

**COUNCIL OF CHAIRS OF CANADIAN EARTH SCIENCE DEPARTMENTS
CONFÉRENCE DES DIRECTEURS DE DÉPARTEMENTS DE GÉOLOGIE DU CANADA**

CONSTITUTION

ARTICLE I

1. Name. The chairs, heads and directors of university Earth Science departments in Canada form a body known as the "Council of Chairs of Canadian Earth Science Departments/Conférence des Directeurs de Départements de Géologie du Canada". For brevity the acronym CCCESD/CDDGC is commonly adopted; herein CCCESD will be used. The term department is deemed to include departments, schools, institutes, or centres that have distinct and separate administrative status; the term department is used herein to embrace all such types of unit.

2. Objectives. To foster, coordinate, and promote education, training, and research in Earth Science with particular emphasis on the needs, activities, and mandate of the Earth Science departments in Canadian universities.

3. CFES membership. CCCESD is a member of the Canadian Federation of Earth Sciences.

ARTICLE II

1. Membership. The Council shall be composed of all heads, chairs or directors of Canadian Earth Science departments. Earth Science is taken to include geology, geophysics, engineering/geology, and all or relevant parts of oceanography, physical geography, environmental science and other related disciplines that are offered as programs in departments that offer Earth Science. The Council shall decide, by simple majority vote of those present, on the membership status of any particular department.

2. Application for membership. Any Department may request membership in CCCESD through a formal proposal to the Chair of CCCESD.

3. Eligibility to vote. Only members are eligible to vote at Council meetings. A member may be represented by a formal alternate from their department who shall be eligible to vote.

ARTICLE III

1. Fees. Fees may be established. An annual fee shall only be established or changed through a simple majority vote of those present at the Annual Meeting with due notice having been mailed to Council members at least one month in advance of the meeting.

2. Fiscal year. The fiscal year end of the Society shall be the last day of December.

3. Annual financial report. The treasurer shall annually present to the members a written report on the financial position of the Society. The report shall be in the form of:

- (a) a balance sheet showing its assets, liabilities and equity, and
- (b) a statement of income and expenditure in the preceding fiscal year.

4. Remuneration. The officers shall serve without remuneration and shall not receive any profit from their positions. However, an officer may be paid reasonable expenses incurred in the performance of his/her duties.

5. Distribution of assets. In the event of the dissolution of the Council, all assets shall be divided equally among members.

ARTICLE IV

1. Officers. The Officers of the CCCESD shall comprise at least a Chair, a Treasurer and a Secretary, plus one representative each from the Atlantic provinces, Quebec, Ontario, and the Western Provinces. As far as possible, the officers shall be representative of the range of disciplines within the Earth Sciences. The Chair and the regional representatives shall be chair of a department during at least half of the term on CCCESD Executive.

2. Terms of Office. Officers shall serve for a term of two years commencing at the adjournment of the appropriate annual meeting. Terms of office shall be staggered to provide for continuity. In the event of an officer resigning between annual meetings, the Executive Committee may co-opt a replacement until the next annual or special general meeting. The Chair may not serve for more than two consecutive terms as Chair and shall normally serve for one term.

3. Election to Office. Election of officers shall take place at the Annual Meeting. Nominations may be presented from individual Chairs prior to, or at, the Annual Meeting. A vote shall be held at the meeting to choose or approve nominated officers.

ARTICLE V

1. Meetings. The Annual Meeting of the CCCESD shall normally be held at the GAC/MAC Annual Meeting. Notice of meeting, with agenda, shall be mailed to members at least one month prior to the meeting. Special or other meetings may be arranged by the Executive or at the formal request of any ten members. The Executive Committee shall meet as required at the call of the Chair or any three members of the Executive.

2. Quorum. A quorum for the Council shall be whichever is less of eight members or twenty percent of the membership.

ARTICLE VI

1. Executive. The Executive Committee shall comprise the officers of the CCCESD.

2. Chair. The Chair, or the Chair's delegate, shall chair the meetings of the Executive Committee and the Council.

3. Other Positions. Other positions may be defined as required.

4. Committees. The CCCESD may establish committees as required. Committees shall report through the Executive to the Council or to other bodies as defined in their mandate.

ARTICLE VII

1. Amendments. The constitution of CCCESD may be amended at the Annual Meeting by a two-thirds majority vote of those present. Notice of motion to change the constitution shall be mailed to members at least one month prior to the Annual Meeting.

[Constitution approved May 18, 1985, in Fredericton, N.B.
Amended 1992 05 24
Amended 2019 10 29]