

By-laws relating generally to the transaction of business and affairs of the Canadian Evaluation Society – Yukon Chapter

Section One

DEFINITION AND INTERPRETATION

1. The term “Chapter” refers to the Canadian Evaluation Society – Yukon Chapter and the term “Society” refers to the Canadian Evaluation Society.
2. Nothing in these bylaws shall contravene the bylaws of the Canadian Evaluation Society. In the event of any conflict, the bylaws of the Canadian Evaluation Society shall supersede these bylaws.

Section Two

OBJECTS OF THE CHAPTER

3. In addition to supporting the objects of the Society, the Chapter promotes evaluation theory and practice and serves its membership through:
 - a. professional development for members in the form of workshops, special publications, and other information and events for practitioners, students, and clients of evaluation;
 - b. communication among evaluators, both as clients and suppliers, and those with a general interest in evaluation through conferences, newsletters, member services, liaison with the media, government, private sector and not-for-profit groups; and
 - c. articulation and promotion of best practice approaches to all aspects of the evaluation of programs, activities, operations, and tasks.

Section Three

CONDITIONS AND RIGHTS OF MEMBERSHIP

4. The members of the Chapter must be members in good standing of the Society. The definition of membership in the Society is found in the bylaws of the Society.
5. Any member of the Chapter who ceases, for whatever reason, to be a member in good standing of the Society, simultaneously ceases to be a member of the Chapter and forfeits all rights thereto.
6. All members of the Chapter shall have the right to attend the Annual General Meeting and all general and special meetings of the Chapter. It is the responsibility of members to maintain a current e-mail address with the Chapter, to which all notices pertaining to the business of the Chapter may be sent.
7. All members of the Chapter shall be entitled to:
 - a. attend all events, conferences, meetings, workshops, and seminars sponsored by the Chapter;
 - b. receive copies of all communications that the Chapter may issue;

- c. nominate members for the Executive and to stand for election;
- d. vote in all elections for officers of the Chapter; and
- e. vote on changes to by-laws of the Chapter.

8. No proxy voting is allowed.

Section Four

MEETINGS

- 9. There shall be an Annual General Meeting to be held in Yukon, at a place determined by the Executive, once per calendar year. The Annual General Meeting shall:
 - a. receive the report of the Executive for the year, including Chapter financial statements; and
 - b. hold elections for available positions on the Executive.
- 10. The time and place of the Annual General Meeting shall be communicated to the members with at least twenty days' written notice.
- 11. A special general meeting may be called by a request in writing, signed by five members of the Chapter. The written request will explain the reasons for the meeting.
- 12. All Executive and general meetings shall have an agenda and full written minutes. Once approved in a subsequent meeting, these minutes shall be available to any member on request.
- 13. The quorum for the Annual General Meeting or any special general meeting shall be twenty percent of the members of the Chapter, but no less than five members.
- 14. The quorum for any Executive meeting shall be at least half of the members of the Executive. No member may stand in for an Executive member.
- 15. The accidental omission of notice regarding any meeting to any member, or the non-receipt of notice of any meeting, shall not invalidate any resolution passed or any proceeding taken at any meeting.
- 16. Every question shall be decided by a show of hands, unless a recorded or secret ballot is requested by a simple majority present.
- 17. If a recorded or secret ballot vote is approved, the Chair of the meeting shall direct such a vote.
- 18. Questions to be decided by the Executive may be decided by electronic vote, between Executive meetings, at the discretion of the Executive.

Section Five

EXECUTIVE

19. The officers of the Chapter shall include:

- a. President;
- b. National Council Representative;
- c. Vice-President;
- d. Secretary;
- e. Treasurer; and
- f. Director(s)-at-Large.

20. The President shall:

- a. attend all meetings of the Chapter and Executive;
- b. chair all meetings when present;
- c. supervise the affairs of the Executive
- d. represent the Society in general;
- e. provide a report to the Chapter at the Annual General Meeting; and
- f. carry out other duties assigned by the Executive.

21. The Vice-President shall:

- a. attend all meetings of the Chapter and Executive;
- b. preside at meetings in the President's absence;
- c. replace the President at various functions when asked to do so by the President or the Executive; and
- d. carry out other duties assigned by the Executive.

22. The Secretary shall:

- a. attend all meetings of the Chapter and Executive;
- b. maintain accurate and timely minutes these meetings;
- c. have charge of the Executive's correspondence;
- d. ensure that a record of names and addresses of all members of the Chapter is kept;
- e. ensure all notices of various meetings are sent; and
- f. carry out other duties assigned by the Executive.

23. The Treasurer shall:

- a. attend all meetings of the Chapter and Executive;
- b. ensure annual fees are collected and deposited;
- c. ensure all monies paid to the Chapter are deposited in a bank chosen by the Executive;
- d. ensure detailed account of revenues and expenditures is presented to the Executive regularly;
- e. prepare financial statements for presentation at the Annual General Meeting;
- f. coordinate any audit or financial review required from time to time; and
- g. carry out other duties assigned by the Executive.

24. The National Council Representative shall:

- a. attend all meetings of the Chapter and Executive;
- b. communicate with the Society regularly;
- c. report back to the Executive on discussions and decisions made by the Society;
- d. represent the Chapter on the Society's board;
- e. provide a report to Chapter members at the Annual General Meeting; and
- f. carry out other duties assigned by the Executive.

25. The Director(s)-at-Large shall attend all meetings of the Chapter and the Executive and have such other duties as agreed by the Executive.
26. The Executive shall seek and respect diverse views and welcome new ideas and constructive dialogue, striving for collaborative decision-making wherever possible.
27. The offices of President, Vice President, and Treasurer must be held by three separate individuals.
28. The terms of the Executive shall normally be for two years. For the initial election of the Executive, the positions of Treasurer and Vice-President shall be for a one-year term.
29. Elections for Executive positions shall normally alternate from year to year to ensure continuity among the board so that nomination and elections are held on alternating years for the positions of:
 - a. President, Secretary, National Council Representative, and Director(s) at Large; or
 - b. Vice-President, Treasurer, and Director(s) at Large
30. Members of the Executive may stand for re-election to their present position for a maximum of two consecutive terms (for a total tenure of six consecutive years in a given position). Members of the Executive may stand for re-election for additional subsequent consecutive terms if no other candidate(s) is(are) nominated for their position.
31. Any member of the Executive may be removed by a two-thirds majority vote during a general meeting, provided notice of such intent is communicated to all members with at least twenty days' notice.
32. No such member shall be removed without having received written notice of the proposed motion for their removal and a brief statement of the reason(s) for the proposed removal at least twenty days before the vote is to be held. No such member shall be removed without having an opportunity to be heard at the general meeting considering their removal prior to the vote taking place.
33. In the event that a member of the Executive is removed by a vote during a general meeting, a call for nominations shall be issued immediately after the meeting if the member removed was serving in the position of President, Secretary, Treasurer, or National Council Representative. As soon as practicable after nominations are received, the nominations shall be circulated to members along with notice of a special meeting to be held to fill the vacancy.

Section Six

ELECTION OF OFFICERS

34. No less than thirty days prior to the Annual General Meeting, all Chapter members shall be invited by the current President to nominate other members or let their name stand for Chapter office(s). Nominations shall be in writing and contain a brief biography of the nominee and statement by nominees that they are willing to serve if elected.
35. In the event that there are insufficient nominations, the Chapter Executive can nominate candidates for vacant positions with the consent of those nominated.

36. No less than fifteen days prior to the Annual General Meeting, the Chapter Executive shall email a statement of nominations, including the biographies of nominees, to all members of the Chapter. Members will then be provided with a paper, email, or web-based ballot to vote for their preferred nominee.
37. Online voting will be available for Chapter members residing outside of the community in which the Annual General Meeting or the special general meeting is being held.
38. In the event that no members are elected to the office(s) of President, Treasurer, and/or National Council Representative, the outgoing Chapter Executive shall appoint individuals to these offices with the consent of those appointed.

Section Seven

ADMINISTRATION

39. The Chapter shall not enter into any loan arrangements without the approval of the general membership. The Executive may approve such temporary debts as may be needed to carry out the functions such as workshops, seminars, and other activities, as long as these activities and the total financial commitment is approved by the membership in a general meeting.
40. The banking of the Chapter shall be transacted with any bank, credit union, or trust company as may be designated by the Executive.
41. The President and Treasurer will be entitled to authorize expenditures up to \$250 without prior approval of the Executive, provided that notices of individual expenditures are given to the Executive within thirty days of each.
42. In the event that the offices of President, Secretary, and Treasurer are not filled, the Chapter shall be deemed to have ceased functioning and all assets will revert to the Society.
43. The fiscal period of the Chapter shall commence on the 1st day of July in each year and shall terminate on the 30th day of June of the following year.
44. The President, Vice President, and Treasurer shall have signing authority for the Chapter.
45. All financial and legal documents shall be signed by at least two members of the Executive.

Section Eight

AUDIT

46. At the Annual General Meeting, an auditor may be appointed for the ensuing year. In lieu of an auditor, one Officer who is not the Treasurer, and at least one other member of the Chapter who is not a signing authority may be appointed to review the annual financial statements and records.
47. Any member may request to review the financial records of the Chapter.
48. At each Annual General Meeting, an annual financial statement shall be presented for inspection by the members. The annual financial statements will be signed by the auditor, or if there is no auditor by the appointed Officer and member. The annual financial statements will contain: the assets and

liabilities of the Chapter in the form of a balance sheet, and the receipts and disbursements of the Chapter during the fiscal year just ended in the form of an income and expense statement.

Section Nine

PROTECTION OF MEMBERS OF THE EXECUTIVE AND CONFLICT OF INTEREST

49. Members of the Executive shall receive no remuneration for their work for the Chapter.
50. No member of the Executive shall be liable for the acts, receipts, neglects, or defaults of any other member or officer or employee, or for any loss, damage or expense happening to the Chapter through the insufficiency or deficiency of title to any property acquired by the Executive on behalf of the Chapter, or for the insufficiency or deficiency of any security in or upon which any of the moneys of the Society shall be invested, or for any person, firm or corporation with whom any of the moneys, securities or effects of the Chapter shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Chapter, or for any loss, damage or misfortune whatever which may happen in the executive of the duties of his/her respective office or trust, or in relation thereto, unless the same shall happen by or through their own dishonestly or willful neglect.
51. The Executive of the Chapter shall operate as per the Disclosure of Interest / Conflict of Interest Policy and any subsequent amendments thereto contained within the Canadian Evaluation Society Policy Manual. In this context, references to the Canadian Evaluation Society within the policy shall be understood to refer to the Chapter.

Section Ten

COMMITTEES

52. The Executive may, from time to time, appoint standing committees and ad-hoc sub-committees of the Executive. These committees shall normally also include members of the Chapter who are not members of the Executive.

Section Eleven

AMENDMENT OF BY-LAWS

53. All proposed amendments to these by-laws must be provided in writing to the membership no less than thirty days prior to a general meeting.
54. All amendments to these by-laws must be approved by a two thirds majority vote of members present at a general meeting.