

Standard Operating Procedures and Documents

2018 May 12

Introduction

The Canadian Society of Senior Engineers (CSSE) – La Société canadienne des ingénieurs seniors (SCIS) was constituted as a member society of the Engineering Institute of Canada (EIC) on 22 September 2002.

The following Standard Operating Procedures, hereinafter referred to as SOPs, are provided as guidelines for the administration of CSSE-SCIS business. Throughout, “members” will refer to all member categories, unless categories are identified separately.

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SOP 1. Recruiting and/or Sponsoring of New Members

Any Member may recruit and/or sponsor an individual who meets the qualifications for membership as a Member or Associate Member, as identified in Appendix A and in the website at www.seniorengineers.ca under “Members.” Members, who identify potential individuals for membership in the CSSE-SCIS, may send them a letter of invitation that provides a brief outline of CSSE-SCIS membership and objectives. A suggested format is provided at Appendix A.

New Members

Applications based on referral by a Member in good standing will be reviewed by the Administrator. If the application is in order and dues submitted, the Administrator will inform the President, Secretary and Newsletter Editor and send them a copy of the completed application form. The Secretary and Newsletter Editor will amend their files accordingly. The Administrator will process dues payments (and charitable donations) and update the Membership Register.

Applications based on referral by a non-member or without a referral will be forwarded to the Membership Chair¹ for confirmation on eligibility for membership. Upon receiving this confirmation, the Administrator will process the application as above.

New Associate Members

Applications based on nomination by a Member will be forwarded to the Membership Chair¹ for confirmation.

The CSSE-SCIS Constitution and Bylaws describe an Associate Member as a graduate in a non-engineering field of study from a post-secondary educational institution who supports the CSSE-SCIS Mission and Objectives. The Membership Chair¹ may confirm Associate Members nominated by a Member in good standing. A person with a professional designation (e.g., CA, CGA, CMA) or, in exceptional cases an entrepreneur or other successful business or government leader who has made an economic impact on Canada, may also be accepted as an Associate Member.

Nominations will be in the form of a one-paragraph rationale/qualification letter submitted to the Membership Chair¹ along with the candidate's curriculum vitae or résumé for review.

When an application for Associate Membership is confirmed, the Administrator will contact the applicant, inform him/her that the application has been approved and request that he or she submit the annual dues plus any desired donation. Upon receipt of the dues, the Administrator will process the application as above.

Note: If the dues payment is not received with an individual’s application for membership, the Administrator will contact the applicant and request payment, stating that it is required to facilitate completion of the process. If an individual is applying for Associate Membership and does not submit dues after being notified that the application was successful, the Administrator will contact the applicant and request payment, stating that it is required to complete the process.

¹ If the Membership Chair is vacant, the Nominating Committee serves in this role.

New Non-Member Fellows

People who are not members and are awarded Fellowship, will be considered members for the current year if the Fellowship is approved by the Board of Directors and accepted by the nominee. They will not be required to pay membership dues for that period but will be required to pay dues for the following year and thereafter should they choose to remain a member. Whether they pay membership dues will have no bearing on the honour of Fellowship bestowed upon them.

SOP 2. Administrative Processing of New Members

When the Secretary receives a copy or facsimile of the completed application form and confirmation that the dues have been paid, from the Administrator, the Secretary will:

- 1) update the Membership History file;
- 2) update the Membership Distribution file;
- 3) inform the Newsletter Editor who will add the new member to the appropriate email or surface mail list and announce the new member's name in the next Newsletter;
- 4) inform the President who will welcome the new member via email or surface mail, as applicable;
- 5) inform the new member's recruiter/sponsor, if one is identified on the application form;
- 6) inform the area Director who will contact and welcome the new member to the local CSSE-SCIS branch; and
- 7) inform the Chair of the History and Archives Committee, who will invite the new member to have his/her CV placed into the CSSE-SCIS archives.

SOP 3. Membership Dues Protocol

The dues assessed in each category of membership and the process for levying and receiving fees, dues or other amounts from members in each category will be as directed by the Board of Directors. Annual membership dues for an Associate Member, unless specified otherwise, will be the same as for a Member.

Dues paid by individuals who are granted new membership in the CSSE-SCIS during November 1 to December 31 inclusive will be credited for dues for the balance of that year and for the year immediately following. Individuals who are granted membership prior to November 1 will be required to pay the full dues amount for the joining year as well for as all subsequent years.

Annual dues for the coming year (January 1 to December 31) are solicited as follows:

- 1) In November of the current year, the Administrator will send out email (preferred) or postal notifications, as applicable, under the signature block of the President or Secretary, to members that will request dues payment for the following year, as well as donations by December 31.
- 2) In January, the Administrator will send a second notice to those who have not yet submitted their dues. The notification will request that dues be paid, as well as intended donations, as soon as possible.
- 3) In early April, the Administrator will send a final notice to those who have still not paid their dues by March 31. The notification will:
 - a) again request dues payment for the year, as well as intended donations,

- b) inform the member that if payment is not received by April 30 it will be assumed that the member does not wish to participate in the CSSE-SCIS and that he or she will be placed on the list of former members. The member will, however, be informed that they can be reinstated by paying the dues for that year, and
 - c) ask the member to acknowledge receipt of the notice, and if not renewing, identify the reason (reducing activities, illness, etc.).
- 4) In early May, the Secretary will update the Membership Register to identify the members who have become former members in the current year and the reason for their becoming former members (non-payment of fees, resignation, deceased, etc.), and send the updated Membership Register to the Administrator.
 - 5) At or immediately after the Spring Board Meeting, the Secretary will distribute a list of members and former members for the current year for the appropriate region, with contact information, to each Regional Director.
 - 6) By the end of June, Regional Directors will contact former members in their region who have been struck from the Membership Register for non-payment of fees, to ascertain the reason(s) for non-payment. Regional Directors will compile a report of the results of these contacts for the Chair of the Membership Committee.
 - 7) Regional Directors are expected to protect the confidentiality of information about members and former members, and to use the information only for valid CSSE purposes.

People who are not members of the CSSE-SCIS and are granted Fellowship, will also be granted membership in the CSSE-SCIS for the balance of the year Fellowship is granted. They will not be required to pay membership dues for that period but will be required to pay dues for the following year and thereafter should they choose to remain a member. Whether they pay membership dues will have no bearing on the honour of Fellowship bestowed upon them. Current members of the CSSE-SCIS, who are granted Fellowship, will not receive the waiver on dues.

SOP 4. Administrative Processing of Lapsed Members

When a membership has been declared “Lapsed”, the following administrative action will be taken:

- 1) The Secretary will inform the Newsletter Editor that an individual’s membership has lapsed and the Newsletter Editor will delete that member’s name and coordinates from the Newsletter distribution list.
- 2) The Secretary will transfer the lapsed member’s name and coordinates to the list of former members in the Membership Register.
- 3) The Secretary will update the Membership History and Membership Distribution files to reflect the change of the membership status.

Lapsed members will be reinstated to membership upon payment of dues for the current calendar year.

SOP 5. Administrative Processing of Deceased Members

Upon receiving confirmation that a member has died, the Secretary will:

- 1) move the deceased’s name to the list of deceased members in the Membership Register;
- 2) update the Membership History and Membership Distribution files;
- 3) inform the President who will send a letter of condolence to the bereaved;

- 4) inform the Administrator who will amend his/her files as required;
- 5) inform the Newsletter Editor, who will announce the deceased's passing in the next Newsletter and *after* the issuance of the next Newsletter remove the deceased's name and coordinates from the Newsletter mailing list.

SOP 6. Fellowship Award Nomination and Processing

General

The Board of Directors may bestow a Fellowship Award (FCSSE) upon an engineer who may or may not be a current Member.

In addition, there are certain non-engineers who not only meet the prerequisites considered necessary to be granted Honorary Membership (SOP7) but far exceed them in terms of outstanding contributions made to science and the nation in general. In these cases, appointments to CSSE-SCIS Fellowship can be made by a majority of the Board upon nomination by the Chair of the Honours and Awards Committee in accordance with Board approved admission criteria.

Fellowships

Those being considered for Fellowship must either be members or qualified to become members of the CSSE-SCIS. Current holders of political office (a governmental position that is obtained by election) are ineligible to be awarded Fellowships. Non-members, who are offered Fellowships and accept the honour, are automatically granted membership for the duration of the calendar year in which he or she was appointed. Membership dues will be levied in accordance with the dues protocol detailed in SOP 3, paragraph 4.

Fellowship Nominee Selection

In September of each year, the nomination process for people who are being considered for Fellowship will be undertaken by nominators in preparation for submission to the Honours and Awards Committee. Nominations will be determined on the basis of contributions to the engineering profession in one or more of the following categories:

- 1) Local community, provincial, national or international activities or a combination thereof in which members of the Canadian public or of the world community are the beneficiaries;
- 2) The receipt of an honour or award signifying peer recognition by a governmental or non-governmental organization; and/or
- 3) Those who are prominent CSSE-SCIS Members who have noteworthy professional accomplishments and who have served the CSSE-SCIS, any other EIC member society or other learned society at the local or national level.

Guidelines for Nominators

Note: Nominators are encouraged to familiarize themselves with Appendix J, where a brief history and philosophy of the Fellowship awards is provided.

Nominations must be received by the Chair of the Honours and Awards Committee by November 30 for Fellowships to be awarded at the Annual General Meeting to be held in the Spring of the following year.

The confidentiality of all nominations must be maintained until the President approves the disclosure of the names of the nominees in the announcement papers issued by the Secretary regarding the agenda for the Annual General Meeting. The nominators must not, therefore, inform the nominee that he or she is being considered for election as a Fellow of the CSSE-SCIS.

Nominators must be current CSSE-SCIS members.

Nominators are to prepare a nomination package for submission to the Honours and Awards Committee. The nomination package should include:

- a) completed Fellowship Nomination Form (see Appendix B);
- b) nomination statement, not exceeding two pages in length, that includes a summary of information about the following:
 - i) education (degree/degrees, year, institution);
 - ii) work history (company, government department/agency, educational institution, Canadian Forces);
 - iii) honours and awards received (engineering, professional association/community/volunteer achievements);
 - iv) professional activities and community/volunteer activities; and
 - v) publications (books authored, refereed journal/conference papers);

Note: The Nomination Statement is simply a plain text, two-page concise statement of information that will provide the Honours and Awards Committee with sufficient evidence upon which to evaluate the validity of the nomination and to base its recommendations to the President.

- c) citation, not exceeding 150 words;

Note: A version of each citation will be drafted by the Chair of the Honours and Awards Committee for oral delivery at the Awards Dinner.

- d) letters of support from one or two co-nominators;

Note: Co-nominators need not be current CSSE-SCIS members but should be members of another EIC society, another professional association or persons of recognized contributions to Canada who are willing to serve as testators to the nomination due to close association in the engineering work or community service of the nominee. Letters of co-nomination should be substantive declarations in support of the nomination not exceeding one page in length. They must not be simply a single statement such as: "I support... ."

- e) copy of the nominee's curriculum vitae (short form recommended, lists of published papers should not be included); and
- f) documents pursuant to items a) through e) should be separate from each other to facilitate transmission of individual documents to members of the Honours and Awards Committee and to the President (if so requested).

Nominee Acceptance of a Fellowship

Fellowship nominees have two options; accept or decline their nomination. A request for deferral of the Fellowship to a later year is not an option. If a nominee accepts the nomination but is unable to attend the Awards Dinner to receive his/her Fellowship Certificate then the Honours and Awards Committee Chair will request that the nominator/co nominators arrange for presentation of the award at a mutually convenient time and place such as at a local CSSE-SCIS branch or, having no local Branch, at an Engineers Canada function or other appropriate occasion, organized specially to present the Fellowship certificate.

Fellowship Certificates

Fellowship certificates will be prepared in accordance with SOP 10. Ideally, the certificates will be presented by the President to the new Fellows during the Annual Awards gala. If, however, a new Fellow is unable to attend the gala, then the Fellowship Certificate can be sent to the applicable nominator who can present it at a suitable time and place. The nominator may also request that the area Director present the Fellowship Certificate at the local CSSE-SCIS branch.

Notification of New Fellow's Coordinates and Citations

The Honours and Awards Committee will send the coordinates of individuals who have been awarded Fellowship in the CSSE-SCIS for the current year to the Secretary, Administrator and Newsletter Editor to facilitate amendments to the Membership Register. In addition, all Fellowship citations will be forwarded to the History and Archives Committee Chair for archiving purposes.

SOP 7. Honorary Award Nomination and Processing

The Board may appoint Honorary Members in recognition for work done for the Profession, including CSSE-SCIS. The Board may appoint Honorary Members who are not engineers or applied scientists in recognition of exceptional services provided or contributions made to the CSSE-SCIS. Appointments will be made by a majority of the Board upon nomination by the Chair of the Honours and Awards Committee in accordance with Board approved admission criteria. Unless specified otherwise by the Board, annual membership dues will be waived for this category.

The Board may grant Honorary Directorships to former Directors or Officers in recognition of exceptional services provided or contributions made to the CSSE-SCIS. Appointments will be made by a majority of the Board upon nomination by the Nominating Committee. Honorary Directors may receive Board notices and correspondence, and may attend Board meetings, but they do not have the same rights or privileges as Board members and are not counted in determining the quorum for Board meetings.

SOP 8. Selection of Directors and Officers

Prior to each spring Board Meeting and AGM, the Nominating Committee prepares and submits, for inclusion with the agenda documents, a recommended slate of national CSSE-SCIC Directors and Officers.

The Nomination Committee Chair and members are approved by a motion of the Board of Directors and subsequently confirmed by motion at the Annual General Meeting (AGM).

One (or more) of the Nominating Committee will be a CSSE-SCIS Past President and the others are expected to be Directors of long standing and knowledge of the CSSE-SCIS mandate and operations.

If, during their term, a Nominating Committee member ceases to be a member in good standing, the remaining committee members may recommend to the Board a replacement; such approval will be approved by a majority of those Directors voting under the poll vote procedure.

Where the CSSE-SCIS has a local Branch, the Nominating Committee will normally recommend a local Branch leader (or past leader) to be a Director to ensure that the local members and the Branch are represented at the national level.

In those regions and/or Provinces where there are multiple Branches with large concentrations of members, one Director for each Branch and additional Directors may be nominated to represent the regions and/or Provinces.

In those regions and/or Provinces where there are low concentrations of members, one Director may be appointed to represent the regions and/or Province(s).

In addition to the slate of aforementioned Directors, the societal hierarchy includes the President, Past President, President Elect, Vice President East and Vice President West who are designated as Officers. Two other Officers, who may or may not be Directors, are the Secretary and Treasurer or Secretary/Treasurer.

SOP 9. The Spring Board of Directors and General Meetings

The Spring Board of Directors (SBM) and Annual General Meeting (AGM) are normally held (the former preceding the latter) on the same day and at the same venue to facilitate the participation of Board members at both events. These meetings are scheduled to take place during the spring. The date, timing and geographical venue for the follow-on meetings are set by the Board during the preceding spring, Board meeting. Should unforeseen circumstances necessitate a change to these specifics the President, assisted by the Secretary, will consider options and the latter will solicit input from the Board members to maximize participation.

When the date, timing and geographical venue for the SBM and AGM have been set by the Board, arrangements necessary to conduct the events are made by a locally formed Organizing Committee comprised of the area Director (or his representative) and other local CSSE-SCIS members recruited to assist. It is recommended that Organizing Committee Chairs liaise directly with previous Chairs to discuss organizing nuances.

Following conclusion of the AGM, the Secretary will compile a list of the existing and newly-elected Directors and Officers and forward the complete list to the Website Editor who will ensure that the website is updated accordingly.

Newsletter Announcement on AGM and Awards Dinner

The Organizing Committee will provide detailed information to the Newsletter Editor concerning the day's program. The Editor will ensure that a Newsletter preceding the events is published no later than three weeks before they are to take place. The Newsletter will provide notice of the events giving:

- 1) the date, time, location, cost and other pertinent information provided by the Organizing Committee;
- 2) the names of nominees for positions of Directors and Officers if applicable; and
- 3) the Awards dinner entrée selections.

Documentation

Approximately six weeks before the SBM and AGM, the Secretary will prepare draft agendas for the meetings (Appendices C and D). The drafts will be sent to the President for review, editing and approval. Any errors, additions and/or changes observed by the President will be sent to the Secretary for necessary amendment action. Once approved by the President, the Secretary will produce the AGM agenda documents, and the Administrator will distribute them electronically to all members. Once approved by the President, the Secretary will produce the Board agenda documents and distribute them electronically to all Directors, Officers, and Honorary Directors at least 30 days prior to the meetings. Other members who have confirmed they will attend the Board meeting, will also be sent an electronic copy of the Board agenda documents some time before the meeting.

Notice of Intent To Attend

Along with the agenda package sent as above, the Secretary will request that Board members declare their intention, regarding attendance at the SBM and AGM. Their intent is to be forwarded to the Secretary and to the local Organizing Committee Chair. This feedback will facilitate the distribution of the SBM and AGM formal documentation and arrangements at the venue. Other members who wish to attend the AGM must notify the Organizing Committee.

Proxies

A proxy form will be included with SBM and AGM documents issued by the Secretary (Appendices E and F). If a member wishes to be represented at a meeting he or she can do so by filling in the proxy form dispatched with the related agenda and returning it to the Secretary by electronic means. The member's signature will not be required on the form as the return email will constitute proof of intent. If a member is unable to identify a proxy representative, then the President will act as a proxy for any member who wishes it. Proxies must be submitted to the Secretary not later than one week prior to the date of a meeting. While this is the preferred method of designating a proxy, a last-minute change in plans may make it necessary to email a proxy designation in text format to the Secretary.

Quorum

For regular Board meetings, four (4) Directors, which include at least one of the President, President-Elect or Vice-President, present in person or by phone, or by proxy will constitute a quorum for the purpose of the holding a meeting of the Board. For other business, three (3) Directors present in person or by phone will constitute a quorum.

For General or Special Meetings of the Society, five (5) members in good standing present in person or by proxy will constitute quorum, except that quorum for an AGM is the members present.

Spring Board of Directors and General Meeting Guidelines

The Spring Board of Directors Meeting should be scheduled to begin at 0900 with a break at 1030 and lunch scheduled to commence at approximately 1215. The Board meeting should reconvene at 1300 to complete business by 1430. The Annual General Meeting should be scheduled to begin at 1500. If other AGM attendees wish to join the Directors at lunch, they may do so by registering in advance and including payment for the luncheon.

The local area Organizing Committee should consider the following and take action as required:

- 1) Arrange for the venue location;
- 2) Negotiate preferential hotel room rates for CSSE-SCIS members and their guests;
- 3) Negotiate preferential rates for meeting and banquet rooms;
- 4) Arrange for adequate seating and tables for the meetings
- 5) Arrange for the provision of appropriate refreshments at the morning break;
- 6) Arrange for a light, luncheon buffet;
- 7) Arrange for a Registration Desk to be set up outside the banquet room entrance;
- 8) Obtain name tags accumulated from previous meetings or have new ones prepared for attendees who do not possess them. Arrange for the availability of stick-on name tags at the Registration Desk for those who have been missed;
- 9) Ensure the Newsletter Editor is kept informed of relevant details concerning arrangements for AGM, to facilitate relaying the information to all members in the Newsletter;

If the Secretary/Secretary Treasurer is unable to participate in the meetings, he or she will inform the President and arrange with the Organizing Committee Chair to have an appropriate member act as the Recording Secretary for the SBM and AGM. The Organizing Committee Chair will encourage the Recording Secretary to liaise directly with the Secretary on meeting documentation requisites and the minutes.

The Recording Secretary will forward a legible record of the meetings and forward them to the Secretary in a timely manner after the meetings. The Secretary will subsequently prepare the formal minutes and forward them to the President for review and approval. The Secretary will then distribute the approved minutes to all participants.

The Organizing Committee will be responsible for obtaining all invoices, receipts and revenue received for the Annual Board and General meetings, as well as for the Awards banquet. The Organizing Committee Chair will recruit a local member who will act as “banker” and be the recipient of these submissions. The “banker” will keep a record of all revenue received and deposit the funds into a local bank account designated for this purpose. These funds will be transferred from that account to the Administrator who will deposit them into the CSSE-SCIC bank account and make them available for invoice payments. As soon as practical after the events, the Committee’s “banker” will transfer all outstanding invoices to the Administrator who will disburse payment. If the venue administration requires a deposit before the events the “banker” will forward the deposit invoice(s) to the Administrator who will disburse payment from the CSSE-SCIC bank account.

SOP 10. The Banquet and Awards Gala

SOP 09 above provides general guidelines in making arrangements for the Annual Board and General Meetings, as well as for the banquet room where the Awards gala will take place.

Contractual Agreements

It will probably be necessary to commit to a “Function Agreement” with the hotel/conference center. Agreements of this nature usually include specifics on cut-off dates relating to the reduction or increase of diner numbers, the cost of renting the banquet hall and the deposit, if required.

After soliciting for and receiving approval from the President, the Organizing Committee Chair or his/her delegate may enter into a contract or other obligation, related to the Spring Board of Directors meeting, AGM and Awards Dinner, as a representative and on behalf of the CSSE-SCIS. The individual signing the contract will add “per pro the Canadian Society of Senior Engineers” in the signature block that identifies the responsible entity.

Note: Authorization given to a local Organizing Committee by the President to enter into contracts on behalf of the CSSE-SCIC relieves the signatory of any personal, financial responsibility for contractual default and commits the CSSE-SCIS, as a corporate body, to honour such contracts. That authorization can be given in hard copy or by electronic means.

Once negotiations are completed and the total estimated cost established, the Organizing Committee will inform the Secretary who will authorize the Administrator to issue the appropriate cheque for payment of the deposit to the hotel/conference center.

The recommended timeline for the evening gala is as follows:

- 1645 – Set up the Registration Desk at the banquet room entrance and lay out the attendee list, name-tags, and colour-coded entrée selection cards
- 1700 – Cash bar opens
- 1815 – Banquet doors open to receive diners.
- 1845 – New Fellows assemble at the banquet room entrance. The Master of Ceremony, preceded by a piper if arranged, then escorts the group to their seats
- 1900 – Dinner commences
- 2000 – Fellowship Award presentations commence

Note: The Registration Desk should be manned at the conclusion of the award presentations to facilitate the collection of name-tags for future meetings and dinners.

Fellowship Award Preparations

The following general guidelines may assist the Organizing Committee in preparing for the award presentations:

- 1) Liaise with the Honours and Awards Committee to obtain the list of awardees and their spouses/guests that plan to attend.
- 2) Liaise with the Honours and Awards Committee to obtain the award certificates, and the citations for application to the back of the framed certificates.
- 3) Purchase appropriate and a sufficient number of frames to hold the award certificates.
- 4) Arrange for preparation and framing of the award certificates.
- 5) Select a Master of Ceremony (preferably fluent in both official languages).
- 6) Arrange banquet room seating and prepare a seating plan that can be set up just outside the banquet room entrance.
- 7) Arrange for a head table and lectern in the banquet room.
- 8) Arrange for audio/visual equipment as required.

The Awards Dinner

The following general guidelines are offered to assist the Organizing Committee in preparing for the awards dinner:

- 1) The objective is to keep the dinner cost within a moderate price range so negotiate a 2-3 entrée selection with this objective in mind.
- 2) Inform the Newsletter Editor at least five weeks prior to the Awards dinner so that the entrée selections and dinner cost can be identified in the next Newsletter publication and members can specify their choice with the registration request and payment.

Note: It is essential that attending members submit their registration, entrée selection and payment to the Organizing Committee as soon as possible to facilitate commitment to the hotel/conference centre and eliminate/reduce the risk of incurring penalties.

- 3) Identify the entrée selection with colour-coded cards that can be given to the diners at the Registration Desk.
- 4) Dinner for newly-elected Fellows, Honorary Members and their respective spouses or one guest is complementary to them and paid for by the CSSE-SCIS, primarily sourced from revenue collected by the Organizing Committee from attendees for the functions. Should unexpected expenses result in a deficit, identified in the final accounting figure, then the deficit will be cleared by the CSSE-SCIS national office upon approval from the Board of Directors.
- 5) All other attendees must pay the full dinner rate set by the Organizing Committee.

SOP 11. The Teleconference Meeting

The Teleconference meeting of the Board of Directors is held each Fall or whenever the President deems it necessary for the Board to address an urgent matter.

The following action is to be taken to arrange and conduct the Teleconference:

- 1) Approximately six weeks prior to the teleconference or as soon as possible before an urgent teleconference, the Secretary will prepare an agenda (see Appendix C) and forward it to the President for review and approval, subject to changes deemed necessary.
- 2) At least 30 days prior to the teleconference, the Secretary will forward the approved agenda to all Board members and others, identified by the President, inviting proxies (see Appendix E) if individuals are unable to participate.
- 3) Minutes of the spring Board Meeting, reports and other documents that must be considered/approved by the Board are to be included with the agenda.
- 4) Prior to informing participants of the protocol for joining a teleconference the Secretary will determine the “call in numbers” and the “participant code” as well as the “Host number” (to be used by the Secretary only).
- 5) Several days before the autumn teleconference or as soon as possible before an urgent conference, the Secretary will contact all participants and provide them with the confidential telephoning instructions for joining the conference which will include the “call-in numbers” and “participant code”. They will be advised to call shortly before the scheduled start time to minimize cost. Approximately ten minutes before the scheduled start of a teleconference, the “Host” (Secretary) will call the teleconference number and give the “Host number” to the operator. This will open the conference call so participants can join by calling as above.
- 6) The Secretary will take minutes of the teleconference.
- 7) If the Secretary is unable to participate in the conference, he or she will inform the President and arrange to have a “Host” appointed to initiate the conference and to act as a Recording

Secretary to take minutes that will subsequently be sent to the Secretary for preparation of the formal minutes.

- 8) The Secretary will prepare the formal Minutes and forward them to the President for review and approval. The approved minutes will then be distributed by the Secretary to all teleconference participants.

SOP 12. Electronic Balloting Procedure

- 1) Electronic balloting (E-Balloting) is used when decisions, that are time sensitive, must be taken prior to scheduled Board meetings.
- 2) E-Balloting is also used when certain decisions taken at scheduled meetings and, due to the need for further information or lack of time, must be decided prior to the next meeting.
- 3) E-Balloting motions will be initiated by the President.
- 4) E-Balloting will not be used when the majority of Board members deem that a secret ballot would be more appropriate.
- 5) Pursuant to Article 3.5 of the CSSE-SCIS Bylaws, “decisions or resolutions of the Board may be approved by e-mail, once the proposed decision or resolution is e-mailed to all Directors and a majority of Directors return affirmative responses by e-mail”.

Administration

The ballots are administered by the President, or the Secretary on his/her behalf.

Procedures

- 1) Board members are to receive a group e-mail containing the motion, its rationale, and any necessary backup information.
- 2) If necessary, the President will ask for a mover and seconder.
- 3) Once the mover and seconder are identified, the President will specify the discussion period for the motion. Motions can be withdrawn and replaced by a new motion, but not amended in fundamental content.
- 4) After the discussion period, the President asks each Board member to vote. If the discussion period expires with only affirmative responses from a majority of the Board members without a single objection, dissension, or proposed wording change to the motion, the subject motion is deemed Carried without a follow-up round of voting.
- 5) The President then announces the results of the vote to all Board members.
- 6) Results of E-Balloting are to be recorded in the minutes of the next regular Board meeting.

SOP 13. Preparation and Distribution of Financial Statements and Budgets

Approximately five weeks before each Spring Board meeting, the Treasurer will forward a Revenue and Expense Statement, for the previous fiscal year, to the Secretary for inclusion in the related meeting agenda. In addition, approximately five weeks before each Fall teleconference Board meeting, the Treasurer will forward a Revenue and Expense Statement, for the following fiscal year, to the Secretary for inclusion in the related meeting agenda.

SOP 14. Disposition of Invoices Submitted to the CSSE-SCIS

Invoices for services rendered to the CSSE-SCIS by contractors and those related to charitable donations approved by the Board, will be paid by the Administrator, supported by those with signing authority.

Prior to disbursing payment the Administrator will forward a copy or facsimile of each invoice to the Secretary. The Secretary will then send approval to the Administrator for payment of the invoice, as above.

Invoices submitted for expenses relating to the Newsletter will be received by the Newsletter Editor and, if deemed by the Editor to be a justifiable expense, forward the invoice to the Secretary recommending payment. The Secretary will then send a copy of the invoice to the Administrator, approving payment of the invoice as above.

SOP 15. Website Queries

External queries sent to the CSSE-SCIS through its website at www.seniorengineers.ca will be electronically transferred to the Secretary. These transmissions range from solicitations for financial support to general questions relating to the CSSE-SCIS. In some cases it may be necessary for the Secretary to relay queries received to appropriate members of CSSE-SCIC for action. In general, however, most can be dealt with directly by the Secretary. In both cases, the Secretary will provide feedback to the originators in response to their queries.

SOP 16. Youth-oriented Support

The CSSE-SCIS supports youth science and engineering programs across Canada through annual donations from its members. In addition, the Board may decide to draw down funds deposited in the EIC foundation for additional financial support to programs CSSE-SCIS is funding. For example, the Board agreed to allocate \$1500 to the Youth Science Foundation Canada from CSSE-SCIS funds held by the EIC on behalf of the CSSE-SCIS. Programs supported by the CSSE-SCIS during 2015 included:

- Youth Science Foundation Canada
- Saskatchewan Science Centre
- Vancouver TRIUMF
- Victoria VICTA
- Edmonton U of A Discover E
- Alberta Science Literary Council (renamed Alberta Science Network)
- Ottawa Scouts Canada
- Canadian Engineering Memorial Foundation

Upon the advice of the Charitable Donations Committee, the Board of Directors will identify those organizations that are to receive grants for the current year, during the Annual Board of Directors meeting held each spring. In some cases, grants will be extended to the same organization for several years in order to facilitate their financial continuity. The grants will not, however be given to the same organization in perpetuity. Other Canadian organizations that support youth-oriented programs must also be considered.

During the Spring Board meeting, Directors will review each organization to determine if a grant will be given in a subsequent year. If consideration is given to discontinuing a grant to an organization to shift support to another, a proviso will be included in the letter from the President to the concerned organization that a grant may not be forthcoming in the following year.

Subsequent to the Spring Board Meeting, the Secretary will contact members of the Board of Directors and request that a representative be selected to present the charitable donation cheque to the approved recipient on behalf of the CSSE-SCIS. The representative will contact the Administrator and arrange for disbursement of the donation cheque as applicable. The representative should also ensure that the presentation event be given appropriate public relations recognition and that copies of any photographs taken be sent to the Newsletter Editor for possible insertion in the Newsletter.

The Administrator will prepare and disburse appropriate cheques to the concerned Directors sufficiently in advance of the presentation date to facilitate planning.

SOP 17. Registered “Wise Owl” Seal of the Society and Letterhead

The “Wise Owl” Seal of the Society and letterhead are shown at Appendix G. The letterhead is approved for use on CSSE-SCIS correspondence. The CSSE-SCIS portion, on the left side of the letterhead, is the registered seal of the Society. All members are encouraged to use the letterhead in order to give broad recognition of the Society and its association with the Engineering Institute of Canada. It should be possible to copy the letterhead from the Appendix and paste it on to correspondence prepared in msWord or other word processing software.

SOP 18. Advocacy Initiatives

NOTE: Under review as of the 2018 May 12 Spring Board Meeting.

The CSSE-SCIS Constitution states, in part the following, under Article 4. Objectives:

CSSE-SCIS will operate so as to maximize the well-being of all Canadians, drawing upon the practical experience, knowledge, skills and wisdom of its senior, multi-disciplinary membership by:

(1) advocating specific strategies leading to public policies that are in Canada’s best interest;

In keeping with this constitutional objective, Appendix H provides direction to members and member groups that wish to identify, initiate and pursue advocacy initiatives.

SOP 19. Dissemination of Technical Papers

NOTE: Under review as of the 2018 May 12 Spring Board Meeting.

Technical papers, delivered during CSSE-SCIS regional meetings and seminars, are often of high caliber and many would be of interest to the membership at large. A Technical Bulletin Committee therefore exists to review and assess these papers to determine whether or not they are suitable for distribution

to the membership electronically and/or published in the Newsletter. Appendix I provides a procedure that will be followed to facilitate the dissemination of suitable, technical papers to the CSSE-SCIS membership for information.



Appendix A — Membership Invitation, CSSE-SCIS Information and Membership Application Form

Pro Forma Membership Invitation Letter

Greetings *(Insert name of invitee)*,

It was a pleasure meeting you with fellow Canadian Society of Senior Engineers (CSSE) La Société canadienne des ingénieurs seniors (SCIS) members, *insert the occasion during which you met the invitee* today.

As a CSSE-SCIS member and a participant in national CSSE-SCIS initiatives, I am pleased to take this opportunity to invite you to join the Canadian Society of Senior Engineers.

We have some seven former Dean's of Engineering and three former University Presidents and a Principal, entrepreneurial CEO's, not to mention Engineering Professors and Engineers from all disciplines and experiences including our CSSE-SCIS Past Presidents such as Jon Jennekens, O.C. P.Eng., FCAE, FEIC who was formerly the CEO of the Canadian Atomic Energy Control Board, before being named #2 at the U.N. International Atomic Energy Agency and then retiring back to Canada . You may also know of John Plant, a CSSE-SCIS Fellow and former Principal of RMC. CSSE-SCIS meetings have been attended by such notables as Victoria Member, Karl Doetsch, who was at one time head of the Canada Space Agency and the founding President of the International Space University, in Strasburg, France. We have at least three former national Presidents of Engineers Canada. You may also know local CSSE-SCIS Board Officers and Directors, and other national Board members.

The CSSE-SCIS objectives are to:

- 1) Assist in the broad field of engineering education for youth who are preparing to enter university, including those already in an undergraduate engineering program; (For example, our members fund the CSSE-SCIS EIC VIB Scholarship Society that gives two \$2,000 scholarships for accomplished students in economic need who are graduates of a Vancouver Island high school;
- 2) Provide financial support to student projects in the field of engineering or science;
- 3) Encourage and facilitate communications between members of the engineering fraternity who are senior in age or experience and who want to keep in touch with their contemporaries by holding CSSE-SCIS or joint meetings with other EIC member societies and engineering organizations, technical speaker luncheons and other functions of broad interest and current societal relevance to all engineers; the Society recognizes noteworthy members through CSSE-SCIS Fellowships and nominations to the EIC Honours, Awards and Fellowship process;
- 4) Maintain an active role in expressing learned opinions, either alone or in concert with other Canadian engineering organizations, on issues of national or regional interest;
- 5) Contribute to awareness of the history of Engineering in Canada and
- 6) Publish a Newsletter or other communication periodically to keep the membership informed of CSSE-SCIS activities and opportunities to participate in Society initiatives.

An online membership form can be found on website www.seniorengineers.ca. Alternatively, you may just call the CSSE-SCIS Administrator, John Kizas at (613) 890-9363, notifying him of your degree(s) and provide him with your coordinates and mail a cheque for \$100.00 annual membership fee and any donation you may see fit to provide, or pay by PayPal per instructions in the website identified above. Some 50% of our members provide a donation for our charitable work (Alberta Science Network, Saskatchewan Science Centre, Scouts Canada (national), TRIUMF, University of Alberta Discover E, VICTA and Canada's Youth Science Foundation Junior and Senior awards). Donations of \$25 or greater will generate a receipt from CSSE-SCIS that can be used for tax purposes.

As a further option, you may use the mail to send a completed membership form (attached) and send it and a cheque to:

The Canadian Society of Senior Engineers
464 Briar Avenue
Ottawa, Ontario
K1H 5H6

If you're interested in any of our previous nuclear papers, or the CSSE-SCIS aerospace policy paper entitled, "A Recommended Canadian Aerospace Policy" please let me know.

(insert a short paragraph on recent activities pertaining to the local CSSE-SCIS branch that the invitee visited)

The attached CSSE-SCIS Newsletter describes our most recent activities.

Cheers,

(insert name of inviter)

The Canadian Society of Senior Engineers La Société canadienne des ingénieurs seniors

The Canadian Society of Senior Engineers (CSSE) La Société canadienne des ingénieurs seniors (SCIS) is a registered charitable, not-for-profit organization, whose aim is to maximize the well-being of all Canadians.

The CSSE-SCIS invites engineers, applied scientists and others of related disciplines, who have over 20 years work experience, to apply to become CSSE-SCIS members; and others who have post-secondary education and who support the CSSE-SCIS mission and objectives, to apply to become CSSE-SCIS Associate Members.

Members and Associate Members enjoy associating with Canadians of all disciplines, while participating as they wish in CSSE-SCIS activities, thus “paying back” to Canada and its institutions some of what they have received. CSSE-SCIS activities include:

- supporting young Canadians who are contemplating a career in engineering or one of the many science disciplines, by providing financial and other support of such things as summer science camps, science fairs, and high school student research projects;
- advocating specific, apolitical, public policies that are in Canada’s best interests, drawing upon the practical experience, knowledge, skills and wisdom of its senior, multi-disciplinary, membership;
- awarding CSSE-SCIS Fellowships to Canadians who have made significant contributions to the advancement of engineering or science in Canada; and
- increasing public awareness of the engineering profession and the engineering history of Canada.

Recent CSSE-SCIS papers have successfully advocated:

- the retention, by Canada, of its Radarsat and robotics technologies;
- a Canadian aerospace policy;
- a fairer Canadian technology-procurement policy;
- a Canadian nuclear isotopes policy; and
- an energy decision framework for Canada.

The CSSE-SCIS also sponsors seminars, speaker engagements, dinners, meetings and other technical and social events across Canada.

Members are encouraged to participate in any CSSE-SCIS activities, but may be as inactive as they wish. Members are kept informed by our website and with periodic Newsletters.

For further information, visit our website at www.seniorengineers.ca or telephone (613) 890-9363.



Application for CSSE-SCIS Membership

You are welcome to apply and submit fees and donations online at www.seniorengineers.ca/csse/membership

Note: The information on this form, when completed, will only be used internally by CSSE-SCIS

Type of membership applied for (insert a check mark as appropriate):

Engineer Member: _____ Associate Member*: _____

Last Name: _____ Given Names: _____

Street Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Tel No: () _____

Fax No: _____ Email: _____

Post-secondary Education Degree(s)/Diploma(s)

University(ies) /College(s) Date(s) Attended Certificate(s), Field(s) of Study

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Membership(s) in other society(ies) or professional association(s):

Years of work in a Canadian and/or other engineering environment: _____

CSSE-SCIS member who recommended the CSSE-SCIS to me (if not from website):

Annual membership fee	\$	100.00
Charitable donation (optional)**	\$	_____
Enclosed is a total payment of	\$	_____

Note: Fee covers balance of current and following year if the application is submitted and approved after 30 October.

Signature: _____ **Date:** _____

Please complete this form, enclose your cheque made payable to The Canadian Society of Senior Engineers, and mail to: The Canadian Society of Senior Engineers, 464 Briar Avenue, Ottawa, Ontario K1H 5H6 Telephone: 1-613-890-9363. You can email the completed form to administrator@seniorengineers.ca. The membership fee can be paid with your credit card at the CSSE-SCIS website www.seniorengineers.ca (click on Members).

*An application for Associate Membership may be reviewed by the CSSE-SCIS Membership Committee and the applicant will be notified of its decision. If the application is approved and the applicant has not already submitted the fees, he or she will be requested to do so and include any donation he or she wishes to make, as discussed above.

**All members are invited to make annual charitable donations to CSSE-SCIS, which are acknowledged with an income tax receipt. Members are also encouraged to consider making a bequest to CSSE-SCIS (thus reducing the amount of estate taxes).

Appendix B — Fellowship Nomination Form

Date: _____

Name of Nominee: _____

Professional Qualifications/Degrees: _____

Address: _____

Email: _____

Tel: _____

Nominator: _____

Email: _____

Tel: _____

Co-nominator: _____

Email: _____

Tel: _____

Co-nominator: _____

Email: _____

Tel: _____

Send completed form to: _____

Chair, Honours and Awards Committee

Email: _____

Tel: _____

Appendix C — Typical Agenda for Board Meetings and Teleconferences

- 1.** Call to order (Annual meetings, usually 0900, local time; teleconferences, usually 1300 EST/EDST)
- 2.** Roll call and Quorum
- 3.** Approval of the agenda as distributed
- 4.** President's remarks
- 5.** Approval of the minutes of the last meeting, as distributed
- 6.** Business arising from the minutes of the last meeting
- 7.** Acceptance of the distributed financial report (including the year-to-date revenue and expense statement and balance sheet and, at the autumn teleconference, the budget for the next calendar year)
- 8.** Acceptance of the distributed membership report, and any other distributed reports
- 9.** Business arising from the distributed reports (At the annual board meeting, these include board and committee nominations, charity allocations and by-law changes.)
- 10.** Charitable donations
- 11.** Nominations for Officers and Board Members
- 12.** Other business
- 13.** Date and time of next meeting
- 14.** Adjournment

Appendix D — Typical Agenda for Annual General Meeting

- 1.** Call to Order (1500 Local Time)
- 2.** Notice of Meeting, and Quorum
- 3.** Approval of the Agenda
- 4.** Chair's Opening Remarks
- 5.** Moment of Silence in Respect of Deceased Members
- 6.** Minutes of the preceding Annual General Meeting
- 7.** Business Arising from the Minutes
- 8.** President's Annual Report
- 9.** Treasurer's Report and Financial Statements
- 10.** Ratification of the Actions of the Board of Directors
- 11.** Report of the Nominating Committee
- 12.** Motion to accept Report or Election of Directors and Officers
- 13.** Fellowship Awards (to be presented at Awards dinner)
- 14.** Honorary Membership Awards (to be presented at Awards dinner)
- 15.** Awards dinner (remarks)
- 16.** Other Business
- 17.** Change of CSSE-SCIS Presidency and new President's remarks (if applicable)

Appendix E — Sample Board Meeting Proxy Form



A member society of the
Engineering Institute of Canada
Une société membre de
l'Institut canadien des ingénieurs



The undersigned, being a CSSE-SCIC Board member, hereby appoints

as a proxy holder for the undersigned to attend, act and vote for and on behalf

of the undersigned at the Board Meeting to be held at the

Board Meeting Location

Board Meeting Date

and at any adjournment of that meeting.

Print _____
(name)

Signed _____
(name)

Date _____
(month, day, year)

Notes:

Only current CSSE-SCIS Board members are entitled to vote;
Proxy holder **MUST** also be a voting Board member.

Appendix F — Sample Annual General Meeting Proxy Form



A member society of the
Engineering Institute of Canada
Une société membre de
l'Institut canadien des ingénieurs



The undersigned, being a member of CSSE-SCIS, hereby appoints

as a proxy holder for the undersigned to attend, act and vote for and on behalf
of the undersigned at the AGM of the members of the Society to be held at the

AGM Location

AGM Date

and at any adjournment of that meeting.

Print _____
(name)

Signed _____
(name)

Date _____
(month, day, year)

Note:

Only current CSSE-SCIS members are entitled to vote;
Proxy holder **MUST** also be a voting member of the CSSE-SCIS;

Appendix G — Registered “Wise Owl” Seal of the Organization



A member society of the
Engineering Institute of Canada
Une société membre de
l'Institut canadien des ingénieurs



Appendix H — Advocacy Procedure

NOTE: Under review as of the 2018 May 12 Spring Board Meeting.

CSSE-SCIS members and/or groups are encouraged to identify an advocacy topic or topics for the CSSE-SCIS to pursue. Each identified topic is to be submitted to the Advocacy Committee for consideration.

The submitted topic is to include:

- 1) The topic title;
- 2) The scope of topic;
- 3) The objective of the topic;
- 4) The target audience of the advocacy action;
- 5) An assessment of to what extent other organizations are advocating on the same topic;
- 6) An assessment of the CSSE members' interest and capability to work on the topic; and
- 7) An initial list of names of members who are prepared to work on the topic, which can be added to later.

The Advocacy Committee will:

- 1) Consider the submitted topic;
- 2) Determine if the topic is adequately covered or not. If adequately covered by some other organization, reject the topic. If partially covered by some other organization, consider working with that organization. If not adequately covered, and it is judged to be an appropriate, approve it as a CSSE-SCIS advocacy topic.
- 3) Establish an Advocacy Working Team for the topic, including team leader and secretary/editor.

The Advocacy Working Team will develop a report on the topic, within the scope and objective, and publish the report on the CSSE-SCIS website. It may be necessary to have several versions of the report because one version may not be appropriate for all recipients.

The Advocacy Committee will then establish an Advocacy Action Team which will actively advocate to the identified target audience. The Advocacy Action Team is not necessarily the Advocacy Working Team members, but can involve other CSSE-SCIS members. It is assumed that in most cases the target audience will be decision makers/stakeholders, such as politicians, government staff, and business/industry leaders. The best way get the attention of these people in an advocacy activity is to get the public involved. To get the public involved the Advocacy Action Team will consider and possibly use:

- (a) Social media, particularly Twitter and Facebook, the modern advocacy tools. Politicians and the public pay attention to the trending on these media, so they are essential in advocacy activities. Therefore, Twitter and Facebook should be used in the advocacy process, with continuously updated suitable articles. Somebody on the Advocacy Action Team must be responsible for doing this.
- (b) A blog, possibly associated with the CSSE-SCIS website, is also a modern way of advocacy. Articles must be continuously written and posted on the blog. Steps must be taken to ensure the blog is designed for Search Engine Optimization. The blog too has to be constantly updated, so somebody on the Advocacy Action Team must be responsible for doing this.
- (c) Newspapers, even though they are becoming less relevant, can also be used to advocate. The Advocacy Action Team will identify suitable newspapers to approach, draft suitable short articles, and submit the articles to the newspapers. They must ensure that the last lines of the articles refer to the CSSE-SCIS website and report.

- (d) Print magazines, which are also becoming less relevant, are giving way to on-line magazines or ezines. The Advocacy Action Team will identify suitable print magazines or ezines to approach, draft suitable articles, and submit the articles to the magazines or ezines. They must ensure that the last lines of the articles refer to the CSSE-SCIS website and report.
- (e) Radio programs, particularly talk shows, are frequent advocacy outlets. The Advocacy Action Team should identify suitable radio talk shows, appoint an appropriate CSSE-SCIS spokesperson, contact the radio station for an interview, do the interview.
- (f) Some TV shows, can also be used for advocacy. The Advocacy Action Team should identify suitable TV shows, appoint an appropriate CSSE-SCIS spokesperson, contact the TV station for an interview, do the interview.

The Advocacy Action Team may also consider directly approaching government officials, although this is not usually very effective. If this form of advocacy is to be used, the Advocacy Action Team should identify the target politicians and government officials, and consider:

- (a) Social media, particularly Twitter and Facebook, the modern advocacy tools. Politicians and the public pay attention to trending in these media, so they are essential in advocacy activities.
- (b) Drafting a short covering letter and executive summary. (Politicians and government officials are living proof that “readership is inversely proportional to the size of the document”.)
- (c) Sending it to the targets, with an offer to send the full report if requested.

Appendix I — Procedure For Disseminating Technical Papers

NOTE: Under review as of the 2018 May 12 Spring Board Meeting.

The following procedure provides guidelines to CSSE-SCIS Regional Directors, the Technical Bulletin Committee and Newsletter Editor for submitting, reviewing and disseminating technical papers presented at CSSE-SCIS branch meetings and seminars. The procedure is as follows:

- 1) Regional Directors responsible for organizing CSSE-SCIS seminars will request that the authors of technical papers presented, submit them, along with an executive summary (in less than 50 words), to the Director. The summary should be sufficiently comprehensive and suitable for distribution and/or publication in the CSSE-SCIS Newsletter.

Note: The provision of hard text and/or executive summaries of papers by authors to the CSSE-SCIS is purely voluntary.
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- 2) If the author of a paper agrees to submit his/her paper and/or an executive summary of that paper, approval will be solicited from those authors to publish their papers/executive summaries in the CSSE-SCIS Newsletter, forward copies of the papers to the Society membership and to distribute them to other interested parties, giving due recognition to the authors.
- 3) The responsible Directors will submit technical papers and executive summaries received to the Technical Bulletin Committee, as soon as possible following the presentations.
- 4) At the end of each month, members of the Technical Bulletin Committee will rank all papers and summaries received, in order of publication preference, and forward their findings to the Committee Chair.
- 5) The Chair will then identify the paper/executive summary to be published, based on the Committee's findings, and forward his/her selection to the CSSE-SCIS Newsletter Editor.
- 6) The Newsletter Editor will publish the executive summary in the next issue of the Newsletter and dispatch the technical paper (if submitted by the author) to the CSSE-SCIS membership by electronic mail.
- 7) If more than one suitable paper/executive summary is identified by the Technical Bulletin Committee Chair, he or she will select one for immediate action and table the other(s) for publication/distribution during periods when there are no suitable technical papers submitted.
- 8) The Technical Bulletin Committee will retain copies of all executive summaries and technical papers sent to it, facilitating their issue to interested parties should requests be forthcoming.
- 9) The Technical Bulletin Committee will maintain a record of all technical papers received and those subsequently published.

Appendix J — Fellowship Awards History and Philosophy

The Constitution and Bylaws of The Canadian Society of Senior Engineers (CSSE), La Société canadienne des ingénieurs séniors (SCIS), a member society of the Engineering Institute of Canada states: “The Board may appoint Honorary Members and Fellows in recognition for work done for the Profession, including CSSE-SCIS. Fellows will be presented with a certificate.” The format and wording of the certificate were approved at the meeting of the Board held in Halifax on May 15, 2004.

Beginning in 2005, 7 to 11 engineers per year have been elected as Fellows of the CSSE-SCIS. Many of these Fellows were Members of the CSSE-SCIS but others were members of other EIC societies or of other national societies. Gradually, the nomination prerequisites and the process applied by the CSSE-SCIS have evolved in the light of its own experience and that gained from participation in the processes developed by the EIC, some of the Institute’s member societies and by the Canadian Academy of Engineering.

In September 2011, the nomination process for engineers to be considered for election was outlined in documents distributed to CSSE-SCIS Directors with a request for them to forward copies to their provincial colleagues. It was emphasized that CSSE-SCIS Fellowship nominations were to be determined on the basis of contributions to the engineering profession in one or more of the following categories: local community, provincial, national or international. An important collateral prerequisite is what might be termed citizenship. This was intended to recognize participation in community, provincial, national or international activities or a combination thereof in which members of the Canadian public or of the World Community are the beneficiaries. The receipt of an honour or award signifying peer recognition by a governmental or non-governmental organization is a self-evident consideration. Participation in the work of the CSSE-SCIS or any of the EIC’s member societies or other learned society is also a consideration but such participation does not constitute a primary determinant.

CSSE-SCIS Honours and Awards Committee
November 4, 2014