

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
MANITOBA BRANCH BY-LAWS

1.0 Definitions

- 1.1. **Branch.** The Manitoba Branch of the Canadian Institute of Public Health Inspectors.
- 1.2. **Executive.** The executive board of the Association established in accordance with these by-laws.
- 1.3. **Member in Good Standing with the Branch.** A Member in good standing has paid their membership dues by March 31 of the current year and have entered the required number of Professional Development Hours by December 31 of the previous year.

2.0 General Provisions

- 2.1 Ethics. The Code of Ethics of the current Canadian Institute of Public Health Inspectors (CIPHI) shall be adopted as the Code of Ethics of the Branch.
- 2.2 Rules of Order and Meeting Procedures. All Executive Meetings, Annual or Special Meetings of Members, and Committee Meetings shall follow Roberts Rules of Order.
- 2.3 Boundaries. The operations of the Branch are to be chiefly carried out within the Province of Manitoba.
- 2.4 Points Not Covered. All points not covered by these By-Laws shall be governed by the By-Laws of the Canadian Institute of Public Health Inspectors and the National Operating Policies.

3.0 Purpose / Objectives

- 3.1 The Branch shall affiliate with the National Executive Council (NEC) 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 advantage of such affiliation.
- 3.2 The purpose of the branch is to:
 - (a) support and encourage members with continuing education opportunities;
 - (b) advocate for our members in their employment;
 - (c) promote our profession;
 - (d) collaborate with other associations, whether incorporated or not, whose objects are altogether or in part similar to those of the Institute.

4.0 Membership

- 4.1 The Branch shall observe and be guided by the By-Laws of the Canadian Institute of Public Health Inspectors.
- 4.2 A Regular Member must be a member in good standing with the Branch.

5.0 Meetings

5.1 Executive Meeting.

- 5.1.1 Call of Meeting. Branch Executive meetings shall be held at the call of the President or at the request of four members of the Branch Executive.
- 5.1.2 Frequency of Meetings. The Executive shall meet as often as necessary to conduct Branch business.
- 5.1.3 A quorum of the Executive shall be a majority of the Executive.

5.2 Annual General Meeting.

- 5.2.1 The Annual meeting of the Branch shall be held yearly, and at a time and place as fixed by the Executive.
- 5.2.2 A quorum at the Annual General Meeting shall consist of 10 or more members in good standing, who possess voting privileges. Members in good standing who possess voting privileges include: regular, life and retired members.
- 5.2.3 A parliamentarian shall be appointed by the President prior to the Annual Meeting.
- 5.2.4 Notice of the Annual meeting shall be given at least fourteen (14) days prior to such meeting, specifying the place, date, hours of the meeting and the general nature of the business to be discussed. Such notice shall be sent by e-mail, mail, or fax or other means, to each member in good standing at the address listed in the register of members. Failure to receive such notice shall not invalidate the meeting or its proceedings.

5.3 Voting

- 5.3.1 To be eligible to vote, a person must be a member in good standing.
- 5.3.2 Voting shall be by a show of hands unless a motion for a secret ballot is passed by the membership or at the decision of the President.
- 5.3.3 Voting for the Executive shall be by secret ballot
- 5.3.4 Resolutions to the By-Laws shall be carried by a majority vote of two-thirds (2/3).
- 5.3.5 Regular motions shall be carried by a majority of votes cast.
- 5.3.6 The President shall not vote except to cast a deciding vote.
- 5.3.7 A residing officer shall be appointed by the President, or the Executive, to be Chairman and he shall hold the chair during the election of Officers and Executive. In the event of a tie vote, the Chairman shall cast the deciding vote.

5.4 Proxies

- 5.4.1 Must be in writing and filed with the Secretary prior to the start of the meeting
- 5.4.2 Shall be used only on the election of Officers, and amendments to the By-Laws.

6.0 Appointments & Elections

- 6.1 Officers of the Branch. 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 Councillors.
- 6.2 Election of Officers. The Officers shall be elected for a two year terms and shall be eligible for additional terms.
 - 6.2.1 The President, Vice-President, Treasurer and two Councillors shall be elected in even numbered years.
 - 6.2.2 The Secretary and three Councillors shall be elected in odd numbered years.
- 6.3 Vacancies. Any vacancy in the Executive Committee may be filled by the Executive Committee by appointment of a member to complete the term of office vacated until the next Annual General Meeting.
- 6.4 Cease to hold office. 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.
- 6.5 Board of Certification Exam Coordinator. The Branch Executive shall appoint a member in good standing a Board of Certification Exam Coordinator who will oversee the examination of the Board of Certification of the Institute.
- 6.6 Board of Certification Representative. The Branch Executive shall appoint a member in good standing a Board of Certification Representative to the National Board of Certification Committee.
- 6.7 Council of Professional Experience Representative. The Branch Executive shall appoint a member in good standing a Council of Professional Experience Representative to the Council of Professional Experience.

7.0 Standing Committees & Appointment.

- 7.1 Standing Committees. The following shall be the Standing Committees of the Branch: Membership, Education / Training, Social, By-Laws, Advocacy.
- 7.2 Chair of Committees. The chairperson of each Standing Committee shall be a member of the Executive.
 - 7.2.1 At each Branch Executive meeting shall present a report on the activities of the committee.
- 7.3 Members of the Committees.
 - 7.3.1 Members of the committees are to include members of the executive.
 - 7.3.2 Members at large may be appointed to each committee.
 - 7.3.3 All committee members must be members in good standing with the branch.
- 7.4 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.

- 7.5 Newsletter. The Branch Executive shall appoint a member in good standing as Editor of the Newsletter. It shall be the duty of the Editor to circulate the newsletter to all Branch members in good standing.
- 7.6 Webpage. 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.
- 7.7 Nomination Committee. A Nominating Committee shall be chosen not less than thirty (30) days prior to the Annual General Meeting. The Nominating Committee shall have not less than two (2) members.

8.0 Duties of the Officers

- 8.1 President Duties.
 - 8.1.1 Shall be the presiding officer at the Branch Annual General Meeting and Executive Meetings.
 - 8.1.2 Shall, together with the Treasurer, be a signing officer of the Branch.
 - 8.1.3 Shall be the official delegate to the National Executive Council Meetings and the Annual Education Conference of the Canadian Institute of Public Health Inspectors.
 - 8.1.4 Shall ex-officio be a member of all committees.
- 8.2 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.
- 8.3 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.
- 8.4 Secretary.
 - 8.4.1 Shall have custody of the minute book and other records of the Branch.
 - 8.4.2 Shall record minutes.
 - 8.4.3 Shall conduct the correspondences of the Branch. All official Branch correspondence is to be conducted on official Branch letter-head.
 - 8.4.4 Shall issue or cause to be issued all notices of meetings to the members of the Branch.
 - 8.4.5 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.
 - 8.4.6 Shall carry out any other duties assigned by the Branch Executive
 - 8.4.7 Shall arrange for sending of cards, flower and the like to members or their families in cases of serious illness or bereavement.
- 8.5 Duties of the Treasurer.
 - 8.5.1 Shall, together with the President, be a signing officer of the Branch
 - 8.5.2 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.
 - 8.5.3 Shall enter or have entered all receipts and disbursements in the books of accounts.

- 8.5.4 Shall provide a financial report for submission to each General Meeting or whenever it may be called by the Branch Executive.
- 8.5.5 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.
- 8.5.6 Shall carry out other duties assigned by the Branch Executive.
- 8.5.7 Shall file an annual return with the Incorporations Branch in Manitoba.
- 8.5.8 Appoint two members who are not members of the Executive whose duty it will be to review the books of the Branch at least once annually. A written report to the membership must be provided at the Annual General Meeting showing their review of the financial state of the Branch.

9.0 Committee Duties

- 9.1 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 Office.
- 9.2 Education / Training Committee. Shall be responsible for promoting the advancement of environmental health practices by notifying members of education / training opportunities and arranging training seminars for Branch members.
- 9.3 Social Committee. Shall oversee social functions of this Branch.
- 9.4 By-Law Committee. Shall be responsible for reviewing Branch By-Laws and shall prepare recommendations for amendments to them as required or directed.
- 9.5 Advocacy Committee. Shall be responsible for coordinating all advocacy duties on behalf of the Branch.

10.0 By-Laws / Amendments

- 10.1 An amendment to the Branch by-laws must first be approved by the Branch Executive before being presented to the Branch's members to ensure that the by-law remains consistent at the National and Branch level.
- 10.2 Every proposal to amend the By-laws, shall be submitted in writing to the By-laws Committee at least 45 days prior to the Annual General Meeting. The proposal will be reviewed, and in consultation with the proposed, may amend any such proposal to the extent necessary to satisfy legal requirements and to ensure that any proposed amendment is not inconsistent with any other provision of the By-laws not intended to be amended.
- 10.3 The by-laws may be rescinded, altered or added to by the passing of a special resolution herein after provided.
- 10.4 Notice of the special resolution shall be communicated to all members in good standing of the Branch, together with the time and place of the Annual General Meeting, at least twenty-one (21) days and not more than fifty (50) days before the meeting at which the proposed amendment is to be considered.

- 10.5 Members in good standing may vote by proxy on special resolutions, but the proxy must be a member entitled to vote and his or her authority must be in writing and filed with the Executive before the meeting opens.
- 10.6 In order to pass, a special resolution shall require not less than two-thirds (2/3) of those members who, if entitled to do so, vote in person or by proxy on the question.
- 10.7 No repeal, alteration or addition to these by-laws shall come into force until approval of the Institute has been obtained.
- 10.8 Any repeal, alteration or addition to these by-laws shall come into effect on approval of the Institute or at such later date as may be set out in the special resolution.

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