

By-law 1. MEMBERSHIP

a. There shall be three types of membership available:

i. Regular membership shall be open to all graduates of recognized Universities, who are interested in agricultural and forest meteorology and related areas and disciplines (e.g. micrometeorology, soil science, hydrology, forestry, ecology, geography), or those professionals working in such areas in Canada;

or

ii. Student membership shall be open to all students in undergraduate or graduate programs who are specializing in agriculture, forestry, ecology or related fields. Eligibility for student membership shall cease in the fiscal year that the student graduates or terminates studies. Student members are not eligible to hold office in the Society, except for student representative to the Executive;

or

iii. Fellows of the Society shall be honorary members.

b. Regular and student membership in the Society begins on the date of payment of the annual membership fee and continues until this date in the subsequent year.

By-law 2. FEES

a. Annual regular and student membership fees shall be set at the annual meeting of the Society.

b. All membership fees shall be payable to the Society and mailed to the Treasurer of the Society or through electronic means via the Society website.

c. Honorary members (Fellows of the Society) are exempt from paying annual membership fees.

By-law 3. ANNUAL AND GENERAL MEETINGS

a. An annual meeting of the Society shall be held.

b. Extraordinary general meetings shall be called at the discretion of the Executive or at the written request of current members of the Society.

c. The date and place of annual and general meetings shall be decided by the Executive.

d. Notification of place, date, notices of motion, and agenda apart from those of a routine nature shall be emailed to members at least two weeks in advance of any meeting.

e. One-tenth of the membership or 10 members, whichever is larger, shall form a quorum at any annual or general meeting of the Society.

By-law 4. ORDER OF BUSINESS

a. The order of business at all Executive meetings, at the Annual Meeting of the Society, and at any other duly called meeting shall be:

- i. Reading of notice calling the meeting;
- ii. Adoption of the minutes from the last meeting;
- iii. Business arising out of the minutes;
- iv. Communications;
- v. Reports of officers and committees;
- vi. Unfinished business;
- vii. Resolutions; and
- viii. New business (see by laws 2-a, 11-b, 11-c, 11-d and 12).

b. This order may be varied for any meeting by a majority vote of the members present.

By-law 5. EXECUTIVE

a. All regular members in good standing (i.e. current membership fees have been paid) shall have the privilege of holding any Executive office or position in the Society.

b. Executive members of the Society shall consist of:

- i. President;
- ii. President-elect;
- iii. Past-president;
- iv. Treasurer;
- v. Eastern Director;
- vi. Western Director;
- vii. Communication Director; and

viii. Student Representative.

c. Executive meetings shall be held at the call of the President or his designate.

d. The quorum of Executive meetings shall consist of at least 3 members of the Executive, of which one shall be the President or President-elect.

By-law 6. DUTIES OF EXECUTIVE

a. The duties of the President shall include:

i. Chairing all annual, general and Executive meetings; and

ii. Signing cheques in the absence of the Treasurer (see By-law 11-c).

b. The duties of the President-elect shall include:

i. Chairing annual, general and Executive meetings if the President is absent; and

ii. Chairing the Honours and Awards Committee (see By-law 13).

c. The duties of the immediate Past-president shall include:

i. Chairing the Nominating Committee (see By-law 7).

d. The duties of the Treasurer shall include:

i. Opening a bank account in the name of the Society, to deposit all funds therein and issuing cheques and paying all accounts subject to the approval of Executive (see By-law 11-b); and

ii. Submitting a complete statement of the finances of the Society to the financial review committee by July 1 (see By-law 11-f).

e. The duties of the Eastern Director shall include:

i. Serving on the Nominating Committee; and

ii. Engaging with Society members and potential members from Eastern Canada.

f. The duties of the Western Director shall include:

i. Serving on the Nominating committee; and

ii. Engaging with Society members and potential members from Western Canada.

g. The duties of the Communication Director shall include:

i. Maintaining and updating the Society's website.

h. The duties of the Student Representative shall include:

i. Engaging student members with the Society; and

ii. Sharing issues of concern from student members with the Society.

By-law 7. NOMINATIONS FOR EXECUTIVE

a. A nominating committee shall consist of the immediate Past-President as chairperson and Regional (Eastern and Western) Directors, which shall call for nominations for all positions on the Executive.

b. Nominations for all positions except Regional Directors shall be over the signature of any two members and shall contain written consent of the nominee.

c. Nominations for the Eastern or Western Director shall be made by any two members, preferably resident in the region which the Director shall represent, and shall contain written consent of the nominee.

d. All nominations shall be in the hands of the nominating committee not later than three months prior to the date of the annual meeting.

e. The nominating committee shall complete the slate of officers in the event that nominations are not received for all positions.

f. The nominating committee shall obtain the consent of all candidates for nomination before presenting the completed list of candidates at the annual meeting.

g. Nominations for all Executive positions shall also be accepted from the floor at the Annual Meeting and a vote shall follow where appropriate.

By-law 8. ELECTION OF EXECUTIVE

a. The elections shall be conducted at the annual meeting or where there is no quorum by electronic ballot.

b. Every regular, student or honorary member is entitled to vote.

c. Where required, the Treasurer shall email a copy of each ballot to all regular members within two weeks after the annual meeting.

d. Voting shall be by electronic ballot and marked “X”. The candidate or, in the case of Regional Directors, the two candidates, receiving the largest number of votes shall be declared elected. In the event of a tie, the President shall cast a deciding vote.

e. In order to be valid, returned electronic ballots must reach the Treasurer not later than October 1.

f. Ballots shall be counted before October 15, by three scrutineers appointed by the Executive – one of whom must not be a member of the Society.

By-law 9. TERM OF OFFICE

a. The President shall be elected as President-Elect and shall serve one year as President-Elect and act as Vice-President, the following year as President, and the following year as Past-President.

b. The Treasurer shall be elected for a two-year term.

c. The Eastern and Western Directors shall be elected for a two-year term.

d. The Communications Director shall be elected for a two-year term.

e. The student representative shall be elected for a one-year term.

f. All Executive members shall assume office at the Annual Meeting immediately prior to “New Business” in the Order of Business at the meeting (see By-law 4).

g. All Executive members shall be eligible for nomination for a second term.

By-law 10. VACANCIES

Any vacancies occurring in the Executive or committees during their term of office may be filled by appointments made by the Executive. Such appointee shall hold office only until the next Annual Meeting.

By-law 11. FINANCES

a. The fiscal year of the Society shall commence on May 1 of each year and end on April 30 of the following year.

b. The Treasurer shall be empowered by motion at the Annual Meeting to open a bank account in the name of the Society, to deposit all funds therein, to issue cheques, and to pay all accounts subject to the approval of Executive.

c. The President shall also be empowered by motion at the Annual Meeting to sign cheques. This power shall only be used in the absence of the Treasurer.

d. A financial review committee shall be appointed each year at the Annual Meeting to examine the books and accounts of the Society for the current fiscal year.

e. A member of the Executive shall not be eligible to serve on the financial review committee.

f. The Treasurer shall submit a complete statement of the finances of the Society to the financial review committee by July 1.

By-law 12. COMMITTEES AND GROUPS

The Society or the Executive may appoint such committees or groups from time to time as may be considered necessary to carry on the business or activities of the Society.

By-law 13. FELLOWSHIP AND AWARDS

a. The Society may establish and grant fellowship and other awards.

b. The title Fellow of the Canadian Society of Agricultural and Forest Meteorology is granted for professional distinction worthy of national recognition. The fellowship is the highest honour which can be bestowed by the Society.

c. The Honours and Awards Committee with the President-Elect as chairperson shall evaluate nominations for the fellowship and awards and shall make recommendations on these to the Executive.

d. Names of individuals nominated for honours and awards and correspondence related to such nominations shall be kept strictly confidential.

e. No more than one fellowship should be granted per year and the recipient will usually be from the region where the Annual Meeting is held.

By-law 14. AMENDMENT OF THE BY-LAWS

The by-laws of this Society may be repealed, amended, or added to by the affirmative vote of two-thirds of the members present at any general or annual meeting, provided that due notice of motion has been given according to by-law 3-d. Such changes are effective immediately upon approval by a meeting.

By-law 15. INTERPRETATION

In these By-laws, reference to the male gender includes the female gender and if the context does not otherwise require, the singular includes the plural. In situations requiring interpretations, Roberts Rule of Order shall apply.