

CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS
NEWFOUNDLAND AND LABRADOR BRANCH BY-LAWS

SECTION I - Name

This organization shall be known as the Nfld. & Labrador Branch of the Canadian Institute of Public Health Inspectors.

SECTION II - Structure

The Nfld. & Labrador Branch, C.I.P.H.I. shall be composed of members from the province of Newfoundland and Labrador in order to promote the interests of the Institute.

SECTION III - Membership

This Branch will observe and be governed by the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors with regard to membership.

SECTION IV - Branch Officers and Elections

The officers of the Branch shall consist of:

- 1) A President
- 2) A President Elect or Past President
- 3) A Secretary/Treasurer
- 4) 3 Councilors - one from each of the following regions of the Province:
East - from St. John's to and including Bellevue
Central - west of Bellevue to Springdale
West - west from Springdale Junction to include all of western Newfoundland and Labrador
- 5) These officers shall be known as the Branch Executive Committee. All Branch Officers other than the President Elect and Past President will have a two-year term of office and elections shall be held at a Branch Annual General Meeting. Newly elected officers will assume office immediately after the meeting at which they were elected.
- 6) The President Elect will have a one year term. After this time the President Elect will transition to the position of President. After the two year term, the President will transition to the position of Past President.

So as to maintain some continuity in the Branch Executive Committee, the following will be implemented with regard to the election of officers:

- A) Every two years (Amended) elections will be held for the offices of:
- 1) President Elect
 - 2) Secretary/Treasurer
 - 3) 3 Councillors - one from East, Central and West regions of the Province.

SECTION V - Committees

- 1) The following shall be the Standing Committees of the Branch:
 - A) Membership
 - B) Education
 - C) Nominations
 - D) Ways and Means
- 2) The Chairperson of each Standing Committee shall be appointed at the first Executive Committee meeting following the Annual General Meeting.
- 3) Special Committees may from time to time be formed in order to carry out any work which may be deemed necessary. Once such a committee has completed its task, it shall cease to exist.
- 4) The Nfld. & Labrador Branch President shall be ex-officio a member of all Branch Committees.

SECTION VI - Audit of Accounts

At each Annual General Meeting, auditors shall be appointed and shall hold that position until the next Annual General Meeting. These auditors shall audit the books of the Branch and present a report to the Annual General Meeting.

SECTION VII - Delegate to Annual National Conference

- 1) The President shall automatically be the official Branch delegate to the Annual National Conference. In the event of the President being unable to attend, an alternate delegate will be chosen by the Executive Committee.
- 2) The Executive Committee shall, at a meeting prior to the Annual National Conference, designate the amount of money to be granted to the President or other delegate for expenses in attending the Conference.

SECTION VIII - Duties of Officers

- A) The President shall:
- i) be the presiding officer at all Branch meetings
 - ii) be one of the signing officers for the branch
 - iii) be the official delegate to the Annual National Conference
 - iv) submit written reports to both the Annual National Conference and the Annual General Meeting of the Branch, outlining the activities of the Branch during the year.

- B) The Past President or President Elect shall:
- i) In the event of the death, absence, or resignation of the President, have to power to perform the duties of the President.
- C) The Secretary/Treasurer shall:
- i) have custody of the records of the Branch
 - ii) record the minutes at all Branch meetings
 - iii) conduct the correspondence for the Branch
 - iv) distribute to all Branch members the minutes of the Executive Committee meetings as well as the minutes of the General Branch meetings.
 - v) Be, together with the President, one of the two signing officers for the Branch
 - vi) Receive and deposit Branch funds into the Branch's bank account
 - vii) Keep the accounts
 - viii) Provide written reports at each Executive Committee meeting and at all Branch General meetings.

SECTION IX - Branch Executive Committee

- 1) Meetings shall be held at the call of the President or at the written request of four members of the Executive Committee. There shall be a minimum of three Executive Committee meetings held between Annual General Meetings.
- 2) Meetings shall be held to conduct the business of the Branch including the passing of accounts for payment
- 3) At Executive Committee meetings, the chairperson of each committee shall present a written report on the committee's activities.

SECTION X - Branch General Meetings

Branch General Meetings shall be held in order to conduct Branch business and in the case of the Annual General Meeting, to hold the election of officers.

SECTION XI - Quorums

- 1) Executive Committee meetings – a quorum for the Executive Committee shall be a majority of its members and this majority shall be maintained throughout the meeting.

SECTION XII - Voting

- 1) Every member entitled to vote according to the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors shall have one vote and be eligible to hold office.
- 2) The President shall not vote except in the case of a tie where he/she may cast a deciding vote.

- 3) For the sole purpose of assuring that all offices will be filled, the Nominations Committee shall prepare a slate of officers listing nominees for the various offices, after having first obtained their consent to this nomination.
- 4) At the Annual General meeting the President shall appoint two or more scrutineers who shall count the ballots and advise the President of the election result.

SECTION XIII- Points not covered

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

SECTION XIV

These By-Laws shall not be amended except at an Annual General Meeting of the Institute and by three-fourths majority of all Members voting thereat; provided that Notice of Motion to amend any of these By-Laws shall be sent to the Secretary at least sixty (60) days before the Meeting at which the amendment is proposed. The Secretary/Treasurer shall mail a copy of the proposed amendment to every Member of the Branch thirty (30) days prior to the Annual General Meeting.

SECTION XV

All other motions on the Nfld. & Labrador Branch records which are inconsistent with these By-Laws are hereby repealed.