

Policy Number: National Operating Policy #10

Subject: Changes to By-Laws

*Approved: January 15, 2011 by the National Executive Council
Last Revised: May 20th, 2016*

OBJECTIVE AND RATIONAL

The Canadian Institute of Public Health Inspectors recognizes that the importance of keeping documents current and updated. This Policy outlines the process to update and register changes to the National By-laws.

SPECIFIC OPERATIONS

The Board of Directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation as provided for in By-Law #1 Section 12.

Proposals for by-law changes from a voting member must be submitted to the National Office 90 days prior to the Annual General Meeting (AGM) in accordance with *NOP # 21 Notice of Proposals by Members*.

The National Office will provide notice of all resolutions for by-law change to members 60 days in advance of the AGM.

Proposals for by-law change will be confirmed, rejected or amended by the members by ordinary resolution at the AGM.

ACCOUNTABILITY

On an annual basis the National Executive Council shall initiate a review of the by-laws to ensure the document is current.

Amendments/additions/changes to the by-laws are to be completed by the National Executive Council within 30 days after the AGM.

The updated bylaws must be forwarded to the National President and National office for dispersal to the NEC, Branch Presidents, members, and web page posting.

Instructions for registering changes are as follows:

- *Filing information can be found on the Industry Canada - Not for Profit Corporations website :*
<https://www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/cs03445.html>
- The NFP Act does not require Corporations Canada to review and provide Ministerial approval of by-laws or by-law revisions.
- The benefit to the corporation is that the by-laws come into effect immediately when they are made. The only requirement is that by-laws be filed with Corporations Canada within 12 months of their being confirmed by members. There is no fee to file by-laws.
- The National office is the official keeper of all past constitutions, notice of motions and resolutions.
- The National Office shall also update the names of current officers and directors of CIPHI with Industry Canada. This update shall be completed on an annual basis.

DOCUMENT CHANGE HISTORY

Initial Draft- October 2010

Approved- January 15, 2011

Revised – May 20th, 2016