

Canadian Institute of Forestry/Institut Forestier du Canada

NWO Section Operating By-Law #2-2015

A by-law relating generally to the conduct of the affairs of
CIF Northwestern Ontario Section (the 'section')

BE IT ENACTED as a by-law of the Section as follows:

Article I

Interpretation

Definitions

In this by-law and all other by-laws and resolutions of the Section, unless the context otherwise requires:

- a) "by-laws" means this by-law and all other by-laws of the Institute as amended and which are, from time to time, in force and effect;
- b) "meeting of members" includes an annual meeting of members and a special meeting of members;
- c) "Institute" means the Canadian Institute of Forestry, inclusive of the board of directors; and
- d) "Council" means the NWO CIF members actively involved in council meetings, event planning and making decisions on behalf of the larger NWO CIF section.
- e) "Board" means the Council Director, Chair, Vice-Chair and past Director.
- f) "Director" means the Representative of the Board of Directors.

Article II

General

By-laws of the Canadian Institute of Forestry

The General Operating By-Law #1-2008 of the Canadian Institute of Forestry and all other by-laws of the Institute as amended and which are, from time to time, in force and effect shall be incorporate as by-laws of the Section.

Area to be Included

That area of the Province of Ontario, bounded on the west by a line commencing at the International boundary, thence northerly along the 92 degree of longitude passing approximately 16 miles west of the town of Atikokan to the 49 degree of latitude and thence east along the 49 degree of latitude to the 91 degree of longitude and then north along the 91 degree of longitude, passing approximately 28 miles east of Ignace to Hudson Bay; on the east by a line commencing at the International boundary and thence north along the east boundary of the Province of Ontario Electoral District of Thunder Bay and its projection to the International boundary, passing approximately 4 miles west of the village of White River and continuing as through the line extended north to Hudson Bay; on the north by the south shore of Hudson bay as described; on the south by the International boundary; excepting Michipicoten and Caribou Islands in Lake Superior.

This description includes the towns and cities of Longlac, Nakina, Nipigon, Geraldton, Manitouage, Atikokan, Upsala, Schrieber, Marathon, Armstrong, Terrace Bay, and Thunder Bay.

Fiscal Year

The fiscal year of the Section shall be April 1 to March 31. Whereas, the Institute's year begins July 1.

Execution of Documents

Agreements, reports, obligations and other instruments in writing requiring execution by the Section may be signed by any two of the Director, Chair, Vice-Chair or past-Director. Notwithstanding the forgoing, the Board may from time to time direct the manner in_which the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign may do so via electronic signature or consent.

Objects

The objects of the Section shall be:

1) To implement the aims and objects of the Institute as set forth in its articles of incorporation specifically at the section level.

1.1 To provide leadership in all aspects of forestry.

1.2 To advance members in their knowledge of forestry.

1.3 To foster public understanding of forestry, and its importance.

1.4 To cultivate an 'esprit de corps' among members.

1.5 To recognize excellence and achievement among our membership.

1.6 To welcome graduates of Confederation College forest technical and Lakehead University forestry baccalaureate programs to the profession through the presentation of silver rings.

1.7 To serve as mentors to current student members by providing guidance on student-run events such as the NRSS Forestry Symposium and by encouraging their involvement on council.

Article III

Membership and Meetings of Members

There are 3 categories of members in the Section, including; active members, retired members and student members. These roles are described in by-law 1-2008.

The affairs of the Section shall be managed by the Council consisting of a Chair, a Vice-Chair, Treasurer, Secretary, Director, and not less than two additional Councillors and non-voting members; Confederation College and Lakehead University Student Representatives.

Where practical, membership of the Council shall reflect the section membership by including members from the forest industry, government, educational institutions, and students.

It shall be the responsibility of the Chair person and the Secretary to maintain contact with the Council. The members of the Council shall be members of the Section in good standing and shall, with the exception of the Secretary and Student Representatives, be elected by a ballot of the members of the Section. They shall be elected each year, and shall hold office until the end of the fiscal year of the Section, or until such date as their successors have been declared elected.

The Secretary shall be appointed by and hold office at the pleasure of the Council.

The time and place of meetings of the Council will normally be scheduled by the Council at the previous meeting. The Chair or Vice-Chair acting in stead, may call a meeting of council should a special need arise. Notice of such a meeting should be sent out with at least a week's notice.

The Chair or Secretary will normally remind Council of scheduled meetings a week prior to the meeting date with a request for agenda items. Any section member in good standing may attend any Council meeting and bring forward agenda items.

Annual General Meeting

The Annual General Meeting of the Section shall be held within a period of 90 days from the end of the fiscal year of the Section.

Ten (10) active members of the Section shall constitute a quorum at the Annual General Meeting.

At the Annual General Meeting, the Section shall receive reports from the Director, Chair, Treasurer, and any such committees that may have been active in the preceding twelve (12) months.

Elections of the Chair, Vice-Chair, Treasurer, Director, additional Councillors, Ontario Sections Caucus for Forests Without Borders and Student Representatives shall occur at the Annual General Meeting.

Chairperson of the Meeting

In the event that the Chairperson, Vice Chair and Director are absent, the members who are present and entitled to vote at the meeting shall appoint one of their number to chair the meeting.

Article IV

Finances

Each year at the Annual General Meeting, a budget estimate for the following fiscal year shall be submitted by the Treasurer for approval by the membership.

A motion to use any amount of the Section's financial assets may be made at a meeting of the members and should be in consultation with the Treasurer and budget.

Article V

Voting

A quorum at any meeting of the members shall be five (5) Council members.

In follow up to an agenda item, reoccurring business, a meeting of the Board of Directors, or where sufficient information is provided, the Director or Chair may put forward a motion to Council and request a vote by email.

Except where a ballot is demanded, voting on any questions proposed for consideration at a meeting of members shall be by show of hands, and a declaration by the Chair of the meeting as to whether or not the question or motion has been carried and an entry to that effect in the minutes of the meeting.

For any question proposed for consideration at a meeting of members, either before or after a vote by show of hands has been taken, the Chair of the meeting, or any member may demand a ballot, in which case the ballot shall be taken in such manner as the Chair directs and the decision of the members on the question shall be determined by the result of such ballot.

In addition to the ordinary procedure of decision of questions by show of hands or ballot, as may be required, the Council shall have the power to prepare, circulate and scrutinize a letter-ballot for the purposes of obtaining the wishes of the active members upon choice of policy or line of action.

Council, in preparing any letter-ballot, shall state whether the results of the ballot are intended to be binding primarily upon:

- a) the membership as a whole
- b) the Council in the performance of its duties.

Article VI

Amendments to the By-Law

The By-Law of the Section may be amended by a vote of the general membership at an Annual General Meeting or by electronic ballot.

- a) A minimum of ten (10) active members of the Section shall constitute quorum.
- b) Notice of the motion to change the By-Laws shall be circulated to all members, at least fifteen (15) days prior to the vote.

Article VII

Election of Officers

- 1) The Council shall, not later than February 1st of each year, appoint a Nominating Committee of three (3) members.
- 2) The Nominating Committee shall nominate at least one (1) active member in good standing to run for the offices of Chair, Vice-Chair, Treasurer and Director.
- 3) Should more than one nominee exist for a position then a vote at the Annual General Meeting will be held. If only one (1) nominee is nominated for a position, that nomination will also be ratified by vote at the Annual General Meeting.
- 4) If the office of Chairperson becomes vacant for any reason, the vacancy shall be automatically filled by the Vice-Chairperson who shall continue to act as Chairperson until a successor shall have been elected in their stead.
- 5) If the office of Vice-Chairperson becomes vacant for any reason, the Council will appoint another member of Council to that office and this person shall continue to act until a successor shall have been elected in their stead.

Article VIII

Rules and Regulations

The Council may prescribe such rules and regulations not inconsistent with these by-laws relating to the management of the Section as they deem expedient, provided such rules and regulations shall have force and effect only until the next Annual General Meeting when they shall be confirmed and in default of confirmation at each Annual General Meeting shall at and from that time cease to have force and effect.

The Section shall underwrite such expenses of the Section Director of the Institute or his/her alternate incurred by that officer or his alternate in travelling to and from and taking part in the Annual General Meeting of members of the CIF. A budget of the amount underwritten will be presented and approved by Council prior to the expenses being incurred.