

## **By-laws relating generally to the transaction of business and Affairs of the Manitoba Chapter of the Canadian Evaluation Society**

### **Section One**

#### **DEFINITION AND INTERPRETATION**

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

### **Section Two**

#### **OBJECTS OF THE CHAPTER**

1. In addition to supporting the objects of the Society, the Chapter promotes evaluation theory and practice and serves its membership through:
  - a. basic research and exchange of current evaluation theory and practice, including through “The Canadian Journal of Program Evaluation”;
  - b. professional development for members in the form of workshops, special publications, and other information and events for practitioners, students, and clients of evaluation;
  - c. 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
  - d. 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**

1. The members of the Chapter must be members in good standing of the Society and have permanent residence in the Province of Manitoba. The definition of membership in the Society is found in the by-laws pertaining to the Society. All members in good standing of the Society residing in the Province of Manitoba shall automatically be members of the Chapter.
2. 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.
3. It is the responsibility of the individual member to ensure that his or her membership is current in the Society.
4. 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 the member to maintain a current e-mail address with the Chapter, to which all notices pertaining to the business of the Chapter may be sent.
5. 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 and the administrative practices of the Society.
6. No proxy voting is allowed.

**Section Four**  
**MEETINGS**

7. There shall be an Annual General Meeting to be held in Manitoba, 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 the auditor's report;
  - b. appoint the auditor(s) for the next year; and
  - c. authorize the Executive to transact any business for the next year.
8. The time and place of the Annual General Meeting shall be communicated to the members with at least twenty (20) days' written notice.
9. A general meeting may be called by a request in writing, signed by five (5) members of the Chapter.
10. 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.
11. The quorum for the Annual General Meeting or any general meeting shall be seven (7) members of the Chapter.
12. The quorum for any Executive meeting shall be five (5) members of the Executive. No member may stand in for an Executive member.
13. 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.
14. Every question shall be decided by a show of hands, unless a recorded or secret ballot is requested by a simple majority present.
15. If a recorded or secret ballot vote is approved, the Chair of the meeting shall direct such a vote.
16. 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**

1. The offices of the Chapter shall include:
  - a. President;
  - b. Vice-President
  - c. Secretary;
  - d. Treasurer;
  - e. Past-President;
  - f. National Council Representative;
  - g. Professional Development Officer;
  - h. Membership Development Officer;
  - i. Member(s)-at-Large.
  
2. The President shall:
  - a. chair all meetings;
  - b. communicate with the National Administrative Office on matters pertaining to membership, finances, and other matters;
  - c. normally represent the Chapter on the Council of the Society;
  - d. represent the Society in general; and
  - e. provide a report to the Chapter at the Annual General Meeting.
  
3. The Vice-President shall:
  - a. replace the President as Chair of meetings whenever required.
  
4. The Secretary shall:
  - a. maintain accurate and timely minutes of the transactions of the Society; and
  - b. ensure that all members are informed as to meetings.
  
5. Treasurer shall:
  - a. maintain accurate and timely records of all the finances of the Chapter; and
  - b. provide a report to the Chapter at the Annual General Meeting.
  
6. The National Council Representative shall:
  - a. communicate with the Society regularly;
  - b. report back to the Executive on discussions and decisions made by the Society; and
  - c. provide a report to Chapter members at the Annual General Meeting.

7. The Professional Development Officer shall:
  - a. be responsible for organizing the professional development programs offered by the Chapter;
  - b. coordinate professional development opportunities identified and informed by the Executive and the Chapter Members;
  - c. communicate with Chapter Members regarding professional development opportunities;
  - d. communicate with the Society regarding national professional development opportunities; and
  - e. provide a report to Chapter members at the Annual General Meeting.
8. The Membership Development Officer shall:
  - a. maintain records of Chapter Members; and
  - b. develop and implement strategies to promote memberships; and
  - c. provide a report to Chapter members at the Annual General Meeting.
9. The Member(s)-at-Large shall have such duties as agreed by the Executive.
10. The offices of President, Treasurer, and National Council Representative must be held by three separate individuals. Individuals may hold one or more of the remaining Chapter offices, and may hold such offices in combination with one of the offices of President, Treasurer, and National Council Representative.
11. The terms of President, Treasurer, and National Council Representative shall normally be for two (2) years. All other positions on the Executive shall normally hold one (1) year terms. Members of the Executive may stand for re-election to their present position for a maximum of four (4) consecutive terms. Members of the Executive may stand for re-election for a fifth or subsequent consecutive term if no other candidate(s) is(are) nominated for their position.
12. Any member of the Executive may be removed by a 2/3 majority vote during a general meeting, provided notice of such intent is communicated to all members with at least twenty (20) working days' notice.
13. In the event that a member is removed by a vote during a general meeting, an election for a replacement shall be held immediately at the same meeting.

**Section Six**  
**ELECTION OF OFFICERS**

1. No less than (60) 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 – one hundred (100) words or less – and a statement by the nominee that he/she is willing to serve if elected.
2. In the event that there are insufficient nominations, the Chapter Executive can nominate candidates for vacant positions.
3. No less than thirty (30) 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.
4. Members shall complete and submit their ballots no less than ten (10) days prior to the Annual General Meeting.
5. The outgoing Chapter Executive will announce the result of voting at the Annual General Meeting.
6. 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.

**Section Seven**  
**ADMINISTRATION**

1. 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.
2. The banking of the Chapter shall be transacted with any bank, credit union, or trust company as may be designated by the Executive.
3. The President or 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 30 days of each.
4. In the event that the offices of President, Treasurer, and National Council Representative are not filled, the Chapter shall be deemed to have ceased functioning and all assets will revert to the Society.
5. The fiscal period of the Chapter shall commence on the 1st day of July in each year and shall terminate on the 30<sup>th</sup> day of June of the following year.
6. Only the President, Treasurer and National Council Representative are eligible to have signing authority for the Chapter.
7. All financial and legal documents shall be signed by two members of the Executive.
8. Any remuneration provided to members of the Chapter Executive for the fulfillment of their assigned duties, must be approved by a 2/3 vote of the Chapter Executive and reported to the membership during the Annual General Meeting.

**Section Eight**  
**AUDIT**

1. 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. If no auditor is appointed any member may request to review the financial records of the Chapter.
2. 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**

1. 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 execution of the duties of his/her respective office or trust, or in relation thereto, unless the same shall happen by or through his/her own dishonestly or wilful neglect.
2. The Chapter shall maintain Director and Officer’s Liability Insurance.

### **Section Ten**

#### **COMMITTEES**

1. The President 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**

1. All proposed amendments to these by-laws must be provided in writing to the membership no less than thirty (30) days prior to an Annual General Meeting.
2. All amendments to these by-laws must be approved by a 2/3 majority vote of members present at a general meeting.