

CONSTITUTION AND BY-LAWS
CANADIAN CARTOGRAPHIC ASSOCIATION
ASSOCIATION CANADIENNE DE CARTOGRAPHIE

Adopted at the First General Meeting, Kingston, May 18, 1976
With amendments approved at:

Fourth General Meeting, Toronto, May 24, 1979
Sixth General Meeting, St. John's, August 19, 1981
Eighth General Meeting, Calgary, June 3, 1983
Tenth General Meeting, Fredericton, June 12, 1985
Eleventh General Meeting, Burnaby, July 6, 1986
Sixteenth General Meeting, St. Catharines, June 2, 1991
Nineteenth General Meeting, Ottawa, August 11, 1994
Twenty-fourth General Meeting, Ottawa, August 18, 1999
Twenty-seventh General Meeting, Waterloo, May 28, 2002

ARTICLE I NAME

The name of the Association shall be the Canadian Cartographic Association - Association Canadienne de Cartographie.

ARTICLE II PURPOSE

The purpose of this private and non-profit Association shall be:

1. To promote interest in maps and related cartographic material.
2. To further the understanding and knowledge of maps by encouraging research in the field of cartography, both historical and current.
3. To provide for the exchange of ideas and information and for the discussion of mutual concerns, through meetings and by publications.
4. To advance education in cartography and in the use of maps.

ARTICLE III MEMBERSHIP

Section 1 *INDIVIDUAL MEMBERS.* Persons who are interested in the objectives of the Association are eligible for membership.

- i. *Regular Members.* Persons who are employed as professionals in the field of cartography or ancillary field and others interested in furthering the objectives of the Association.

- ii. *Student Members.* Persons who are pursuing the study of cartography or ancillary field and are currently enrolled full-time in a post-secondary educational institution.
- iii. *Family Members.* Family Membership is defined as a Regular Member and spouse. Each Family Membership is entitled to receive one (1) subscription to the endorsed, learned journal, two (2) subscriptions to the Association newsletter and official notices. Further, both parties of the Family Membership are entitled to vote in all elections and both are eligible to hold office, to participate, and to receive full rights normally accorded to members in good standing.
- iv. *Retired Members.* A Retired Member is defined as a Regular Member who has retired from professional life and who was a Regular Member in good standing for a minimum of four years immediately prior to retirement. The Retired Member is entitled to all rights and privileges accorded to a Regular Member.
- v. *Associate Members.* Persons who are members in good standing of a Canadian regional cartographic association or a member in good standing of a national association with an interest in cartography or ancillary field. The Associate Member is entitled to one (1) subscription to the Association newsletter and official notices. The Associate Member does not receive the endorsed, learned journal, is not a voting member, cannot nominate candidates for office of the Association, and is not eligible to hold office.

Section 2 *HONORARY MEMBERS.* Individuals who have rendered outstanding service in the field of cartography, or other distinguished persons upon whom the Association has conferred honorary membership.

Section 3 *INSTITUTION AND CORPORATE MEMBERS.* Corporations, firms, institutions, libraries, government departments and/or business associations interested in the objectives of the Association.

Section 4 *MEMBERSHIP RIGHTS.* Members in good standing shall have full rights to nominate candidates for office in the Association, vote and hold such offices if duly elected; they shall be entitled to participate, under applicable rules, in meetings, programs and other activities and services of the Association except that Institutional, Corporate And Associate Members may not hold office in the Association; and Associate Members may not nominate candidates for office or vote. Institutional Members may name one (1) representative and Corporate Members two (2) representatives who will be given full membership rights.

Section 5 Membership in good standing may be obtained only by payment of all dues and assessments levied by the Association, except that such dues and assessments are waived for Honorary Members.

ARTICLE IV OFFICERS AND COMMITTEES

Section 1 *OFFICERS AND ELECTED COMMITTEES*

- i. The elected officers of the Association shall be a President, Vice President, Secretary, Treasurer and the Chairs of each officially recognized Interest Group and Standing Committee of the Association.
- ii. A Nominating Committee shall be elected annually at the Annual General Meeting. It shall consist of three (3) members in good standing and the immediate Past President, who shall normally serve as Chair.
- iii. Terms of office shall begin on the day following the Annual General Meeting of the Association and the period between Annual Meetings shall be considered a one-year term.
- iv. The terms of office shall be one (1) year for President, Vice President, and members of the Nominating Committee; two (2) years for Secretary-Treasurer; two (2) years for Chairs of Interest Groups. The terms of office of Interest Group Chairs shall be arranged so that not all retire in any one-year.

Section 2 *METHODS OF NOMINATION AND ELECTION OF OFFICERS*

- i. The Nominating Committee shall normally make two (2) or more nominations for each office, except that the Vice President may be named as a single candidate for the presidency. However, if he or she is not in a position to accept candidacy, the Nominating Committee shall normally nominate at least two (2) candidates for the vacant position.
- ii. The Nominating Committee shall normally submit a slate of candidates to the newsletter Editor for distribution to the membership at least 20 weeks prior to the Annual Meeting.
- iii. Additional nominations may be made in writing signed by two (2) members in good standing and the nominee, providing they are received by the Chair of the Nominating Committee within four (4) weeks of receipt by the membership of the Nominating Committee's slate of candidates.

- iv. Ballots shall normally be sent to each member in good standing twelve (12) weeks prior to the opening of the Annual Meeting. Ballots will cover the offices of President, Vice President, Secretary, Treasurer and Chair of an Interest Group in which these officers are to be elected.
- v. Marked ballots for the election of officers must be received by the Chair of the Nominating Committee eight (8) weeks prior to the opening of the Business Meeting. The ballots are to be tallied and the candidates informed of the results within the next ten (10) days.
- vi. Returning officers appointed by the President from the list of members shall count and tabulate all votes cast. The winner shall be the candidate recording the highest number of votes for each office. A tie shall be decided by lot. The results of the election shall be reported to the Business Meeting.
- vii. The Executive Committee shall have power to fill vacancies until the next election.

Section 3 *EXECUTIVE COMMITTEE*

- i. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, Chairs of recognized Association Interest Groups and Standing Committees, Editor of the endorsed, learned journal, and the most recent Past President.
- ii. The Executive may co-opt up to two (2) members in good standing where regional, national or international representation, special projects or the general well-being of the Association seem to recommend such action.
- iii. The Executive Committee shall meet at least once each year at the call of the President. Notices of Executive Meetings requiring travel shall be sent out at least four (4) weeks in advance. The minutes of all Executive Committee meetings shall be circulated within two (2) weeks following any such meeting.
- iv. Five (5) members of the Executive shall constitute a quorum, including at least two (2) of the President, Vice President, Secretary-Treasurer and Past President.
- v. The Executive Committee shall have the power to transact all business of the Association, establish committees, appoint representatives and assign specific responsibilities to the various officers and committees of the Association.

- vi. (a) The Executive may make such by-laws or amendments to existing by-laws as are consistent with the provisions in these articles of the constitution and shall be subject to notification at the next Annual Meeting.

(b) All members of the Executive shall be given the opportunity of voting on any change in the by-laws. An affirmative vote of at least two-thirds of the ballots cast shall be required in order to effect any such change.
- vii. Transactions of the Executive Committee shall be reported in the Association's newsletter, and the President shall report on the Executive's behalf each year to the Annual Meeting.
- viii. The Executive Committee shall be bound by this Constitution, the By-Laws of the Association and motions approved at the Annual Meeting.
- ix. The Executive Committee shall have the power to award Honorary Memberships (under Article III, Section 2). A motion for such action may be initiated by any three members in good standing.

ARTICLE V MEETINGS

Section 1 *ANNUAL MEETINGS*

- i. The Annual Meeting of the Association shall be held at such time and place as the Executive may designate.
- ii. The Executive may arrange other meetings in addition to the Annual Meeting.
- iii. Announcement of the time and place of meetings must be mailed to members at least four (4) weeks prior to the meeting.

Section 2 *BUSINESS MEETINGS*

- i. A Business Meeting shall be held during the Annual Meeting. During the Business there shall be reports of the officers, election of elected committees and such other business as has been placed on the Agenda by the Executive or has been proposed by the membership under pertinent rules established by the Executive within the scope of the Constitution and By-Laws. The Agenda of the meeting shall be circulated prior to the meeting.
- ii. Additional Business Meetings may be called by the Executive or at the request of any 25 members in writing. Notice of the time and place of

such a meeting shall be given to all members at least two (2) months prior to the meeting.

- iii. The minutes of all Business Meetings shall be circulated to the membership within two (2) months of any such meetings.
 - iv. The quorum for a Business Meeting shall be 25% of the membership in good standing, or 25 such members, whichever is fewer.
- Section 3 The meetings of the Association may be conducted in either French or English and shall be reported in the Minutes in the language used.
- Section 4 All resolutions adopted by the Executive or by a Business Meeting must fall within the scope of the objectives of the Association as stated in Article II of the Constitution: those outside the scope of these objectives are to be ruled out of order.

ARTICLE VI AMENDMENTS TO THE CONSTITUTION

- Section 1 Proposed amendments may be initiated either by the Executive, or by not less than three members at large, and shall be submitted to the Secretary-Treasurer in writing at least 90 days before the Annual Meeting. Notice of the proposed amendment shall be forwarded to all members of the Association at least 45 days before the Annual Meeting.
- Section 2 This Constitution may be amended by a vote of two-thirds of the voting members at the Business Meeting conducted during the Annual Meeting, providing there is a quorum. If a quorum is not present, the Secretary-Treasurer shall circulate the proposed change to the membership by mail. A vote by mail requires the approval of two-thirds of all voting members replying to the mail ballot.

ARTICLE VII INTEREST GROUPS

- Section 1 The objective of Interest Groups is to carry forward the objectives of the Association by facilitating interaction of members with particular research and study interests, not only at the Annual Meetings, but also throughout the year.
- Section 2 All members in good standing of the Association are members of all Interest Groups, and may choose to be active participants in any or all Interest Groups.
- Section 3 Official Interest Groups of the Association may be created and dissolved only by majority of a properly constituted General Meeting of the

Association. Such officially constituted Interest Groups shall be listed in a By-Law attached to this Constitution.

- Section 4
- i. The Executive Committee may receive proposals or the formation of an Interest Group and approve a temporary status including a Chair and funding support to review not later than the next-following Annual General Meeting. The Chair of such a temporary group shall not vote at Executive Committee Meetings.
 - ii. The Executive Committee may move to suspend the activities of an Interest Group, subject to review not later than the next-following Annual General Meeting. Nevertheless, the elected Chair shall remain a voting member of the Executive Committee to complete her or his term.
 - iii. The Chair of an Interest Group may appoint a Secretary to Assist in the Interest Group's activities. Such a Secretary will be recognized as an officer of the Association, will have a term of office concurrent with that of the Chair, but will not be a member of the Association's Executive Committee.
-

BY-LAWS

By-Law I Dues

- Section 1 All members shall pay an annual fee as set by the Executive Committee and ratified by the Annual Business Meeting or by mail vote.
- Section 2 All dues shall be payable in advance and become due on January 1 each year. At this time, each member shall be sent an account of dues payable. Every payment of fees shall be acknowledged by issue of a receipt and a membership card.

By-Law II Signing Authorities

The President, the Vice President, Secretary, Treasurer and the Past President shall be authorized as signing officers for the Association. The signature of any two (2) of these officers shall be required on all cheques issued by the Association.

By-Law III Address

Mail to the Association may be mailed to the Secretary of the Association.

By-Law IV Constitution and By-Laws

This Constitution and these By-Laws come into force immediately following their adoption.

By-Law V Past President

The Past President shall address the Association during the Annual Meeting.

By-Law VI Interest Group Secretary

Any Interest Group Secretary, as described in ARTICLE VII, Section 4, Sub-section iii. must be a member in good standing of the Association.

By-Law VII Business Meetings

The Business Meeting of the Association shall normally be held within the first half of the Annual Meeting.

By-Law VIII Executive Meetings

Two (2) Executive Meetings shall normally be held during the Annual Meeting, with the outgoing Executive Meeting prior to the Business Meeting and the incoming Executive Meeting after the Business Meeting.

By-Law IX Interest Groups

Interest Groups recognized by the Association are:

Analytical Cartography & GIS
Cartographic Education
Map Production Technology
History of Cartography
Map Design and Use

By-Law X Removal of Executive Members

Any duly elected member of the Executive Committee who fails to attend two (2) consecutive meetings may be removed from office by a two-thirds majority vote of the Executive Committee. If a member of the Executive Committee is removed from office, the Executive Committee may co-opt a replacement for the remainder of the un-expired term.

By-Law XI Recognized Regional Cartographic Associations and National Associations with an Interest in Cartography or Ancillary Field

The Executive Committee shall maintain a list of organizations in which membership by an individual will constitute qualification for CCA membership at the associate level. The list will initially be the Association of Canadian Map Libraries and Archives (ACMLA) and the Canadian Institute of Geomatics (CIG).