**CHAPTER BYLAWS**

**OF**

**CANADIAN CAPITAL REGION**

**CHAPTER OF THE**

**RISK AND INSURANCE MANAGEMENT SOCIETY, INC.**

**as amended June 12th, 2019**

***Exhibit A to these bylaws includes detailed information about the Association’s membership classes and criteria.***

**Article I—General**

1. **Name**. The name of this organization is the Canadian Capital Region Chapter of the Risk and Insurance Management Society, Inc., hereinafter called the “**Chapter**.” The Chapter functions as a regional division of the Risk and Insurance Management Society (RIMS), Inc., hereinafter called the “**Association**.”

2. **Territory and Location**. The Chapter operates and serves members within the territory approved by the Association, and its Principal Office (Ottawa) is located at such place as determined by the Chapter’s Board of Directors, hereinafter called the “**Board**.”

3. **Purposes**. The purposes of the Chapter include:

a. providing opportunities for dialogue, education, advancement, and improvement in the risk management discipline through meetings, seminars, communications, publications, and other programs and activities;

b. articulating and advocating the interests of the risk management discipline before legislative, administrative, and judicial branches of government; and

c. promulgating policies and conducting activities for the betterment of all those individuals or organizations involved in some aspect of the risk management discipline.

Further, the Chapter shall support and adhere to the objectives, code of ethics, policies and other standards established by the Association.

4. **Restrictions**. All policies and activities of the Chapter must be consistent with:

1. applicable government antitrust, trade regulation or other requirements, and
2. applicable tax-exemption requirements, including the requirement that the Chapter not be organized for profit and that no part of its net earnings inure to the benefit of any private individual.

**Article II—Membership**

1. **Membership Eligibility**.

a. Membership in the Chapter is limited to individuals in good standing of the Association who are in compliance with the Association’s rules and regulations and who have paid membership dues to the Chapter. Except for Professional Members, the Chapter may offer a Chapter-only membership, identified as a Chapter Associate Member as more fully described in Exhibit A. A Chapter-only member is not entitled to the Association’s membership benefits.

b. Revocation or suspension of membership by the Association automatically constitutes revocation or suspension of membership in the Chapter. This section does not apply to Chapter-only members.

Except for Chapter Associate Members, the Chapter may recognize only those membership classes established by the Association. The criteria for each membership class is set by the Association. If the Association changes or adds any membership class or criteria, those changes or additions will be automatically incorporated into these Bylaws. The Association’s current membership classes and criteria appear in Exhibit 1 to these Bylaws.

2. **Resignation**. A member may resign by submitting a written resignation to the Chapter Secretary; resignation does not relieve a member from liability for the full annual dues or other obligations accrued and unpaid as of the date of resignation.

3. **Expulsion**. A member is automatically expelled without action of the Board for failure to pay applicable dues for more than 60 days, or failure to meet the eligibility requirements for membership. The Board may expel a member for other reasons upon a two-thirds, affirmative vote of the entire Board if the member (a) is provided with advance written notice, including the reason for the proposed expulsion; (b) is given an opportunity to contest the proposed expulsion in writing or in person before the Board; and (c) is given final written notice of the Board’s decision. Before beginning expulsion proceedings against a member, the Board shall consult with the Association to determine if another course of action is advisable.

4. **Dues**. A member shall pay Association and Chapter dues, except for Chapter Associate Members who pay dues solely to the Chapter. The Association establishes the dues for each membership class. The Board establishes Chapter membership dues for individual membership classes. The Board shall determine whether members must pay Chapter dues to the Association’s principal office, or directly to the Chapter. A member who is more than 60 days delinquent in paying membership dues forfeits all rights and privileges of membership and is expelled. The Chapter does not refund dues.

**Article III—Membership Meetings and Voting**

1. **Annual Membership Meeting (AMM)**. The annual membership meeting takes place in the month of May or June each year at a date and place determined by the Board.

2. **Regular Meetings**. The Chapter shall hold at least four (4) regular meetings each year at dates and places to be determined by the Board. One of these meetings may be the AMM.

3. **Special Meetings.** A special meeting of the Chapter may be called under any of the following conditions: (a) the President calls a special meeting; (b) a majority of the Board requests a special meeting; or (c) at least 10 members submit a written request to the Secretary for a special meeting. The Secretary shall provide notice of a special meeting as outlined in Article III, Section 4 of these Bylaws. The notice must include a description of the business to be transacted at the special meeting.

4. **Notice**. The Secretary shall provide notice of a meeting to voting members at least 10 days before the meeting by postal or other delivery, facsimile, e-mail, or any other electronic means.

5. **Voting**. Professional Members, Transitional Members, and Retired Members are eligible to vote on membership matters. Voting at membership meetings may be in person with each voting member having a single vote. A majority of members voting in person where a quorum is present carries an action. Members may vote without a meeting on any matter presented by the Board where a quorum participates and the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means. A quorum for membership voting constitutes the Chapter Members present or participating at any meeting.

**Article IV—Board of Directors**

1. **Composition and Eligibility**. The Chapter’s Board is comprised of four (4) elected Officers (the President, Vice-President, Treasurer and Secretary) and 3 non-elected Officers (the RIMS Canada Council representative, the immediate Past President and the RIMS Delegate). In addition, the Board has various Directors as deemed necessary to conduct the Chapter’s duties. Professional Members and Retired Members are eligible to stand for election as Officers and/or serve as a Director. A Professional Member who becomes a Transitional Member while serving as an Officer or Director may finish the term, but may not stand for re-election while still a Transitional Member.

# Associated Members will be allowed to stand for election to the Chapter's Board of Directors; provided that no more than two Associates may serve simultaneously on the Board and further provided that an Associate may not be elected to - or otherwise serve as - a Chapter Officer.

2. **General Powers**. The Board shall carry out the objectives and purposes of the Chapter. To this end, the Board may exercise all powers of the Chapter. The Board is subject to the restrictions and obligations set forth in these Bylaws.

3. **Election**. The Nominating Committee shall prepare and deliver a slate of Officer and Director candidates to the Secretary no later than 15 days prior to the date of the Annual Membership Meeting. The Secretary shall publish the names of the Officer and Director candidates to the voting members of the Chapter no later than 7 days prior to the date of the Annual Membership Meeting. The Officers and Directors are elected by a majority vote of those voting members present at the AMM, with those present constituting a quorum.

Candidates, other than those selected by the Nominating Committee, shall be placed in nomination at the written petition of no fewer than three (3) Professional Members. The petition may include a full or partial slate of Officers and shall be valid if accompanied by a signed acceptance from each candidate and if filed with the Chapter Secretary not later than seven (7) days prior to the date of the Annual Membership Meeting.

4. **Terms**. A Board member serves a one-year or two-year term (as determined at the AMM) beginning on the date of the AMM and ending upon the expiration of the term or when the Board members’ successor is elected and installed. An Officer or Director may serve successive terms in the same office.

5. **Vacancies**. The Board shall fill any vacancy on the elected Board positions for the unexpired portion of the term.

6. **Removals or Resignations**. A Board member may be removed by (a) two-thirds of the members voting where a quorum is present, or (b) three-quarters of the full Board, with the Board member proposed to be removed not voting. A Board member proposed to be removed (a) must be provided with advance written notice, including the reason for the proposed removal; (b) must have an opportunity to contest the proposed removal in writing or in person; and (c) must be given final written notice of the removal decision.

A Board member may resign at any time by providing written notice to the Board.

7. **Compensation**. A Board member may not receive compensation for services but may be reimbursed for expenses.

8. **Officers' Duties**. The President shall preside at the Annual Membership Meeting, all regular Chapter meetings, all special Chapter meetings, and all meetings of the Board. If the President is not available, the Vice President shall preside in place of the President. The Secretary shall record all official actions of the Board, shall issue all notices of meetings, and shall keep a register of the Chapter's membership. The Treasurer shall supervise the financial operations of the Chapter, including the receipt, deposit, and disbursement of all monies held in the name of the Chapter.

**9. RIMS Canada Council Representative Duties.** A Professional Member in good standing is eligible to serve as the Chapter’s representative to the RIMS Canada Council (RCC). Ideally, the RCC representative has previously held the position of Chapter President and has served several years on the Chapter’s Board. The RCC Representative is appointed by the Board. An Officer or Director may serve simultaneously as the RCC Representative. The Representative’s term is two years in durationcommencing on January 1st to coincide with the RCC calendar. The RCC Representative may ~~not~~ serve successive terms.

The RCC Representative serves as the communication liaison between the RIMS Canada Council and the Chapter. The RCC Representative shall participate in the annual RCC meeting, which takes place at the RIMS Canada Conference held in the fall of each year. If the RCC Representative is unable to attend the meeting, the Board may appoint an Alternate Representative to attend. The Alternate Representative must be a Professional Member and a Board member. Each winter, the Representative participates in the RCC Planning meeting. During the year, the Representative or Alternate Representative participates in RCC conference calls and votes for the Chapter on issues that arise.

**Article VI—House of Delegates representative**

1. **Eligibility and Appointment**. A Professional Member in good standing is eligible to serve as the Chapter’s delegate to the Association’s House of Delegates. The Delegate is appointed by the Board. An Officer or Director may serve simultaneously as the Delegate. Ideally, the Delegate has previously served as Chapter President.

2. **Term**. Delegate terms are two years in duration, which commences at the AMM. A delegate may serve successive terms.

3. **Duties**. The Delegate serves as the communication liaison between the Association and the Chapter. The Delegate shall attend the annual House of Delegates’ meeting, which takes place during the Association’s Annual Conference & Exhibition. If the delegate is unable to attend the meeting, the Board may appoint an Alternate Delegate to attend. The Alternate Delegate must be a Board member. Each fall, the delegate shall cast a ballot for the Association’s slate of Officers and Directors. Each winter, the delegate shall cast a ballot for nominees to the Association’s Nominating Committee.

10. **Meetings and Voting**. Whenever the Board must vote on a matter under these Bylaws or otherwise, this section will apply.

a. Meetings of the Board are called by the President. Meetings may be held

telephonically or electronically as long as each Board member can hear the others.

b. A majority of the Board participating forms a quorum; a majority of votes is required to carry a matter. Proxy voting by Board members is not permitted.

c. Board members may vote without a meeting on any matter where the votes are submitted in writing by postal or other delivery, facsimile, e-mail, or any other electronic means. An action taken by such a vote must be recorded in the Chapter’s Minutes.

**Article V—Committees**

1. **Nominating Committee**. The Nominating Committee is comprised of three (3) members of the Chapter, all of whom are appointed by the President with the approval of the Board. Professional Members, Transitional Members, Retired Members, and Associates of the Chapter are eligible to serve on the Nominating Committee. Only a Professional Member is eligible to serve as the Nominating Committee Chair. A Nominating Committee member serves a one-year term beginning no later than 60 days prior to the AMM and ending upon the completion of the AMM. A member may serve successive terms.Nominating Committee shall identify and recruit eligible Board candidates, and shall present a slate of Officer candidates to the Secretary no later than 15 days prior to the AMM.

2. **Other Committees.** The Board may establish other committees to carry on the affairs of the Chapter. The composition of each committee and manner of election of its members are determined by the Board. The rules in these Bylaws governing the Board also apply to committees of the Board.

**Article VII—Merger and Dissolution**

1. **Merger with Another Society Chapter.** Upon a majority vote of all Chapter members eligible to vote, the Chapter may merge with another Association chapter. The Chapter must provide Chapter members with at least 30 days to cast their votes. If the merger is approved, the Chapter members will become members of the newly-merged chapter. Upon the merger, the Board shall cause (a) the Chapter’s outstanding financial obligations to be settled and (b) any remaining assets to be transferred to the newly-merged chapter. In no event may any assets inure to the benefit of or be distributed to any member, Director, Officer, or employee of the Chapter.

2. **Dissolution of the Chapter.** Upon a majority vote of all Chapter members eligible to vote, the Chapter may dissolve. The Chapter must provide Chapter members with at least 30 days to cast their votes. If the dissolution is approved, the Board shall cause (a) the Chapter’s outstanding financial obligations to be settled and (b) any remaining assets to be transferred to the RIMS Canada Council. In no event may any assets inure to the benefit of or be distributed to any member, Director, Officer, or employee of the Chapter.

**Article VIII—Miscellaneous**

1. **Books and Records**. The Chapter shall keep books and records of its financial accounts, meeting minutes, and membership lists (with names and addresses) at its Principal Office. The Chapter shall make those books and records available to the Association at any time.

The financial records of the Chapter shall be audited at the close of each fiscal year by the Auditors appointed by the Members present and entitled to vote at the AMM.

1. **Fiscal Year**. The fiscal year of the Chapter begins on June 1st and ends on May 31st.
2. **Reports to the Association**. The Board shall submit the Annual Membership Meeting Minutes to the Association by 45 days after the AMM including all attachments to these Minutes. Further, the Board shall submit the names and contact information of all Officers and Directors to the Association immediately upon election.
3. **Contracts**. The Board may authorize an Officer or Director to enter into or execute any contract on behalf of the Chapter. Without such authorization, no person may bind the Chapter ~~under~~ to any contract or agreement, may pledge the Chapter’s credit, or may render the Chapter liable for any purpose or amount.

5. **Indemnification**. The Chapter and/or the Association shall indemnify any person made or

threatened to be made a party to an action, investigation or proceeding, if that person acted in

good faith for a purpose reasonably believed to be in the best interests of the Chapter.

6. **Conflict-of-Interest Policy**. The Board shall adopt a conflict-of-interest policy and annual disclosure process that applies to all Officers, Directors, and volunteers of the Chapter.

7. **Government Filings**. The Board shall cause all applicable governmental filings, including annual reports and tax returns, to be submitted by their required deadlines.

8. **Amendments**. Amendments to these Bylaws are made by (a) a majority of the members voting where a quorum is present, or (b) three-quarters of the Board.

9. **Parliamentary Procedure**. Except as provided for elsewhere in these Bylaws, all matters of

parliamentary procedure are governed by Roberts Rules of Order.

10. **Effective Date**. These Bylaws are effective as of May 18, 2016.

**Article IX – Travel Assistance Allowance**

The Chapter is committed to a policy of participation, the future growth of the Chapter and the promotion of the Risk Management movement. In order to promote these objectives, it is desirable that the Chapter attend and participate in important meetings which provide visibility for the Chapter and benefit the Chapter.

Subject to pre-approval by the Treasurer and two otherOfficers of the Board (excluding the applicant), an allowance may be granted to RIMS Canada Conference or other relevant meeting or conference. The allowance will be limited to the following:

* Most economical airfare (or dollar equivalent for alternative transport mode)
* Maximum of four nights accommodation at the conference hotel
* Early registration fee
* Ground transportation
* Any other reasonable expenses that are pre-approved by the Treasurer

The early registration fee may be paid in advance directly by the Chapter. All other expenses will be reimbursed on proof of attendance and submission of receipted expenses not otherwise recoverable from an employer or other source of sponsorship.

A Conference Allowance will only be considered when the Chapter’s cash and investment balance is not less than $10,000 after taking into account this allowance and, in any event, it may be rescinded or amended by the Board at any time with a majority vote. The intent is to grant the allowance to only one attendee per conference with the understanding that this individual will cover-off all relevant Chapter-related activities and report thereon.

**Exhibit A—Association Membership Classes and Criteria**

1. **Membership Qualifications**. A person or organization that is involved in or associated with the risk management discipline is eligible for Association membership. The Association has the following member categories:

* 1. **Organizational Membership**. An organization that employs a person with risk management responsibilities is eligible for organizational membership. For its dues, an Organizational Member may designate two Professional Members, one of whom must be the Primary Professional Member. The Primary Professional Member exercises the Organizational Member’s voting rights in the Chapter. A Secondary Professional Member may exercise the Organizational Member’s voting rights only in the absence of the Primary Professional Member. An Organizational Member may designate additional Professional Members for a fee set by the Board of Directors.
  2. **Professional Membership**. A person who is employed by or otherwise works exclusively for an Organizational Member and who provides risk management services to the Organizational Member is eligible for Professional Membership.
  3. **Regular Membership**. Regular voting membership in the Society is limited to Primary Professional Members who pay regular dues. A Regular Member may serve as a director and hold office.
  4. **Nonvoting Memberships**. The following membership classes have no vote, nor are they eligible to serve as Directors or hold office, in the Association:
* **Honorary Membership**. The Board of Directors may confer an honorary membership upon an individual according to terms specified by the Board of Directors. An Honorary Member does not pay dues.
* See Exhibit B – **Chapter** Honorary Membership Criteria.
* **Educational Membership**. A person who is a full-time faculty member at an accredited college or university is eligible for Educational Membership.
* **Student Membership**. A person who is enrolled as a full-time student at an accredited college or university and who is not eligible for membership in any other membership class is eligible for Student Membership.
* **Associate Membership**. A person who furnishes goods or services to the risk management community and who is not eligible for Professional Membership is eligible for Associate Membership. The Chapter has the right to decide whether to permit Associates to serve as voting members of Chapter committees. Should Associates be permitted to vote, they:
* Must subscribe to the objectives of RIMS;
* Must agree to abide by RIMS’ Constitution and Bylaws;
* May not vote, except as provided elsewhere in this section;
* May not hold office/be a Chapter Officer;
* May serve as voting members of a committee and Chair this committee with voting rights solely within the scope of the committee.
* Must be an Associate of a local chapter, unless accepted for non-chapter membership by RIMS Director of Membership (or other staff equivalent position) after taking into consideration geographic location, travel time and other extenuating circumstances;
* Are afforded the privileges of RIMS membership, only upon payment of RIMS annual Associate membership dues, which are fixed by RIMS’ Board of Directors.

The chapter may grant a Chapter Associate Membership as it deems appropriate, pursuant to the above criteria. The Chapter Associate Membership will be recognized by the Chapter only and does not entitle the Associate of the Chapter to the benefits associated with membership in RIMS.

* **Transitional Membership**. A Professional Member or Associate Member who separates from employment is eligible for Transitional Membership. A Transitional Membership expires after two years or when a Transitional Member accepts new employment. If a Transitional Member is appointed to an Association or Chapter committee prior to becoming a Transitional Member, the Transitional Member may complete the remainder of the term. A Transitional Member may not stand for election as an Association or Chapter officer or director, or be appointed to an Association or Chapter committee.
* **Retired Membership**. A person who was a Professional Member, Educational Member, or Associate Member and who no longer works in any capacity in the risk management field is eligible for Retired Membership. Except as provided for elsewhere in these Bylaws, a Retired Member retains all the rights and privileges of the Retired Member’s membership class upon retirement. A Retired Member may decide not to join a chapter.

**Exhibit B—Chapter Honorary Membership Criteria**

After nomination by the Chapter’s Board, the following criteria will be considered by a

Task Force of at least 3 members of the Chapter, 1 of whom is a sitting Board member.

The Task Force will complete the scoring and recommend to the Board whether or not to

bestow the Chapter Honorary Membership status. This result will be recorded in the

Minutes of a Board meeting. If the Chapter Honorary Membership status is granted, the

candidate will be informed and an announcement made at a Chapter meeting.

**Scoring Criteria**

1. Local/National/International Representation in RIMS (70 points max)

* # of years served as a member of a *local*, *national* or *international* board

(3 points for each year of service to a maximum of 50 points)

* RIMS Canada Conference Chair/Co-Chair or Committee Chair/Co-Chair

(3 points for every year of conference organization to a maximum of 20 points)

1. Raising the Visibility of RIMS (30 points max)

Candidate’s Own Education: Maximum of 10 points

* CRM (3 points)
* CRM-E (1 point)
* FRM/RF/RF-E (1 point each)
* CIP/FCIP (1.5 points each)
* Winner of Risk Management award (2 points each)

Education of others: Maximum of 20 points

* Speaker/Moderator/Facilitator (1 point per event)
* Training/teaching (unpaid) (1 point per session)
* Writing of RM articles that are published (1 point per article)
* Appearance on television or radio (1 point per event)
* Other risk management education participation– i.e. webcast, webinar....(1 point per event)

In order to achieve Honorary Member status, the candidate must score 80% or

higher. The intention is that only those members with long-term, sustained participation

and major contributions to the RIMS organization will obtain this truly outstanding rating.