is correct, and shall prepare a brief report.



## **9. ANNUAL REPORT**

- 9.1 Within 30 days of the fiscal year end, the Section shall submit an Annual Report to the Vice President for the Region.
- 9.2 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.
- 9.3 The annual Report shall be approved by the Executive.

## **10. AMENDMENTS TO BY-LAWS**

- 10.1 Amendments to these by-laws shall take effect upon approval by a membership vote at the Annual Meeting or by letter ballot.
- 10.2 The by-laws shall conform generally with the by-laws of the Society.
- 10.3 Approval at an Annual Meeting shall consist of a minimum of 2/3 majority hand vote of the total number of members present.
- 10.4 A vote by letter ballot must conform to the following requirements:
  - .1 Ballots shall be distributed to all members in good standing.
  - .2 Proposed by-law changes and voting instructions must be included with the ballots.
  - .3 All ballots shall be initialed by the Secretary.
  - .4 Returned ballots must be sealed in a blank envelope which in turn is placed in a return envelope that has been signed by the voting member.
  - .5 Voting members shall be allowed at least 30 days from the mailing date to return their ballot.
  - .6 Approval shall consist of a minimum of a 2/3 majority vote of the total number of completed returned ballots.
  - .7 A minimum of 10 percent of letter ballot votes distributed must be completed, returned and unspoiled in order for the amendment(s) to take effect.
  - .8 Letter ballots shall be counted and scrutinized by three members including at least one member of the executive and at least one member who is not a member of the executive.



## **11. INTERPRETATION**

11.1 The interpretation of the Section by-laws by the Executive shall be final.

## **12. GENERAL PROCEDURES**

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