

## Bylaws for the Paediatric Environmental Health Section

### 1) NAME

The name of the Section shall be the Paediatric Environmental Health Section of the Canadian Paediatric Society.

In French, la section de la santé environnementale en pédiatrie de la Société canadienne de pédiatrie.

### 2) PURPOSE

The purpose of the Section shall be to:

- Provide a forum for the development of ideas and discussions of issues, scientific knowledge and prevention strategies related to paediatric environmental health
- Stimulate the study, research and teaching of paediatric environmental health
- Disseminate knowledge of paediatric environmental health issues through Society channels for the purpose of improving awareness, identification, treatment, prevention and management related to paediatric environmental health
- Make recommendations for public policy changes, through Society channels, for measures to promote the healthy development of children and youth
- Ensure that the activities of the Section are consistent with the CPS mission, values, and objectives

### 3) MEMBERSHIP

#### a) Membership criteria

Membership in the Section requires membership in the Canadian Paediatric Society.

#### b) Application

Applications for membership may be submitted to the Society with the appropriate fees at anytime during the year.

#### c) Termination

Membership in the Section will be terminated if a member fails to pay their section dues.

**d) Dues**

Dues shall be set by the membership of the Section and must follow the guidelines as outlined in the Section Manual.

Dues may be waived for any groups as designated by the Section membership. All sections have agreed that Life, Honorary, Emeritus, Provisional and Associate Medical Student members of the CPS shall be exempt from paying dues.

Changes in dues must be approved at the Annual Business Meeting.

**4) MEETINGS OF THE MEMBERS****a) Annual Business Meeting**

The Section shall meet at least once yearly during the CPS Annual Conference and this meeting shall be called the Annual Business Meeting.

**i) Notice**

Notice of any annual general section business meeting shall be sent to Section Members not less than thirty (30) days prior to the date of the meeting. Notice shall be provided to Section Members by mail or by electronic means such as e-mail or facsimile to the address or number in the records of the Society.

**ii) Quorum**

A quorum at the Annual Business Meeting shall be no less than three (3) members (present in person or via teleconference), including at least one member of the Section Executive. No business shall be transacted unless the requisite quorum is present at the time of the transaction of such business. If a quorum is not present, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business.

**iii) Voting of Members**

Except for the resolutions related to Section finances, questions before the Annual Business Meeting will be decided by a majority vote of all Members present. Questions related to Section finances before the Annual Business Meeting will be decided by a majority vote of Fellows and Associate Members present at the Meeting. All votes will be initially by a show of hands. After a show of hands, the Chairman may require, or any member present may demand, a poll. Unless a poll is so required, a declaration by the chairman of the meeting that a resolution has been carried, or not carried, shall be sufficient.

**b) Special meetings**

Special meetings of the Section may be convened by order of the Section Executive at any date and time. The Section Executive shall call a special meeting of the Section on written requisition of at least one-third of the Fellow Members of the Section in good standing. The special meeting shall be held within ninety (90) days of the date of the request.

**c) Section Executive Meetings/Teleconference**

The Section Executive shall hold meetings/teleconferences at the discretion of the President.

i) Quorum

The quorum for Section Executive meetings/teleconference shall be the President (or his/her chosen delegate) and any two other members of the Section Executive, excluding Liaison Members.

ii) Voting

Questions before the Section Executive will be decided by a simple majority of elected members of the Section Executive. The president will not vote unless to break a tie.

## 5) SECTION EXECUTIVE

### a) Composition of the Section Executive

The management of the activities and affairs of the Section shall be supervised by a Section Executive whose members are elected by members of the Section in good standing.

i) Elected members

- President
- Vice-President
- Past-President
- Secretary/Treasurer
- Two members-at-large

ii) Liaison members:

- Resident Section Liaison
- External liaisons (e.g. CPS committees, organizations with similar mandates)

Section members must ratify changes in office for the Section Executive.

### b) Duties of Members

The Section Executive shall supervise and control the affairs of the Section subject to these bylaws and the CPS' bylaws. The Section Executive shall be responsible for running all aspects of the business of the Section between the Section's Annual Business Meetings. The activities of the Section Executive will be presented by the President (or his/her chosen delegate) at the Section's Annual Business Meeting for endorsement by the Section membership. The Section Executive is authorized to instruct the Secretary-Treasurer to raise or dispense funds for Section activities. The Section Executive cannot suspend the Section nor alter its purpose or by-laws without the approval of the Section membership and the CPS Board.

i) President

The President shall:

- set up, chair, and prepare the agenda for all Executive meetings /teleconferences and for the Section's Annual Business Meeting;
- be responsible for ensuring that the general objectives of the Section are met;
- develop and implement an annual plan for the Section;
- communicate regularly with Section membership;
- represent the Section to the CPS Board.
- respond to requests from the CPS office.

ii) Vice-President

The Vice-President shall:

- aid the President in the performance of the President's responsibilities;
- assume responsibility for all matters relating to Section membership, which includes soliciting new members;
- report on the Section membership at the Annual Business Meeting of the Section;
- respond to requests from the CPS office.

iii) Past President

The Past President shall:

- be responsible for all matters relating to the appointment to the Section Executive;
- work with the CPS office to coordinate the nomination and election process.

iv) Secretary/Treasurer

The Secretary/Treasurer shall:

- record and distribute the minutes of Section Executive and Annual Business Meetings to Section members and the CPS office;
- review all financial transactions and present the budget of the Section at the Annual Business Meeting of the Section.

v) Members-at-large

Members-at-large shall assist in all of the activities of the Section.

**c) Remuneration**

No remuneration is provided to Section Executive core or liaison members.

**d) Length of Terms**

Members of the Section Executive will have 2-year terms, running from July 1 to June 30. No member of the Executive may serve more than two terms in the same position in succession.

Liaison members of the Section Executive will have 2-year terms, running from July 1 to June 30, renewable once.

**e) Election of Section Executive**

The Section membership will be responsible for electing its Section Executive.

The Vice-President shall become President upon ratification of this change by voting members at the Section's Annual Business Meeting, or electronically prior to the meeting. In the event that voting members do not ratify this change, the vacancy shall be filled by holding a new general election by the Section Members within six (6) months. Should such a case occur, the incumbents shall remain in their role until the election process is completed.

i) Nominations

Every two years, or as otherwise necessary, the Past President, with help from the CPS office, will coordinate a call for nominations from the Section membership.

ii) Elections

If more than one nomination is received, the CPS office will coordinate an election by anonymous ballot. If one nomination is received, a request for approval of acclamation will be sent to the Section Executive and then to section membership.

Nominations and elections can either take place electronically or at the Annual Business Meeting.

The results of the election will be presented in order to the Executive, the candidates, and the Section membership.

iii) Liaison Members

Liaison members are appointed by their respective committee or section and have voting privileges.

## 6) AMENDMENTS

Bylaws of the Section may be enacted, repealed or amended by two thirds (2/3) of the Fellow Members present at a duly convened Annual Business Meeting or Special Meeting of the section. Due notice of motion having been given at a previous meeting, or through correspondence at least sixty (60) days prior to the Annual Business Meeting or Special Meeting of the section must be provided before bylaws may be enacted.

Date created: August 25, 2010

Date revised: November 17, 2012

Date approved by Section Membership: March 28, 2013

Date approved by CPS Executive: April 11, 2013