

POLICY

POLITIQUE

National Operating Policy # 10

Subject: Changes to By-Laws
Approved: January 15, 2011 by the Board
Revised: August 2024
Reviewed: June 2025

Objective and Rationale

The Canadian Institute of Public Health Inspectors recognizes that the importance of keeping documents current and updated. This Policy summarizes the requirements in CIPHI By-Law #1 to be followed in order to update and register changes to the National By-laws.

Specific Operations

The Board of Directors (Board) may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation as provided for in By-Law #1 Section 17.

Proposals for by-law changes from a voting member must be submitted to the National Office 90 days prior to the Annual General Meeting (AGM) in accordance with NOP # 21 *Notice of Proposals by Members*.

The National Office will provide notice of all resolutions for by-law change to members 21- 60 days in advance of the AGM.

Proposals for by-law change will be confirmed, rejected or amended by the members by ordinary resolution at the AGM.

Accountability

On an annual basis the Board shall initiate a review of the by-laws to ensure the document is current.

Amendments/additions/changes to the by-laws are to be completed by the Board within 30 days after the AGM.

The updated by-laws must be forwarded to the National President and National office for dispersal to the Board, Branch Presidents, members, and web page posting.

Instructions for registering changes are as follows:

- Filing information can be found on the Industry Canada - Not for Profit Corporations website : <https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs03445.html>
- The NFP Act does not require Corporations Canada to review and provide Ministerial approval of by-laws or by-law revisions.
- The benefit to the corporation is that the by-laws come into effect immediately when they are made. The only requirement is that by-laws be filed with Corporations Canada within 12 months of their being confirmed by members. There is no fee to file by-laws.
- The National office is the official keeper of all past constitutions, notice of motions and resolutions.
- The National Office shall also update the names of current officers and directors of CIPHI with Industry Canada. This update shall be completed on an annual basis.

Attachments / Appendices

None

Document Change History

Initial Draft- October 2010

Approved- January 15, 2011

Revised – May 20th, 2016

Revised – August 28, 2024

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