

# CONSTITUTION AND BY-LAWS



## CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS

Revised 1986  
Revised 1988  
Revised 1990  
Revised 1992  
Revised 1993  
Revised 1998  
Revised 2000  
Revised 2006  
Revised 2007  
Revised 2008  
Revised 2009  
Revised 2010  
Revised 2011

## **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS**

Incorporated January 3rd, 1934

CANADA

BY THE HONOURABLE

CHARLES HAZLITT CAHAN

Secretary of State of Canada

To all to whom these presents shall come, or whom the same may in anywise concern,

### **GREETING: -**

**WHEREAS**, in and by The Companies Act (Chapter 27 of the Revised Statutes of Canada, 1927), it is amongst other things, in effect enacted, that the Secretary of State of Canada may, by Letters Patent, under his/her Seal of Office, grant a Charter to any number of persons, not less than three who having complied with the requirements of the Act, apply therefor, constituting such persons, and others who thereafter become members of the Corporation thereby created, a Body Corporate and Politic for any of the purposes or objects to which the Legislative Authority of the Parliament of Canada extends, except the construction and working of Railways or of Telegraph or Telephone lines, or the business of Banking and the issue of paper money, or the business of Insurance or the business of a Loan Company or of a Trust Company, upon the applicants therefor establishing to the satisfaction of the Secretary of State of Canada, due compliance with the several conditions and terms in and by the said Act set forth and thereby made conditions precedent to the granting of such Charter.

**AND WHEREAS**, Percy Pickering, Housing and Supervising Inspector; George Robert Mines, Food Inspector; James Shepherd, Alexander Cross, Ebenezer Brown Officer, Alexander Barclay, Alvin George Isaac and George Wilfred Kelly, Sanitary Inspectors; Alexander Officer and William Jackson Turner Watt, Chief Inspector; Benjamin Cheney Brough, Supervising Inspector; Douglas Little, Smoke and Supervising Inspector; and Hubert Hawker Marshall, Health Inspector; all of the City of Winnipeg, in the Province of Manitoba, have made application for a Charter under the said Act, consisting them and such others as may become members in the Corporation thereby created, a Body Corporate and Politic, under the name of

### **Canadian Institute of Public Health Inspectors**

for the purposes hereinafter mentioned, and have satisfactorily established the sufficiency of all proceedings required by the said Act to be taken and the truth and sufficiency of all facts

required to be established previous to the granting of such Letters Patent, and have filed in the Department of the Secretary of State a duplicate of the Memorandum of Agreement executed by the said applicants in conformity with the Provisions of the said Act.

**NOW KNOW YE**, that I, the said Charles Hazlitt Cahan, Secretary of State of Canada, under the authority of the hereinbefore in part recited Act, do by these Letters Patent, constitute the said Percy Pickering, George Robert Mines, James Shepherd, Alexander Cross, Ebenezer Brown Officer, Alexander Barclay, Alvin George Isaac, George Wilfred Kelly, Alexander Officer, William Jackson Turner Watt, Benjamin Cheney Brough, Douglas Little, and Hubert Hawker Marshall, and all others who may become members in the said Corporation, a Body Corporate and Politic without share capital, by the name of

### **Canadian Institute of Public Health Inspectors**

with all the rights and powers given by the said Act and for the following purposes and objects, namely; -

- (a) To assume the assets and liabilities of "The Sanitary Inspectors' Association of Canada" established under the name of "The Sanitary Inspectors' Association of Western Canada" on the 19th day of April, A.D. 1913, and to enter into such agreements and to make, do and execute all such acts, deeds, matters and things as may be necessary for the purpose of assuming and maintaining such assets and liabilities or any part thereof on an ongoing basis;
- (b) To advance the profession, science and field of environmental public health through certification, advocacy, education and setting standards, and to protect the health of Canadians and represent Public Health Inspectors across Canada;
- (c) To raise the status, standards and rewards of Public Health Inspectors. To advocate that persons appointed as Public Health Inspectors, and cognate positions, shall have achieved the minimum standards set by the Canadian Institute of Public Health Inspectors;
- (d) To provide for the certification of Public Health Inspectors in Canada through the establishment, operation and administration of the Board of Certification of Public Health Inspectors as an integral part of the Corporation;
- (e) To establish inter-professional collaborations and partnerships and to engage groups whose mission or mandate is deemed to promote the objects of the Corporation;
- (f) To provide for the establishment, operation and administration of non-profit charitable divisions of the Corporation;
- (g) To construct, maintain, and alter any houses, buildings, or works necessary or convenient for the purposes of the Corporation;

- (h) To provide for the establishment, operation and administration of non-profit charitable divisions of the Corporation;
- (i) To provide for the monitoring, assessment, evaluation and enforcement of standards of practice of Certified Public Health Inspectors in Canada through the establishment, operation and administration of a Board as an integral part of the Corporation;
- (j) To provide the governance and administration for the Corporation on behalf of its Members.

The operation of the Corporation to be carried on throughout the Dominion of Canada and elsewhere.

The Chief Office of the said Corporation is situate at the City of Winnipeg, in the Province of Manitoba.

And it is hereby ordained and declared that, if authorized by by-law, sanctioned by at least two-thirds of the votes cast at a Special General Meeting of the Members, duly called for considering the by-law, the Directors may from time to time; -

- (a) Borrow money upon the credit of the Corporation;
- (b) Limit or increase the amount to be borrowed;
- (c) Issue bonds, debentures, debenture stock or other securities of the Corporation, and pledge or sell the same for such sums and at such prices as may be deemed expedient;
- (d) Hypothecate, mortgage or pledge, the real or personal property of the Corporation or both, to secure any such bonds, debenture stock or other securities and any money borrowed for the purposes of the Corporation.

Nothing in this clause contained shall limit or restrict the borrowing of money by the Corporation on bills of exchange or promissory notes made, drawn, accepted or endorsed, by or on behalf of the Corporation.

And it is further ordained and declared that the business of the said Corporation shall be carried on without the purposes of gain for its Members and that any profits or other accretions to the Corporation shall be used in promoting its objects.

That the said Percy Pickering, George Robert Mines, James Shepherd, Alexander Cross, Ebenezer Brown Officer, Alexander Barclay, Alvin George Isaac, George Wilfred Kelly, Alexander Officer, William Jackson Turner Watt, Benjamin Cheney Brough, Douglas Little and Hubert Hawker Marshall are to be the first or provisional Directors of the said Corporation.

**PROVIDED ALWAYS** that nothing in these Presents expressed or contained shall be taken to authorize the construction and working of Railways or of Telegraph or Telephone lines, or the business of Banking, and the issue of paper money, or the business of Insurance, or the business of a Loan Company or of a Trust Company by the said Corporation.

Given under my hand and Seal of Office, at Ottawa, this third day of January, 1934.

(signed) E. H. Coleman  
Under Secretary of State

We print below a list of all those Members whose generosity made possible the obtaining of our Charter.

|                                 |                                     |
|---------------------------------|-------------------------------------|
| Allen, Samuel, East York        | Little, Douglas, Winnipeg           |
| Appleton, William H., Saskatoon | Marshall, Hubert H., Winnipeg       |
| Barclay, Alexander, Winnipeg    | McCulloch, A., Vancouver            |
| Bishop, Ernest G., Vancouver    | McDonald, Robert H., Lansing        |
| Blacklin, Henry, Vancouver      | McIntyre, Hugh, Kirkland Lake       |
| Booth, Thomas J., Winnipeg      | McKee, David, Sudbury               |
| Brett, Arthur W., Owen Sound    | McPhail, F.F., Vancouver            |
| Brough, Benjamin C., Winnipeg   | McQuillan, Robert, Winnipeg         |
| Buck, Harry G., Saskatoon       | Meek, R.H., Vancouver               |
| Cameron, Stewart A., Winnipeg   | Mereweather, H.D., Guelph           |
| Cartlidge, Frank, Moose Jaw     | Millar, William C., Toronto         |
| Clegg, W.L., Vancouver          | Mines, George R., Winnipeg          |
| Cluney, James, Galt             | Officer, Alexander, Winnipeg        |
| Cockle, A.B., Vancouver         | Officer, Ebenezer B., Winnipeg      |
| Cross, Alexander, Winnipeg      | O'Hara, Alexander S., Sioux Lookout |
| Davies, Benjamin, Winnipeg      | Paton, William, Vancouver           |
| Davies, Thomas H., Ontario      | Pickering, Percy, Winnipeg          |
| Devine, Reginald P., Vancouver  | Pitman, J., Vancouver               |
| Enman, Victor, Vancouver        | Richardson, John, North Bay         |
| Flattery, Mark, The Pas         | Shephard, James, Winnipeg           |
| Foggie, John, Winnipeg          | Sime, John, Fort William            |
| Gracey, A.A., Vancouver         | Skinner, Robert, Vancouver          |
| Gropp, Elwood S., Victoria      | Smith, J.K., Vancouver              |
| Hague, Ernest W.J., Winnipeg    | Startup, R., Vancouver              |
| Heasman, S.P., Vancouver        | Vance, John F.C.B., Vancouver       |
| Hudson, Frederick, Vancouver    | Watling, C.J., St. Thomas           |
| Isaac, Alvin G., Winnipeg       | Watt, William J.T., Winnipeg        |
| Johnson, Ludley G., Winnipeg    | Weis, Jacob E., Stratford           |
| Kelly, George W., Winnipeg      | Wood, Ernest A., Winnipeg           |
| Kenniston, S.C., Vancouver      |                                     |

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CHANGE OF NAME TO **CANADIAN INSTITUTE OF PUBLIC HEALTH INSPECTORS**  
APPROVED BY THE SECRETARY OF STATE SUPPLEMENTARY LETTERS PATENT  
ISSUED ON THE 24th DAY OF SEPTEMBER 1963.

CANADA

BY THE SECRETARY OF STATE OF CANADA

To all to whom these presents shall come, or whom the same may in anywise concern,

**GREETING: -**

**WHEREAS**, Canadian Institute of Sanitary Inspectors (hereinafter referred to as "the Corporation") was duly incorporated under the provisions of The Companies Act (Chapter 2 of the Revised Statutes of Canada, 1927), by letters patent dated the third (3rd) day of January, One Thousand Nine Hundred Thirty-Four (1934):

**AND WHEREAS**, the Corporation as applied by petition to the Secretary of State of Canada for the issue of supplementary letters patent under the provision of Part 11 of Chapter 53 of the Revised Statutes of Canada, 1952, known as The Companies Act, changing the corporate name of the Corporation as hereinafter set forth: -

**AND WHEREAS**, the Corporation has satisfactorily established the sufficiency of all proceedings by the said Act required to be taken and the truth of all facts by the said Act required to be established previous to the granting of such supplementary letters patent;

**NOW KNOW YE**, that the Secretary of State of Canada, by virtue of the power vested in him by the said Act and of any other power or authority whatever in him vested in this behalf, does by these supplementary letters patent change the corporate name of the Corporation from that of Canadian Institute of Sanitary Inspectors to that of

**Canadian Institute of Public Health Inspectors**

**L'Institut Canadien des Inspecteurs de la Sante Publique**

**GIVEN** under the Seal of Office of the Secretary of State of Canada at Ottawa this Twenty-Fourth day of September, One Thousand Nine Hundred and Sixty-Three.

(Signed)

Louis LeSage  
For The Secretary of State

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**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO. 2**  
(Formerly By-Law No. 45)

Being a By-Law to purchase on behalf of the Corporation all the assets of the Sanitary Inspectors' Association of Canada

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows:-

**THAT** the Directors of the Corporation be and they are hereby authorized and directed for and on behalf of the Corporation to purchase from the Sanitary Inspectors Association of Canada, all the assets whatsoever, subject to all its debts, liabilities, and obligations whatsoever, for the sum of One Dollar; and in that behalf to enter into, execute, carry out and complete such agreements for sales, transfers, bills of sale and such further and other documents (and to authorize any Director or Directors of the Corporation to sign and execute the same and to affix thereto the corporate seal of the Corporation), and to do and perform, and cause to be done and performed, such further and other acts and things as may be necessary or desirable in the premises.

Dated at Winnipeg this 17th day of March, 1934

CORPORATE           (Signed) P. PICKERING  
Vice-President For The Province of Manitoba

SEAL                   (Signed) DOUGLAS LITTLE  
Secretary/Treasurer

RENUMBERED as No. 2 this 25th day of August, 1953.  
WITNESS the Corporate Seal of the Association.

CORPORATE           (Signed) S.W. GEORGE  
President

SEAL

(Signed) F.L. LUNN  
Secretary/Treasurer

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**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO. 3**

Being a Banking By-Law.....

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows:-

- (a) That the Directors of the Corporation may, from time to time, borrow sum or sums of money from an approved financial institution as per the *Bank Act* upon the credit of the Canadian Institute of Public Health Inspectors, either by way of overdraft, discount, loan or otherwise, and on such terms as they may think proper, and may hypothecate, mortgage, pledge and give to the said Bank all or any stock, bonds, debentures, negotiable instruments, agreements to give securities and all other agreements, securities and documents necessary or required by or on behalf of the said Bank as security, and also without limitation of the foregoing may hypothecate, give and grant to the said Bank, warehouse receipts, bills of lading, assignments, securities and promises and agreements, to give security under The Bank Act, and for any of the purposes aforesaid may mortgage, hypothecate and pledge the movable and immovable property of the Corporation.
- (b) That the Directors of the Corporation may, from time to time, authorize such Director or Directors, Officer or Officers, Clerk, Cashier or other employee of the Company as the Directors may appoint to transact the Company's banking business with the said Bank and to sign and execute on behalf of the Company all such documents, agreements, securities, promises and pledges as aforesaid.
- (c) That this By-Law shall continue in full force, virtue and effect as between the Corporation and the said Bank until notice of the revocation or cancellation thereof shall have been given to the said Bank in writing.

ENACTED this 25th day of August, 1953.  
WITNESS the Corporate Seal of the Association.

CORPORATE (Signed) S.W. GEORGE  
President

SEAL (Signed) F.L. LUNN  
Secretary/Treasurer

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**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO.4**

Being a By-Law to amend the previous No. 1, 1953 By-Law, setting up the Constitution of the Institute.

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows: -

That the categories of memberships and membership rights be as follows:-

**Section 1 Regular Membership**

Persons may be eligible for Regular Membership if they:

- a) Hold the Certificate in Sanitary Inspection (Canada), the Certificate in Public Health Inspection (Canada), or if they possess those qualifications acceptable to a three-fourths vote of the entire Executive Council of the Canadian Institute of Public Health Inspectors or as determined by an Annual General Meeting; and
- b) Participate in the continuing professional competency program of the Council of Professional Experience of the Canadian Institute of Public Health Inspectors.

Regular Members shall have full voting rights and the right to hold office.

**Section 2 Fraternal and International Membership**

- A. Fraternal membership may be granted to any person who does not hold the CPHI(C) or the CSI(C) and who shares a common interest in the field of environmental health and wishes to contribute towards a unified voice on issues of common interest.
- B. International membership may be granted to any person residing outside of Canada who may or may not hold the CPHI(C) or the CSI(C) and who shares a common interest in the field of environmental health and wishes to contribute towards a unified voice on issues of common interest.
  - (i) Persons who are granted International membership and who hold the CPHI(C) or the CSI(C) credential must participate in the continuing professional competency program of the Canadian Institute of Public Health Inspectors.

**Section 3**

*Repealed September 6, 2010.*

#### **Section 4 Affiliate Membership**

Non-profit organizations may be eligible for Affiliate Membership if they share a common interest in the field of environmental health and wish to work toward a unified voice on issues of common interest. Affiliate Members shall have neither voting rights nor the right to hold elected office.

#### **Section 5 Student Membership**

Student Members shall be persons studying for the Certificate in Public Health Inspection (Canada) and approved as such by the Board of Certification of Public Health Inspectors of the Canadian Institute of Public Health Inspectors or such other Public Health Inspector qualification as the Institute may approve. They shall have neither voting privilege nor the right to hold office, but may attend Meetings and partake in all discussions.

A student may be a member of any Branch of the Institute.

Any Member who successfully obtains his or her CPHI(C) entitling him or her to full membership shall submit a completed membership application form, including his/her Certificate Number, and dues to the National Executive Secretary-Treasurer/Executive Director.

#### **Section 6 Honourary Membership**

Honourary Membership may be conferred by majority vote at an Annual General Meeting as a mark of distinction to persons not holding qualifications as a Public Health Inspector, but who have made a noteworthy contribution to the Science of Sanitation. Honourary Members shall pay no fees and shall have no voting privileges. They shall not be entered upon the Register of Members of the Institute and shall not be under any liability for the debts and liabilities of the Institute. They shall remain Honourary Members during the pleasure of the Institute.

Those persons voted to Honourary Membership prior to the passing of this By-Law shall be recognized under the appropriate Section of this Revised By-Law.

#### **Section 7 Life Membership**

A. Life Membership may, subject to the provisions of Subsection (c) of this Section, be conferred by vote at the Annual General Meeting on qualified Public Health Inspectors who are Members of the Institute and who have made a noteworthy contribution to the advancement of Environmental Public Health and/or the purposes of the Institute. Life Membership may be granted to persons still practising. Such Life Membership shall carry voting privileges and the right to hold office, but no obligation to pay fees.

B. No more than one Life Member shall be elected at any Annual Meeting and the total number of living Life Members shall not exceed three (3) percent of the membership, 10 as determined from the current report of the Executive Secretary-Treasurer/Executive Director.

C. The National Executive Council shall consider the criteria of all nominees and shall forward the nominations along with their recommendations to the Annual General Meeting to be voted upon in accordance with subsection (a) of this section.

D. The nominator of a Member proposed for Life Membership shall forward with the nomination a citation setting forth the eligibility criteria of the nominee pursuant to Sub-Section (a) of this Section.

E. Nominations for Life Membership shall be mailed or delivered to the Executive Secretary-Treasurer/Executive Director so as to be in his/her possession sixty (60) days prior to the Annual Meeting.

F. Persons who are granted Life Membership must participate in the continuing professional competency program of the Canadian Institute of Public Health Inspectors if they are working for an employer or an agency where the pre-requisite for employment is the CPHI(C).

### **Section 8 Retired Membership**

A. Any Member who upon retirement from active employment through age, health or disability and is eligible for some form of pension, and wishes to continue membership in the Canadian Institute of Public Health Inspectors may apply in writing to their Branch to continue such membership. The applicant shall advise the Branch and the Executive Secretary-Treasurer/Executive Director as to the effective date of retirement. A Retired Member shall have full voting rights and the right to hold office.

B. Any member who has retired from active employment from one employing agency from which the member is receiving or is eligible to receive a pension, and who now is working as an employee or contractor for another agency where the pre-requisite for employment is the CPHI(C), shall not be considered for retired membership.

### **Section 9 Corporate Membership**

Corporate Members shall be persons or corporations who derive benefits of information, education and self-promotion through membership in the Institute. Such Members shall have neither voting privileges nor the right to hold office, nor shall such members be responsible for the debts and liabilities of the Institute. Such Membership shall be at the pleasure of the Institute.

### **Section 10 Membership Certificates**

All Membership Certificates issued after the passing of this By-Law shall remain the property of the Institute and shall be returned upon request after discontinuance of membership.

### **Section 11 Application For Membership**

Every person (other than a person proposed as an Honourary, Life or Corporate Member) wishing to join the Institute and eligible for Regular Membership, Student Membership, Fraternal Membership, International Membership, Affiliate Membership or Retired Membership must make application in writing on a form to be obtained from the Institute, enclosing the appropriate membership fee as permitted under Section 16 of this By-Law. Such application for membership shall be made through the National Executive Secretary-Treasurer/Executive Director to the Executive Council. Upon receipt of an application, the Executive Secretary-Treasurer/Executive Director shall, within Thirty (30) days, notify the Secretary or Secretary-Treasurer of the Branch in which the applicant resides; or where the applicant resides in the Yukon, Northwest Territories, Nunavut or any other territory within Canada or outside Canada, the Secretary or Secretary-Treasurer of the Branch to which the applicant wishes to belong. Such notification shall include the name, address and certificate number of the applicant. Within thirty (30) days of receipt of such notification, the Branch Secretary or Secretary-Treasurer shall have the right to file a written objection with the Executive Secretary-Treasurer/Executive Director concerning possible approval of said application by the Executive Council. Such written notice shall not be accepted as valid unless it includes the reasons for the Branch's objections. In the case where a valid written notice of objection has been received by the Executive Secretary-Treasurer/Executive Director, approval of said application shall be held in abeyance. In such a case, or in the instance that a branch objects to an application or the National Executive Council fails to approve an application, the Executive Secretary-Treasurer/Executive Director shall immediately notify the applicant of the reasons for such objections or failure to approve the application and of his/her right to appeal to the Annual General Meeting of the Institute.

### **Section 12 Rights and Privileges**

- A. Only Regular, Retired and Life Members shall be entitled to all rights and privileges of the Institute.
- B. Both Fraternal and International Members shall be entitled to all benefits that are conferred upon members of the Institute. Fraternal and International Members shall have voting rights but the application of their votes shall never count for more than twenty-five percent (25%) of the total value of all votes cast on any issue put before the membership or the National Executive Council. Fraternal and International Members shall not have the right to hold office. Fraternal and International Members shall pay their dues in one single payment.

### **Section 13 Qualification for Membership**

- A. The National Executive Council shall consider all applications for membership and where no notice of objection has been filed pursuant to Section 11 of this By-Law, may admit to membership those applicants who are in possession of the Certificate in Sanitation Inspection (Canada), the Certificate in Public Health Inspection (Canada), or such other qualifications as the Institute may, from time to time, approve.
- B. Any applicant whose conduct is deemed by the National Executive Council to be in any respect derogatory to the character or prejudicial to the interest of the Institute, may be denied membership. Any applicant denied membership under this clause, may appeal to the Annual Meeting of the Institute.

### **Section 14 Resignation**

Any Member in good standing may resign from the Institute.

### **Section 15 Suspension of Members**

Any Member or Student Member whose conduct is deemed, in any respect, to be derogatory to the character or prejudicial to the interests of the Institute, or who has disobeyed the tenets of any "Code Of Ethics" to which this Organization has subscribed, may be suspended from membership in the Institute by the Branch of which he is a Member, and may be removed from membership on recommendation of the Branch by the National Executive Council. A National General Meeting may vary or rescind the decision.

### **Section 16 Dues and Dues Return**

- A. The annual subscription for membership together with the Branch assessment shall be payable directly to the National Executive Secretary-Treasurer/Executive Director. The Executive Secretary-Treasurer/Executive Director shall then return the Branch assessments on a monthly basis for the first quarter and then quarterly thereafter for the remainder of the calendar year. In the case of a Branch with a registration component, dues may be collected by the Branch with the national component being remitted to the Executive Director.
- B. For Regular Membership, each Branch shall establish and set its own fee structure according to the requirements of the Branch at an Annual General Meeting of the Branch but shall not in any event allow that assessment to be less than Ten (\$10.00) Dollars per annum.
- C. The National assessment shall be reviewed and adjusted at the discretion of the membership during the Annual General Meeting.
- D. **Fee Schedule:**

|                           |  |
|---------------------------|--|
| Regular Membership -      | The annual fee shall be One Hundred and Fifty (\$150.00) Dollars.  |
| Retired Membership -      | The annual fee shall be Fifty (\$50.00) Dollars.   |
| Fraternal Membership-     | The annual fee shall be One Hundred and Twenty (\$120.00) Dollars.   |
| International Membership- | The annual fee shall be One Hundred and Five (\$105.00) Dollars.   |
| Student Membership -      | The annual fee shall be Fifty (\$50.00) Dollars.   |
| Life Membership-          | There shall be no annual fee.  |
| Honorary Membership -     | There shall be no annual fee.  |
| Corporate Membership-     | The annual fee shall be based on the benefits provided and the amount shall be established by the National Executive Council.                              |
| Affiliate Membership-     | The annual fee for non-profit organizations shall be based on the benefits provided and the amount shall be established by the National Executive Council. |

- E. The annual subscription for membership shall be as in Section 16 (d) together with any future assessment passed at an Annual General Meeting for the purpose of membership in this or any other organization to which the Institute may adhere, join or collaborate with, payable on the first day of January each year. Members or Student Members joining for the first time, or rejoining after an absence of one or more years from the Institute, who pay their membership dues on or after October 1st in any year shall not be liable for membership dues for that year, but shall have their respective dues credited to the following year. Persons who have ceased to be a Member of the Institute for non-payment of the current year's dues may be reinstated upon payment of their dues on or before December 31st of the year in accordance with payment options as outlined on the membership form as approved by the National Executive Council. Failure to pay dues owing by December 31st will constitute nonmembership for the year in question, unless at some time in the future the Member voluntarily pays back-dues to maintain continuity of membership. At no time will the payment of back-dues be required to reactivate any membership in the Institute.
- F. The National Executive Council shall consider all applications for membership on payroll deduction as a full paid member for that current year upon submission of the first instalment payment, provided that:
- (i) the names of the members on payroll deduction are submitted to the

Executive Secretary-Treasurer/Executive Director by January 31 of each year;

- (ii) each member shall sign a letter of commitment indicating agreement to participation in the payroll deduction plan.
- G. If a member on payroll deduction terminates employment with an agency responsible for the collection of dues, the member concerned shall then be responsible for the immediate payment of dues owing. Failing immediate payment of dues owing, the member shall become automatically suspended from all rights and privileges of the Institute.
- H. Members shall pay by credit card, cheque, or by installments. These payment options shall be those approved by the National Office. Installments must be fully paid by March 31 of the year in question.
- I. Notwithstanding Section 16 (a), when a Branch of the Institute had been granted statutory authority to register its members pursuant to provincial legislation, then an amended system of processing membership applications and dues may be implemented in a form and manner acceptable to both the National Executive and Branch so affected.
- J. Corporate Members shall pay their annual membership dues in full, on or before the original anniversary date of joining the Institute.

### **Section 17**

Any Member, excluding Corporate Members, who shall neglect to pay his/her dues before the 31st day of March of each year shall thereby become automatically suspended from all rights and privileges of the Institute and shall, at the sole discretion of the National Executive Council after two (2) months, cease to be a Member of the Institute. The Executive Secretary-Treasurer/Executive Director shall, during the month of March in each year, send final notice in writing to all Branch Members in arrears. Any person so notified who is unable to pay such dues, may apply to the National Executive Council to withhold such suspension for six (6) months. If the application is deemed made on proper grounds and in good faith, the National Executive Council may grant such extension. In exceptional cases, the Executive Council may waive dues for a complete year. A Member suspended for non-payment of dues may apply at any time for reinstatement on payment of the current year's dues; and the National Executive Council may, at their discretion, restore such Member to the rights and privileges of the Institute.

### **Section 18**

Every Member in good standing hereinbefore stated to possess voting privileges, will have one vote, and shall be eligible for office.

### **Section 19 Proxies**

- A. On the election of Officers and on amendments to the Constitution and/or By-Laws of the Institute, Members may vote by proxy, but the proxy must be a Member entitled to vote and his/her authority must be in writing and filed with the Executive Secretary-Treasurer/Executive Director before the meeting opens.
- B. Such proxies as stated may be employed, shall be exercised by the person to whom they have been assigned in writing, and such assignee must be present at the time any such voting is carried out or alternately assigned directly to the Executive Director in writing to appropriately record and vote on behalf of the Member. The Chairman of the Annual General Meeting and Conference shall provide the Executive Secretary-Treasurer/Executive Director with a written list of all registered delegates, to enable the Executive Secretary-Treasurer/Executive Director to determine that no declared proxies have been recorded by any delegate who is present for any of the proceedings for which proxy votes may be used.
- C. Such proxies shall be issued by the Executive Secretary-Treasurer/Executive Director, or be a full and identical copy of such proxies issued by him/her to the Branch Secretaries Ninety (90) days prior to the Annual Meeting.

### **Section 20 Election of Officers and Annual Meeting**

The election of the National President-Elect shall be held every even year at the National Annual General Meeting.

### **Section 21 Election Procedures**

- (A) Candidates for the office of National President-Elect shall include only members of the National Executive Council and those members in good standing nominated by their Branch Executive.
- (B) Any member who wishes to stand for election to the office of National President-Elect shall signify such intention to the National Office in writing not less than ninety (90) days in advance of the national Annual General Meeting at which the election shall be held.
- (C) The National Office shall convey all such names received to the membership in writing such that they are distributed not less than sixty (60) days in advance of the said meeting.
- (D) The position of National President-Elect shall be selected by ballot at the national Annual General Meeting. The candidate receiving the majority vote for the position of National President-Elect shall be declared elected. If only one candidate seeks election for National President-Elect, the presiding officer shall declare him elected by acclamation.
- (E) The National President-Elect shall hold office for a term of two (2) years and shall assume the office of National President on January 1 of the year immediately following the national Annual General Meeting at which the next National President-Elect was elected.

- (F) The outgoing National President shall immediately become the Immediate Past President.

## **Section 22 National Executive Council**

The affairs of the Institute shall be managed by the National Executive Council whose officers shall consist of the National President, National President –Elect, Immediate Past President and national Councillors. An Executive Secretary - Treasurer may also be included.

## **Section 23 Executive Director**

The National Executive Council may at its pleasure engage the services of a person to provide administrative support and other services to the Council and the Institute. This person shall be known as the Executive Director.

## **Section 24 Vacancies**

The National Executive Council may fill any vacancy occurring among the National Executive Council by filling the vacancy with an appointment from the Branch where the vacancy exists. This appointment shall be at the pleasure of the Branch.

## **Section 25 Absence of President or National President-Elect**

- (A) In the event the National President cannot fulfil their duty or complete their term, the National President-Elect shall assume the office of National President to serve the remainder of the term and shall perform the duties of both positions for the rest of the unexpired term. At the expiration of that term, the individual shall advance through election as though there had been no vacancy and assume office of the National President for the prescribed term. The office of Immediate Past President shall continue to be filled by the previous Immediate Past President.
- (B) In the event the National President-Elect cannot fulfill their duty or complete their term **or if the position is vacant**, the NEC has the authority to appoint, by majority vote among the NEC, a national Councillor to the office of the National President-Elect to fulfill the duties of the position for the remainder of the position's term. Upon expiry of the term, the office of the National President-Elect will be assumed by a candidate as outlined in the election procedures.

## **Section 26 Duties of Executive Council**

The National Executive Council shall: -

- A. Meet to conduct the business of the Institute as often as necessary at the call of the President or at the request of any three (3) Executive Members.

- B. Receive all moneys payable to the Institute and deposit the same in a chartered Bank of Canada to the credit of the Institute.
- C. Authorize the payment of cheque under the hands of the President and Executive Secretary-Treasurer/Executive Director or such other Officers as they may from time to time appoint, of all just debts and expenses.
- D. Prepare a full report in writing of all relevant transactions of the Institute during the current year, and submit the same to the Annual Meeting.
- E. Prepare an agenda for the Annual Meeting; provided, however, that nothing herein shall be deemed to limit the powers of the Directors by Statute or under Section 22 hereof.
- F. In the event that a Branch President is unable to attend a National Executive Council Meeting, the Branch may, upon notification in writing, received by the Executive Secretary-Treasurer/Executive Director prior to the meeting, appoint an official delegate replacing the Branch President for said Meeting. The official delegate shall enjoy, for those meetings, the rights and privileges of a National Councillor.

### **Section 27 Quorum**

#### A. Quorum for Transaction of NEC Business

Five (5) Members of the National Executive Council shall form a quorum thereof for the transaction of business.

#### B. Quorum for General Meetings

Fifty (50) or 20% of the members-in-good-standing, whichever is less, shall form a quorum for a General Meeting or Special Meeting.

### **Section 28 Resignation of Officers**

Any member of the National Executive Council may, at any time, given notice in writing of his/her intention to resign from such office, and on acceptance of his/her resignation by the National Executive Council, his/her/her office shall be vacated.

### **Section 29**

The National Executive Council shall exercise all the powers of the Corporation not by Statute expressly directed or required to be exercised by the Corporation in General Meeting.

## **Section 30 Notice of Meeting**

The National President may call a meeting of the National Executive Council. Notice of such meeting shall be forwarded to each member of the National Executive Council by mail, telephone or facsimile not less than fourteen (14) days before the meeting is to take place by the Executive Secretary - Treasurer / Executive Director. The notice calling such meeting need not specify the objects of the proposed Meeting. The non-receipt of such notice shall not invalidate proceedings of any Meeting.

### **Section 30.1:**

The National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council are authorized to meet by mail, telephone, fax, computer, or other appropriate means, provided that all members have access to the information and/or debate through one or more of the means listed.

#### **Telephone Participation**

The National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council may meet by teleconference provided that either a majority of the National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council consents to meeting by teleconference or have been approved by resolution passed by the National Executive Council at a meeting of the National Executive Council.

#### **Meetings by Other Electronic Means**

The National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council may meet by other electronic means that permits each member of National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council to communicate adequately with each other, provided that:

- a) the National Executive Council of the Corporations have passed a resolution addressing the mechanics of holding such a meeting and dealing specifically with the procedures for establishing quorum, and recording votes;
- b) each member of the National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council has equal access to the specific means of communication to be used;
- c) each member of the National Executive Council, standing committees, special committees, and subcommittees of the National Executive Council has

consented in advance to meeting by electronic means using the specific means of communication proposed for the meeting.

### **Section 31 Emergency Meetings**

- A. An emergency meeting of the National Executive Council may be held without formal notice at any time in Canada, or elsewhere, if all the members of the National Executive Council have been duly notified and a quorum is present thereat.
- B. The National Executive Council may call special general meetings to consider and act upon matters of importance and urgency.

### **Section 32**

A resolution in writing sent to all Members of the National Executive Council and approved in writing by the majority, shall be as effective as if passed at a meeting.

### **Section 33 Notice of Annual Meeting**

No public notice or advertisement of the National Annual General Meeting or any Meeting of Members shall be required, but notice of the time and place of such meeting shall be given by letter or mailed to each Member at his/her last known place of abode or address in the Members' Register at least ten (10) days before the holding of such Meeting. But the non-receipt of such notice shall not invalidate the proceedings at any Meetings. The notice calling the Meeting of Members need not specify the objects of such Meeting.

### **Section 34 Income**

The income and property of the Corporation whensoever derived shall be applied solely towards the promotion of the subjects of the Corporation and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit to the Members of the Corporation, provided that nothing herein shall prevent the payment in good faith of remuneration to any Officer, Clerks or Servants of the Corporation, or to any Member of the Corporation or other person in return for any services actually rendered to the Corporation.

### **Section 35 Auditors**

The Auditors may be appointed by Resolution of the Members of the Annual Meeting, or the Members of the Annual Meeting may direct that such Audit be performed by a Certified General Accountant. The Auditor or Auditors shall be retained until the next Annual Meeting, or until their successors be appointed.

### **Section 36**

The Auditor or Auditors shall be supplied with a copy of the balance sheet, and it shall be

their duty to examine the same with accounts and vouchers relating thereto. They shall have a list delivered to them of all the books kept by the Institute and shall, at all times, have access to the books and accounts of the Institute.

### **Section 37**

The Auditor or Auditors shall make an annual report to the Members upon the balance sheet and accounts at the Annual Meeting, and in every respect they shall state whether, in their opinion, the balance sheet is a full and fair balance sheet and properly drawn up so as to exhibit a true and correct view of the state of affairs of the Institute.

### **Section 38 Duties of Executive Secretary-Treasurer/Executive Director**

- A. The Executive Secretary-Treasurer/Executive Director shall have the custody of the Charter, Corporation Seal, the Minutes Book and other records of the Institute. He/she shall certify all documents required to be certified under the Corporate Seal. Under the direction of the Executive Council he/she shall receive and deposit moneys, keep the accounts, enter the minutes as recorded by himself/herself or as furnished to him/her by the Recording Secretary after being duly countersigned by the President, send any Member upon request the names and address of all Members, conduct the correspondence of the Institute and furnish the Executive Council with a copy of all correspondence. He/she shall distribute reports of the National Annual General Meetings, and National Executive Council Meetings in both French and English at the pleasure of the Council. He/she shall be bonded during his/her term of office and such further time until all his/her accounts have been audited and certified to be correct and in order, such cost of bonding to be paid for by the Institute.
- B. Whenever, in the opinion of the Executive Council, it will not be in the best interests of the Institute to require the attendance of the Executive Secretary-Treasurer/Executive Director at Executive Council Meetings, the Council may appoint a Recording Secretary.
- C. The Recording Secretary shall be responsible for recording the Minutes of Executive Council Meetings. He/she shall record Minutes of the Annual Meeting if so directed by the Executive Council. He/she shall at the discretion of the Executive Council conduct correspondence with the Executive Secretary-Treasurer/Executive Director or prepare letters for the signature of the Executive Secretary-Treasurer/Executive Director.
- D. The Executive Director shall not carry a vote on the Executive Council.

### **Section 39 Branch Formation**

A single Branch may be formed in every Province or group of Provinces as endorsed by the

National Executive Council. The National Executive Council may, from time to time, make grants of money to any Provincial Branch for the purpose of the Institute, provided that there are funds available.

#### **Section 40**

Each Branch shall appoint a National Councillor as a Member of the National Executive Council for a term of no more than two years with an option for reappointment for another two years.

- (a) If no notice of formal appointment of a National Councillor is received by the National President, the Branch President shall be the National Councillor.

#### **Section 41 Branch Elections**

- A. Every year, or second year at the Annual Meeting, at the discretion of the Branch, Branches shall elect a President, Secretary, Treasurer or Secretary-Treasurer and three (3) or more Branch Councillors. The Branch President, Immediate Past-Branch President, Branch Secretary, Branch Treasurer or Branch Secretary-Treasurer, and Branch Councillors shall together form a Branch Executive.
- B. Notwithstanding Sub-Section (a), a Branch may, by resolution or by-law, elect a Secretary-Treasurer who shall remain in office till such time as he may resign or his/her services be terminated by three-quarter vote of the entire Provincial Branch Executive.

#### **Section 42 Duties of Branch**

The Branches that are not incorporated separately shall: -

- A. Extend the work of the Institute in the Province.
- B. Retain the interest of Members and obtain new Members.
- C. Hold an Annual General Meeting or Conference.
- D. Deal with suspension of Members made under Section 15, and report thereon to the National Executive Council. In other cases, when requested, to consider applications and if found satisfactory to endorse a recommendation in lieu of testimonials.
- E. Review all legislation proposed by the Legislature of the Province or any Municipality therein affecting Sanitation, or the duties, educational standing, remuneration or pensions of Public Health Inspectors; and to take such action therein as may seem appropriate in the circumstances. Advocate new legislation or amendments to existing legislation if deemed advisable.

- F. Keep the National Executive Council advised on all matters affecting the welfare of the Institute in the Branch.
- G. Furnish the National Executive Council, at least one month before each Annual Meeting of the Institute, with a full report of all work done by the Branch during the year, together with a return membership.
- H. Provide facilities, where possible, for the study of Sanitation and the duties of Public Health Inspectors.

### **Section 43 Meetings of Provincial Branches**

Meetings of the Branch(es) that are not separately incorporated shall be held as frequently as possible on the call of the Branch President at such places as may be determined by the Branch Executive. Any four (4) Members of the Branch Executive may require the Branch President to call Meeting.

### **Section 44 Investigation of Unincorporated Branch(es)**

- A. (i) The National Executive Council of the Canadian Institute of Public Health Inspectors shall have the right and authority to conduct an investigation of any serious situation in which there is reason to believe that the Executive of an unincorporated Branch is conducting its activities in a manner contrary to the principles, policies, Constitution and By-Laws of the Institute and such activities could have a damaging effect to the Branch or the Institute in general. This investigation shall include the right and obligation of the Executive Council to hold a hearing or hearings should that body consider such necessary or should either the Executive of the Branch in question or any Twenty percent (20%) of the Members of the Branch request such in writing. This Section must not be construed as an encroachment on the autonomy of Branch(es) as provided for in the Constitution and By-Laws of the Canadian Institute of Public Health Inspectors. Instead, it is intended that these Sections should protect the Branch, the membership and the Institute in general from possible damaging effects. Any action taken by the National Executive Council under this Section may be appealed at a National Annual or Special General Meeting of the Institute.
- (ii) Upon completion of an investigation, the National Executive Council shall: -
  - (a) immediately provide a written statement of its findings and conclusions to all Members of the Institute, and
  - (b) by a three-fourths (3/4) majority vote, have the authority to place the Branch in question under the supervision of a Trustee, whose function it shall be to work with the Branch Executive to overcome or correct the condition(s) that led to the investigation and his/her appointment. Such Trustee shall be

bonded by the National Executive Council to the amount considered sufficient.

- (iii) Upon the appointment of a Trustee and after a reasonable period of time, should the Trustee report to the National Executive Council that the Branch Executive has been unwilling or unable to co-operate in a meaningful manner to overcome the condition(s) which led to the investigation and his/her appointment, the National Executive Council shall have the authority upon a three-fourths (3/4) majority vote of the full National Executive Council to suspend the Executive of said Branch.
- B.**
- (i) When a Trustee is appointed pursuant to Section 44A (iii), the Trustee shall have full authority to conduct the affairs of the Branch, to receive or disburse its funds, and in general to carry out the duties which would otherwise devolve upon the Officers of the Branch, provided that the disbursement of funds by the Trustee shall be confined to the regular and necessary business of the Branch and shall not be made for any other purpose.
  - (ii) A Trustee shall call meetings of the membership in the normal fashion and keep them fully informed of the details concerning the administration of the Branch.
  - (iii) A Trustee shall be responsible to and shall regularly report to the National Executive Council. Additional costs incurred by the Trustee, other than those normally resulting from the operation of the Branch, shall be paid for by the Institute.
- C.**
- (i) A Trustee may control the affairs of a Branch under this Section up to a maximum of twelve (12) months, during which time he/she shall oversee the election of a new Executive within the Branch. Should the Members of the Branch in question fail to elect a new Executive, the National Executive Council by a three-fourths (3/4) majority vote shall have the authority to approve a further period of trusteeship up to a maximum of twelve (12) months, during which time every effort shall be made to assist the Branch membership with the election of a new Executive.
  - (ii) Any period of trusteeship beyond that which is outlined in Section 44C (i) shall require a vote of approval by the three-fourths (3/4) majority of the voting delegates of an Annual or Special General Meeting of the Institute.

#### **Section 45 Local Chapter**

- A. In any town, city or district where there is a sufficient number of Members, a Local Chapter may be formed with the object of holding Meetings or Classes as frequently as possible for study, the discussion of matters affecting Sanitation and the work of the Public Health Inspector, and for mutual assistance. A Local Chapter has no power to enter into negotiations or correspondence in the name of the Institute.
- B. Without limiting the purpose of this Section, any Branch may authorize a Local Chapter that is not located in the same Province or Territory as the Branch

Headquarters, to negotiate on Provincial or Territorial matters in the name of the Institute, and in such case the President of such Local Chapter shall automatically be a Councillor of the Branch Executive.

#### **Section 46 Notices of Motion**

This By-Law shall not be amended except at a Regular Meeting of the Institute and by three-fourths (3/4) majority of all Members voting thereat; provided that Notice of Motion to amend any of these By-Laws shall be sent to the Executive Secretary-Treasurer/Executive Director at least ninety (90) days before the Meeting at which the amendment is proposed. The Executive Secretary-Treasurer/Executive Director shall mail a copy of the proposed amendment to every Member of the Institute sixty (60) days prior to the Annual Meeting. No repeal or amendment of these By-Laws shall be in force or acted on until approval of the Minister of Consumer and Corporate Affairs has been obtained.

#### **Section 47**

Except where otherwise provided, a simple majority shall decide any question.

#### **Section 48**

The appended Code of Ethics, referred to in Section 15, shall, upon the adoption of this By-Law, be deemed to be an integral part of this By-Law and shall govern the daily conduct of all Members in the discharge of their professional duties.

#### **Section 49**

Robert's Rules of Order shall govern all proceedings at all meetings of the Institute, its Branches and Executive Council, Committees and Sub-Committees in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and/or any special rules of order the Institute may adopt.

#### **Section 50**

- A. All other By-Laws inconsistent with the provisions of this By-Law are hereby repealed.
- B. In all instances, the masculine pronoun wherever used in this Constitution and By-Laws, shall include the female gender.

#### **Section 51**

Hereafter By-Law formerly known as By-Law No. 45, being a By-Law to purchase assets of the Unincorporated Association shall be known as By-Law No. 2.

ENACTED this 6th day of November, 1961  
WITNESS the Corporate Seal of the Association

T.E. ELLIOT  
President

L.A. McCREESH  
Executive Secretary-Treasurer

## **SCHEDULE "A" OF BY-LAW NO. 4**

### **CODE OF ETHICS**

All members of the Canadian Institute of Public Health Inspectors (CIPHI) have moral obligations relating to their professional practice in return for the trust given to them by society. They are obliged to uphold the law and to act to protect the public's health. Members are required to follow the Constitution, the By-Laws, and the Standards of Practice of CIPHI. All members must conduct themselves in a manner worthy of the environmental public health profession and practice in accordance with these fundamental principles and ethics.

#### 2. Principles

##### Principle 1: Promoting Justice

Members are dedicated in their care and commitment to the public. Each member respects that the enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being without distinction of race, religion, political belief, or social distinction. Members shall uphold the principles of justice by safeguarding human rights, equity, and fairness by promoting the public good.

##### Principle 2: Being Accountable

Members are accountable for their actions and answerable for their practice. As a member, an individual must practice with integrity, honesty, and loyalty to CIPHI and the profession. Collectively, members have an obligation to the public - whose trust they hold - and to safeguard these interests honestly and wisely. Each member practices under conditions that neither compromise professional standards, nor impose such conditions on others.

##### Principle 3: Maintaining Privacy & Confidentiality

Members recognize the importance of privacy and confidentiality. They safeguard personal, family, corporate, and community information obtained in the context of a professional relationship. Members are aware and respectful of privacy laws designed to protect and preserve people's right to privacy.

##### Principle 4: Promoting Evidence- Decision Making

Members have an obligation to the sciences and arts for the advancement of the field of environmental public health. They shall continuously search for truths; refine their professional practice through ongoing inquiry, dialogue, and reflection; and disseminate their findings for the benefit of all. Members are committed to basing their practice and policy work on reliable sources of health evidence. In the absence of conclusive health evidence and in the face of uncertain risk, members will follow the precautionary principle to safeguard the public they serve and will uphold a high degree of Health Protection.

## Principle 5: Promoting Health, Well-Being & Collaboration

Each member collaborates with other health professionals and stakeholders to achieve the best possible outcomes for clients and communities by understanding and placing value on the individual roles and contributions of others.

## Principle 6: Competent Practice

Members strive to be current in their professional knowledge and recognize its relationship to practice. Members apply the knowledge, skills, and experience needed in carrying out their duties in the field. Practitioners actively participate in and adhere to the objectives and requirements of the Continuing Professional Competencies (CPC) Program as it relates to their respective scope of practice. They strive to keep themselves fully informed of the broader advancements in the field of public health. Professional practice and self-directed learning are informed by experience, research, collaboration, and knowledge.



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**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO. 7**

Being a By-Law to provide for the establishment, operation and administration of the Board of Certification of Public Health Inspectors

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows: -

**Section 1 Definitions**

- A. All reference hereafter to the "Board" or the "Board of Certification" shall mean the Board of Certification of Public Health Inspectors of the Canadian Institute of Public Health Inspectors.
- B. All reference hereafter to the "Regulations" or to the "Regulations of the Board" shall mean the Regulations of the Board of Certification as herein defined, and further these Regulations shall be those approved by the Board and dated October 16th, 1979 and amended as necessary thereafter.

**Section 2 Power of The Board**

- A. The Board of Certification shall have the right and power to issue the Certificate in Public Health Inspection (Canada) to those persons the Board deems have met all the requirements of the Board as provided in the Regulations.

The Certificate in Public Health Inspection (Canada) and the professional designation CPHI(C) are the property of the Board of Certification and the Canadian Institute of Public Health Inspectors. The Certificate in Public Health Inspection (Canada) and the professional designation CPHI(C) remain the property of the Board of Certification and the Canadian Institute of Public Health Inspectors after being issued to persons deemed to have met all the requirements of the Board.

- B. The Board shall have the right and power to amend their regulations by a majority vote of the Board Members present at any duly constituted meeting of the Board. Any such amendment shall come into effect on the date specified by the Board, and shall be immediately reported to the Executive Council of the Institute. The Executive Council at their next meeting may set aside the amendment in which case it shall cease to have effect from the date of the Executive Council decision.
- C. The Regulations shall be administered by the Board, and all interpretations of the meaning and intent of any part of the Regulations or related decisions shall be the responsibility of the Board.

- D. The Board shall, by a majority vote of Members at any duly constituted meeting, have the right and power to enact policies or guidelines for the administration of all matters pertinent to the Regulations and operation of the Board.

**Section 3 Appointments**

- A. Five sitting members may be appointed by the Board for a three year term. Appointments to the Board shall be reviewed and confirmed by the National Executive Council.
- B. The Board shall elect a chair for a three-year term.
- C. The National Executive Council shall appoint two sitting members to the Board and shall review and confirm these appointments annually.
- D. Each Branch may appoint one corresponding member to the Board.
- E. The Board may appoint one corresponding member for each Province and a maximum of four corresponding members at large.

**Section 4 General**

- A. To ensure the continuing independence of the Board, the following rules shall be applicable: -
  - (i) The Chairman of the Board shall not be a Member of the Executive Council of the Institute.
  - (ii) The President and/or the Executive Secretary-Treasurer of the Institute shall not be a Sitting or Corresponding Member of the Board.
- B. The final right of decision in respect to the setting of examination fees and other charges which may be made for service of the Board shall be that of the Executive Council of the Institute.
- C. The Board of Certification shall make an Annual Report to the Annual General Meeting of the Institute.

ENACTED this 23rd day of July 1980  
WITNESS the Corporate Seal of the Association

CORPORATE (Signed) T.D. ROARK  
President

SEAL (Signed) L. ZAHARA  
Executive Secretary-Treasurer





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**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO. 10**

Being a By-Law to provide for the establishment, operation and administration of a non-profit, charitable foundation.

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows: -

**Section 1 Definitions**

- A. "Foundation" means the Environmental Health Foundation of Canada of the Canadian Institute of Public Health Inspectors.
- B. "Board" or "Board of Trustees" means the Board of Trustees of the Environmental Health Foundation of Canada.
- C. "Regulations" means the Regulations adopted by the Board of Trustees of the Environmental Health Foundation of Canada.
- D. "Administrative Policies" means the Administrative Policies approved by the Board of Trustees.
- E. "Institute" means the Canadian Institute of Public Health Inspectors.
- F. "Executive Council" means the Executive Council of the Canadian Institute of Public Health Inspectors.
- G. "Branch" means a division of the Institute duly constituted under Section 37 of By-Law No. 4 of the Canadian Institute of Public Health Inspectors.

**Section 2 Purpose and Objectives**

The purpose of the Foundation is to support the promotion of and research into the field of environmental health as it relates to the protection of the health of the public. This purpose will be pursued within Canada and internationally by working toward the following objectives:

- A. Increasing public awareness of environmental health issues, concerns and hazards.
- B. Encouraging and supporting persons in or entering into the field of environmental health through the issuance of bursaries and scholarships.

- C. Promoting and/or supporting educational programs in the field of environmental health.
- D. Initiation and supporting research in the field of environmental health.
- E. Supporting the development and operation of national and international projects in the field of environmental health.

### **Section 3 Powers of the Board**

- A. The Board of Trustees shall have the authority to collect, hold and disburse funds for the operation and administration of a charitable foundation as stated in the Purpose and Objectives.
- B. The Board of Trustees shall have the authority to amend their Regulations by a majority vote of the members of the members of the Board. Any such amendment to the Regulations shall be subject to ratification by the Executive Council before coming into force.
- C. The Regulations shall be administered by the Board, and all interpretations of the meaning and intent of any part of the Regulations or related decisions shall be the responsibility of the Board.
- D. The Board shall, by a majority vote of members, have the authority to enact Administrative Policies pursuant to the Regulations, Purpose and Objectives of the Foundation.

### **Section 4 Appointments**

- A. The appointment of members to the Board shall be subject to confirmation by the Executive Council.
- B. The Executive Council shall appoint four (4) members of the Institute to the Board as prescribed hereafter
  - (i) The President of the Institute.
  - (ii) A President of a Branch of the Institute as chosen by a majority vote of all Branch Presidents.
  - (iii) Two members of the Institute at large who are Regular or Life members.



**CANADIAN INSTITUTE OF  
PUBLIC HEALTH INSPECTORS**

**BY-LAW NO. 11**

Being a By-Law to provide for the establishment, operation and administration of a Council of Professional Experience.

**BE IT ENACTED** as a By-Law of the Canadian Institute of Public Health Inspectors as follows: -

**Section 1 Definitions**

- A. "Administrative Policies" means the Administrative Policies adopted by the Council of Professional Experience.
- B. "Council" means the Council of Professional Experience of the Canadian Institute of Public Health Inspectors.
- C. "Executive Council" means the Executive Council of the Canadian Institute of Public Health Inspectors.
- D. "Institute" means the Canadian Institute of Public Health Inspectors.
- E. "Regulations" means the Regulations adopted by the Council of the Professional Experience.

**Section 2 Purpose and Objectives**

The purpose of the Council of Professional Experience is to establish, operate and administer the Institute's continuing professional competency program.

The Institute's objectives for the continuing professional competency program for Regular Members are to:

- 1. Strengthen practice, support standards of practice, and recognize the specialized knowledge and skills of Certified Public Health Inspectors.
- 2. Present a set of measurable competencies that have been developed by the profession for the profession.
- 3. Add to and build upon the entry level Certified Public Health Inspector.
- 4. Allow Certified Public Health Inspectors to demonstrate more advanced and mature competencies.

5. Demonstrate continuous learning.
6. Demonstrate leadership and advocacy.
7. Develop a quality assessment tool.

### **Section 3 Powers of the Council**

- A. The Council shall have the authority to establish, operate and administer the Institute's continuing professional competency program as stated in the Purpose and Objectives.
- B. The Council shall have the authority to appoint an Executive Secretary to administer the continuing professional competency program.
- C. The Council shall have the authority to establish and maintain a continuing professional competency database for members.
- D. The Council shall have the authority to establish advanced credentialing for specialization of Certified Public Health Inspectors.
- E. The Council shall have the authority to establish and amend their Regulations by a majority vote of the members Council. Any such amendment to the Regulations shall be subject to ratification by the Executive Council before coming into force.
- F. The Regulations shall be administered by the Council, and all interpretations of the meaning and intent of any part of the Regulations or related decisions shall be the responsibility of the Council.
- G. The Council shall, by a majority vote of members, have the authority to enact Administrative Policies pursuant to the Regulations, Purpose and Objectives of the Council of Professional Experience.

### **Section 4 Appointments**

- A. The Executive Council shall appoint a minimum of five (5) individuals to the Council of Professional Experience.
- B. One member of the Council of Professional Experience shall be an appointment from the Executive Council. The appointment shall be reviewed and confirmed annually.
- C. The appointment of members to the Council of Professional Experience shall be subject to confirmation by the Executive Council.
- D. The Council shall elect a Chairperson for a 3-year term. The selection of the Chairperson must be confirmed by the Executive Council.

- E. The Council may appoint an Executive Secretary to administer the continuing professional competency program, including the policies and regulations of the Council.
- F. The Executive Secretary must:
  - be confirmed by the Executive Council;
  - not be a member of the Council of Professional Experience; and
  - not have a vote in the affairs of the Council.

**Section 5 General**

- A. To ensure the continuing independence of the Council of Professional Experience, the Chairperson of the Council shall not be a Member of the Executive Council of the Institute.
- B. The Budget of the Council shall be approved by the Executive Council.
- C. The Council shall provide an Annual Report to the Annual General Meeting of the Institute including a Financial Statement and Budget.