

Bylaws Containing Executive Director

Yellow highlighting shows references that would require amendment

1. Table of Contents

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- 3.6 **Executive Director**
[Style change only: not counted as a bylaw change or required by vote]

2. Use

- 2.0 The Seal of the Institute shall remain in the custody of the **Executive Director**, and shall not be affixed to any deed or writing except as authorized by the Council.

3. Treasurer

- 3.4 The Treasurer shall have the care of the monies from time to time received on behalf of the Institute and shall deposit same to the credit of the Institute in the same drafts, notes, bills or cheques as the same are received, in a chartered bank, trust company or credit union to be named by the Council. The Treasurer shall, at least thirty days before each annual meeting, prepare, or cause to be prepared, a full statement of the revenues and expenditures, assets and liabilities of the Institute, up to the date of the audit, and shall furnish a copy thereof duly audited by the auditors of the Institute to the **Executive Director** for submission to the Council.

4. Cheques

- 3.5 All cheques issued on behalf of the Institute shall be signed or countersigned by any two of the President, Vice-Presidents, Treasurer or the **Executive Director**.

5. Executive Director [Style change only: not counted as a bylaw change or required by vote]

- 3.6 The Council shall appoint an **Executive Director** who shall attend Council meetings, implement the instructions of Council and administer and report to Council the affairs of the Institute. The **Executive Director** is designated as the head of the Institute for the purposes of the *Freedom of Information and Protection of Privacy Act*.

6. Title

- 11.1 Each Member upon registration shall make application for the member's seal to the **Executive Director** stating the name and address of the applicant, and depositing with the Director a payment to cover the cost of same, with postage, if any.
- 11.2 The **Executive Director** shall procure all seals, have charge of their distribution, and will be held responsible for their issue.

7. Institute

- 17.1 It shall be the duty of the **Executive Director**, at least fifteen days prior to the Annual Meeting, to forward to each member of the Institute a notice of the meeting and a statement of receipts and expenditures during the preceding year.

8. Nominations

- 21.0 Nominations for the Council shall be made from the Membership in the following manner:
- ...
- (b) nominations must be in the hands of the **Executive Director** at least thirty (30) days prior to the Annual Meeting. The name of every candidate nominated shall be placed on a list, which shall be the voting list for the election.

9. Voting

- 23.2 The **Executive Director** shall check the signature on each envelope against the register, and ascertain that those voting are entitled to do so. The **Executive Director** shall then remove from the outer envelope the inner envelope containing the ballot, and deliver the inner envelope to the scrutineer, being careful to prevent identification of the votes.
- 23.3 The names of any voters held in question by the **Executive Director** shall be referred to the President for decision.
- 23.4 Ballots may be returned to the **Executive Director** up until the time announced by the President at the Annual Meeting for the closing of the voting.

10. Elections

- 24.1 The **Executive Director** or designate, with three scrutineers who shall be appointed by the President at the Meeting, shall have the direction of the election.

11. Meeting Vote

- 35.1 These Bylaws may be amended at any general meeting of the Institute by a two-thirds vote of the members present at such meeting, provided that notice of such proposed amendment must be given to the **Executive Director** at least 30 days before the Meeting, and the **Executive Director** shall issue notices of the Meeting and notify the members of the proposed amendment, in accordance with Section 21(3) of the *Act*.

12. Mail Ballot

- 35.2 These Bylaws may be amended by a mail ballot in the following manner:

...

- (c) the **Executive Director** shall forward ballots to the members entitled to vote and receive the ballots by a date specified by Council provided this represents a minimum of 21 days from the date the ballots were mailed.

13. Practices and Procedures

- 36.4 The **Executive Director** shall designate a person to act as the institute's representative for the purposes of carrying out the institute's role and responsibilities with respect to consensual resolution. If this designated person is unable to carry out the institute's consensual resolution obligations for whatever reason, the **Executive Director** shall designate a replacement representative.

14. Panel Procedures

- 36.18 An approved consensual resolution agreement must be signed by:

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- (c) the institute's **Executive Director** or designated person under bylaw 36.4.