

C.I.P.H.I. Ontario Branch By-Laws **Adopted At The 25th Annual Meeting** **And As:**

Revised – 1965	Revised – 1993
Revised – 1966	Revised – 1998
Revised – 1968	Revised – 2002
Revised – 1970	Revised – 2003
Revised – 1971	Revised – 2005
Revised – 1972	Revised – 2007
Revised – 1973	Revised – 2008
Revised – 1974	Revised – 2009
Revised – 1976	Revised – 2010
Revised – 1977	Revised – 2011
Revised – 1978	Revised – 2013
Revised – 1980	Revised – 2014
Revised – 1985	Revised – 2016
Revised – 1986	
Revised – 1988	

Article 1 **Name**

Section 1 This Branch shall be known as the Canadian Institute of Public Health Inspectors (Ontario Branch) Inc. (Amended 10/16)

Regular Membership according to the requirements of the Branch. The Branch assessment for Regular Membership will be \$50.00.

Article 2 **Membership**

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

Section 2 The Branch will adhere to Section 15 of the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors Parts A and B which allows each Branch to establish and set its own fee structure for

Article 3: **Officials**

Section 1 The elected officers of the Canadian Institute of Public Health Inspectors (Ontario Branch) Inc. shall be known as the Branch Executive and shall be comprised of:
 President
 President-Elect
 Secretary-Treasurer
 Six Councillors (effective 2012 AGM to 2013 AGM)
 Four Councillors (effective 2013 AGM) (Amended 09/05; 09/08; 09/11; 10/16).

Section 2 All of these Officers shall be elected at the annual conference and shall assume office when the annual conference at which their election took place has been adjourned.

Section 3 The immediate Past President of the Branch shall also be a member of the Branch Executive.

Section 4 Deleted 09/05.

Section 5 In the event of the unavoidable absence of the President and the immediate Past President, the President-Elect shall be chairperson of the meeting. (Amended 09/05).

Section 6 In the event of the death, resignation or prolonged absence of a Branch Councillor, the Branch Executive shall fill the vacancy, when deemed necessary, as follows:

- (a) appointing the person who was the first runner-up, to those elected, at the most recent Annual Meeting, **or**
- (b) should the said first runner-up decline or is unable to assume the vacant position, the Branch Executive may then appoint a replacement.

Section 7 Should a councillor miss or is absent from two consecutive meetings, without just cause or without sufficient notice (minimum two weeks), the resignation of the councillor may be asked by the President and/or the Branch Executive.

Section 8 In the event of the death, absence or resignation of the President the President-Elect shall complete the

balance of the term in addition to completing her or his own term. The President-Elect shall not be replaced for the balance of the term. (09/05).

Section 9 In event of the death, absence or resignation of the President-Elect, she or he shall be replaced by the members of the Canadian Institute of Public Health Inspectors (Ontario Branch) Inc. at the next Annual General Meeting. (Amended 09/05; 10/16).

Article 4: Standing Committees

Section 1 The number and responsibilities of Standing Committees shall be determined by the Branch Executive.

Section 2 The Chairman of each Standing Committee shall be appointed at the first meeting subsequent to the Annual Meeting.

Section 3 With their consent, the Chairperson of a Committee shall be appointed by the Branch Executive. With their consent, members at large may be appointed to each Committee concerned by the Chairperson. All committee members must be members in good standing with the Canadian Institute of Public Health Inspectors in accordance with the CIPHI Constitution. (Amended 09/11)

Article 5: Special Committees

Section 1 Special Committees may from time to time be appointed from members in good standing by the Branch Executive for any function which may be deemed necessary. When such a

committee has completed the work assigned and submitted a final report, or at the discretion of the Branch Executive, it shall cease to exist.

Article 6: Ontario Branch News

Section 1 The Branch Executive of the Canadian Institute of Public Health Inspectors (Ontario Branch) Inc. shall appoint a member as Editor of the Ontario Branch News. The Ontario Branch News shall be sent to all members in good standing. It shall be the duty of the Ontario Branch News Editor to circulate a newsletter to the membership not less frequently than twice a year (fall and spring). The editor shall receive a stipend in the amount of \$200.00 per issue (Amended 07/10)

Article 7: Auditors

Section 1 The books of the Branch shall be audited at least once each year by auditors appointed by the Branch, and in accordance with Section 34 of the CIPHI Constitution and By-Laws and shall be further subject to audit should the term of the Secretary-Treasurer be terminated by resignation or any other cause.

Article 8: Delegates to Annual Conference (National)

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, a delegate may be chosen by the Branch Executive

Section 2 The Branch Executive shall at a meeting prior to the Conference, designate the amount of money to be granted to the President or other delegates for expenses in attending the Annual National Conference.

Article 9: Branch Area Conferences

Section 1 Deleted.

Section 2 Deleted.

Article 10: Duties of the President

Section 1 The President shall be the presiding officer at the Annual Meeting and all Branch Executive Meetings.

Section 2 Shall together with the Secretary-Treasurer be the signing officers of the Branch.

Section 3 Shall be the official delegate to the Annual Canadian Institute of Public Health Inspectors' Conference.

Section 4 Shall submit a written report to the annual CIPHI Conference outlining the work of the Branch for that year and present a similar report to the Annual Meeting of the (Ontario Branch) Inc.

Article 11: Duties of the Immediate Past President

Section 1 In the event of the death, absence, or resignation of the Secretary-Treasurer, the immediate Past President shall become the second signing Officer, together with the President. (Amended 09/05).

Article 12: Duties of the President-Elect

Section 1 The President-Elect shall carry out duties as assigned by the President and as outlined in the Policies and Procedures Canadian Institute of Public Health Inspectors (Ontario Branch) Inc.; shall act in lieu in the absence of the President; shall prepare to assume the office of President (Amended 09/05; 10/16).

Article 13: Duties of the Secretary-Treasurer

Section 1 Shall have the custody of the records of the Branch. The Official Minutes of the Branch shall be in the custody of the National Office service provider. (Amended 10/13)

Section 2 Shall record the minutes.

Section 3 Shall oversee all correspondence of the Branch. All official Branch correspondence is to be conducted on official Branch letterhead. (Amended 10/13)

Section 4 Shall keep a record of purchases of required supplies.

Section 5 Shall distribute to all Branch Members, the Minutes of the Branch Executive Meetings and Minutes of the Annual Meeting (Amended 09/07).

Section 6 Shall be a signing Officer together with the President. Shall be bonded in the amount of \$2000.

Section 7 Shall ensure that the National Office service provider receives and deposits money in a chartered bank as may be determined from time to time by the Branch Executive. The account to be

in the name of the Branch. (Amended 10/13)

Section 8 Shall regularly review the accounts and provide the executive with quarterly financial reports. (Amended 10/13)

Section 9 Shall provide a financial report at each Branch Executive Meeting and Annual Business Meeting.

Section 10 Deleted 10/13.

Section 11 Shall have authority to delegate duties normally carried out by the Secretary-Treasurer to another member in good standing or contracted professional if and when required. These duties to be carried out under the supervision of the Secretary-Treasurer. (Amended 10/13)

Article 14: Branch Executive

Section 1 Shall meet to conduct the business of the Branch including the passing of accounts for payment.

Section 2 The President, Past President, President-elect and the Chairperson of each Committee shall present a written report on Ontario Branch activities which coincide with the Spring executive meeting and the Fall Annual General Meeting (Amended 09/07)

Section 3 Shall appoint a Resolutions Committee for each Annual Branch Meeting; such Committee to study resolutions presented by the membership and present such resolutions for consideration by the Annual Meeting with their

recommendations.

Section 4 Meetings shall be held at the call of the President or at the written request of any four members of the Branch Executive. There shall be a minimum of four Branch Executive Meetings held between Annual Meetings.

Article 15: Annual Meetings

Section 1 Shall be held once each year for the election of Officers and to consider Branch Business.

Section 2 If the Branch Executive chooses to make available a telephonic, electronic or other communication medium that permits all participants to communicate adequately with each other during an Annual General Meeting, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication medium in the manner provided by the by-law. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the by-law, by means of any telephonic, electronic or other communication medium that the Branch has made available for that purpose. (Added 10/14)

Article 16: Quorum

Section 1 Branch Executive Meetings
A quorum for the Branch Executive shall be the majority of its members

and this majority shall be maintained throughout the meeting.

Section 2 Annual Meeting

A quorum for an Annual Meeting shall be twenty, half of whom shall be members at large.

Article 17: Voting

Section 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 for office.

Section 2 The President shall not vote except to cast a deciding vote.

Section 3 For the sole purpose of assuring that all offices will be filled, the Nominations Committee shall prepare, during the calendar years ending in odd numbers, a slate of officers listing nominees for Secretary-Treasurer and a *minimum of two Councillors*, having first obtained their written consent to this nomination on a prescribed form. The Nominations Committee shall prepare during calendar years ending in even numbers a slate of officers listing nominees for President-Elect and a *minimum of two Councillors*, having first obtained their written consent to this nomination on a prescribed form. In all instances the successful candidates for Branch offices shall serve for a two year period. Nothing in this paragraph shall prevent an officer from being re-elected or appointed to the same office for a second or succeeding terms, other than the President who may not serve two consecutive terms or until a

successor has been duly elected and/or appointed. The President-Elect shall hold office for a term of two years and shall assume the office of President at the closing session of the Ontario Branch Inc. Annual General Meeting at which the next President-Elect is elected. The outgoing President shall immediately become the immediate Past President for a period of one year ending at closing of the next session Ontario Branch Inc. Annual General Meeting. (Amended 09/05; 09/08; 09/11; 10/14).

Section 4 Forms giving this slate of officers, together with forms for further nominations, shall be sent to the membership at large, 60 days in advance of the Annual Meeting. When further nominations are received, the Nominations Committee shall prepare a ballot with the names given on the original slate, together with the names of the additional nominees, in alphabetical order, no later than 30 days prior to the Annual Meeting.

Section 5 The Nominations Committee shall forward a sufficient supply of ballots for the entire membership to the Secretary-Treasurer.

Section 6 The Secretary-Treasurer shall send these ballots, together with a small envelope marked “BALLOT”, plus a larger envelope bearing a designated name and address to each member in good standing, 15 days prior to the Annual Meeting.

Section 7 The Secretary-Treasurer or other appointee shall place the returned ballots in a secure ballot box obtained from Elections Canada and bring such

ballot box to the Conference where those who bring their ballots in person may place their Ballots therein. (Amended 10/13)

Section 8 At the Annual Meeting, the President shall appoint two or more scrutineers, who shall count the ballots when removed from the box by the Secretary and shall advise the President of the returns.

Section 9 If the Branch Executive has chosen to make available voting by electronic means the Executive must implement processes to ensure the integrity of the vote. Where electronic voting has only occurred prior to the Annual General Meeting the Secretary-Treasurer or other appointee shall provide the scrutineers, in individually sealed and signed envelopes, the voting results of any election, motion, or resolution. The scrutineers shall advise the President of the results of electronic voting after voting at the meeting has been completed on each election, motion, or resolution. If the Branch Executive has chosen to make available voting by electronic means during the Annual General Meeting the scrutineers will advise the President of the results of voting by all electronic means after voting at the meeting has been completed on each election, motion, or resolution. (Added 10/14).

Article 18: Points of Procedure Not Covered

Section 1 On all points of procedure not covered by these By-Laws the Branch 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 Annual Branch Meetings by a simple majority vote.

Section 3 All other motions on the Ontario Branch records inconsistent with the provisions of these By-laws are hereby repealed.

Section 4 Any proposed changes to the Branch By-Laws shall be submitted to the Branch Secretary at least 45 days prior to the Annual Meeting. These proposed changes are to be included with the notice of an Annual Meeting and shall accompany the ballot to members in good standing.