



British Columbia and Yukon Chapter

Canadian Evaluation Society

Bylaws

Revised November 2016

Section 1.0 Name (Revised November 2015)

1.1 The name of this organization shall be the Canadian Evaluation Society (CES), British Columbia and Yukon Chapter (the Chapter)) also known as the CESBCY. The Chapter shall operate exclusively in the Province of British Columbia and the Yukon.

Section 2.0: Purpose (Revised November 2015)

2.1 The purpose of the Chapter, in addition to promoting the objectives of CES generally, is to increase public awareness of the practices and purposes of evaluation. Further purposes of the Chapter are to develop professional development and networking opportunities, educational programs and guidelines for practice for individuals, organizations and agencies, in the public, government and private sectors, who may engage in such activities.

Section 3.0: Status (Revised November 2016)

3.1 The Chapter is a formally constituted chapter of CES, and shall operate as set out in the CES Bylaws.

3.2 Chapter Bylaws shall not contravene or conflict with CES Bylaws.

3.3 Adoption or amendment of Chapter Bylaws shall be subject to:

a) approval by special resolution by not less than fifty-one (51) percent of those Chapter members present at a Chapter Annual General Meeting or voting by email.

Section 4.0: Membership (Revised October 2010)

4.1 A person shall be eligible for Chapter membership when:

- a) she or he is a member in good standing with CES; and
- b) he or she resides in the Province of British Columbia or the Yukon Territory; or
- c) she or he obtains approval from the Executive Committee for membership.

4.2 The rights, privileges and obligations of a member of the Chapter shall be as set forth by CES Bylaws.

4.3 Members will be entitled to:

- a) attend and vote at Annual General Meetings of the British Columbia and Yukon Chapter.
- b) be nominated and stand for election to the Chapter Executive Committee (CEC), or other Chapter committees as may be established from time to time. A person may not vote, stand for election, or serve on a Chapter committee unless she or he has been a Chapter member for not less than thirty (30) consecutive days immediately prior to the date of the vote, election, or Chapter committee meeting.
- c) vote to adopt or amend Chapter Bylaws, or other Chapter resolutions, from time to time.

4.4 A Chapter member is entitled to vote once, on any resolution or election brought to the Chapter membership. Proxy representation shall not be permitted at Annual General Meetings of the Chapter.

Section 5.0: Annual General Meeting (AGM) (Revised November 2015)

5.1 *Election Time Schedules and Other Preparations.* The following schedules and preparations shall guide the election process:

- a) Annual General Meetings shall be held no more than fifteen (15) months apart.
- b) Thirty (30) days prior to AGM, notice of:
 - the AGM, agenda;
 - a call for nominations; and,
 - notice of availability of previous Minutes (sent by request only) shall be sent to Chapter members.
- c) Shortly before the AGM, the Treasurer shall present the financial statements for the previous fiscal year to the Chapter Executive Committee (CEC) for approval.

d) Immediately prior to the meeting, the CEC member responsible for membership shall establish a list of current members.

e) If nominations are made in advance of the AGM, numbered ballots shall be prepared. Other necessary arrangements shall be assigned in advance.

f) Elections may also be held by mail. If by mail, then a simple majority of all who vote shall be decisive.

5.2 *AGM Quorum* (Revised August 2003). Quorum for Annual General Meetings shall be met when there are seven members in attendance, in person or electronically, all in good standing, and at least three of whom are members of the Chapter Executive Council. It is incumbent on CEC to engage members in the elections to achieve as large a quorum as possible.

5.3 *The Nominating Committee* (Revised October 2010). The Chapter Executive Committee shall appoint a Nominating Committee, as a separate Ad-hoc Committee, up to three (3) members. No member of a Nominating Committee shall run for office in an election taking place during the member's tenure on this committee. A maximum term of office of two years shall apply to all Nominating Committee members.

5.4 *Nominations*. The Nominating Committee shall request and review nominations in agreement with review criteria formulated by the Nominating Committee and adopted by CEC. The review of nominations is to assist the Nominating Committee in presenting a slate of nominees as beneficial to the Chapter as possible.

5.5 *Call for Nominations*. At least one month prior to the date set by CEC for the AGM, CEC shall make a call for nominations to Chapter members for all open positions. Any means of written notification which ensures that all Chapter members are aware of the call for nominations may be used. This may include announcements in Chapter or CES publications (newsletters, etc.).

5.6 *Nomination Requirements*. Nomination requirements shall be as follows:

a) Nominations, indicating the position being sought, must be made in writing, and must include a signed declaration by the nominee.

b) Any Chapter member may be nominated, subject to the provisions in Clause 4.3 above.

c) A member may nominate herself or himself.

d) For nominations to be listed on a numbered ballot, they must be received not less than ten (10 days) prior to the date of the AGM.

e) At any Chapter election, nominations for any available position may be made

from the floor.

f) A person may be nominated from the floor at an AGM only if he or she is either in attendance at the meeting, and consents to stand for election or, if not in attendance, has indicated in writing, his or her willingness to be considered for a specific position.

5.7 Election Requirements. Election requirements shall be as follows:

5.7.1 Separate elections for each of the contested positions shall be held in the following order:

- President
- National Council Representative
- Vice-President
- Secretary
- Treasurer
- Any other position which may be created by CEC from time to time.

5.7.2 When election by show of hand is selected, candidates being considered must leave the meeting room while a count is taken. The Chair of the Nominating Committee, or, if that person is not present, a member selected by the members in attendance, shall take the tally, and report the results to the members present.

5.7.3 All voting will be done as determined by simple majority of members present at the meeting. CEC shall select whether by show of hand or by secret ballot.

5.7.4 When election is by secret ballot, numbered balloting slips must be used. The ballot count must be taken by at least two members who have not nominated anyone for the open positions, nor are themselves candidates for the positions for which the vote is being taken. The Chair of the Nominating Committee, or, if that person is not present, a member selected by the members in attendance, shall supervise the vote count, and advise the members present of the results. Ballots shall be kept for at least thirty (30) days after written notification of results is sent to Chapter members, to allow a recount of the vote if necessary.

5.7.5 In the event of a tie-vote, the President, or if the President is not present, or is not acting as meeting Chair, the Chair of the meeting, may cast a second vote to break the tie.

5.7.6 The Chair of the Nominating Committee shall notify all Chapter members of the results of Chapter elections. Any means of written notification, which ensures that all Chapter members are aware of election results may be used. This includes announcements in Chapter or CES publications (newsletters,

etc.), provided this is done in an expedient manner.

5.7.7 A candidate for any position may request a recount of a vote by ballot within thirty (30) days of the date written notification of election results is given.

5.8 *Recall of Elected or Appointed Officers.* A person elected to an office of the Chapter may cease to serve in that office when the person fails substantially to carry out his or her duties, and refuses to resign from office. The Chapter membership may, at an Annual General Meeting of the Chapter, vote to remove the person from elected office, provided that:

- notification is given in writing that such a motion will be held;
- the person is given an opportunity to address the members present at the meeting; and,
- at least two-thirds of the members present approve a motion to remove a person from office.

5.9 *Resignation of Elected or Appointed Officers.* A person elected to an office of the Chapter may cease to serve in that office when the person submits written notice of resignation to the Chapter Executive Committee.

Section 6.0: Organizational Structure of the Chapter Executive Committee (Revised November 2015)

6.1 CEC shall have the authority to conduct all Chapter business, and to approve all Chapter activities. The CEC shall consist of no less than three (3) and no more than ten (10), members.

- President
- National Council Representative
- Vice President
- Secretary
- Treasurer
- Past President
- Membership Secretary
- Member(s) at Large (up to 3)

6.2 Officers should not serve concurrently in more than two positions on CEC. No person may serve as both President and Secretary concurrently.

6.3 CEC shall be elected from all members of the Chapter, conforming to Section 4.1 (a) and (b) above.

6.4 CEC may, in the event that one of its members is unable to complete or otherwise carry out the duties of his or her term of office, appoint from the Chapter membership, a person to serve the balance of the term of the vacant position. CEC may also, from time to time, add to its membership, by appointment from the members of the Chapter. All appointments made by CEC

shall be subject to ratification by the Chapter membership when Chapter elections are next held, or at a Chapter Annual General Meeting held between the time of appointment and scheduled elections.

6.5 *Removal from CEC.* A member of CEC may not be removed from CEC, except by resolution passed by a two-thirds (2/3) majority of Chapter members attending an Annual General Meeting of the Chapter. A member facing removal from CEC may not vote on a resolution affecting his or her removal.

6.6 *CEC Meetings.* CEC shall meet at least one time annually, in person or by conference call, or more often as required, to attend to the business of the Chapter. Meetings may be scheduled as required, or at the call of the President. At least two weeks notice shall be required for meetings called by the President, unless all CEC members are contacted, and the majority agree to waive this requirement. At least half of the CEC members are required to hold an extraordinary CEC meeting.

6.7 *CEC Quorum.* Quorum for Chapter Executive Committee meetings shall be met when not less than one half (1/2) of CEC members attend.

6.8 *Chapter Members Attending CEC Meetings.* Chapter members may attend any meeting of CEC, and may, at the invitation of CEC, address the meeting, but may not propose motions or vote on CEC business.

6.9 *Proceedings of CEC Meetings.* Chapter members may view Minutes of CEC meetings by contacting the Secretary. CEC may decide, from time to time, to distribute Minutes of its meetings to interested Chapter or other CES members.

Section 7.0: Terms of Reference for the Chapter Executive Committee (CEC) (Revised November 2015)

7.1 The Chapter Executive Committee may act, as it deems appropriate, to serve and represent the interests of the members of the Society in the Province.

7.2 The general authority in Section 7.1 above includes, but is not limited to, the right to sponsor events, including courses, for both members and non-members of the Society, to charge fees for such events, and to deposit such fees into Chapter funds.

7.3 ***Term of Office.*** The term of office of all CEC members shall be two (2) years. Terms shall begin within one (1) month of the date of election. Elections will be held on an alternating basis: President, National Council Representative, Vice President in one year, and Secretary and Treasurer in the preceding and following years. CEC members shall serve a maximum of three (3) consecutive terms (a total of six years), unless an additional (seventh) year is required to complete a two-year term of an elected position.

7.4 ***Appointments by Chapter Executive Committee.*** In the event that,

concerning a specific position on CEC:

- a) no nominations are received – after nominations are called for, in accordance with Sections 5.5. above, and 5.6 and 5.7 above,
- b) no votes are received by any nominee in an election held in accordance with Section 5.8 above, or
- c) there is the resignation by an elected member, but there is no registered alternative who is willing to assume the position,
- d) the Chapter Executive Committee may appoint a member in good standing from the Chapter to assume that position, in conformance with Section 6.6 above.

7.5 *Ad-hoc and Standing CEC Committees.*

- a) From time to time, CEC may strike special project, short-term, Ad-hoc Committees, and appoint Chapter members to such committees.
- b) From time to time, CEC may form Standing Committees to undertake ongoing Chapter activities or long-term projects.
- c) The appointment of Ad-hoc and Standing Committee members, and the dissolution of such committees, shall be part of CEC Chapter business.
- d) The mandates and duration of service of Ad-hoc Committees and Standing Committees, as well as committee members' terms of service, shall be decided by CEC.

7.6 *Area and Other Coordinators.*

CEC shall appoint, from time to time, Area Coordinators who will plan, organize and facilitate Chapter activities, such as events, seminars and workshops, as approved by CEC. Examples of Other Coordinator positions are Information Technology Coordinator and Student Coordinator. Area Coordinators and Other Coordinators shall be organized as a CEC Standing Committee, in conformance with Section 7.5 above, with a maximum term of six (6) years. The responsibility of Area Coordinators shall consist of:

- a) Submitting an activity plan and proposed budget to CEC at the January meeting;
- b) Liaising with representatives of locally-situated public sector agencies and organizations to identify event ideas;
- c) Maintaining a list of potential speakers, facilitators and trainers;
- d) Advocating for the creation of effective evaluation functions across those agencies and organizations;
- e) Upon approval of the activity plan by CEC: selecting speakers, facilitators

- and/or trainers;
- f) Liaising with the Membership Secretary to maintain current regional or relevant distribution and membership lists;
 - g) Coordinating the development and distribution of invitations and information;
 - h) Arranging logistics for regional events;
 - i) Tracking all event-related expenses (e.g. room bookings and marketing materials) and ensuring the Treasurer is promptly apprised of the Payee(s) who will be requesting funds;
 - j) Collecting fees if a payment is made outside of an online registration system;
 - k) Transmitting collected fees (where income exceeds expenses), invoices, and statements of revenues and expenses to the Treasurer within two weeks of the completed or cancelled event;
 - l) Liaise with the Vice President to track all administrative work conducted by paid contractors;
 - m) Reporting monthly to CEC on the proceedings of activities coordinated by the Area Coordinator via a written report or the CEC meetings;
 - n) Presenting an annual report at the AGM relating to all regional events.
 - o) The Student Coordinator's Terms of Reference are the same as above. All events and initiatives undertaken are to be relevant to CESBCY's student members.
 - p) The Information Technology Coordinator's Terms of Reference include: assessment of software, website design and development, software quality assurance, integration of external software systems and processes, training of Executive Members in the use of the CESBCY website and forum.

Section 8.0: Terms of Reference for Individual Members of the Chapter Executive Committee (Revised November 2016)

8.1 CEC members must attend at least half of the regular CEC business meetings held between AGMs. If a CEC member fails to meet this requirement, CEC may choose to declare the position vacant, and appoint a Chapter member to complete the balance of the term for the vacant position.

8.2 CEC members are expected to play an active role in the affairs of the Chapter, to provide leadership, and to act responsibly on behalf of the Chapter membership.

8.3 CEC members are expected to actively support and uphold the spirit of partnership, teamwork, mutual respect, openness and participation.

8.4 **President.** The President shall:

- a) Ensure that CEC meetings are regularly scheduled so that the business of the Chapter is dealt with in a timely, effective manner;

- b) Ensure that a schedule of routine CEC activities is established and followed on an ongoing basis;
- c) Ensure that CEC review, from time to time, the activities of the Chapter, and that CEC develop short and long range strategies and goals for the Chapter;
- d) Preside at Chapter Annual General Meetings, and either chair or designate an alternate chair for CEC meetings;
- e) Ensure that CEC exercise its executive responsibilities and authority to approve all Chapter activities, to allocate funds to these activities to assign responsibility to a person or persons for carrying out activities on behalf of CEC or the Chapter, and to receive reports on such activities;
- f) Assign, from time to time, specific responsibilities and duties to the Vice President;
- g) In consultation with the Chapter Secretary, ensure that the agenda, previous Minutes and subject reports are distributed for CEC meetings in a timely manner;
- h) Ensure, in cooperation with the Chapter Secretary, that provisions for the calling of Chapter Annual General Meetings are met, including, but not limited to, obtaining CEC approval;
- i) In consultation with the National Representative, liaise with the National Council when requested by the CEC;
- j) Supervise the training of newly elected Members at Large.

8.5 *National Council Representative.* The National Council Representative, under the direction of the CEC, acts as liaison between the National Council and the Chapter and shall:

- a) Liaise with other Chapter Council Representatives;
- b) Ensure that the Chapter interests are promoted at the national level;
- c) Report to CEC on the activities of the National Council;
- d) Assist CEC members in ensuring that information or funds requested by the Chapter Executive Committee are provided in an expedient manner by the National Council;
- e) Assist the Treasurer in ensuring that financial obligations and agreements between the Chapter and CES are kept.

8.6 *Vice President.* The primary duty of the Vice President shall be to assist the President in the carrying out of her or his duties. The position of Vice President

shall be assigned specific, meaningful responsibilities, rather than general duties only. Responsibility for such activities shall include:

- a) Acting in the absence of the President to call or chair meetings or assume the President's duties on an interim basis if the President is unable to serve due to personal or medical reasons;
- b) Project and program development (e.g. professional development and networking initiatives);
- c) In consultation with the Membership Secretary, developing strategic planning initiatives relating to the development of CESBCY membership;
- d) Other strategic planning (e.g., regarding issues of ethics and accreditation);
- e) Raising of funds;
- f) Coordination of special projects;
- g) Overseeing employment contracts signed by the CEC including the approval of hours for paid administrative work; and communicating with the Treasurer regarding invoicing and payments.

8.7 Secretary. The Secretary shall be responsible for maintaining and managing Chapter records and for ensuring that accurate minutes and correspondence are kept. The Secretary shall:

- a) Ensure that Chapter business and CEC decisions are accurately recorded;
- b) Maintain Chapter and CEC records;
- c) Distribute Minutes of meetings to the CEC members within three (3) weeks following the meetings;
- d) Distribute the agenda of a scheduled meeting at least one (1) week prior to the meeting;
- e) Liaise with the Vice President to track all administrative work conducted by paid contractors;
- f) In consultation with the President, or other designated CEC member, ensure that necessary arrangements are made for holding Annual General Meetings of the Chapter and CEC;
- g) Ensure that these Bylaws and any Standing Rules of the Chapter or CEC are adhered to;
- h) Advise the President or CEC of deviations from approved practice of the Chapter or CEC;

i) Maintain a running record of Resolutions and Standing Rules approved by the Chapter and CEC;

i) Assist the President, as necessary, in the preparation and distribution of the agenda for Annual General Meetings of the Chapter and CEC;

k) With the assistance of the President and National Council Representative, ensure that necessary approvals by CES are obtained, including preparation and exchange of documents.

8.8 Treasurer. The Treasurer shall be responsible for maintaining and managing financial records, and to ensure that accurate records are kept. The Treasurer shall:

a) Ensure that records of financial transactions approved by CEC are accurately recorded;

b) Administer Chapter funds, in accordance with a banking resolution approved by CEC, from time to time;

c) Present, from time to time, reports on the financial situation of the Chapter to the CEC; Prepare and present a financial statement approved by CEC, to the membership at Chapter Annual General Meetings;

d) Advise CEC in the development of an annual budget, for CEC approval;

e) With the assistance of the National Council Representative, ensure that financial obligations and agreements between the Chapter and CES are kept;

f) As Past Treasurer, ensure that signing authority be transferred from the previous to the new officers within thirty (30) days of an election.

8.9 Past President. This office shall be filled by the most recent past president who is willing to serve on the Committee. The incumbent of this office shall be a full and voting member of the CEC.

8.10 Member(s) At Large. There can be up to four (4) Members at Large elected to the CEC. One shall act as the Membership Secretary (see 8.11). The other Members at Large shall carry out duties that the CEC assigns to him or her and that she or he accepts. Under the supervision of the President, they shall rotate through a series of roles aligned with each CEC member to gain experience of and exposure to CEC roles and responsibilities, processes and procedures.

8.11 Member at Large (Membership Secretary)

a) Maintain an understanding of how to access current Chapter membership lists from National

b) In conjunction with the Vice President, report to the CEC on matters relating to membership data

c) Liaise with Area Coordinators to ensure event distribution lists are current

d) Liaise with the IT Coordinator to maintain the online membership application system and to review the website content for relevance to issues relating to membership

e) Liaise with the Vice President to track all administrative work conducted by paid contractors;

f) Prior to each AGM, establish a list of current CESBCY members (noting comparative regional statistics) and present it at the AGM, in conformance with Section 5.1.d above.

g) In consultation with the Secretary, archive the lists and statistics for future reference and analysis

Section 9.0: Administration

9.1 **Fiscal Year.** The fiscal year shall be set by the Chapter Executive Committee from time to time.

9.2 **Signing Authority.** Two signatures are required for all Chapter financial business, including any two of the following:

- the President
- the Secretary
- the Treasurer

CEC shall assign at least one additional officer signing authority to ensure Chapter financial business can proceed in the absence of one or more of the officers mentioned in this Section.

9.3 **Motions to Amend or Repeal Bylaws.** Motions to repeal or amend Bylaws shall be made to the CEC by petition approved by at least ten (10) percent of the Chapter membership. The petition may be contained in an email message (the terms of “email” or “email message” begin defined, for the purpose of this section, as any written electronic message), and members may indicate their approval of the petition by email. The petition may ask for a vote on the motion either at the next subsequent AGM or by email.

If the petition asks for a vote at the next AGM, the petition must be submitted to the CEC at least forty (40) days before a date that the CEC considers suitable for the AGM. The CEC shall inform chapter members of the particulars of the motion at least thirty (30) days before the date of the AGM. Until the AGM is held, the CEC shall, by email, circulate to all members any comments it receives from any

member about the motion. The motion shall pass if at least fifty-one (51) percent of members present and voting at the AGM vote in its favour.

If the petition asks for a vote by email, then the following procedure shall apply:

a) Within seven (7) days of its receipt of the petition, the CEC shall, by email, inform Chapter members of the particulars of the motion;

b) Within seven (7) days of its receipt of the petition, the CEC shall, by email, ask members to submit to it, by email, any comments they have on the motion and to do so no later than the date that is twenty-one (21) days after the CEC's receipt of the petition;

c) Within twenty-eight (28) days after its receipt of the petition, the CEC shall, by email, send to the members each of the comments received by it pursuant to (b) above and ask the members to vote, by email, on the motion and to do so no later than the date that is forty-two (42) days after the CEC's receipt of the petition;

d) The motion shall pass if it is approved by at least fifty-one (51) percent of those members who vote on it pursuant to (c) above.

Abbreviations

AGM Annual General Meeting

CES Canadian Evaluation Society

CEC Chapter Executive Committee