

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS MANITOBA BRANCH BY-LAWS

2014

Article A: Name

This Branch shall be known as the Manitoba Branch of the Canadian Institute of Public Health Inspectors Incorporated.

Article B: Membership

Section 1 This Branch shall observe and be guided by the Constitution and General By-laws of the Canadian Institute of Public Health Inspectors.

Section 2 Regular membership shall be granted to those persons in good standing in the Canadian Institute of Public Health Inspectors.

Section 3 Membership fees shall be due and payable on January 1st of each year. Any member who fails to pay the annual fee by March 31st shall be sent one reminder and given four weeks to pay, after which if the member has failed to pay, he/she shall be registered as not being a member in good standing and membership shall be withdrawn. Members may submit two post dated cheques. The last cheque must be dated no later than March 31st of the year in question.

Section 4 A member may be re-instated by payment of the fees for the year in which re-instatement is applied.

Section 5 Any person who becomes a member after October 1st of any year shall be considered to have paid the fee for the subsequent year commencing January 1st.

Section 6 The annual fee shall be set at the Annual General Meeting in accordance with Article R Section 2 of the By-laws.

Section 7 The Manitoba Branch portion of the annual membership fee shall be fifty (\$50) dollars per year. This amount is to be included in the total membership fees, as published by the National Office and as amended from time to time at the national Annual General Meeting.

Section 8 Any member who upon retirement wishes to continue membership in the Institute may do so by submitting a completed registration form along with the applicable fee to the national office.

Article C: Officers of the Branch

Section 1 The elected officers of the Branch shall be known as the Branch Executive and shall consist of Past-President, President, Vice President, Secretary, Treasurer and five (5) Councilors.

Section 2 The Branch Executive shall be elected at the Annual General Meeting for a term of two years. As outlined under Article Q (Section 3), the term of office can be extended up to an additional 6 months provided there is reasonable justification in doing so. The Branch Executive shall assume office on the day following the Annual General Meeting.

Section 3 Any vacancy in the Branch Executive shall be filled by election at the next general meeting.

Section 4 Any officer of the Branch Executive shall cease to hold office when he/she ceases to be a member in good standing of the Branch.

Article D: Branch Representatives on BOC and CoPE

The Branch Executive shall appoint three (3) members in good standing to the following positions:

- 1) Manitoba Branch Exam Coordinator who will oversee the examination for the Board of Certification of the Institute.
- 2) Manitoba Branch Representative to the National Board of Certification Committee.
- 3) Manitoba Branch Representative to the Council of Professional Experience.

Article E: Standing Committees

Section 1 The following shall be the Standing Committees of this Branch:

Membership
Education/Training
Social
Constitutional/By-laws
Advocacy

Section 2 The chairperson of each Standing Committee shall be a member of the Branch Executive with the power to add as required.

Section 3 The Branch Executive shall appoint the chairperson for each Standing Committee at its first executive meeting.

Article F: Special Committees

Special Committees may from time to time be appointed from members in good standing by the Branch Executive for any purpose which may be deemed necessary. As soon as such a committee has finalized its work and submitted a report, or at the discretion of the Branch Executive, it shall cease to function.

Article G: Newsletter and Website

Section 1 The Branch Executive shall appoint a member in good standing as Editor of the Newsletter. It shall be the duty the Editor to circulate the newsletter to all Branch members in good standing, to solicit articles from the membership at large and to prepare and forward articles pertaining to the Branch or other articles of pertinent interest to the membership to the Editor of the Environmental Health Review.

Section 2 The Branch Executive shall appoint a member in good standing as Webmaster of the Website. It shall be the duty of the Webmaster to update and maintain the Website as requested by the Branch Executive.

Article H: Auditors

The Branch Executive shall appoint two members who are not members of the Executive as Branch Auditors whose duty it will be to audit the books of the Branch at least once annually. The Auditors shall make a written report to the membership at the Annual General Meeting showing the true financial state of the Branch.

Article I: Delegates to the Annual C.I.P.H.I. Conference

Section 1 The President shall automatically be the official delegate of the Branch to the Annual National Conference. In the event of the President being unable to attend, the Branch Executive may choose another delegate.

Section 2 Monies for expenses to be incurred at the Conference by the President shall be appropriated by the Branch Executive prior to the conference.

Section 3 At the discretion of the Branch Executive, monies may be appropriated to any other member in good standing wishing to attend the Conference for the purposes of registration at the Conference.

Article J: Duties of the President

The President

Section 1 Shall be the presiding officer at the Annual General Meeting and all General and Branch Executive Meetings of the Branch.

Section 2 Shall, together with the Treasurer, be a signing officer of the Branch.

Section 3 Shall be the official delegate to the Annual C.I.P.H.I. Conference.

Section 4 Shall submit a written report to the Annual C.I.P.H.I. Conference outlining the work of the branch during that year.

Section 5 Shall ex-officio be a member of all committees.

Article K: Duties of the Vice-President and Past President

Section 1 The Vice-President shall, in the event of the absence, death or resignation of the President have the power to perform the duties of the President and shall carry out such other duties as the Branch Executive may from time to time delegate.

Section 2 The Past President shall draft the Annual Report for presentation at the Annual General Meeting; and circulate the Report to the general membership seven (7) days prior to the Meeting.

Article L: Duties of the Secretary

The Secretary

Section 1 Shall have custody of the minute book and other records of the Branch.

Section 2 Shall record minutes.

Section 3 Shall conduct the correspondence of the Branch. All official Branch correspondence is to be conducted on official Institute letter-head.

Section 4 Shall issue or cause to be issued all notices of meetings to the members of the Branch.

Section 5 Shall keep a record of the proceedings of all Branch Executive meetings and Annual meetings and provide copies of such records to the membership. The Secretary shall provide a year-end copy of all Branch documents to the Branch Historian.

Section 6 Shall carry out any other duties assigned by the Branch Executive.

Section 7 Shall arrange for the sending of cards, flowers and the like to members or their families in cases of serious illness or bereavement.

Article M: Duties of the Treasurer

The Treasurer

- Section 1 Shall, together with the President, be a signing officer of the Branch.
- Section 2 Shall receive and deposit money in a chartered bank as may be determined from time to time by the Branch Executive. The account shall be in the name of the Branch.
- Section 3 Shall enter or have entered all receipts and disbursements in the books of accounts.
- Section 4 Shall provide a financial report for submission to each General Meeting or whenever it may be called for by the Branch Executive.
- Section 5 Shall maintain a register of members.
- Section 6 Shall close the books at the end of the month preceding the Annual General Meeting for the presentation of an audited report at said meeting.
- Section 7 Shall collect all membership fees in co-operation with the National Office.
- Section 8 Shall carry out any other duties assigned by the Branch Executive.
- Section 9 Shall file an annual return with the Incorporations Branch in Manitoba.

Article N: Duties of the Branch Executive

The Branch Executive

- Section 1 Shall meet to conduct the business of the Branch including the passing of accounts for payment, at the call of the President or at the request of any four (4) members of the Branch Executive.
- Section 2 Shall appoint a Nominating Committee during election years not less than thirty (30) days prior to the Annual General Meeting. The Nominating Committee shall have not less than two (2) members.

Section 3 Shall at each Branch Executive meeting cause the chairman of each standing or ad-hoc committee to present a report on their respective committee(s).

Section 4 Shall supervise and control all publications of the Branch.

Article O: Quorum

Section 1 A quorum for Branch Executive meetings shall be five (5) members.

Section 2 A quorum for the Annual General Meeting or any other meeting of the membership shall be a simple majority of those members present.

Article P: Duties of the Standing Committees

Section 1 The Membership Committee shall endeavour to have all holders of the Certificate in Public Health Inspection (Canada) become and or remain members of the Manitoba Branch of the Canadian Institute of Public Health Inspectors and shall liaise with the National Membership Chairman.

Section 2 The Educational/Training Committee shall be responsible for promoting the advancement of environmental health practices by arranging training seminars for Branch members. Such sessions should include guest speakers and should be open to other members of the health care profession.

Section 3 The Social Committee shall oversee all of the entertainment functions of this Branch and should include, but not be limited to, the Annual Golf Tournament and the Annual Dinner and Dance.

Section 4 The Constitutional/By-laws Committee shall be responsible for reviewing National and Branch Constitutions and By-laws and shall prepare recommendations for amendments to them as required or directed.

Section 5 The Advocacy Committee shall be responsible for coordinating all advocacy duties on behalf of the Branch.

Article Q: Meetings & Elections

- Section 1 Branch Executive meetings shall be held at the call of the President or at the request of four members of the Branch Executive.
- Section 2 General meetings shall be held at such times and places as designated by the President.
- Section 3 The Annual General Meeting shall be held during the Annual Branch Educational Seminar. The election of officers shall take place at this meeting every second year. In the event that it is impractical or unfeasible to hold a Branch Educational Seminar in the second year of office, the election may be postponed into the following year provided the extension does not exceed 6 months beyond the original two-year mandate of the sitting Branch Executive.

Article R: Voting

- Section 1 Every member entitled to vote according to the Constitution and By-laws of the institute shall have one vote and shall be eligible for office. The President shall not vote except to cast a deciding vote.
- Section 2 On the election of officers or major issues as decided by then Branch Executive, and on amendments to the By-laws of this Branch, members who are entitled to vote may do so by proxy. The proxy must be a member entitled to vote and his authority must be in writing and filed with the Secretary prior to the opening of the meeting at which the vote takes place.

Article S: Order of Business

- Section 1 The following shall be the usual order of business at all General, Annual, Branch Executive and Standing Committee Meetings:
- (a) Calling the meeting to order.
 - (b) Reading the Minutes of the previous meeting [and their approval].
 - (c) Receiving and reading correspondence.
 - (d) Business arising out of Minutes or correspondence.
 - (e) Reports of Officers and Standing Committees.
 - (f) Reports of Special (Select) Committees
 - (g) Unfinished Business and General Orders.
 - (h) New Business.
 - (i) Nominations, Elections and installation of Officers. [Election years]

- (j) Good and welfare.
- (k) Adjournment

Section 2 Roberts Rules of Order will be used for the conduct of the business of this Branch.

Article T: Points of Procedure Not Covered

Section 1 All points of procedure not covered by these By-laws shall be governed by the Constitution and By-laws of the Canadian Institute of Public Health Inspectors.

Section 2 These By-laws shall not be amended except at the Annual General Meeting.

Section 3 This Branch shall affiliate with the National Executive and with all other Branches of the Canadian Institute of Public Health Inspectors in the name of each member and shall ensure that each member receives the advantages of such affiliation.

