

**THE EASTERN CANADA CHAPTER OF THE  
SOCIETY OF EXPLOSIVE ENGINEERS  
CONSTITUTION AND BYLAWS  
Revised August 21, 2022**

**Article I: Name and Definition**

Section 1: The unofficial name of this organization is THE EASTERN CANADA CHAPTER OF THE SOCIETY OF EXPLOSIVE ENGINEERS (Chapter).

Section 2: Explosives engineering is defined as the area of engineering practice where judgment and experience are utilized in the safe application of scientific principles and techniques as it pertains to construction, vibration control, drilling and blasting or the use and handling of explosives in general.

**Article II: Objectives**

Section 1: To advance the science, art and safety of explosives engineering.

Section 2: To provide forums and media through which experiences with the principles and techniques of explosive engineering may be reported, discussed and published in the furtherance of the general benefit.

Section 3: To serve the Provinces included in our Chapter as a body of specialists composed of all segments of the explosive industry readily available to give services in the matters which affect the manufacture, transportation, storage and use of explosives and related equipment.

Section 4: To promote standardization of terminology in explosive engineering and, so far as it is practical, develop a standard of care for the local practice.

Section 5: To cooperate with other local chapters of national organizations and local, County, Province and Federal government agencies having common or related objectives in furthering the knowledge of safe transportation, storage and use of explosives.

Section 6: To promote membership and participation in the International Society of Explosives Engineers (ISEE) and the Society of Explosives Engineers Education Foundation.

**Article III: Membership**

Section 1: The Chapter membership shall consist of Individual Members, Corporate Members, and Student Members.

Section 2: All applications for membership shall be completed on the Chapter Website which can be found at <https://www.iseecanadaeast.org/>. All membership payments shall be completed annually by January 1<sup>st</sup> and shall include the applicants ISEE Membership number if applicable. A membership renewal reminder e-mail will be sent to all current members in January of each year.

Section 3: An Individual Member shall be any person who is presently engaged in or has been engaged in explosives engineering. Any member in good standing may have the privilege of holding an elective office and voting for Officers.

Section 4: Corporate members are those employed by a Corporation that is a member of the Chapter. A Corporate Membership includes up to 12 members.

Section 5: A Student Member shall be a student regularly enrolled in a college or university. A Student Member has no voting privileges and cannot hold an elected office.

#### **Article IV: Officers and Board of Directors**

Section 1: The Officers of the Chapter shall be a President, Vice-President, Secretary, and Treasurer. These Officers shall constitute the "Executive Committee."

Section 2: The minimum term of office shall be Two years for the President, Vice-President, Secretary, and Treasurer. The minimum term of office shall be three (3) years for Board of Directors (BOD) Members. Serving board members can stand for re-election to a maximum of 3 consecutive terms for the executive committee and 2 consecutive terms for the board members.

Section 3: The governing body of the Chapter shall be the BOD, which shall be responsible for Chapter government management.

Section 4: The BOD shall consist of the Executive Committee and nine (9) elected Directors.

Section 5: Board and Executive Committee Members may serve more than one term.

Section 6: All Officers shall take office at the end of the annual business meeting following their election. The BOD election shall be at the second quarterly Chapter meeting by closed ballot.

Section 7: If the office of President becomes vacant, the Vice-President shall become President to fill out the term.

Section 8: Vacancies occurring in the offices of Vice-President, Secretary or Treasurer, or among the Directors, shall be filled by vote of the BOD to fill the unexpired portion of the term.

Section 9: Nomination of Officers and Directors shall be made by the Membership & Nominating Committee.

Section 10: In the event that a vote results in a tie an additional vote will be taken to make the decision between those tied.

#### **Article V: Duties of Officers**

Section 1: The President is the Chief Executive Officer of this Chapter. The President shall preside at all business meetings of this Chapter and shall be responsible for administrating the affairs of this Chapter according to the policies and regulations established by the BOD.

Section 2: The Vice-President shall act for the President whenever the President is unable to perform his/her duties. The Vice President shall perform such duties as may be required by the President or by the BOD.

The Secretary shall have the following responsibilities:

1. Record, maintain and distribute BOD meeting minutes to the BOD.
2. E-mail official correspondence to the Chapter membership in a timely manner.
3. Maintain an active Membership Roster.
4. Maintain the Chapter By-Laws.

The Treasurer shall have the following responsibilities:

1. Maintain, receive and disperse Chapter funds as required.
2. Maintain all Chapter financial records and keep them open to inspection of any BOD member.
3. Report quarterly to the BOD the financial condition of the Chapter.
4. Complete and submit the required annual filings to the ISEE.
5. Complete and submit the required annual tax filings to CRA as required.

## **Article VI: Duties of the Board of Directors**

Section 1: The BOD shall exercise all the powers of this Chapter except as otherwise required by law or by these By-Laws.

Section 2: The BOD shall have access to all records of the Secretary and Treasurer.

Section 3: The BOD may fill any vacancies on the BOD or committee that may occur during the year.

Section 4: In the absence of the BOD Chairman, the President will assume his/her duties. If both of them are absent, the Vice-President will assume their duties.

Section 5: Regular meetings of the BOD may be held at such places and at such times as the BOD may determine.

Section 6: Special meeting is defined as an actual meeting (in-person or virtually) or e-mail correspondence to address issues that require immediate resolution by the BOD. Notice of the special meeting shall be given to the BOD by any member of the Executive Committee. A quorum must be established prior to a resolution being approved.

Section 7: At any meeting of the BOD, a quorum shall consist of a majority of BOD then in office. When a quorum is present at any meeting, the votes of a majority of the BOD present and voting shall decide any question brought before the meeting.

Section 8: The BOD shall meet at least once a year. It shall be the duty of the BOD to present business for the action of the Chapter.

Section 9: The BOD retains the authority to terminate BOD Members who fail to attend chapter functions on a regular basis. The terminated BOD position may be filled by a vote of the BOD for the unexpired portion of the term.

## **Article VII: Meetings**

Section 1: The schedule for the next year's BOD Meetings will be determined at the Annual BOD meeting.

Section 2: Scheduled meetings will be posted on the Chapter Website under calendar of events.

## **Article VIII: Dues**

Section 1: The amount of dues may be established and changed from time to time by the BOD.

Section 2: Any member with delinquent dues may be reinstated upon payment of past due amounts.

## **Article IX: Amendments**

Section 1: These By-Laws may be altered, amended or repealed at any Chapter BOD meeting. A quorum is required to amend these By-Laws.

Section 2: The proposal to alter, amend or repeal any part of these By-Laws may be offered by any Member in good standing.