

**Canadian Academy of Endodontics/
L'Académie Canadienne d'Endodontie**

Constitution and By-Laws

CONSTITUTION

ARTICLE 1 - NAME

The name of this organization is the Canadian Academy of Endodontics, hereafter called “the Academy” or “this Academy”.

ARTICLE 2 - OBJECTIVES

The objectives of the Academy are:

- 1- To advance the art and science of endodontics by providing learning experiences through lectures, seminars, formal and informal discussion groups.
- 2- To provide teachers of endodontics a forum for interaction to enhance teaching of endodontics to dental students, dentists and affiliated personnel.
- 3- To act as a resource and provide dental governing bodies with information and/or direction concerning endodontic issues upon request.
- 4- To maintain and improve the health of the public.

ARTICLE 3 - ORGANIZATION AND DISSOLUTION

This Academy is a non-profit corporation organized under the laws of Canada. If this corporation is dissolved at any time, no part of its funds or property shall be distributed to, or among its members, but, after payment of all indebtedness of the corporation, the remaining funds or properties shall be used to further the art and science of endodontics in a manner to be determined by the then-governing body of the corporation.

ARTICLE 4 - MEMBERSHIP

The Membership of this Academy shall consist of dentists and other persons whose qualifications and classifications shall be as established in Chapter 1 of the By-Laws.

ARTICLE 5 - DUES AND FEES

The dues and fees of the Academy shall be established in Chapter 4 of the By-Laws.

ARTICLE 6 - GOVERNMENT

SECTION 6.1 - LEGISLATIVE BODY: The legislative and governing body of this Academy shall be the General Assembly as provided in Chapter 2 of the By-Laws.

SECTION 6.2 - ADMINISTRATIVE BODY: The administrative body of this Academy shall be the Executive Officers as provided in Chapter 3 of the By-Laws.

ARTICLE 7 - EXECUTIVE OFFICERS

OFFICERS: The Executive Officers of this Academy shall be a President, a President-Elect, an Immediate Past-President, an Executive Secretary, a Treasurer and a Chair of the Constitution and By-Laws Committee. All of these Executive Officers shall be elected under the provisions of Chapter 3 of the By-Laws.

ARTICLE 8 - ANNUAL SESSION

The Annual Session of this Academy shall be composed of the annual sessions of the General Assembly as provided in Chapter 2, Section 2.3 of the By-Laws, and the annual scientific session as provided in Chapter 5, Section 5.1 of the By-Laws.

ARTICLE 9 - PRINCIPLES OF ETHICS

The Principles of Ethics of this Academy shall be the Principles of Ethics of the Canadian Dental Association, and shall govern the professional conduct of the members of this Academy.

ARTICLE 10 - AMENDMENTS

SECTION 10.1 - This Constitution may be amended at any session of the General Assembly, on recommendation of the Executive Officers and two-thirds affirmative response of the voting members present, provided that the proposed amendment has been presented in writing at a previous annual session of the General Assembly or, provided that the proposed amendment has been submitted in writing to all members at least thirty (30) days, prior to the date on which the vote is taken.

SECTION 10.2 - This Constitution may also be amended at any annual session of the General Assembly on unanimous affirmative response of the voting members present

BY-LAWS

CHAPTER 1 - MEMBERSHIP

SECTION 1.1 - CLASSIFICATION: The members of this Academy shall be classified as follows:

- 1- Active Members
- 2- Associate Members
- 3- Retired Members
- 4- Honorary Members
- 5- Life Members
- 6- Student Members
- 7- Medically-Compromised Members

SECTION 1.2 - QUALIFICATIONS: The qualifications for the various classifications of membership shall be as follows:

- 1.2.1 Active Member: A dentist who is a member in good standing of his/her recognized national dental association, and is a certified endodontic specialist accredited by the local licensing body. The applicant must be approved and nominated by the Membership Committee. Upon acceptance of the nomination by the Executive Officers and election by the Executive Officers or the General Assembly the nominee may then be classified as an Active member.
- 1.2.2 Associate Member: A dentist who is a member in good standing of the Canadian Dental Association or another recognized national dental association, and who is devoting part of his/her practice, or part of his/her teaching and research program to endodontics. The applicant must be approved and nominated by the Membership Committee. Upon acceptance of the nomination by the Executive Officers and election by the Executive Officers or the General Assembly the nominee may then be classified as an Associate member.
- 1.2.3 Retired Member: A member in good standing for ten years in this Academy who has retired from active practice and who has made a contribution to this Academy, may be classified as a Retired Member. The applicant must be approved and nominated by the Membership Committee. Upon acceptance of the nomination by the Executive Officers and election by the Executive Officers or the General Assembly the nominee may then be classified as a Retired member.
- 1.2.4 Honorary Member: A person who has made outstanding contributions to the art and science of endodontics may be classified as an Honorary Member. On nomination by the Nominating Committee and the Executive Officers, and on election by the General Assembly, the nominee may then be classified as an Honorary member.

- 1.2.5 Life Member: Any member of the Academy who has been a continuous member for 10 years, and has made an outstanding contribution to the Academy, may be honored with Life Membership. On nomination by the Nominating Committee and the Executive Officers, and on election by the General Assembly, the nominee may then be classified as a Life member.
- 1.2.6 Student Member: A dentist who is a member in good standing of the Canadian Dental Association or another recognized national dental association, and who is enrolled in an approved post-graduate or graduate program in endodontics. The applicant must be approved and nominated by the Membership Committee. Upon acceptance of the nomination by the Executive Officers and election by the Executive Officers or the General Assembly the nominee may then be classified as a Student member. At the successful conclusion of the post-graduate or graduate program in Endodontics, the Student Member will be required to submit a new application for active membership.
- 1.2.7 Medically Compromised Member: A member may be granted a medically compromised status for the term of the medical condition. Upon application and acceptance of the request by the Executive Officers or the General Assembly the member may then be classified as Medically Compromised status. Requirement of payment of dues shall be waived for the duration of the medical condition.

SECTION 1.3 - NOMINATION AND ELECTION TO MEMBERSHIP: Application for membership shall be presented to the Executive Secretary on the application form furnished by the Academy. Two members, who hold nominating privileges, shall sign the application for membership. The completed application shall be sent to the Executive Secretary, and the nomination, approved by the Membership Committee, presented to the Executive Officers for acceptance. Election to Active, Associate, Retired, and Student Membership, and Medically-Compromised Status shall be made by the Executive Officers or the General Assembly, with a majority affirmative vote required. Accepted nominations for Life, and Honorary Membership shall be presented by the Executive Officers to the General Assembly, where a three-fourths affirmative vote of Membership present and voting shall be necessary for election. A recipient of an invitation to membership in the Academy shall be eligible for the privileges of membership upon receipt of payment of the annual dues, where applicable. Payment of dues is expected within 30 days of notification of an applicant's successful election. All new members shall be introduced at the next annual session of the General Assembly following their election and acceptance of membership.

SECTION 1.4 - IN GOOD STANDING: A member of this Academy who is not under final sentence of suspension or expulsion, and whose dues for the current calendar year have been paid, shall be considered as a "member in good standing".

SECTION 1.5 - PRIVILEGES OF MEMBERSHIP:

- 1.5.1 Active Members shall have all the privileges of the Academy, including the right to vote, to make nominations and to hold office.
A member may vote by proxy. A proxy must be a member, who before voting, must produce and deposit with the President sufficient appointment in writing from his/her appointer or appointers.
- 1.5.2 Associate Members shall have all the privileges of an Active Member, except the right to vote, to make nominations and to hold office.
- 1.5.3 Retired, Life, and Honorary Members shall have all the privileges granted to their former classification of membership.
- 1.5.4 Student Members shall have all the privileges of an Active Member except the right to vote, to make nominations and to hold office.
- 1.5.5 Medically-Compromised Members shall have all the privileges that pertained to the classification that they held prior to their medical condition.

SECTION 1.6 - TRANSFERS: A member may transfer from one classification of membership to another classification if he/she is qualified for the classification of that membership, on the recommendation of two members, who hold nominating privileges. Such application is made to the Secretary on an application form furnished by the Academy. The completed application, along with other credentials substantiating his/her qualifications, shall be forwarded to the Secretary, who shall place them in the hands of the Membership Committee for verification. Upon approval by the Membership Committee the nominee is presented to the Executive Officers for acceptance. Election to Active, Associate, Retired, and Student Membership, and Medically Compromised Status shall be made by the Executive Officers or the General Assembly, with a majority affirmative vote required for the transfer to be successful. Accepted nominations for Life, and Honorary Membership shall be presented by the Executive Officers to the General Assembly, where a three-fourths affirmative vote of Membership present and voting shall be necessary for the transfer to be successful.

CHAPTER 2 - GENERAL ASSEMBLY

SECTION 2.1 - NAME AND COMPOSITION: The governing body of this Academy shall be the General Assembly, which shall be composed of Members of this Academy.

SECTION 2.2 - POWERS: The General Assembly shall have the following powers:

- 1- It shall be the supreme legislative body of this Academy,
- 2- It shall have the power to enact, amend and repeal the Constitution and By-Laws of this Academy;
- 3- It shall have the power to elect members to the Academy, as provided for in these By-Laws;
- 4- It shall have the power to approve all memorials, resolutions and recommendations made in the name of the Academy;

- 5- It shall have the power to elect the Executive Officers;
- 6- It shall have the power to elect members of committees and boards not otherwise provided for in these By-Laws;
- 7- It shall have the power to appoint official representatives to various professional organizations;
- 8- It shall serve as final court of appeal from decisions of the Executive Officers on any disciplinary action taken against any member of the Academy;
- 9- It shall have the power to remove any Executive Officer from such office or position for any cause the Academy deems reasonable.

SECTION 2.3 - SESSIONS: The General Assembly shall meet at least annually at a time and place determined by the Executive Officers. The annual session of the General Assembly may be postponed provided that written notice of such postponement is sent to all members of the Academy immediately following the action of the Executive Officers.

SECTION 2.4 - QUORUM: Twenty-five (25) of the voting members of the General Assembly shall constitute a quorum for the transaction of business.

SECTION 2.5 - STANDING COMMITTEES AND REPRESENTATIVES: The General Assembly shall have standing committees and official representatives of the Academy to aid in conducting the business of the Academy.

2.5.1 Standing Committees: The General Assembly shall have standing committees designated as follows:

- 1- Committee on Membership
- 2- Committee on Annual and Scientific Sessions
- 3- Committee on Public and Professional Relations
- 4- Committee on the Procedure Guide
- 5- Committee on Standards of Practice
- 6- Committee on Communications

2.5.2 Official Representatives of the Academy: The General Assembly shall have official representatives designated as follows:

- 1- Representative to the Royal College of Dentistry in Canada
- 2- Representative to the International Federation of Endodontic Associations
- 3- Representative to the Canadian Dental Association Journal, Endodontic Editorial Consultant
- 4- Representative to the Canadian Academy of Endodontics Endowment Fund
- 5- Representative to the Canadian Dental Association Specialty Meeting.

SECTION 2.6 - SPECIAL COMMITTEES: Special committees of this Academy shall be appointed on authorization of the President. The terms of all members of special committees will lapse at the annual session following which they were appointed.

- 2.6.1 **Nominating Committee:** The purpose of the Nominating Committee is to identify candidates for the Executive and other official positions of the Academy. These names are then passed to the Executive Officers for nomination and presented to the General Assembly for election. This committee is also responsible for recommending individuals for awards, and honorary and life memberships. This committee shall consist of three Past-Presidents, each serving a term of three years. The senior Past-President will serve as chairperson. The Chair of the nominating committee shall not be a member of the executive committee.

SECTION 2.7 - COMPOSITION AND TERM OF STANDING COMMITTEES: Composition of standing committees of this Academy shall be appointed on the authorization of the President. The term of all members of standing committees will lapse at the annual session following which they were appointed. Committee members' terms are renewable at each annual session.

- 2.7.1 **Membership Committee** shall consist of the following representatives: one from the four Atlantic Provinces, one member representing each remaining Province, and the Executive Secretary, acting as liaison and overseer.
- 2.7.2 **Procedure Guide Committee** shall consist of representatives from each region as follows: Atlantic, Quebec, Ontario, Manitoba/Saskatchewan, Alberta, British Columbia with the Chair representing one region.
- 2.7.3 **Standards of Practice Committee** shall consist of representatives from each region as follows: Atlantic, Quebec, Ontario, Manitoba/Saskatchewan, Alberta, British Columbia with the Chair representing one region. The Chair has the ability to increase the size of the committee to undertake a special project.
- 2.7.4 **Communications Committee** shall consist of four members. The Chair shall appoint two members, one for the newsletter and one for the web site. The 3 members can elect the fourth committee person for advertising.

SECTION 2.8 - CHAIR OF COMMITTEES: The President shall appoint The Chair of all standing and special committees unless otherwise provided in these By-Laws.

SECTION 2.9 - DUTIES OF STANDING COMMITTEES: The following shall be the duties of the standing committees of this Academy:

- 2.9.1 **Committee on Membership:** The purpose of the Committee on Membership will be to assist in the formation and maintenance of the membership roll of the Academy. The duties of the committee shall be to conduct a program, subject to the direction of the Executive Officers, for the maintenance of membership, and shall examine credentials and record the roll.

- 2.9.2 Committee on Annual and Scientific Sessions: The purpose of this committee is to plan, organize and run the Annual General Meeting of the Academy. This committee shall be in charge of all arrangements for the annual session and other scientific programs, subject to the approval of the Executive Officers. Subject to the approval of the Executive Officers, the committee may appoint sub-committees to assist in its duties. Sub-committees frequently appointed are:
- 1- Sub-committee on registration
 - 2- Sub-committee on scientific program
 - 3- Sub-committee on local arrangements.
- 2.9.3 Committee on Public and Professional Relations: The purpose of the Public and Professional Relations Committee is to prepare and communicate the official position of the Academy in regards to specific public and professional interests. The duties of this committee shall be designated by the Executive Officers.
- 2.9.4 Committee on the Procedure Guide: The purpose of the Procedure Guide Committee is to oversee the formation of endodontic procedure codes to be used in the Canadian Dental Association Universal System of Coding and List of Services (USC&LS). The duties of this committee are to work with the CDA in considering and implementing revisions to the CDA USC&LS document to ensure it remains current to and representative of the practice of endodontics. The committee is also to aid in the distribution and interpretation of endodontic codes to interested parties as requested.
- 2.9.5 Committee on Standards of Practice: The purpose of the Standards of Practice Committee is to oversee the publication and distribution of CAE Standards of Practice document. The duties of this committee are to consider and implement revisions to the document to ensure it remains current to and representative of the practice of endodontics. The committee will aid in the distribution and interpretation of the document to interested parties as requested. The committee should also consider the publication of a new revision of the document every three (3) years if required.
- 2.9.6 Committee on Communications: The purpose of the Communications Committee is to be responsible for all forms of communication to the Academy members and interested parties. The duties of the committee are to publish the Newsletter on a regular basis, and maintain the CAE Web Site. The committee will solicit advertising to help underwrite the costs of these projects. Through its actions this committee will promote membership in the Academy, notify members of all meetings, explore and expand continuing education through various mediums and convey all items of business to the membership.

SECTION 2.10 - QUORUM: A majority of the total number of members of any committee shall constitute a quorum for the transaction of business

SECTION 2.11 - APPOINTMENT OF OFFICIAL REPRESENTATIVES: Official Representatives of the Academy to various professional organizations are to be appointed by the Executive Officers.

SECTION 2.12 - DUTIES OF REPRESENTATIVES: The duties of the official representatives are to attend and report on the proceedings of the professional bodies to which they have been appointed. The representatives are to communicate the position of the Academy to these bodies and are to liaise with the President and Executive Officers on a regular basis as to the proceedings of these bodies.

SECTION 2.13 - VACANCY: Any vacancy in the membership of a standing, a special committee, or an official representative shall be filled by the President, who shall appoint a successor protem until the next session of the General Assembly, at which time a new member or representative will be appointed.

SECTION 2.14 - REPORTING: All committees and representatives shall provide a written report on their activities to the Executive Officers semi annually.

SECTION 2.15 - FUNDING: Funding for committee and representative activities is to be determined annually, on an individual basis, by Executive Officers following consideration of a supporting budget submitted by the committee Chair, or representative.

SECTION 2.16 - CANADIAN ACADEMY OF ENDODONTICS ENDOWMENT FUND: A registered charitable foundation has been established, effective July 1, 1997, to promote the advancement of education in the area of endodontics, and to fund undergraduate and graduate student research projects and other clinical research projects that advance the art and science of endodontics. For income tax purposes, 80% of the Endowment Fund's donation receipts in a year will be disbursed to eligible Canadian and Foreign university programs.

The Endowment Fund has been organized so that the executive of the Academy will automatically become the executive of the Endowment Fund. The executive of the Endowment Fund will make decisions regarding donations made by the Endowment Fund.

CHAPTER 3 - EXECUTIVE OFFICERS

SECTION 3.1 - NAME AND NUMBER: The Executive Officers of this Academy shall be designated as President, President-Elect, Immediate Past-President, Executive Secretary, Treasurer and Chair of the Constitution and By-Laws Committee.

SECTION 3.2 - DUTIES OF EXECUTIVE OFFICERS:

- 3.2.1 President: The President is the chief elected official of the Academy and the only official spokesperson for the Academy, unless the President and/or the Executive Officers specifically designate another person in this capacity. It shall be the duty of the President to:

- 1) Call and preside at all meetings of the Executive Officers and General Assembly.
- 2) Be knowledgeable of the Constitution and By-laws of the CAE and the Principles of Ethics of the CDA.
- 3) Review and approve official minutes of the meetings of the Executive Officers and the General Assembly.
- 4) Appoint all pertinent committees, even committees not otherwise provided for in consultation with the Executive Officers.
- 5) Be a member, ex-officio, of all committees.
- 6) Review the status of each "ad hoc" committee, determine its need for continuance and report to the Executive Officers and the Committee affected.
- 7) Request of each committee chairperson an annual report. An interim report may be requested, if deemed necessary.
- 8) Determine that all persons responsible for the Annual Scientific Meeting and the General Assembly, such as Program Chairperson and Registration Chairperson are fulfilling their responsibilities.
- 9) Provide copies of all pertinent communication to the Executive Officers.
- 10) In the event he/she is unable to preside at the meeting of the Executive Officers and/or General Assembly, notify the President Elect (or Past President).
- 11) Attend the AAE Annual Meeting as the representative of the CAE, a maximum of \$2,000 being reimbursed by the CAE; then, a report shall be submitted to the Executive.
- 12) At the discretion of the Executive, attend the IFEA World Congress as the representative of the CAE, a maximum of \$2,000 to be reimbursed by the CAE; then, a report shall be submitted to the Executive.
- 13) Confer with the immediate three Past-Presidents, well before the Annual General Meeting, to decide line officer changes and nominations.
- 14) Prepare the President's message for the CAE Newsletter.
- 15) Prepare the President's message for the CAE Convention Program.
- 16) Give the opening remarks at the Annual Scientific Meeting of the CAE.
- 17) Establish with Committees:
 - a. Dates and site of Annual Meeting and Semi-Annual Executive meeting.
 - b. Agenda for Semi-Annual Meeting.
 - c. Agenda for the Executive Meeting held before the Annual General Meeting
 - d. Agenda for the Annual General Meeting.
- 18) Establish and maintain good liaison with all members of the Executive and Committees to assure satisfactory progress in all endeavors.
- 19) Act as host at the Annual General Meeting (Hospitality Room adjoining President's suite) and the President's cocktail party for the general membership.
- 20) Prepare an agenda, in cooperation with the Executive Secretary, for all meetings of the CAE Executive and General Assembly.

21) Present a report at the Annual CDA Meeting summarizing the year.

3.2.2 President Elect: The President Elect is the second highest elected executive officer of the Academy. It shall be the duty of the President Elect to:

- 1) In the absence of the President, assume all duties of his/her office.
- 2) Succeed to the office of the President in the event of vacancy.
- 3) Be knowledgeable of the Constitution and By-laws of the CAE and the Principles of Ethics of the CDA.
- 4) Be knowledgeable of the functions of all committees.
- 5) Work in concert and advise the President in all matters pertaining to the affairs of the CAE.
- 6) Perform the duties of the Chairperson of the George Hare Memorial Teachers' Workshop. (Establish guidelines, format and program for the Teachers' Workshop at the Annual general Meeting.)
 - a. Send first notice of Teachers' Workshop program to all chairpersons of endodontic departments of Canadian dental faculties at least four months prior to the meeting.
 - b. Send second notices and more details about the Workshop to same chairpersons at least six weeks prior to the event.
 - c. Arrange meeting rooms and food services with local arrangements Chairperson.
 - d. Keep a personal record, including dates of all duties performed to assist future Workshop Chairperson.
 - e. Acts as Chairperson for Workshop
 - f. Submit a report of all proceedings to the new President Elect and Workshop Chairperson and make recommendations for the next Workshop.

3.2.3 Immediate Past-President: The immediate Past President is the senior member of the Executive Committee. It shall be the duty of the Immediate Past-President to:

- 1) Act as an historian and advise the President in all matters pertaining to the affairs of the Academy.
- 2) Assume the chair of the Presidency upon request by the President when the President Elect is unavailable.
- 3) Fulfill any function as requested by the President to enhance the stature of Academy.
- 4) Upon the request of the President, act as an advisor to various CAE committees or officers.
- 5) Upon the request of the President, stand in and attend official functions, on behalf of the CAE.
- 6) Attend all executive and general meetings of the Academy.
- 7) Serve as a member of the nominations committee.

3.2.4 Executive Secretary: The Executive Secretary is a long acting servant member on the Executive and as such, during his/her mandate, she/he must communicate frequently with each President successively in change of the

Executive, in all matters affecting the Academy. It shall be the duty of the Executive Secretary to:

- 1) Keep a record of all transactions of the Academy.
- 2) Attend to all correspondence.
- 3) Keep all communications and copies of replies thereto.
- 4) Notify all members of time and place of meetings.
- 5) Keep an accurate list of all members together with their addresses.
- 6) Make an annual report to the President of all the Academy's activities.
- 7) At the expiration of his/her term of office, he/she/ shall turn over to his/her successor all records, books or other properties relating to her/his office.
- 8) Bill all members for dues, and be responsible for their collection.
- 9) Be responsible for the daily financial dealings of the Academy, (i.e.: payment of Academy bills).
- 10) After her/his participation in the AAE Annual Meeting, at CAE expense, submit a report to the Executive.
- 11) Publish, at least two weeks in advance, for the benefit of the other executive members and at each executive meeting, all printed information received and useful for these meetings.
- 12) Liaise with other Executive Secretaries in other organizations, as necessary (AAE, IFEA, ASE, CDA...)
- 13) Provide a list of executive officers to the membership, pertinent dental publications, and associated endodontic organizations.
- 14) Provide executive officers with documents and materials pertinent to their position.
- 15) Prepare financial year-end reports for the General Fund and the Endowment Fund; submit these reports to the executive, membership, and appropriate government agencies.
- 16) Prepare minutes of CAE semi-annual and annual executive general meetings, and submit for publication in the CAE Newsletter.
- 17) Attend the semi-annual and annual executive general meetings at CAE's expense.
- 18) Keep an accurate list of all members. Publish annually a membership roster book, which contains the name, address, and phone number(s) of all members.

3.2.5 Treasurer: The Treasurer is the Executive officer of the Academy entrusted with reviewing the Academy's finances and reporting these to both the Executive and the General Assembly at appropriate sessions. It shall be the duty of the Treasurer to:

- 1) Keep an accurate account of all money of the Academy. Review the year –end financial reports provided by the Executive Secretary.
- 2) Review and reconcile all the transactions of the Executive Secretary.
- 3) Make an annual report to the President on the finances Academy.
- 4) Recommend membership dues for presentation to the membership.
- 5) Set and have approved by the membership, at the Annual General Meeting, annual dues for all categories of members.

3.2.6 Chair of Constitution and By-Laws Committee: The Chairperson of the Constitution and By-laws Committee is the most recently appointed officer of the Executive. Upon assuming the position, he/she, will serve the Academy for five years assuming successively the positions of Treasurer, President Elect, President and Past-President. (Subject to annual election by the membership) It shall be the duty of the Chair of Constitution and By-Laws Committee:

- 1) To examine the Constitution and By-Laws and, from time to time, make suggestions for amendment as necessary to increase the administrative efficiency of the Academy. The Committee shall consider all proposed amendments and shall submit them to the Executive Officers for review before presenting them to the General Assembly for action.
- 2) Be expert in the interpretation of the Constitution and By-laws and ensure meetings are conducted following the rules and regulations as outlined.

3.2.7 Voting Privileges at Executive Meetings: Voting privileges shall be given to the following individuals at executive meetings:

- 1- The six line officers
- 2- All committee Chairs
- 3- All designated official representatives of the Academy
- 4- All Past-Presidents in attendance

SECTION 3.3 - ELIGIBILITY: Only an Active Member, or Honorary, Life, Medically-Compromised, or Retired Member, qualified by his/her previous classification as an Active Member, may serve as an Executive Officer of this Academy.

SECTION 3.4 - TERM OF OFFICE: All Executive Officers, except the Executive Secretary, shall hold office from the Annual Session at which they were elected to the following annual session, or until their successors are duly elected and installed, provided, however, that the President-Elect shall succeed to the office of the President without further election at the Annual Session following that at which she/he was designated as president-Elect. The Executive Secretary may hold office for five years.

SECTION 3.5 - NOMINATIONS AND ELECTIONS: Candidates for Executive Officers shall be nominated by the Nominations Committee or from the floor at the business meeting of the Annual Session. Officers are to be elected by the General Assembly by a majority affirmative vote.

SECTION 3.6 - VACANCY:

- 3.6.1 In the event that the office of President becomes vacant, the President-Elect shall serve as President for the remainder of the term, in addition to serving the full term for which he/she was elected.
- 3.6.2 In the event that the office of President-Elect becomes vacant, the office of President for the ensuing year shall be filled at the next annual session in

accordance with the provisions of Chapter II of these By-Laws, except that the ballot shall read "President-Elect".

- 3.6.3 In the event that the office of Executive Secretary becomes vacant, the President shall appoint a successor protem to serve until the next session of the General Assembly, when a successor shall be elected.
- 3.6.4 In the event that the office of Treasurer becomes vacant, the President shall appoint a successor protem until the next session of the General Assembly, when a successor shall be elected.
- 3.6.5 In the event that the office of Chair of Constitution and By-Laws becomes vacant, the Executive Secretary will fill this role, and the Nominating Committee will be requested to provide two names to the next session of the General Assembly – one to be elected to the position of Treasurer and one to be elected to the position of Chair of Constitution and By-Laws.
- 3.6.6 In the event that the office of Immediate Past-President becomes vacant, no successor shall be appointed, but the President shall assume the duties of the vacated office.

SECTION 3.7 - GUIDELINES FOR ACADEMY EXPENDITURES:

- 3.7.1 No officer of the Academy will spend more than one thousand dollars (\$1000.00) without authorization of three other officers.
- 3.7.2 A specific budget for the Academy's Annual General Meeting will be agreed upon by the Executive Officers prior to preparation of the meeting.
- 3.7.3 Members of the Academy, making scientific presentations at the Annual General Meeting, may receive remuneration or an honorarium, at the discretion of the AGM organizing committee.
- 3.7.4 Executive Officers, who travel a distance for the semi-annual Executive meeting, shall be reimbursed for hotel and travel expenses. A maximum for each meeting is to be six thousand dollars (\$6,000), and this policy is to be re-evaluated every year.
- 3.7.5 The Executive Officers have the discretion to pay some of the expenses incurred by standing committees and representatives provided such expenditures are supported by an approved budget.
- 3.7.6 Expenses incurred by the Executive Secretary for official business travel, accommodations and registration shall be covered by the Academy.
- 3.7.7 Expenses of individual members designated to make a scientific presentations at IFEA Congress, on behalf of the Academy, may be reimbursed to a maximum of one thousand dollars (\$1,000).
- 3.7.8 Some expenses incurred by individual members who have been requested to represent the Academy, at out of town meetings, may be reimbursed by the Academy to a maximum of one thousand dollars (\$1,000).
- 3.7.9 The President shall entertain dignitaries attending the Annual General Meeting at an evening dinner. Dignitaries and their spouses to be included are: President of the Academy, President-Elect of the Academy, Executive Secretary of the Academy, President of the AAE, Principal Organizers of the AGM, and at the discretion of the organizing committee, major speakers and major sponsors. The expense of this dinner shall be incurred by the Academy.

- 3.7.10 Expenses incurred by the President to represent the CAE to the annual AAE meeting will be reimbursed by the Academy to a maximum of two thousand dollars (\$2,000).

SECTION 3.8 - SEMI-ANNUAL EXECUTIVE MEETING:

A meeting of the Executive Officers of this Academy must convene at a time between the Annual General Sessions of this Academy. An effort is generally made to hold this meeting at the site of the following General Session, but adherence to Chapter 3, Section 3.7.4 of the By-Laws regarding cost must be respected.

CHAPTER 4 - FEES, DUES AND FISCAL YEAR

SECTION 4.1 - FEES AND DUES:

- 4.1.1 Annual fees shall be due and payable at the beginning of each calendar year.
- 4.1.2 Annual dues for all categories shall be set by the Treasurer and approved by the membership at the Annual General Meeting. There shall be no dues for Life, Honorary, or Medically-Compromised Members.
- 4.1.3 Dues must be paid by January 1 of each year. Members whose dues are not paid by that time shall be considered delinquent, and suspended from membership.
- 4.1.3 A reinstatement fee of \$50.00, in addition to paying all indebtedness to the Academy, will be necessary to re-establish membership.

SECTION 4.2 - FISCAL YEAR: The fiscal year of the Academy shall be from 1 July to 30 June.

CHAPTER 5 - ANNUAL SCIENTIFIC SESSION

SECTION 5.1 - TIME AND PLACE: The annual scientific session shall be a part of the Annual Session of this Academy as provided in Article 8 of the Constitution. The annual scientific session shall be held at such time and place as may be determined by the Executive Officers. In the event of a declaration of extreme emergency, in accordance with the provisions of Chapter 2, Section 2.3 of these By-Laws, under the direction of the Executive Officers, the annual scientific session shall not be held for the duration of the extreme emergency.

SECTION 5.2 – THE TEACHERS’ WORKSHOP: Participants in the George Hare Memorial Teachers Workshop must register for the C.A.E. Convention.

CHAPTER 6 - AMENDMENTS

SECTION 6.1 – THE MAJORITY OF VOTES: These By-Laws may be amended at any session of the General Assembly on recommendation of the Executive Officers and by an affirmative response of the majority of the voting members present, provided that the proposed amendment has been presented in writing at the previous annual session of the General Assembly, or provided that the proposed amendments shall have been submitted

in writing to all members at least thirty (30) days prior to the date on which the vote is taken.

SECTION 6.2 – THE TWO-THIRDS OF VOTES: These By-Laws may be amended at any session of the General Assembly by two-thirds affirmative response of the voting members present.

CHAPTER 7 - GENERAL MATTERS

SECTION 7.1 - GENDER: Whenever the singular, plural, masculine or feminine is used throughout these By-Laws, the same shall be construed as meaning the plural or the singular, or the neuter, or the body politic or corporate where the context hereof so requires.

SECTION 7.2 – RULES OF ORDER: Roberts Rules of Order shall govern the affairs of this Academy when not otherwise provided for by the By-Laws.

Amended August 2001.