

BY-LAWS  
OF  
THE NOVA SCOTIAN INSTITUTE OF SCIENCE

*(Established in 1862 as an unincorporated Society and incorporated in 1890 by Chapter 123 of the Statutes of the Province of Nova Scotia.)*

**Name and Objectives**

1. The name of the Society is the Nova Scotian Institute of Science.
2. The objectives of the Society are to represent and promote science. This is done by holding regular public meetings, by publication of work in its *Proceedings*, by maintaining a library of journals and databases, and a website which includes a Hall of Fame.

**Membership**

**Classes and Eligibility**

3. There shall be five classes of membership: ordinary, life, student, honorary and institutional.
4. Any person supporting the objectives of the Society is eligible for ordinary membership and shall become an active member upon payment of the annual dues to the Treasurer.
5. Any student of a recognized educational institution is eligible for student membership and shall become an active member upon payment of the annual dues to the Treasurer.
6. Any Nova Scotian distinguished in some branch of science or who has rendered conspicuous service to the advancement of science, or to the affairs of the Institute, is eligible for nomination and election as an honorary member. For the purposes of this by-law, a Nova Scotian is defined as someone who was either born in Nova Scotia or who conducted a substantial part of the work for which the honour is being conferred while resident in Nova Scotia. Nominations must be submitted to the Council in writing, be signed by three (3) members in good standing, and be accompanied by a document presenting the reasons for awarding the honour. Election of candidates shall require the support of a majority of Council members.
7. Any member distinguished in some branch of science or who has rendered conspicuous service to the advancement of science in Nova Scotia, or to the affairs of the Institute, is eligible for nomination and election as an honorary member. Nominations must be submitted to the Council in writing, be signed by three (3) members in good standing, and be accompanied by a document presenting the reasons for awarding the honour. Election of candidates shall require the support of a majority of Council members.
8. Subject to approval by Council, any institution is eligible for institutional membership.

**Privileges**

8. Ordinary, life, honorary, and student members may vote or hold office.

9. Members of all classes will have the following rights and privileges:
- a. to participate in any meeting of the Institute;
  - b. to submit papers for presentation to the Institute subject to approval by Council;
  - c. to receive a copy of the *Proceedings* while in good standing.

### **Fees**

10. Honorary members shall not be required to pay a fee.
11. Membership and Annual Fees:
- a. *Membership Period:* The annual period of membership shall be from 1 September to 31 August of the following year. This "NSIS Year" approximates the academic year.
  - b. *Included in Membership Fees:* Fees shall include payment for publications.
  - c. *Change of Fees:* Any changes in the fees for ordinary, life, student, and/or institutional members shall be proposed by Council to the members, in writing, at least fourteen (14) days prior to the Annual General Meeting for approval by a majority vote of the members present at the Annual General Meeting.
  - d. *Due Dates:* Annual fees for ordinary and student members shall be due and payable at the start of the NSIS Year, or upon becoming a member. Fees paid by new members joining after 9 months into the NSIS Year will cover membership for the following NSIS Year as well.
  - e. *Invoices and Receipts:* An invoice for fees owing, together with details of the Lecture Program for the year, will be sent to non-institutional members by the end of each NSIS Year. Upon payment, members shall be sent a receipt. These correspondences will be sent via e-mail, unless a member requests that the postal service be used.
  - f. *Membership Cards:* Members will be given membership cards (credit-card/business-card sized) with their receipts for payment of dues.
12. Ordinary members in good standing may become life members by paying a fee of \$300.00.

### **Non-Payment of Fees**

13. Members who are two (2) years in arrears in payment of their fees shall cease to be members. Only members who are in good standing shall receive printed copies of the *Proceedings*.
14. Anyone who has ceased to be a member by reason of non-payment of fees may at the discretion of the Council be re-admitted as a member upon payment of the annual fee. Any back issues of the *Proceedings* required shall be paid for in full.

### **Officers**

15. The officers of the Institute shall consist of a President, a Vice-President, a Past-President, a Secretary, a Treasurer, a Publicity Officer, a Membership Officer, an Editor, a Librarian and a Webmaster. In some cases, one individual may hold two offices.
16. The officers, except the Librarian, shall be elected each year at the Annual General Meeting of the Institute and shall hold office until the next Annual General Meeting or until their

successors are elected. The tenure of officers except the Librarian and the Editor, should not exceed five (5) years.

17. The Librarian is appointed from among the Science Librarians at Dalhousie University, where the NSIS collection is housed and shall serve until a successor has been appointed.
18. A Nominating Committee shall consist of the President, Past-President and a third member approved by Council at least one (1) month before the date of the Annual General Meeting.
19. The Nominating Committee shall present in writing, at the Annual General Meeting, nominations for:
  - a. officers (except the Librarian);
  - b. other members of Council;
  - c. auditor(s) or appropriate person(s) to review the accounts of the Institute; should no nominations be made, Council may appoint such person(s);
  - d. and nominees to government commissions.

No member shall be nominated unless their consent has been received by the Nominating Committee.

Notwithstanding that the Librarian has a continuing appointment and that the Editor may serve for more than 5 years, the Nominating Committee shall, as a courtesy, consult annually with both the Librarian and Editor.

Further nominations for the officers and other members of the Council to be elected at the Annual General Meeting may be made at the meeting by any two (2) ordinary members, but the consent of any member so nominated must have been obtained before they are nominated.

20. Election shall be by a show of hands unless a ballot is requested by the majority present.

#### **Duties of Officers**

21. Officers shall, in addition to the performance of such duties as are incident to their office and of such duties as may be assigned to them from time to time by the Council, have the following duties and responsibilities:

#### *President*

22. The President shall:
  - a. preside at meetings of Council, at general meetings open to the public, and at other meetings of members;
  - b. be responsible for the general administration of the affairs of the Institute, subject to the direction of Council;
  - c. prepare an annual report of the Institute; and
  - d. serve on the Nominating Committee.

#### *Vice-President*

23. The Vice-President shall act in the place of the President if and when the President is not able to act. Normally, the Vice-President will chair a Committee to prepare a list of speakers for the Lecture Program for the next year, to be approved by Council before the Annual General Meeting.

*Past-President*

24. The Past-President shall:
- a. act in the place of the President if neither the President nor the Vice-President is able to act; and
  - b. chair the Nominating Committee.

*Secretary*

25. The Secretary shall:
- a. keep the minutes of Council and other meetings of the Institute, including the Annual General Meeting;
  - b. deal with the correspondence of the Institute, including maintaining a duplicate list of members, as provided by the Treasurer and issuing notices of meetings of members and of Council.

*Treasurer*

26. The Treasurer shall:
- a. keep the records and receipts of all monies of the Institute;
  - b. ensure that all expenditures have been duly authorized and are evidenced by proper receipts and vouchers;
  - c. coordinate the annual review of the Institute's finances by person(s) chosen according to Paragraph 19c;
  - d. present to the Annual General Meeting of the Institute a balance sheet and statements of income and expenditures as well as a report of the financial review;
  - e. maintain a list of members and their status such that members may be billed each year for the fee owing;
  - f. bill members each year for the current fee, and keep the Council informed regularly of the overall financial situation of the Institute;
  - g. be responsible, under the direction of the Council, for the general management of the finances of the Institute;
  - h. file appropriate financial statements with governments.

*Publicity Officer*

27. The Publicity Officer shall publicize the activities of the Institute by sending notices to the news media.

*Membership Officer*

28. The Membership Officer shall:
- a. in conjunction with the Treasurer and the Secretary maintain a list of members and their addresses;
  - b. distribute information about the Institute to new and potential members;
  - c. promote membership in the Institute.

*Librarian*

29. The Librarian shall:
- a. respond to requests from individuals to purchase issues of the *Proceedings* or acquire articles;
  - b. send out annual invoices to Institutional Members;
  - c. keep a current mailing list of Institutional Members and Exchange Partners for distributing the *Proceedings*;
  - d. conduct correspondence of the Institute arising from the mailing of the *Proceedings* to Institutional Members and Exchange Partners;
  - e. submit a Repertoire Payment Form to Access Copyright annually;
  - f. attend monthly Council meetings;

- g. prepare an Annual Report for presentation at the Annual General Meeting.

*Editor*

30. The Editor shall be responsible and have the authority for the editorial administration of the *Proceedings*, as determined by the Editorial Board and the Council.

*Webmaster*

31. The Webmaster shall:

- a. under general direction from the Council, actively maintain the Website of the Institute so that all information posted on institutional activities is current, and
- b. arrange the Website so that it serves as the major source of information for both members and nonmembers on all Institutional functions.

*Council*

32. The Council of the Institute shall consist of the Officers of the Institute and four (4) to six (6) other members to be elected as provided by these by-laws at the Annual General Meeting. If there are more than two (2) vacancies in the Council at any time, the Council may fill these vacancies and any person so appointed to fill a vacancy shall hold office until the next Annual General Meeting.

Each Local Chapter shall be represented on Council by an additional member designated by the Chapter.

Council may invite representatives from other organizations that support the objectives of the Institute as non-voting observers on Council.

33. The Council shall be responsible for the general management of the affairs of the Institute, subject to these by-laws and according to policies established by Council.
34. The Council shall consider and decide on nominations for admission to the web-based Hall of Fame based on recommendations from a Committee that includes the Librarian, another member of Council and at least one other member with expertise in the scientific area of the nominee. Nominees shall be deceased scientists of distinction, who had a tangible connection to Nova Scotia.

### **Meetings**

#### **Members**

35. The Annual General Meeting of the members of the Institute shall normally be held in May of each year.
36. Regular monthly meetings of the members shall be held from October to April, inclusive. Special meetings of members shall be held at such time or times as the Council may determine.
37. The Council shall be responsible for formulating the Lecture Program for the regular monthly meetings, see paragraph 23.
38. In addition to the consideration of matters relating to the management of the affairs of the Institute, the Lecture Program shall consist of the presentation of original research, scientific demonstrations, lectures on scientific topics, or such other matters as the Council may determine from time to time. Council may delegate the responsibility of soliciting presentations and accepting or rejecting submissions for presentations.

39. Members shall be given at least ten (10) days notice of meetings of the Institute. In special circumstances, the Council may prescribe a shorter notice period.
40. Ten (10) ordinary members of the Institute shall constitute a quorum for meetings of members.

### **Council**

41. Meetings of Council shall be held at such time as the Council may direct and, failing such direction, at such time or times as the President, or in his or her absence or inability to act, the Vice-President or Past-President, may determine.
42. At least ten (10) days notice shall be given of meetings of the Council or, in special circumstances, a meeting may be called with shorter notice.
43. Seven (7) members of the Council shall constitute a quorum for meetings of the Council.

### **Publications**

44. The *Proceedings* and other publications of the Institute shall be the responsibility of an Editorial Board comprising the Editor, as Chair, and at least four (4) other members approved by Council.
45. The Editorial Board shall be responsible for establishing the policies and formats of the publications of the Institute.

### **Finances**

46. The Council shall be responsible for administration of the monies and funds of the Institute.
47. The operation of the Society shall be carried on without purpose of gain for its members. Any profits or other accretions to the Institute shall be used in promoting its objectives.
48. As determined by Council, the funds of the Institute shall be deposited in an account with an insured financial institution in Canada or invested in a money market fund or certificate guaranteed by the Canadian government, a province of Canada, a chartered bank in Canada, or a trust company in Canada.
49. Monies may be transferred between accounts and investments by the Treasurer, but monies may only be withdrawn by cheques authorized by two (2) officers of the Council, normally, the Treasurer and either the President or the Vice-President. Council shall approve annually no more than four members of Council to have signing authority for the Institute.
50. The finances of the Institute shall be audited annually by persons chosen according to Paragraph 19c. A financial review shall normally be submitted for approval at the Annual General Meeting. If, in a given year, the financial review has not been completed by that time, the results will be sent to members electronically before June 30.

### **Local Chapters**

51. Members of the Institute residing in areas outside the Halifax Regional Municipality may apply in writing to Council for the privilege of establishing a Local Chapter. On approval, Council will arrange for the allocation to the Local Chapter of a portion of the annual dues of each member

of the Institute registered as a member of the Local Chapter. Each Local Chapter shall elect its own officers and arrange its own meetings and activities in conformity with the objectives and by-laws of the Institute. Each Chapter shall designate its own representative to Council.

### **Amendments**

52. The By-laws of the Institute may be amended by the affirmative vote of two-thirds of the members present and voting at the Annual General Meeting or at a Special Meeting of the Institute provided that notice of such meeting containing the nature of the proposed amendment or amendments is distributed to all members at least fourteen (14) days prior to the meeting. Proposals for amendments should be signed by at least ten (10) members of the Institute, or have secured the support of the Council prior to distribution to the membership.
  
53. The Council may at any time authorize the calling of a special meeting of members to consider proposed amendments to the By-laws. On receipt of a requisition in writing signed by at least ten (10) members of the Institute and containing proposed amendments, Council shall call a special meeting of members for the consideration of such amendments.

Revisions approved by the Council and formally accepted at the Annual General Meeting of the Institute, 02 May, 2016.