

**Canadian Institute of Forestry/Institut Forestier du Canada**

Constitution of the  
Rocky Mountain Section of the  
Canadian Institute of Forestry

March 17, 2000

**Article I:**     Name of Organization

**1.1**           The Section shall be known as the “Rocky Mountain Section of the Canadian Institute of Forestry”.

**Article II:**    Objects of the Organization

**2.1**           The objects of the Section shall be:

- (a) To encourage a wider understanding of the problems of forestry and improve forestry practice in Canada with particular emphasis on local problems and practice.
- (b) To advance the members in their knowledge of the science and practice of forestry and cultivate an esprit-de-corps within the membership.
- (c) To promote public interest in and knowledge of sound forestry practice.
- (d) To better acquaint Members with each other and with other individuals with common interest in similar or related fields.

**Article III:**   Area of Jurisdiction

**3.1**           The Section shall have jurisdiction in the Province of Alberta or such area as may from time to time be defined by the Board of Directors of the Canadian Institute of Forestry.

**Article IV:**    Condition of Membership

**4.1**           Membership of the Section shall be comprised of Members in good standing of the Canadian Institute of Forestry who reside or who are employed within the Section’s jurisdictional area; provided that Members of the Canadian Institute of Forestry resident and employed outside the Section’s jurisdictional area may become Members upon written application approved by Council.

**4.2**           Classes of membership shall be the same as the classes of membership specified in the By-laws of the Canadian Institute of Forestry.

**4.3**           Except as herein after provided, only Active, Affiliate and Honorary Members shall be entitled to hold office in the Section and to vote on matters affecting the Section.

**4.4** Termination of membership in the Canadian Institute of Forestry, whether Due to resignation, failure to pay dues, or for cause, shall if so terminate membership in the Section.

**4.5** Any Member may resign from the Section by submitting a written resignation to the Secretary of the Section who will advise the section who will advise the Secretary-Manager of the National Office. No dues will be refunded to any resigned Member.

**Article V:** Fees

**5.1** Section fees shall be as determined from time to time by resolution of the Council and approved by a majority of Members present at any annual or any other business meeting. Fees are due and payable on the first day of July of each year.

**5.2** In the event of non-payment of dues by any Member, on or before the last day of December of the current year, then such delinquent Member shall be struck off the rolls and shall be notified by mail to this last known address. Formal application for reinstatement of Members struck off the roll for non-payment of dues will be considered for acceptance if accompanied by payment of dues for the current year plus a reinstatement charge which may be established from time to time by the Executive Committee

**Article VI:** Organization and Responsibilities of the Council

**6.1** The affairs of the Section shall be managed by Council of eleven Members consisting of a Chair, a Vice-Chair, a Treasurer, the Section Representative on the Board of Directors of the Canadian Institute of Forestry, and seven Councillors, one of whom is the Secretary and one of whom is the Section News Representative. The Chair, Vice Chair, and Section Representative must be active Members of the C.I.F. or Honorary Members who formerly held active status.

**6.2** The Members of Council shall be Members of the Section in good standing and, with the exception of the Treasurer shall be elected annually in accordance with Article VIII and shall hold office until the end of the fiscal year in which their term of office expires.

**6.3** Vacancies occurring in elective Council offices shall be filled for the balance of the current term by appointment of the Chair.

**6.4** The Treasurer shall be appointed annually by the Council and

shall hold office until a successor is appointed.

**6.5** Nominations for the Section Representative and Alternates on the Board of Directors shall be made annually by the Council in accordance with the provisions contained in the by-laws of the Canadian Institute of Forestry respecting the election of Directors ( see Section 5) and such representative shall hold office until a successor is elected. The Section representative on the Board of Directors must have been either on Council or active on a Section Committee for two years previous to election to the post of Section Representative to the Board of Directors.

**6.6** The first meeting of the Council shall be held at such time and place as shall be determined by the incoming Chair. All subsequent meetings of the Council shall be held at such time and place as shall be determined by the Council, or the Chair acting under general authority granted by the Council at its first meeting. Four days written notice of meetings shall be sent to each Council Member. Six Council Members shall constitute a quorum.

**Article VIII: Responsibilities of the Officers**

**7.1** The property and business of the Section shall be managed by the Council. The Chair shall be the chief executive officer and shall normally preside at all meetings of the Council and of the Section-membership, be jointly responsible with the Secretary for maintaining contact with the officers of the Canadian Institute of Forestry shall have all the power and duties usual to the office. The Chair shall see that all orders and resolutions of the Council and Section are carried into effect. The Chair or the Vice-Chair with the Treasurer or other officers appointed by the Council for the purpose, shall sign all documents requiring the signature of the officers of the Corporation. The Chair shall jointly be responsible with the Treasurer and Vice –Chair for disbursing Section funds. In case of an equality in votes on any question submitted to a vote at either Council or Membership meeting, the Chair shall have a second or casting vote.

**7.2** The Vice-Chair shall have the power and shall perform the duties of the Chair in case of absence or disability and shall perform such other duties as shall from time to time be imposed by the Council.

**7.3** The Secretary shall give notice of both Council and Section meetings, have charge of and maintain all records of the Section and Council, attend to Section correspondence, conduct and supervise any voting by letter ballots, and be jointly responsible with the Chair maintaining contact with the officers of the Canadian Institute of Forestry.

The Treasurer shall be responsible for handling Section funds and all banking transactions, and be jointly responsible with the Chair and Vice-Chair for disbursing the Section funds, taking proper receipts for such disbursements, keeping the Section's financial records and accounts, rendering an account of all transactions as Treasurer when requested by the Chair or Council. The Treasurer shall perform all such other duties as are usual to his office. All cheques for disbursement of Section funds must be signed by two of the three officers: Chair, Vice-Chair, and Treasurer.

- 7.4** The Section representative on the Board of Directors shall attend meetings of the Board of Directors of the Canadian Institute of Forestry, present the Section's views to the Board of Directors and generally perform all the duties of a Director provided for in the by-laws of the Canadian Institute of Forestry. The Director shall also submit a written report of the Director's meeting to the Section Chair and be prepared to present verbal reports to the next Council and Business meeting.
- 7.5** The Section News Representative shall maintain liaison between the Section and the Editor of the Canadian Institute of Forestry.

**Article VIII: Process of Nominations and Elections**

- 8.1** The Chair shall, with the approval of the Council, not later than November 1<sup>st</sup>, immediately preceding the expiration of the Council's term of office, appoint a Nominating Committee consisting of three Section Members who shall, within a further period of sixty-two days (January 1<sup>st</sup>), submit to the Secretary a slate of officers consisting of one or more nominees for the offices of Chair, Vice-Chair, and for each of the other Councillors. The nominating committee shall secure each nominee's consent in writing before submitting his name as nominee.
- 8.2** The Nominating Committee's slate of Officers shall be submitted to the Members, either at a general meeting of the Members provided due notice to the submission has been given with the notice of such meeting, or by mail at least two weeks prior to the date that nominations are to be closed.
- 8.3** Other nominations may be submitted in writing to the Secretary on or before the date that nominations are to be closed, provided such additional nominations are signed by two members in good standing and accompanied by the written consent of the nominee.
- 8.4** Nominations shall close on February 1<sup>st</sup>, provided that should the Nominating Committee's slate of officers be submitted to the members with the announcement of a general meeting of the Members,

nominations may be closed as of the date of such meeting by resolution of the meeting.

- 8.5** When nominations exceed the number of positions to be filled, a ballot, returnable to the Secretary in a special envelope marked 'Ballot' enclosed in a envelope identifying the voter, shall be mailed by the Nomination Committee on or before February 15, to each Section Member. The polls shall close at midnight March 15<sup>th</sup> and any ballot received by the Secretary after this date shall be void.
- 8.6** The Chair shall appoint a Scrutineer Committee consisting of two members to count the ballots and report the results to the Secretary.
- 8.7** When nominations do not exceed the number of positions to be filled, the election of the nominees to the respective positions of which they have been nominated shall be held at the Section's Annual Meeting.
- 8.8** Nominations for the office of Section Representative and Alternate on the Board of Directors shall be made by Council and submitted to the Members at the annual meeting of the Section. The names of the Section Representative and Alternate shall be submitted to the Executive Director of the Canadian Institute of Forestry by April 30<sup>th</sup>. The Chair who will be retiring the following May 1<sup>st</sup> shall normally be one of the nominees for the office of Section Representative on the Board of Directors.

**Article IX:** Meetings

- 9.1** The Annual Meeting of the Members shall be held during the month of March for the purpose of receiving the Chair's report, the current financial statement, the committee reports which are reported on annually, and for the election of Council members for the Section's next fiscal year, and generally to deal with all matters as shall properly come before the meeting.
- 9.2** General meetings of the Members may be held from time to time as directed by the Council.
- 9.3** Notice of any meeting of the Members shall be mailed by the Secretary to each member in good standing at least fourteen days prior to the date of the meeting. Twenty Members present at the meeting shall constitute a quorum. Such notices shall contain as complete a list of business to be discussed as possible as well as any other matters of interest on the program.
- 9.4** Meetings shall be conducted in accordance with the usual rules of order at public meetings unless otherwise provided in the by-laws of the Section.

**9.5** Voting at meetings shall be by show of hands unless a ballot be requested, and shall be governed by the provisions herein before contained and be in accordance with the by-laws of the Canadian Institute of Forestry.

**Article X:** Committees

**10.1** The Chair may from time to time appoint committees which will normally consist of three Members one of whom should be a member of the Section Council for such purposes as he shall deem advisable in order to more effectively promote the Section's objects.

**Article XI:** Fiscal Year

**11.1** The fiscal year of the Section shall commence on the first day of May and terminate on the thirtieth day of April.

**Article XII:** Auditors

**12.1** The Chair shall, not later than the end of the fiscal year, appoint two members of the Section to examine the Section's books for the current fiscal year and submit a report to the Council.

**Article XIII:** Amendments

**13.1** This Constitution may be amended or rescinded:

- (1) At any meeting of the Members of the affirmative vote of two-thirds of the Members present provided twenty Members or twenty percent of the Section enrolment, whichever is the lesser are present, and further provided at least thirty days prior notice of the proposed amendment or rescission has been given to the Members or
- (2) By letter ballot by the affirmative vote of two-thirds of the Members voting.

Any amendment or rescission when so approved shall forthwith become operative and binding.

**Article XIV:** General

**14.1** This constitution shall be read and construed as subject to the by-laws of the Canadian Institute of Forestry, and where not otherwise provided for herein the form and procedures as contained in the by-laws of the Canadian Institute of Forestry shall apply with all necessary modifications.