

**BY-LAWS  
OF  
THE NOVA SCOTIAN INSTITUTE OF SCIENCE  
AS REVISED 1981**

(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 Object**

1. The name of the Society is the Nova Scotian Institute of Science.
2. The object of the Society is the promotion of scientific research and education by means of communication among persons interested in science through the holding of meetings and the publication of proceedings, reviews, and monographs.

**Membership**

**Classes and Eligibility**

3. There shall be three classes of membership: ordinary, honorary, and institutional.
4. Any person interested in science is eligible for ordinary membership and shall become an active member upon payment of one year's dues to the Treasurer.
5. 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 honor. Election of candidates shall require the support of a majority of Council members.
6. Any institution is eligible for institutional membership.

**Privileges**

7. Only ordinary and honorary members may vote or hold office.
8. 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 paragraph 36 of these by-laws;
  - (c) to submit papers for publication in the Proceedings subject to paragraph 37 of these by-laws;
  - (d) to receive a copy of the Proceedings while in good standing.

## **Fees**

9. Honorary members shall not be required to pay a fee.
10. The annual fees for ordinary and institutional members shall be proposed by Council to the members, in writing, at least fourteen (14) days prior to the annual meeting for approval by a majority vote of the members present at the annual meeting. Annual fees, which will include payment for publications, shall be due and payable on the date of the annual meeting, or upon becoming a member.
11. Ordinary members in good standing may compound their fees for life by payment of twenty (20) times the current annual fees, diminished by one half the current fee in respect of each year of membership. Such payment shall not in any case be less than seven (7) times the current annual fees.

## **Non-Payment of Fees**

12. A member who is two (2) years in arrears in payment of his fees shall cease to be a member and his name shall be removed from the list of members.
13. 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 arrears or such amount thereof as the Council may decide.

## **Officers**

14. The officers of the Institute shall consist of a President, two Vice-Presidents, a Secretary, a Treasurer, an Editor, and a Librarian.
15. The officers, except the Librarian, shall be elected each year at the annual meeting of the Institute and shall hold office until the next annual meeting or until their successors are elected.
16. The Librarian shall be appointed annually by the elected members of Council and shall serve until a successor has been appointed.
17. The Council shall appoint a nominating committee consisting of three (3) ordinary members in good standing, at least two (2) weeks before the date of each annual meeting.
18. The nominating committee shall present in writing, at the annual meeting, nominations for:
  - (a) officers (except the Librarian);
  - (b) the other members of Council;
  - (c) auditors;
  - (d) nominees to government commissions.

No member shall be nominated unless his consent has been received by the nominating committee.

Further nominations for the officers and other members of the Council to be elected at the annual 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 he is nominated.

19. Election shall be by a show of hands unless a ballot is requested by an ordinary member.

### **Duties of Officers**

20. 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 and Vice-President*

21. The President, or in his absence or inability to act, a Vice-President, shall preside at meetings of Council and of members and, subject to any direction of Council, be responsible for the general administration of the affairs of the Institute.

#### *Secretary*

22. The Secretary shall:
- (a) act as secretary and keep the minutes of meetings of members and Council;
  - (b) prepare an annual report of the Institute;
  - (c) issue notices of meetings of members and of Council;
  - (d) deal with the correspondence of the Institute.

#### *Treasurer*

23. 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) present to the annual meeting of the Institute an audited balance sheet and statements of income and expenditures;
  - (d) bill members each year for the current year's fee and any arrears, and keep the Council informed of the status of members on their fees;
  - (e) be responsible, under the direction of the Council, for the general management of the finances of the Institute.

#### *Librarian*

24. The Librarian shall:
- (a) prepare an annual report;
  - (b) conduct the correspondence of the Institute arising from the mailing of the Proceedings;
  - (c) keep the mailing list of the Proceedings up to date;
  - (d) furnish the printers with the mailing list as required.

### *Editor*

25. The Editor shall be responsible and have the authority for the editorial conduct of the printed Proceedings subject to the policy as determined by the Editorial Board and the Council.

### *Council*

26. The Council of the Institute shall consist of the officers of the Institute and six (6) other members to be elected as provided by these by-laws at the annual meeting. Each Local Chapter shall be represented on Council by an additional member designated by the Chapter. 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 meeting.
27. The Council shall be responsible for the general management of the affairs of the Institute.

## **Meetings**

### **Members**

28. The annual meeting of the members of the Institute shall be held in the month of April in each year.
29. Other meetings of members shall be held at such time or times as the Council may determine, giving preference, so far as is practical, to the second Monday of each month from October to April both inclusive.
30. In addition to the consideration of matters relating to the management of the affairs of the Institute, the program of meetings 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.
31. Except as herein otherwise provided, members of all classes shall be given at least four (4) days notice in writing of meetings of members of the Institute. In special circumstances the Council may prescribe a shorter period in writing or otherwise.
32. Ten (10) ordinary members of the Institute shall constitute a quorum for meetings of members.

### **Council**

33. 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 absence or inability to act, a Vice-President, may determine.

34. At least four (4) days notice in writing shall be given of meetings of the Council or, in special circumstances, a meeting may be called by shorter notice in writing or otherwise.
35. Five (5) members of the Council shall constitute a quorum for meetings of the Council.

### **Presentation of Papers**

36. The executives of the Institute and the Chapters shall be responsible for formulating the programs for the regular monthly meetings, and for this purpose may delegate the responsibility for soliciting and receiving papers for presentation, accepting or rejecting submissions and arranging the programs.

### **Publications**

37. The selection and publication of papers in the Proceedings and other publications of the Institute shall be the responsibility of an Editorial Board comprising the Editor, as Chairman, and four (4) other members appointed annually by Council.
38. The Editorial Board shall be responsible for establishing the policies and formats of the Institute's publications.

### **Finances**

39. The Council shall be responsible for administration of the monies and funds of the Institute.

The operation of the Society shall be carried on without purpose of gain for its members and any profits or other accretions to the Institute shall be used in promoting its objects.

40. The funds of the Institute shall be divided into:

- (a) Operational Fund
- (b) Publication Fund
- (c) Permanent Fund

The funds shall be operated as separate entities and transfer of monies from one fund to another shall require approval of Council.

Life membership fees, endowments, and bequests shall be placed in the Permanent Fund.

All income received from the sale of the publications shall be deposited in the Publication Fund together with those monies received as grants or gifts that are designated for the support of publications, and that portion of the membership fees designated annually by Council for the support of publications.

All other income including income from the Permanent Fund and the remainder of member and institutional fees shall be deposited in the operational account.

41. The Operational Fund, the Publication Fund and the Permanent Fund shall be kept in separate bank accounts in such bank or banks or in

investments as the Council may from time to time direct. Monies may only be withdrawn by cheques signed by at least two (2) officers of the Institute as determined by the Council.

42. Monies in the Permanent Fund, the Publication Fund, and the Operational Fund may be invested in such investments as the Council may determine, but only in investments that are authorized by the Trustee Act of Nova Scotia.

### **Local Chapters**

43. Members of the Institute residing in areas outside the Halifax-Dartmouth region 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**

44. The by-laws may be amended by the affirmative vote of two-thirds of the ordinary members present and voting at an annual or special meeting of the Institute provided that notice of such meeting containing the nature of the proposed amendment or amendments is mailed to all ordinary members at least fourteen (14) days prior to the meeting.
45. The Council may at any time authorize the calling of a meeting of members to consider proposed amendments to the by-laws, and on receipt of a requisition in writing signed by at least ten (10) ordinary members of the Institute and containing proposed amendments, it shall direct their calling of a meeting of members for the consideration of such amendments.