



**BY-LAWS  
2020-2021**

DRAFT

**BY-LAWS OF THE WESTERN NOVA SCOTIA CHAPTER  
CANADIAN SOCIETY OF SAFETY ENGINEERING  
ADOPTED November 14, 2018  
(This Draft Revision: April 20, 2021)**

**ARTICLE 1.00 - NAME**

- 1.01 The name of this organization shall be the Western Nova Scotia Chapter of the Canadian Society of Safety Engineering.
- 1.02 Hereinafter, the Western Nova Scotia Chapter will be referred to as the Chapter and the Canadian Society of Safety Engineering will be referred to as the Society.
- 1.03 The Constitution and By-laws of the Society are binding on the Chapter and in case of any conflict between the Society and the Chapter by-laws; the by-laws of the Society will take precedence.

**ARTICLE 2.00 - PURPOSE**

- 2.01 The purpose of the Chapter will be to promote the advancement of the Health, Safety and Environment in the geographical area served.
- 2.02 In fulfilling its purposes, the Chapter shall have the following objectives:
  - a) to develop and/or promote educational programs to enhance the knowledge required in performing the function of a Health and Safety professional.
  - b) to locally develop and/or disseminate, information and material that will fulfill the purposes of the Chapter, as well as serve the general public.
  - c) to provide and/or support forums of interchange and acquisition of professional knowledge amongst members by sharing professional expertise and knowledge.
  - d) to foster liaison with local organizations of related disciplines.
  - e) to inaugurate and implement programs and projects that are consistent with the purposes and objectives of the Chapter.
  - f) to conduct affairs in a manner that will reflect the standards, purpose and objectives of the Society.
- 2.03 These objectives will be monitored by the Chapter Executive.

**ARTICLE 3.00 - MEMBERSHIP**

- 3.01 Membership in the Chapter is open to all individuals who meet the membership standard as specified in the by-laws of the Society.
- 3.02 All members of the Chapter shall be members of the Society.
- 3.03 Membership is personal and not transferable.
- 3.04 Membership classifications shall be in accordance with the Society by-laws.
- 3.05 Membership is conferred in accordance with the membership qualifications of the Society by-laws. Any person who believes he/she has the qualifications may apply by completing an application with the required fees with the Society.

- 3.06 Membership initiation fees must accompany applications for membership. No application shall be considered until the required fee has been received by the Society.
- 3.07 Each applicant shall provide sufficient information as required by the Society to establish eligibility for membership. All applications for membership shall be investigated by the Society.
- 3.08 Processed applications will be transmitted to the Chapter by the Society.
- 3.09 Chapter members whose current Society dues are paid annually are considered members in good standing. If the current year's dues are not paid, members are considered delinquent after notification by the Society office and all membership services and privileges shall be suspended.
- 3.10 Any member whose membership has been suspended for the non-payment of dues may have his/her membership restored by payment to the Society of all outstanding dues or debts, plus the current initiation fee or by submitting an application as a new member.
- 3.11 Upon notice to the Society Office, any member of the Chapter who has moved into another Chapter area, may have his/her membership transferred to the Chapter serving the area to which he/she has moved, has requested, or conducts business. Both Chapters shall be duly notified of any changes by the Society office.
- 3.12 The Secretary shall maintain a current Chapter membership list.

#### **ARTICLE 4.00 - ORGANIZATION**

- 4.01 The Chapter is a not for profit organization chartered by the Society for the purpose of carrying out the objectives of the Society in its geographical area.
- 4.02 In order to maintain its charter, the Chapter shall have a minimum of twelve (12) active members from the Chapter in good standing.
- 4.03 The Chapter meetings shall be located in such place as determined by the Chapter Executive Committee.
- 4.04 The Chapter is located in the western region of the province of Nova Scotia and includes all of Kings, Annapolis, Digby, Yarmouth, Shelburne, Queens and Lunenburg Counties and the West Hants Municipality.
- 4.05 The affairs of the Chapter shall be administered by the Chapter Executive, consisting of all duly elected Officers and the immediate past Chair. All members shall be in good standing in the Chapter.
- 4.06 The Chair of the Chapter shall serve as the Chair of the Chapter Executive as provided in Article 4.05 of these by-laws. In their absence, the next ranking executive officer will temporarily serve as a replacement.
- 4.07 Except for, or beyond, the provision of Article 8.06, the Chapter Executive may appoint any eligible member to serve out the unexpired term of any Executive Member, who, by

reason of death, resignation, or any other cause becomes unable or ineligible to serve the term in question.

- 4.08 Meetings of the Chapter Executive shall be held as needed. Any issues discussed shall be forwarded to a Chapter meeting for final decision.
- 4.09 Reasonable notice, by mail or otherwise, shall be given to all Chapter Executive Members of any Chapter Executive meeting, regular or special. In the case of a special meeting, such notice shall clearly specify the business to be dealt with at such a meeting. No action shall be taken on matters not specified in the notice. This shall not preclude discussion of subjects pertinent to the affairs of the Chapter.
- 4.10 Three (3) persons shall constitute a quorum at all meetings of the Chapter Executive Members.
- 4.11 The Chapter Chair is a member of the Atlantic Region Executive Council. An elected officer of the Chapter may be designated by the Chapter Executive to serve in place of the Chair for the Atlantic Region Executive Council meeting.

#### **ARTICLE 5.00 - HANDLING OF FUNDS**

- 5.01 The fiscal year of the Chapter shall end on June 30 of each year.
- 5.02 All money received by the Chapter shall be deposited promptly to the credit of the Chapter in such bank(s), as may be ordered by the Chapter Executive. It shall be the duty of the Treasurer to maintain complete and accurate records of bank balances of all money received and all debts to the Chapter's account(s).
- 5.03 All payments of whatever origin made by the Chapter shall be made by cheque authorized by the executive committee and signed by any two of the executive committee. The executive shall ensure this payment will be ratified at the next regular meeting. Cheques are not to be pre-signed by the authorized signing authority.
- 5.04 In a year when no executive committee member is able to represent the chapter at the Society's PDC/AGM, the chapter may provide up to \$1000 assistance to one elected officer of the chapter designated by the executive committee to attend. This assistance will only be provided when: the representative is not receiving sufficient sponsorship from other sources; the chapter's finances allow; and, upon the approval of the executive committee.
- 5.05 The treasurer shall report on the financial status at Chapter meetings.

## **ARTICLE 6.00 - MEETINGS**

- 6.01 An Annual General Meeting (AGM) of members shall be held no later than June 30th of each year. The membership shall be given at least 30 (thirty) days' notice of the date, place, and time of the meeting. Included in this notice will be the nomination committee's report for consideration by the membership in years when election of officers is held.
- 6.02 The business to come before each Annual General Meeting, shall among other pertinent matters, if any, include the following items, not necessarily in the order set down:
- 1) Review the year's meetings.
  - 2) Annual report of the Chair.
  - 3) Annual report of the Treasurer.
  - 4) Annual report of the Committee Chairs.
  - 5) Nomination and Election of Officers (in years when elections are held)
  - 6) Nomination and Election of Committee Chairs. (in years when elections are held)
- 6.03 A Special General Meeting may be called by the Chapter Executive, or on the written request of five (5) members of the Chapter delivered to the Secretary of the Chapter.
- 6.04 At least twenty-one (21) days' notice of the calling of a Special General Meeting shall be given each member by mail or otherwise, such as email or fax. Such notices shall clearly specify the business to be dealt with at the meeting. No action shall be taken on matters not so specified in the notice. This shall not preclude discussion of subjects pertinent to the affairs of the Chapter.
- 6.05 A Notice calling for an Annual General Meeting or a Special General Meeting shall include an approved proxy form for use of members unable to attend in person. Such proxies shall appoint the Chapter Chair or the Chapter Secretary to vote on behalf of the member whose signature appears on the proxy form. Such proxies shall be valid only for the meeting stated. All proxies shall be delivered to the Secretary not later than fifteen (15) minutes before the meeting has been called to order. Any not delivered within this limitation shall be null and void. Refer to Appendix, (A and B).
- 6.06 Eight members present in good standing shall constitute a quorum for all General or Special meetings.
- 6.07 At least six (6) regular meetings shall be held annually. Dates and duration of these meetings shall be established by Chapter members. Five members present in good standing, including at least 2 Executive Committee members, shall constitute a quorum for all regular meetings.
- 6.08 All Chapter members in good standing have voting privileges at all regular, annual and special meetings.

## **ARTICLE 7.00 - MEMBERSHIP CODE OF ETHICS**

7.01 A member may be censured, reprimanded or terminated from the membership for conduct contrary to the Code of Ethics adopted by the Society. The procedure shall be as set forth in the Society's administrative guidelines. Refer to Appendix, (C).

## **ARTICLE 8.00 - OFFICERS**

- 8.01
1. The elected officers of the Chapter will be the:
    - a) Chair
    - b) Vice-Chair
    - c) Secretary
    - d) Treasurer
    - e) Program Coordinator
    - f) Membership Chair
    - g) Directors (2)
    - h) By-laws Chair
  2. The Executive Committee shall consist of the Chair, Vice-chair, Secretary, Treasurer and the Immediate Past Chapter Chair.
  3. Each elected officer shall have been a member for at least one (1) year prior to taking office.
  4. To be elected Chair, a member must have served on the chapter executive in any position for at least one (1) term.

### **Officer Roles and Responsibilities:**

- 8.02 The Chair shall:
- a) Preside at the meetings of the executive committee.
  - b) Preside at regular and special meetings of the Chapter.
  - c) Be a member of the Atlantic Region Executive Council representing the Chapter.
  - d) Provide leadership for the programs and activities for the Chapter during their term.
  - e) Appoint committees that are necessary to implement the objectives of the Chapter.
  - f) Submit by July 31st an Annual Plan of the Chapter's activities for the new fiscal year to the Regional Vice-President, Atlantic Region and the Society's office.
  - g) Submit the names of the Chapter Officers elected for the ensuing year to the Regional Vice-President, Atlantic Region and the Society's office.
- 8.03 The Vice-Chair shall:
- a) Succeed to the office of Chair and carry out their duties if the Chair is unable to serve.
  - b) Assume the role of Chair at all meetings that the Chair cannot attend.
- 8.04 The Secretary shall:
- a) Maintain Chapter records and correspondence.

- b) Record and distribute the minutes of Chapter meetings and Chapter Executive Committee meetings.
  - c) Notify Chapter members of meetings.
  - d) Forward the Chapter annual report to the Society's office before July 31st of each year.
- 8.05 The Treasurer shall:
- a) Maintain all financial records of the Chapter.
  - b) Oversee/manage the receipt and disbursements of funds as directed by the Chapter Executive Committee.
  - c) Maintain Chapter funds in a depository approved by the Chapter Executive Committee.
  - d) On or before July 31 each year transmit to the Society office the audited income and expense statement for the fiscal year ending June 30.
  - e) Submit the audited income and expense statements as part of the Chapter Annual Report to the Society's office.
- 8.06 The Immediate Past Chapter Chair has the primary responsibility to assist with the continuity of Chapter operations by offering advice to the Chapter Chair and coordinating succession planning. The Immediate Past Chapter Chair will:
- a) Be a member of the Executive Committee.
  - b) Chair the Nominations Committee, which may be comprised of more than one member.
  - c) Fill any mid-term vacancies that may arise.
  - d) Perform such other duties as may be assigned by the Executive Committee.
  - e) Promote the Chapter and the Society to potential members and other interested parties.
  - f) Maintain the Chapter Website and social media presence.
- 8.07 All executive officers shall serve a two (2) year term or until their successors have been duly elected.
- 8.08 No executive member shall hold any one office for more than two (2) consecutive terms without a break in service of that office.
- 8.09 Elections shall be held biennially on or before June 30th.
- 8.10 The Directors performing the audit will review the financial records and the Treasurer's annual report, and if all is found to be correct, affix their signatures to the report to affirm that all was found correct.
- 8.11 The Program Co-coordinator shall:
- a) Assist in the organization of the programs that fulfill the purpose of the Chapter as in Article 2.00.
  - b) See to the presentation of the speaker's awards and the recording of the guest speaker and other guests in the Chapter's Guest book.
  - c) See to the wishes of the membership in the organization of all dinner meetings put on by the Chapter.

- 8.12 The Membership Chair shall:
- a) Keep an up to date and accurate record of all members and their standing within the Chapter.
  - b) Inform the Secretary of the Chapter of any changes of the membership for transmitting the Society's office.
- 8.13 The Directors shall be ex-officio members of all standing and special committees. The Directors shall:
- a) Be experienced members preferably former executive members.
  - b) Provide direction on Chapter matters to the executive and members as required.
  - c) Provide clarification on Chapter issues, such as interpretation of by-laws.
  - d) Serve on sub-committees.
  - e) Carry out the annual audit of the Chapter's financial records and the treasurer's annual report.
- 8.14 The By-laws Chair shall:
- a) Periodically review the by-laws of the Chapter to ensure the said by-laws are kept up to date and current.
  - b) Record any changes to the by-laws, by majority vote of the Chapter, and transmit this record to the Secretary for transmitting to the Society's office and Vice President, Atlantic Region.

#### **ARTICLE 9.00 - NOMINATION OF OFFICERS**

- 9.01 Not less than forty-five (45) days prior to the Annual General Meeting where election of officers is to be held, the Chair shall appoint a Nomination Committee consisting of not less than two (2) members in good standing and whose Chair shall be the immediate past Chair of the Chapter. The names of the committee members shall be published in the first publication to be sent to all members after the appointment.
- 9.02 The completed report of the Nominating Committee shall be delivered to the Secretary of the Chapter at the meeting immediately prior to the Annual General Meeting and such delivery shall constitute formal nomination of the candidates named therein.
- 9.03 Not less than ten (10) days prior to the date of the Annual General Meeting, the Secretary shall forward, by mail or otherwise, a copy of the report to each member of the Chapter.
- 9.04 Nominations may also be made by:
- a) A member in good standing from the floor at the Annual General Meeting.
  - b) If a member is absent, nomination shall be accompanied by written acceptance of the nominee(s) and shall be submitted to the Chair of the Nominating Committee prior to the start of the Annual General Meeting.
- 9.05 Election of officers shall be by majority vote of the members present and entitled to vote at the Annual General Meeting or at a Special meeting called in the event that such election cannot be carried out at the Annual General Meeting; or by means of an on-line voting CSSE National process. Members are only permitted to vote if they are on the



current membership list and are in good standing. If only one candidate for any office is nominated, they shall be declared elected. When more than one candidate has been nominated for any office, voting shall be by secret ballot.

- 9.06 When a ballot vote is to be taken, the Officer presiding at the meeting shall appoint up to three (3) scrutinizers to oversee the voting, to examine the ballots cast and to verify the result of balloting. At the conclusion of the election of any candidate, the ballots are to be immediately destroyed.

#### **ARTICLE 10.00 - IN THE EVENT OF DISSOLUTION OF CHAPTER**

- 10.01 In the event of dissolution of the Chapter, all assets (cash and/or bonds) are to be converted to a single account or bond and forwarded to the Society, where it will be kept segregated for two (2) years. After two years if a Chapter has not been re-established, all assets can be absorbed into the Society's general ledger.

#### **ARTICLE 11.00 - PRESENTATIONS**

- 11.01 Presentations at Chapter meetings by members or guest speakers are only meant to be information sessions and are not to be used for the advertisement and/or sale of products.

#### **ARTICLE 12.00 - AMENDMENTS OF BY- LAWS**

- 12.01 All amendments to the Chapter By - Laws shall be made at either an Annual General Meeting or an appropriately convened Special Chapter meeting or by means of an on-line voting process.
- 12.02 Voting on all Chapter By-Law amendments shall be in accordance with the rules of the meeting, at which the amendment is being considered. (See 6.08 - Voting Privileges).

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Revised by the By-Laws Committee:

Bob Neilson – Chair (2021)

Stewart Franck – Member, and Immediate Past Chapter Chair

## **Appendix 'A'**

### **Proxy Procedure**

A proxy vote form will be sent to each registered member of the Chapter at least 30 days prior to the date of the Annual General Meeting or Special General Meeting.

If a member cannot attend the meeting, they have the option to exercise the proxy vote on all matters except the election of Chapter executive officers. Nominations for executive positions can arise from the floor, and the list of nominees can be amended as a result, and then they may be voted on by the members in attendance at the meeting.

A member exercising the proxy vote must return it to the Chapter secretary no later than 15 minutes before the meeting has been called to order. Otherwise the proxy shall be null and void.

The proxy form shall be a directed proxy vote. A directed proxy vote instructs the proxy holder how the person, who is entitled to vote, wants the proxy holder to act on individual questions. Proxies will be tabulated before the vote and the results will be kept confidential until the attendance vote is taken.

# Appendix 'B'

## WESTERN NOVA SCOTIA CHAPTER CANADIAN SOCIETY OF SAFETY ENGINEERING

### PROXY FORM

Members unable to attend a meeting can assign their vote on all matters other than the nomination of officers with due notice by using this form.

Member Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_

Meeting Date: \_\_\_\_\_

As my proxy, I appoint:

- Chapter Chairperson
- Chapter Secretary
- My proxy may vote according to his or her discretion on all matters that may properly come before the meeting other than the election of officers.
- My proxy may vote only as set indicated below.

Agenda item # and description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direction:                      For                       Against

Agenda item # and description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Direction:                      For                       Against

## **Appendix 'C'**

### **CSSE Code of Ethics**

The ethical relationships of members of the Society are defined in order to ensure that their conduct will provide sound judgement in pursuance of their professional duties, will follow the highest standards of integrity, and will uphold the honour and dignity of the safety profession.

#### **WITH THE PUBLIC**

Members shall limit their involvement in such endeavors to those areas where they have specific knowledge and competence. They shall avoid any form of appearance of a possible conflict of interest.

#### **WITH EMPLOYERS OR CLIENTS**

Members shall not abuse their professional affiliations to secure personal advantage and shall avoid conflicts of interest.

#### **IN SEEKING EMPLOYMENT**

Members shall not compete unfairly with other members or utilize improper or questionable methods.

#### **PROMOTIONAL PRACTICES**

Members shall not allow nor participate in exaggerated or misleading statements of their qualifications. They shall not represent their work and/or capabilities in a manner which will discredit or reflect unfavorably upon the profession. Professional papers or articles written for publications shall be factual, dignified, and free from self-laudatory implications. Such articles shall convey the author's degree of participation in the work or program described and shall give appropriate credit to others who share in the activity.

#### **AS AN EMPLOYER**

Members shall provide complete information on the position and its status and shall ensure equal opportunities for professional development of those working under their supervision.

#### **WITH OTHER MEMBERS**

Members shall not take credit for the safety work of others including designs, programs, suggestions, accomplishments, or proprietary interest, and shall not attempt to injure directly or indirectly the professional reputation, prospect, or practice of other members. Each member shall cooperate in extending the effectiveness of the profession by the exchange of information and experience and by encouraging fellow members to pursue their continuing education efforts.