

# **CONSTITUTION AND BY-LAWS**

## **BC BRANCH**

**Canadian Institute of Public Health Inspectors**



**BY-LAW #1 - GENERAL ADMINISTRATION**

**BY-LAW #2 - REGISTRATION**

## **CONSTITUTION**

1. The name of the Society shall be Canadian Institute of Public Health Inspectors, B.C. Branch.
2. The purposes of the Society are as follows:
  - a. To act as a special resource in B.C. for the maintenance and improvement of personal and community health by:
    - (i) initiating, encouraging and participating in research relative to health promotion and protection;
    - (ii) observing trends in health needs and anticipating requirements in manpower, resources, health legislation and environmental health programs;
    - (iii) developing and expressing viewpoints and statements of concern on public health and environmental health issues;
    - (iv) promoting the establishment of licensing for Public Health Inspectors in B.C. to ensure the highest standards of service and protection are provided for the public;
    - (v) developing community service projects in the health field for the betterment of the citizens of B.C. and the Society;
    - (vi) promoting the exchange of information and the advancement of knowledge between Public Health Inspectors and other health disciplines as well as Public Health Inspectors and the public.
  - b. To promote the advancement of sanitary science in any or all of its branches and the diffusion of knowledge relating thereto by:
    - (i) ensuring the education and training of Public Health Inspectors is kept abreast of changes in the science;
    - (ii) providing and encouraging bursaries, scholarships and awards for deserving persons entering or practising in the field of Public Health Inspection;
    - (iii) acting in these or any other ways considered necessary, beneficial and proper.
  - c. To raise the status and standards of the Public Health Inspector by:
    - (i) ensuring those persons certified and appointed as Public Health Inspectors are properly qualified;
    - (ii) participating in the certifying process of Public Health Inspectors with the appointment of representatives who are eligible to sit as members of the Board of Certification of Public Health Inspectors

and as members of the Board of Examiners in B.C.

- d. To subscribe to and cooperate with any other association, whether incorporated or not, whose objects are altogether or in part similar to those of the Society, and to interchange with any such association information deemed to be in promotion of such objects;
  - e. To take any gift, bequest, or property, for all or any one or more of the objects of the Society;
  - f. To construct, maintain, and alter any houses, buildings, or works necessary or convenient for the purposes of the Society.
3. The operations of the Society are to be carried out throughout the Province of British Columbia.

## **BY-LAW #1 - GENERAL ADMINISTRATION**

### **TERMS OF ADMISSION OF MEMBERS AND THEIR RIGHTS AND OBLIGATIONS**

1. Regular membership shall be granted to those persons whose application for registration as a Regular Member has been approved in accordance with the provisions of By-law #2 - Registration.
2. Student membership shall be granted to those persons who have submitted the prescribed application and who are Student Members in good standing in the Canadian Institute of Public Health Inspectors and who are studying for their Certificate in Public Health Inspection (Canada).
3. Life membership shall be granted to those persons who are Life Members in the Canadian Institute of Public Health Inspectors, and who are or have been residents in the Province of B.C., Yukon or N.W.T.
4. Honourary membership shall, at the discretion of the Society, be granted to any individual, who, in the opinion of the members present at the Annual General Meeting, has performed or rendered some outstanding service to the Public Health or the Society.
5. Retired membership shall be granted to those persons who are Retired Members of the Canadian Institute of Public Health Inspectors, and who have been or are residents in the Province of B.C., Yukon or N.W.T.
6. Sustaining membership shall be granted to those persons or organizations who:
  - a. have submitted the prescribed application and who are sustaining members of the Canadian Institute of Public Health Inspectors,
  - b. wish to support the objects of the Society, and donate the annual fee prescribed by the Society.
7. Persons may be eligible for Associate membership upon submission of the prescribed application, if they hold the Certificate in Sanitary Inspection (Canada) or the Certificate in Public Health Inspection (Canada), providing they are not practising or employed in a position where a prerequisite is the C.S.I.(C) or C.P.H.I.(C). It shall be the responsibility of every Associate Member to notify the Executive Secretary-Treasurer within thirty (30) days of a change in status relative to the above stated membership criteria. Associate Members shall not have voting rights or the right to hold elected office.
8. Regular, Life and Retired Members shall have the right to vote and hold office in

the Society. Student, Honourary, Associate and Sustaining Members shall not have the right to vote or hold office but shall have the right to attend the meetings of the Society.

9. The annual fees for all classes of membership in the Society except Life and Honourary Members shall be set at the Annual Meeting, unless increased or reduced by a special resolution passed at a General Meeting, and shall be in effect for the year designated at such meeting of the Society.
10. Life and Honourary Members shall be exempt from the payment of the annual fees to the Society.
11. Every member of the Society shall in each year on or before the first day of January, pay an annual fee fixed by the Annual General Meeting for the Society. The fee shall be the amount stipulated for the applicable membership category. Any member who fails to pay his annual fee by the first day of January shall be considered not to be in good standing until the required fee is paid.

#### CONDITION UNDER WHICH MEMBERSHIP CEASES AND THE MANNER IN WHICH A MEMBER IS EXPELLED

12. Resignation - a member, other than a Regular Member, may, by notice in writing sent to the Corresponding Secretary or the Executive Committee, resign from the Society. The resignation of a Regular Member shall be in accordance with the provisions of By-law #2 - Registration.
13. If any member of the Society fails to pay the annual fee on or before the 31st day of January in a year, he shall cease to be a member from and after that date. A member, other than a Regular Member, may be reinstated by payment of the fees for the year in which he applies for reinstatement. The non-payment of the annual fee by a Regular Member shall be dealt with pursuant to the provisions of By-law #2 - Registration.
14. Expulsion - in case the conduct of a member, other than a Regular Member, shall, in the opinion of the Executive Committee, be injurious to the objects, the character and the interests of the Society, the Executive Committee shall be empowered to ask such member to withdraw from the Society. If such member does not withdraw within ten (10) days of the aforesaid request, a special meeting of the Society shall be called on fourteen (14) days notice to all members to consider the matter, and in the event of three-fourths (3/4) of the members present at such meeting, voting by secret ballot, that the name of such member be removed from the record of members of the Society, the aforesaid member shall thereupon cease to be a member of the Society. All matters pertaining to the conduct of a Regular Member shall be referred to the Board of Registration for consideration in accordance with the provisions of By-law #2 -

Registration.

MONTH FOR HOLDING ANNUAL GENERAL MEETING AND MODE OF AND NOTICE  
REQUIRED FOR CALLING GENERAL AND SPECIAL MEETINGS AND NUMBER  
CONSTITUTING A QUORUM AND RIGHTS OF VOTING

15. The Annual General Meeting of the Society shall be held yearly, in the month of March through to September at the time and place designated by the Executive Committee.
16. General Meetings of the Society may be held at such times and places as may be designated by the Executive Committee.
17. Special Meetings of the Society may be held at such times and places as may be designated by the Executive Committee. However, a Special Meeting shall be called by the Executive Committee whenever ten (10) percent of the members of the Society, by petition in writing sent to the Corresponding Secretary, request such a meeting, providing that the reason for such a meeting has first been discussed by the Executive Committee but not to the satisfaction of the members submitting the petition.
18. At Special Meetings of the Society only such business as is described in the notice calling such meeting shall be discussed, considered or acted upon.
19. Notice of any General or Special Meeting of the Society shall be given at least fourteen (14) days prior to such meeting, specifying the place, date and hour of the meeting, and the general nature of the business to be discussed. Such notice shall be sent by mail, or other means, to each member in good standing at the address listed in the register of members. Failure to receive such notice shall not invalidate the meeting or its proceedings.
20. The quorum for any Special or General Meeting of the Society shall consist of twenty (20) Regular, Life and Retired Members in good standing as listed in the register of members.
21. Any General and Special Meeting of the Society each Life, Retired and Regular Member in good standing shall have the right to one vote. Honourary, Associate, Student and Sustaining Members shall not have the right to vote. Proxies will be allowed at the Annual General Meeting and the Special Meetings for the purpose of voting on amendments to the Constitution and By-laws. Said proxies shall be in the form prescribed by the Society.
22. At the Annual General Meeting of the Society, the vote shall be by open ballot on nominations for the election of Officers and Executive Committee. Standing Committees may be elected by a show of hands.

23. At any General or Special Meetings of the Society, the vote on any resolution may be taken by a show of hands, unless the President or Chairman, in his discretion, considers that voting shall be by ballot, or unless such a ballot is demanded by a member in good standing present at the meeting. All resolutions must be passed by three quarters (3/4) majority of the members in good standing present at the meeting.
24. At the Annual General Meeting, a presiding officer shall be appointed by the President, or the Executive Committee, to be Chairman, and he shall hold the chair during the election of Officers and the Executive Committee. In the event of a tie vote, such Chairman shall cast the deciding vote.

At all Executive Meetings of the Society, the President or Chairman of the meeting shall, in the event of a tie vote on any resolution, cast the deciding vote.

#### APPOINTMENT AND REMOVAL OF DIRECTORS AND OTHER OFFICERS AND THEIR DUTIES, POWERS, AND REMUNERATION

25. An Honourary President may, on recommendation of the Executive Committee, be elected by ballot or show of hands, at the Annual General Meeting, and, if elected, hold office until the next Annual General Meeting.
26. Officers - the Officers of the Society shall consist of a President, Vice-President, Treasurer, Corresponding Secretary and Recording Secretary. These Officers shall hold office from the Annual General Meeting at which they are elected until the next Annual General Meeting following and/or until their successors are elected, and, in addition, shall serve ex-officio for one month for the purpose of completing any unfinished business.
27. Executive Committee - the government and general direction of the Society shall be vested in the Executive Committee:
  - a. The Executive Committee shall be composed of the Officers of the Society, the immediate Past President, the President, the Vice-President, the Treasurer, the Corresponding Secretary, the Recording Secretary, and at least five (5) but not more than ten (10) members at large, elected at the Annual General Meeting and the Chairperson of each Local Chapter.
  - b. The term of office of the members of the Executive Committee shall begin at the end of the Annual General Meeting when elected and shall terminate at the next Annual General Meeting or until a successor is elected or appointed.
  - c. A quorum of the Executive Committee shall consist of five (5) duly elected

members.

- d. Any vacancy in the Executive Committee may be filled by the Executive Committee by appointment of a member to complete the term of office vacated.
  - e. Any Officer or member of the Executive Committee shall cease to hold office when he ceases to be a member of the Society.
  - f. Any twenty (20) members of the Society can require the Executive Committee to call a Special Meeting for the purpose of voting on a resolution to remove any officer or member of the Executive Committee and/or substituting another member in that position.
  - g. No member of the Society shall concurrently be a member of the Executive Committee and Board of Registration.
28. The headquarters of the Society shall be at such place as may be decided by resolution at the Annual General Meeting, or at such place as the Executive Committee may from time to time determine.
29. The President shall preside at all meetings of the Society and the Executive Committee, and shall be ex-officio a member of all committees.
30. The Vice-President shall, in the absence of the President, preside at meetings of the Society and the Executive Committee, and shall carry out such other duties as the Executive Committee may from time to time designate.
31. The Corresponding Secretary shall perform such duties as pertain to his office and as may be prescribed by the Executive Committee, and without restricting the power of the Executive Committee shall:
- a. Conduct the correspondence of the Society.
  - b. Keep or cause to be kept all books as may be required by the Executive Committee, and deliver, if authorized by the Executive Committee, any records to any person named by the Executive Committee.
  - c. Carry out the obligation of applicable sections of the Society Act of B.C.
  - d. Be the custodian of the Seal of the Society in such form as the Executive Committee may approve.
32. The Recording Secretary shall perform such duties as pertain to his office and as may be prescribed by the Executive Committee, and without restricting the

powers of the Executive Committee shall:

- a. Issue or cause to be issued notices of all meetings of the Society to the members concerned.
  - b. Keep a record of the proceedings of the Society and the Executive Committee, and, when so instructed by the Executive Committee, provide copies of such records of meetings to the members.
  - c. Publish in the notice of the Annual General Meeting, the names of those persons nominated by the Society's Nominating Committee for the positions of National Councillors and National President.
  - d. Notify each member in good standing of the Society of all resolutions proposing amendments to the constitution and By-laws. Such resolutions shall be included in the notice of any General or Special Meeting of the Society as specified in Section 19 of this By-law.
33. The Treasurer shall perform such duties as pertain to his office and as may be prescribed by the Executive Committee and without restricting the powers of the Executive Committee shall:
- a. Have the care and custody of all the funds and securities of the Society.
  - b. Enter or have entered all receipts and disbursements in the books of accounts.
  - c. Deposit or have deposited all monies and cheques received in a chartered bank, trust company or savings office designated by the Executive Committee.
  - d. Disburse, by cheque only, and under the direction of the Executive Committee, all amounts necessary for the proper conduct of the affairs of the Society.
  - e. Collect all membership fees in cooperation with the National Executive Secretary Treasurer.
  - f. Maintain a record of members, classified as to type of membership, in accordance with the Society Act.
  - g. Prepare annually a balance sheet and financial statement, showing the true financial standing of the Society, which shall be audited by the auditor or auditors, as shown in Section 6 of these By-laws, and shall then submit the same to the Executive Committee and the Annual General meeting.

- h. Prepare interim financial statements for submission to the Executive Committee and to General Meetings whenever they may be called for.
  - i. Submit a balance sheet to the Registrar of Companies as required by the Society Act.
34. The Executive Committee, without restricting its powers to manage the affairs of the Society, shall:
- a. Submit to the Annual General Meeting a report of its actions, and/or minutes of its proceedings for confirmation.
  - b. Appoint all Committees, other than Standing Committees, that may be found necessary for the good government of the Society and/or to carry out the aims and objects of the Society.
  - c. Exercise all such powers of the Society as are outlined in these By-laws and/or as provided for under the Society Act.
  - d. Make recommendations for the granting of Honourary Memberships.
  - e. Supervise and control all publications of the Society and the use and name of the Society.
  - f. Provide, by resolution, for the carrying on of the banking of the Society, and its signing officers for such purpose.
  - g. Appoint a Nominating Committee, not less than thirty (30) days prior to the Annual General Meeting, of not less than three (3) members.
  - h. Hold such meetings as are necessary for the discharge of the business of the Society, at such time and place as it sees fit.
  - i. Appoint, by resolution, such signing officers as may be necessary for the conduct of the business of the Society, except where such officers are appointed by resolution at an Annual General Meeting.
  - j. Make recommendations to the Annual General Meeting regarding nominations by the Society to the positions of National Councillors and National President.
  - k. Appoint Regular Members to the Board of Registration in accordance with the provisions of By-law #2 - Registration.

- I. Annually grant such funds as it deems necessary for the operation of the Board of Registration, including the remuneration of a Registrar.
35. No member shall receive any remuneration except for expenses in carrying out the business of the Society, provided, however, that an honorarium may be granted to any member or person, if approved by resolution at an Annual General Meeting.

#### EXERCISE OF BORROWING POWERS

36. The Executive Committee may, on behalf of and in the name of the Society and for the purpose of carrying out the aims and objects, exercise its borrowing powers in accordance with the provisions of Section 36 of the Society Act.

#### AUDIT OF ACCOUNTS

37. The Society may, at each Annual General Meeting, appoint an Auditor to hold office until the next Annual General Meeting. If no one is appointed the Executive shall appoint an Auditor to hold office until the next Annual General Meeting. Such Auditor shall audit the books of the Society and the balance sheet and financial statement prior to and for presentation to the Annual General Meeting.

#### CUSTODY AND USE OF THE SEAL OF THE SOCIETY

38. The Seal of the Society shall be in the custody of the Corresponding Secretary and shall not be affixed to any instrument except by the authority of a resolution of the Executive Committee and in the presence of such officers as may be prescribed by the resolution.

#### ALTERATION OF THE BY-LAWS BY SPECIAL RESOLUTION STATING REQUISITE MAJORITY

39. The Constitution and By-laws of the Society may be amended only by a special resolution, presented at the Annual General Meeting, or at a General or Special Meeting held for the consideration of such a resolution, and receiving a majority vote of three quarters (3/4) of the eligible votes at such a meeting. Such a special resolution or resolutions must be sent to the Recording Secretary at least thirty (30) days prior to the meeting at which the amendment is proposed.

#### PREPARATION AND CUSTODY OF MINUTES OF PROCEEDINGS OF THE SOCIETY AND OF THE DIRECTORS, AND OTHER BOOKS AND RECORDS OF THE SOCIETY

40. a. The Corresponding Secretary shall have custody of all books and records

of the Society, except the books of account, as required by Section 32 of these by-laws.

- b. The Recording Secretary shall prepare the minutes of the proceedings of the Society and have custody of them, as required by Section 32 of these by-laws.
- c. The Treasurer shall have custody of the books of account and all vouchers and receipts and other documents connected with the finances of the Society, as required by Section 33 of these by-laws.

#### TIME AND PLACE AT WHICH THE BOOKS AND RECORDS MAY BE INSPECTED BY MEMBERS

- 41. Books and records of the Society may be inspected for one hour before the Annual General Meeting at the place fixed for such meeting, providing that notice of a request to inspect be received by the Corresponding Secretary at least ten (10) days prior to said meeting.

#### MISCELLANEOUS

- 42. The fiscal year of the Society shall be from April 1st to March 31st in the following year, unless the Executive Committee shall otherwise decide.
- 43. The record of members shall be the property of the Society, entrusted to the Executive Committee. The record shall not be given in whole or in part to any person, concern or organization who could use it for personal favour or gain, either at the instant or in the future. Membership lists may be issued to members of the Executive Committee with the understanding of their confidential nature.
- 44. Except where otherwise stated, Roberts Rules of Order will be used for the conduct of business of the Society.
- 45. The Society shall subscribe to and affiliate with the Canadian Institute of Public Health Inspectors in the name of each member and ensure that each member receives the advantages of such affiliation.
- 46. In the above by-laws, unless the context otherwise requires, expressions defined in the Society Act or any statutory amendment thereof in force at the date on which these by-laws become binding on the Society, shall have the meanings so defined; and words importing the singular shall include the plural and vice versa; and words importing the masculine gender shall include the female gender without prejudice.

## LOCAL CHAPTERS

47. Local Chapters may be established in a given geographic area when:
  - a. sixty percent (60%) of the membership in a given area request in writing the establishment of a Chapter,
  - b. the given geographic area contains a minimum of twenty (20) members in good standing in the Society on a continuing basis,
  - c. an application consisting of a signed petition and a description of the geographic area to be encompassed by the Chapter has been submitted to the Executive Committee for consideration.
48. The Executive Committee, after due consideration of all pertinent facts, shall notify the applicants of their decision and the reasons, should the application be denied.
49.
  - a. Once approval has been granted for the establishment of a Chapter, subsequent applications for additional Chapters shall not incorporate or include members and/or any geographic area from an existing Chapter.
  - b. Boundaries of a Chapter may not be changed or otherwise altered without approval of seventy-five percent (75%) of the members of the Chapter and the approval of the Executive Committee.
  - c. A Chapter may be dissolved by a vote of sixty percent (60%) of the members of the Chapter agreeing on such action, or upon the approval of the membership at the Annual General Meeting, based on the recommendation of the Executive Committee of the Society.
  - d. Only members in good standing with the Society may be members of a Chapter.
50.
  - a. Every Local Chapter shall have a duly elected Executive consisting of a Chairman, Vice-Chairman, and Secretary-Treasurer who shall administer the affairs of the Chapter.
  - b. The Executive of the Chapter shall hold office for a period not to exceed one year and shall be elected in accordance with the following procedures.
  - c. The Executive Committee of the Society shall appoint a Presiding Officer to oversee the initial election of the Chapter Executive. The Presiding Officer at subsequent elections shall be appointed by the Chairman of the Chapter.

- d. The election of a Chapter Executive shall only be by the members of the Chapter.
- 51.
- a. The Chairman shall preside at all meetings of the Chapter and shall be a member of the Executive Committee of the Society.
  - b. The Vice-Chairman shall, in the absence of the Chairman, preside at meetings of the Chapter, and perform such other duties as required.
  - c. The Secretary-Treasurer shall: issue or cause to be issued notices of meetings to the members of the Chapter and the President of the Society; prepare minutes of all Chapter meetings and file a copy of said minutes with the President of the Society within thirty (30) days of the meeting; be responsible for the administration of the Chapter finances.
52. The quorum for a meeting of a Chapter shall consist of thirty percent (30%) of the membership of the Chapter.
- 53.
- a. Annual funding for Chapters shall be established at the Annual General Meeting of the Society. Such funding will not limit or otherwise restrict Chapters from raising additional funds on a local basis.
  - b. Chapters shall submit for approval of the Annual General Meeting of the Society, an audited statement of the past year's financial activities and a proposed budget for the forthcoming year.
  - c. The fiscal year of the Chapter shall be the same as the Society.
  - d. All funds must be held in accounts in the name of the Society.
  - e. Signing Officers for a Chapter shall be the Chairman and one other member of the Chapter Executive.
54. Chapters may engage in such activities as the holding of meetings as frequently as desired, for the purpose of study, the discussion of matters affecting public health inspection plus the promotion and enhancement of the objects of the Society. A Local Chapter has no power to enter into negotiations or correspondence in the name of the Society unless specifically authorized to do so by the Executive Committee of the Society.
- 55.
- a. The Executive Committee of the Society shall have the authority to conduct an investigation of any serious situation in which there is reason to believe that the Executive of a Chapter is conducting its activities in a manner contrary to the policies and/or the Constitution and By-laws of the Society and such activities could have a damaging effect on the Chapter

or the Society.

- b. If upon investigation, a serious breach of the Society's objectives is found, the Executive Committee of the Society may suspend the Executive and/or activities of the Chapter immediately and advise the members of the Chapter and Society in writing of the reasons for the suspension. In such cases further elections of the Chapter Executive and reinstatement of Chapter activities shall be subject to the approval of the Executive Committee of the Society.

\* \* \* \* \*

Approved June, 1988.

R.W. Bradbury  
PRESIDENT

E. Dyck  
SECRETARY

\* \* \* \* \*

Amended by resolution of the Annual General Meeting of the Canadian Institute of Public Health Inspectors, B.C. Branch, this 8th day of May, 1991.

\_\_\_\_\_  
PRESIDENT

\_\_\_\_\_  
SECRETARY

## **BY-LAW #2 - REGISTRATION**

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## Interpretation

### 1. In this By-law:

"Administrative Policies" mean policies approved by the Board of Registration;  
"Board" means the Board of Registration established under Section 2 of this By-law;  
"By-law" means "By-law #2 - Registration" of the Society;  
"Court" means the Supreme Court of British Columbia;  
"R.E.H.O." is the abbreviated form of and means Registered Environmental Health Officer;  
"Registered Environmental Health Officer" means an individual who holds a Certificate of Registration issued pursuant to this By-law;  
"Executive Committee" means the Executive Committee of the Society;  
"R.P.H.I." is the abbreviated form of and means Registered Public Health Inspector;  
"Registered Public Health Inspector" means an individual who holds a Certificate of Registration issued pursuant to this By-law;  
"Registrar" means the Registrar appointed by the Board pursuant to this By-law;  
"Regular Member" means a "qualified member" as referred to in the Society Amendment Act, 1985, who is a Regular Member in good standing of the Society and who holds a Certificate of Registration issued pursuant to this By-law;  
"Society" means the Canadian Institute of Public Health Inspectors, B.C. Branch, incorporated in 1977 as a Society under the Societies Act of B.C.

## Establishment and Powers of the Board

2. (a) The Executive Committee shall establish a Board of Registration in accordance with this By-law.
- (b) There shall be a minimum of five (5) members and a maximum of nine (9) members appointed to the Board.
- (c) The Board shall be empowered to administer all matters respecting the registration of Regular Members of the Society, including but not limited specifically to the following:
- (i) the qualifications for admission to Regular membership;
  - (ii) courses of study, examinations and continuing education for Regular Members;
  - (iii) courses of study and examination of applicants for Regular membership;
  - (iv) the conduct of Regular Members, ethics and standards of practice;
  - (v) suspension, expulsion or other penalties for misconduct, incapacity or incompetence of Regular Members;
  - (vi) the use of legal or other assistance necessary for the operation of the Board.
- (d) The Board shall consider applications for the registration of applicants as Regular Members in accordance with this By-law and the administrative policies and may:
- (i) approve the registration, or
  - (ii) refuse the registration, or
  - (iii) defer the approval of registration until it is satisfied that the applicant has

- complied with all requirements made under this By-law.
- (e) The Board may, at its discretion, require an applicant for registration:
    - (i) to pass one or more examinations required by the Board,
    - (ii) to take such courses as required by the Board, or
    - (iii) to pass one or more examination and take required courses before approving the registration.

### Executive Committee Appointments

- 3. The Executive Committee shall appoint a minimum of five (5) and a maximum of seven (7) Regular Members to the Board.

### Government and Association Appointments

- 4. In addition to those members appointed to the Board by the Executive Committee there shall be provision for the appointment of two (2) additional members as outlined hereafter:
  - (a) An appointee by either of the Minister of Health or the Minister of Consumer and Corporate Affairs of B.C., and
  - (b) An appointee by either the Consumers' Association of Canada (B.C.) or the Canadian Public Health Association, B.C. Branch.

### Regional and Sector Appointments

- 5. Executive Committee appointments shall be as follows:
  - (a) One member of the Board shall be appointed from each of the following four (4) regions of the Province of B.C.
    - (i) REGION 1 (Vancouver Island)  
This region shall consist of Vancouver Island and that part of the Mainland of B.C. contained within the boundaries of the Upper Island Health Unit plus those islands within the boundaries of the Capital Regional District, Central Vancouver Island Health Unit and Upper Island Health Unit.
    - (ii) REGION 2 (Lower Mainland)  
This region shall consist of the area bounded on the north by the Coast Garibaldi Health Unit and Central Fraser Valley Health Unit, on the east by the Upper Fraser Valley Health Unit, on the south by the 49th parallel and on the west by the Strait of Georgia.
    - (iii) REGION 3 (Okanagan - Kootenay)  
This region shall consist of the area located within the boundaries of the South Okanagan Health Unit, the North Okanagan Health Unit, the Central Kootenay Health Unit and the East Kootenay Health Unit.
    - (iv) REGION 4 (Central and Northern)  
This region shall consist of those areas of the Province of B.C. not included in Regions 1, 2 and 3 as herein described.
  - (b) The remaining one (1) to three (3) members shall be appointed by the Executive Committee in a manner to ensure, where possible, fair representation of Regular Members working in the federal, provincial, municipal or private sectors.

### Concurrent Membership

6. No Regular Member of the Society shall concurrently be a member of the Board and the Executive Committee of the Society.

### Terms of Appointment

7. The term of appointment for all members to the Board shall be two (2) years from the date of appointment.

### Initial Appointments

8. Notwithstanding Section 7, the initial appointments by the Executive Committee shall be as outlined hereafter.
  - (a) Four (4) members shall be appointed to the Board by the Executive Committee for a two (2) year term of office.
  - (b) Three (3) members shall be appointed to the Board by the Executive Committee for a one (1) year term of office.

### Appointments Upon Expiry of Term

9. Upon the expiry of the term of office of any member appointed by the Executive Committee, the Executive Committee shall have the authority, subject to this By-law, to reappoint a member or appoint a new member.

### Vacancies on the Board

10. Any vacancies on the Board which may occur during the term of office of a member can be filled on an interim basis until the original term of office would expire. Such an appointment would be made by the Executive Committee, Minister or Association which made the initial appointment.

### Maximum Term of Office

11. Members shall sit on the Board for a maximum of two (2) consecutive terms, except for:
  - (a) The Vice-Chairman who may be appointed for one (1) further term as Chairman.
  - (b) The Chairman who may be appointed for one (1) further term as Past Chairman.

### Reappointment After an Absence

12. Members of the Board who have completed the maximum term of office permitted under Section 11 may be reappointed to the Board after an absence of not less than one (1) year.

### Officers of the Board

13. The Members of the Board shall elect from amongst their number the Chairman, Vice-

Chairman and Secretary who shall hold office for a period of two (2) years. The Past Chairman shall be included as an officer of the Board.

#### Appointment of the Board Chairman

14. The Chairman and Vice-Chairman shall not be selected from the members appointed pursuant to Section 4(a) and (b).

#### Vacancies of Officers

15. Should the position of Chairman, Vice-Chairman or Secretary become vacant, the Board shall appoint or elect from amongst their number such replacements as necessary.

#### Meeting Quorum

16. The quorum for all meetings and hearings of the Board shall be a majority of those appointed to the Board, but in no case shall it be less than three (3) Board members.

#### Statement of Financial Requirements

17. The Board shall submit a detailed annual statement of its financial requirements to the Executive Committee of the Society.

#### Granting of Funds by the Executive Committee

18. The Executive Committee of the Society shall annually grant such funds as it deems necessary for the operation of the Board including the remuneration of a Registrar.

#### Annual Report from the Board

19. The Board shall submit an Annual Report to the Executive Committee for presentation to the Annual General Meeting of the Society, outlining the proceedings of the Board since the last Annual General Meeting and including a report of all disciplinary matters dealt with during the same period of time and a financial report.

#### Administrative Policies

20. The Board shall have the authority to enact administrative policies pursuant to this By-law, including the following matters:
  - (a) qualifications for admission of Regular Members;
  - (b) courses of study, examinations and continuing education for Regular Members;
  - (c) courses of study and examinations for applicants for Regular membership;
  - (d) the conduct of Regular Members, ethics and standards of practice;
  - (e) the cancellation or suspension of the registration of a Registered Public Health Inspector or Registered Environmental Health Officer, whose application for registration as a Regular Member is found by the Board to have been based on a

- false or fraudulent statement, or who was found by the Board to be guilty of misconduct, or to be incapacitated, or incompetent, or to be in default of the payment of fees as prescribed for Regular membership;
- (f) all matters governing the operation and proceedings of the Board, subject to the limitations of this By-law;
  - (g) all matters governing the establishment, operation, appointment to and proceedings of any committees the Board feels are necessary;
  - (h) the prescribing of expenses payable to members of the Board for attending to the business of the Board;
  - (i) the setting of fees and levies as approved by the Executive Committee;
  - (j) all matters respecting the establishment, content and maintenance of a Register of Regular Members;
  - (k) the issuance of Certificates and Seals of Registration to Regular Members of the Society;
  - (l) the duties and authority of the Registrar;
  - (m) the procedures to be followed in the investigation of complaints and holding of hearings;
  - (n) the confirmation of the authenticity of documents;
  - (o) the minimum experience criteria for appointees to the Board by the Executive Committee;
  - (p) matters respecting the practice of Public Health Inspection in B.C.;
  - (q) the examination requirements for persons reentering the field of practice;
  - (r) the examination of credentials of applicants who apply to become registered as Regular Members;
  - (s) the receipt and disposition of complaints from the public concerning a Regular Member of the Society;
  - (t) all matters generally for the better carrying out of this By-law.

#### Effective Date of Administrative Policies

21. Every administrative policy established pursuant to this By-law shall come into effect immediately upon approval unless otherwise stated in the administrative policy.

#### Copies of Policies to the Executive Committee

22. A copy of every administrative policy which is established or amended by the Board shall be forwarded to the Executive Committee for their information.

#### Conflicts with the By-law

23. Any administrative policy or portion thereof which is contrary to any portion of this By-law shall have no force or effect.

#### Settings of Fees by the Board

24. Subject to the approval of the Executive Committee, the Board may set fees, other than annual registration fees, for such matters as the processing of application forms and

other documents, the examination of persons reentering the field of practice, the replacement of certificates, the search of records, the providing of copies of documents and administrative policies, the supplying of other requested materials and late payment of fees.

#### Admission of Regular Members

25. The Board may admit an applicant to Regular membership who has attained the age of majority and who has submitted evidence satisfactory to the Board that:
- (a) he has graduated from an institute of learning in a program approved by the Board;
  - (b) he is the holder of a Certificate of Public Health Inspection (Canada) or a Certificate in Sanitary Inspection (Canada), issued by the Board of Certification of Public Health Inspectors;
  - (c) he is a person of good character and repute and fit to become a Regular Member of the Society;
  - (d) he has paid the required fees; and
  - (e) he complies with all other requirements for Regular membership as stipulated by the Board.

#### Payment of Annual Fees

26. Every Regular Member of the Society shall in each year, on or before the 1st day of January, submit to the Registrar an annual fee payable to the Society, being a sum as may be fixed by the Annual General Meeting of the Society. Upon payment of the annual fee, if the Regular Member is otherwise in good standing, the Registrar shall issue to the Regular Member a receipt and Seal of Registration.

#### Loss of Regular Membership due to Nonpayment of Fees

27. Notwithstanding Section 26, if any Regular Member of the Society fails to pay the annual fee on or before the 31st day of January in a year, he shall cease to be a Regular Member from and after that date, unless the Board otherwise directs.

#### Reinstatement of Regular Membership

28. Notwithstanding Section 27, the Board may at any time reinstate a person who was suspended or ceased to be a Regular Member for failing to pay the annual fee.

#### Appointment of a Registrar

29. The Board shall appoint a Registrar who shall, under the direction of the Board, administer all such matters pertinent to the registration of Regular Members of the Society.

### Duties of the Registrar

30. The Registrar shall:
- (a) maintain, in accordance with this By-law and subject to the direction of the Board, a register of members;
  - (b) enter in the register the name of a person who has paid the fee prescribed under this By-law and whose registration has been approved by the Board;
  - (c) maintain, in accordance with this By-law and subject to the direction of the Board, the membership record of the Regular Members established under this By-law;
  - (d) arrange for meetings of the Board.

### Certificate of Registration

31. (a) Upon approval of an application for Regular membership the Registrar shall enter the name of the Regular Member in the Register and issue him a Certificate of Registration.
- (b) A Certificate of Registration issued under this section entitles the holder to use the title Registered Public Health Inspector or Registered Environmental Health Officer or the abbreviations defined in this By-law.

### Annual Seal of Registration

32. (a) A person who is the holder of a Certificate of Registration issued by the Board, upon payment of the annual membership fee, shall receive from the Board a Seal of Registration granting Regular membership during the calendar year for which it is issued.
- (b) Every Regular Member shall display his Certificate of Registration and Seal of Registration in a conspicuous place in the office or place where he usually practices and when required shall exhibit them to the Board or its authorized representative.

### Acceptance of Practicing P.H.I.s and E.H.O.s

33. Notwithstanding the provisions of this By-law, the Board shall admit to Regular membership and shall issue a Certificate of Registration under this part to any person who is employed and/or practicing as a Public Health Inspector or Environmental Health Officer in the Province of B.C. on December 31, 1988, without compliance with other tests or requirements stipulated in this By-law or required by the Board, provided that the person completes the prescribed application form and pays the required registration fee.