

**BYLAWS  
ARCTIC SECTION**

This version of the Bylaws was approved by Executive Committee on February 28, 2006.

**ARTICLE I – NAME**

The name of the Section shall be "The Arctic Section of the Society of Naval Architects and Marine Engineers".

**ARTICLE II - OFFICERS**

The officers shall be a Chair, a Vice Chair, Secretary and a Treasurer. Any member can be both a Secretary and Treasurer and if so shall be designated as "Secretary Treasurer".

**ARTICLE III - SECTION DOMAIN**

The domain of the Section shall include Alberta, Saskatchewan, Manitoba, North West Territories, Yukon and Nunavut of Canada.

**ARTICLE IV -OFFICE (Optional)**

The Arctic Section of The Society of Naval Architects and Marine Engineers shall maintain its principal office in Calgary, Alberta, Canada but may have offices, transact business and hold meetings at such other places as the Executive Committee may from time to time determine.

**ARTICLE V - MEMBERSHIP**

All members of every grade of the Society residing in, or maintaining their principal mailing (residence or business) address in, the territory of this Section shall be members of this Section. Society members who are not members of the Section by virtue of residency may participate in the program and activities of the Section but they will not be

carried-on the Section membership rolls and they shall not be entitled to vote in the election of officers or on other matters. A member in good standing is one who has paid his/her dues to the Society in accordance with the Bylaws of the Society.

## **ARTICLE VI – MEETINGS**

**Section 1.** The provisions of the Bylaws and the rules of The Society of Naval Architects and Marine Engineers and the practices of the Society with respect to professional sessions for discussion of papers shall govern the procedures of the Section. The quorum for Section meetings shall be five (5) members present. The annual meeting shall be held in May of each year in Calgary, Alberta.

**Section 2.** Written papers presented at the meetings should be submitted to The Society of Naval Architects and Marine Engineers for review and consideration for inclusion in one of the Society's publications. Strictly oral presentations are acceptable to the Section.

## **ARTICLE VII - COMMITTEES**

**Section 1. Executive Committee** - The Chair, Vice-Chair, Secretary and Treasurer and the last retiring Chair, the papers chair, the scholarship chair and membership representative, and other members shall constitute the Executive Committee and shall have general responsibility, under the Section Chair for the affairs and activities of the Section. If the Section sponsors one or more Student Sections, the Executive Committee shall also include the student section(s) liaison member and the Student Section(s) representative(s) to the Executive Committee.

**Section 2.** The Executive Committee shall fill any vacancies occurring in the offices and in its own body until the next annual election. If the Section sponsors one or more Student Sections, the Executive Committee shall appoint one Student Section liaison member for each.

**Section 3. Papers** - The Papers Chair shall be responsible for arranging suitable papers for presentation at meetings of the Section. Arrangements for meetings with other technical societies shall be under the cognizance of this representative subject to approval of the Executive Committee of this Section.

**Section 4. Meetings** - The Executive Committee or its delegate shall be responsible for making all of the arrangements related to the Section meetings.

**Section 5. Public Relations** - The Executive Committee (or representative) shall be in charge of all publicity relating to the activities of the Section.

**Section 6. Technical and Research** - The Technical and Research Chair is appointed by the Executive Committee to serve as a liaison between the Section membership and the Society's Technical and Research Program.

**Section 7. Nominating** - The Executive Committee shall present at the May meeting nominations for all elective offices. A list of nominees shall be sent to members with the notice of the May meeting. Members may nominate other candidates at such meeting. The election or appointment of officers shall take place or be reported at the May meeting of the Section. The election shall be by voice vote or by letter ballot, if there is more than one nominee for any office. The result of the ballot shall be reported in the notice of the next meeting. The Committee membership is appointed by the Section Executive Committee.

**Section 8. Audit** - The Auditing Committee shall audit the accounts of the Section. The Committee Chair is appointed by the Executive Committee.

**Section 9. Membership** - The Membership Chair shall be responsible for obtaining qualified applicants for membership in the Society. All applications shall be forwarded to the Society for consideration by the Applications Committee. The Chair automatically is a member of the Society's Membership Committee.

**Section 10. Representative to National Sections Committee** - The Section representative to the National Sections Committee is nominated by the Executive Committee for appointment by the President of the Society and serves as the coordinator of this local Section with other Sections and with Society Headquarters.

**Section 11. Awards** - The Awards Committee is the Executive Committee. It selects candidates for national awards and promotion to the membership grade of Fellow. Recommendations made by the Executive Committee shall be forwarded to the National Awards Committee and the Committee on Fellows respectively. Nominees for section awards are to be forwarded to the Executive Committee for action.

## **ARTICLE VIII - DUTIES OF OFFICERS**

**Section 1. Chair** - The Chair shall preside at all meetings of the Section and of the Executive Committee and be responsible for planning and supervising the program and activities of the Section. He/she shall be an ex-officio member of all committees.

**Section 2. Vice-Chair** - In the absence of the Chair, the duties of the Chair shall be performed by the Vice-Chair. In the absence of the Chair and the Vice-Chair, the Executive Committee shall elect one of its members to act as the Chair.

**Section 3. Secretary** - The Secretary shall have general responsibility for the correspondence of the Section and shall take or appoint a member to take the minutes of all meetings of the Section and of the Executive Committee. An acting Secretary may be appointed by the Executive Committee for each meeting.

**Section 4. Treasurer** - The Treasurer shall have charge of the records and accounts of the Section and the collection and disbursement of funds. The disbursement of funds must be as approved by the Executive Committee. A budget shall be prepared by the Treasurer covering all expenses for each fiscal year.

**Section 5. Librarian** - The Librarian shall maintain the papers of the Section and shall provide the Treasurer with an annual report summarizing the library's finances.

### **ARTICLE IX - TERM OF OFFICE**

The terms of the officers and members of the Executive Committee shall be as follows, unless removed for cause:

Chair	two years
Vice-Chair	two years
Secretary and Treasurer	two years, subject to reelection
Members of Executive Committee	two years unless reappointed

Except for elections to fill unexpired terms, MI terms of office shall begin on September 1 following election. Officers and members of the Executive Committee, except the Secretary and Treasurer, shall not be eligible for reelection to succeed themselves. One member of the Executive Committee of the Section should be elected each year such that the terms of office are staggered to maintain continuity.

### **ARTICLE X - PARLIAMENTARY**

The governing authority on all parliamentary rules provided for in these Bylaws shall be the latest edition of Roberts' "Rules of Order".

### **ARTICLE XI - ORDER OF BUSINESS**

- a) Adoption of Agenda
- b) Minutes of previous meeting
- c) Actions arising from the minutes

- d) Business from Agenda
- e) New business
- f) Adjournment

## **ARTICLE XII – AMENDMENTS**

Amendments to these Bylaws shall be presented at a regular meeting of the Section by the Executive Committee. The amendments shall be brought to the attention of the membership by the Secretary in the notice for the next regular meeting, at which time the amendment will come before the Section for discussion and action. A three-fourths vote of the members in good standing present at the meeting in favor of the amendment shall be necessary for its adoption. The amendment is subject to approval by the Council or the Executive Committee of the Society. A member in good standing is one who has paid his/her dues to the Society in accordance with the Bylaws of the Society.

Any member may suggest to the Executive Committee proposed amendments to the Bylaws by submitting the same in writing to the Secretary of the Section. Amendments proposed by three (3) or more members of the Section may be voted on at the annual meeting of the Section, provided notice in writing of such proposed amendment has been mailed to the membership not less than thirty (30) days prior to such meetings.

## **ARTICLE XIII - FISCAL YEAR**

The fiscal year for the Arctic Section of The Society of Naval Architects and Marine Engineers shall commence on September 1 and terminate on August 31 next year.

## **ARTICLE X-IV - STUDENT SECTIONS**

The Section may sponsor one or more Student Sections if petitioned by any accredited institution(s) maintained on the approved list of the Society and located within the Section domain. The Section will assume responsibility for the proper operation of each Student Section sponsored by it.

## **ARTICLE XV - SCHOLARSHIPS**

The Arctic-Section will annually award the John W. Davies Memorial Scholarship to a student of a Canadian University or College working in Cold Water Environments.

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#### **ARTICLE XV - SCHOLARSHIPS**

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