



## **By-Laws**

**April 15, 1999 – Revised October 2010**

### **1. Designation**

This committee constitutes the Canadian National Committee of the International Council on Large Electric Systems, or Conseil International des Grands Réseaux Électriques, otherwise known as CIGRE. It shall be known as the Canadian National Committee of CIGRE or CIGRE Canada. The name may be abbreviated to CIGRE Canada. The name of the Central Office of CIGRE in Paris may be referred to as CIGRE headquarters, or CIGRE Paris.

### **2. Purpose of the Organization**

The objectives of CIGRE Canada are defined in Article 16 of the CIGRE Statutes. In general CIGRE Canada is set up to further the interests of CIGRE in Canada. Examples of the particular functions which CIGRE Canada can perform are as follows:

1. to act as an agency for the collection of the subscriptions of members for forwarding to CIGRE Paris;
2. to encourage the presentation of papers to the Sessions and review and select submissions;
3. to encourage membership of CIGRE, to organize the representation of Canada at Sessions and Symposia, and to select the principal representatives;
4. to recommend persons to the Administrative Council for membership of Study Committees and to encourage the formation of expert committees within Canada for co-operation and exchange with the Study Committees;
5. to assist in keeping its members informed of the activities of the Study Committees and of developments of particular interest arising in the Sessions, through such means as postal mail, e-mail and the Internet; and
6. to put forward, if entitled, members for election to the Administrative Council and the Executive Committee in accordance with the Rules of Procedure.

### **3. Scope**

According to the Statutes, the field of activity of CIGRE covers:

- the electrical aspects of electricity generation;
- the construction and operation of substations and transformer stations and their associated equipment;



- the construction, insulation and operation of high voltage electrical lines;
- the interconnection of systems and the operation and protection of interconnected systems.

The distribution of electricity does not form part of this field. The work carried out within the Study Committees, as well as the reports presented at the Sessions, may only relate to systems whose highest voltage for equipment (IEC definition) is at least equal to 123 kV and to the high voltage plant intended for direct connection to these systems. As an exception to this rule, the field of activity of CIGRE includes the alternators and the auxiliary services of power stations feeding these systems, as well as equipment installed in these power stations or systems for protection against faults, for control and, more generally, for operating requirements. Also included in CIGRE are the activities concerned with the assessment of information and knowledge in the field of system impact of distributed generation. To add value to this information and knowledge by means of synthesizing state-of-the-art practices and developing recommendations.

#### **4. Membership**

The Canadian National Committee of CIGRE may consist of three (3) classes of members as defined in Article 4 of the CIGRE Statutes, as follows:

1. Collective Members as described below;
2. Individual Members as described below;
3. Honorary Members (as elected by the Administrative Council in recognition of specially distinguished services to CIGRE).

#### **Collective Members may be:**

- a) Collective Member I (Corporate Members)

Administrative bodies, scientific and technical organizations, research institutes, public or private companies of and industrial and/or commercial nature, government departments, etc.

This classification shall also include individual engineers engaged in (consulting engineering) as professional engineers and interested in the work of large electric systems.

- b) Collective Member II

Universities and educational institutions only.

Each Collective Member shall designate ***a single individual as its official representative***, preferably nominated from the highest level of an engineering or technical unit from within that organization, to whom all CIGRE Canada correspondence shall be directed. This individual, or an alternate named by him, shall exercise the voting power for the Collective Member. Collective Members I (corporate Members) shall be entitled to five (5) votes and Collective Members II shall be entitled to two (2) votes. These numbers shall be revised by the Executive Committee from time to time, and shall be the minimum number necessary to make the combined voting strength of the Collective Members I



(Corporate Members) greater than two-thirds of the total vote. Participation in CIGRE Meetings as representatives of CIGRE Canada shall be open to employees of a Collective Member I.

#### **Individual Members may be:**

1. Persons: engineers, company managers, researchers, professors, etc. (personal and not transferable).
2. Young Members: Student under the age of 35 or individual member under the age of 35, to have a reduced fee of 50% of the regular amount of the Individual Members, for a maximum of two (2) consecutive years. Young Members enjoy the same benefits as Individual Members.

**Individual Members** shall be individual Canadians with a special interest in the engineering of large electric systems who are not eligible for Collective Membership, and who wish to be independently associated with the work of CIGRE Canada. Each Individual Member shall have one (1) vote. Employees of a Collective Member who wish to be separately included on the CIGRE Canada mailing list shall become Individual Members.

#### **Honorary Membership**

Nominations every two (2) years with the CIGRE Administrative Council approval. Award attributed to outgoing Executive Committee members and outgoing SC Chairmen and possibly one or two members of the Administrative Council for his/their outstanding contribution.

#### **Technical Committee Award**

Nominations every year. One (1) or two (2) candidates per Study Committee, recommended by the respective Study Committee Chairmen. Candidacies put forward to the Technical Committee Chairman for approval.

#### **Distinguished Member Award**

Nominations every two (2) years (Session year). Candidates proposed by National Committees to acknowledge outstanding contributions and long-standing membership. Candidacies to be approved by the President and Secretary General.

### **5. Officers**

The officers of CIGRE Canada shall consist of the following:

- A Chairman - to be elected
- A Vice-Chairman - to be elected
- A Secretary-Treasurer - to be appointed by the Executive Committee

The Chairman, or in his absence, the Vice-Chairman, shall preside over all meetings of CIGRE Canada or the Executive Committee.



## **6. Executive Committee**

The activities of CIGRE Canada shall be directed by an Executive Committee consisting of the Chairman, the immediate Past Chairman, the Vice-Chairman, the Secretary-Treasurer, and a minimum of five (5) and a maximum of fourteen (14) other elected members, with the proviso that not more than three (3) members of the Executive may be Individual Members. A quorum for a meeting of the Executive Committee shall consist of the Chairman, or the Vice-Chairman, and sufficient other members to comprise a minimum of 50% of the Executive Committee membership.

## **7. Terms of Office**

The terms of office of the Chairman and the Vice-Chairman shall be four (4) years, commencing between January 1<sup>st</sup> and beginning of a CIGRE biennial session year and ending between January 1<sup>st</sup> and the beginning of the second following CIGRE biennial session year.

## **8. Elections**

Elections to the offices of Chairman, Vice-Chairman and Membership of the Executive Committee shall be by letter-ballot, and shall be conducted by the Secretary-Treasurer within the six months preceding the termination of the term of office of such officers, unless the requirement for the letter-ballot is specifically cancelled by the Executive Committee in accordance with the provisions of Section 9 following.

## **9. Nominations**

Nominations for officers and members of the Executive Committee shall be prepared by a Nominating Committee of three (3) appointed by the Executive Committee. One of the three (3) members of the Nominating Committee shall be appointed Chairman.

The names of all those nominated for the respective offices shall be submitted to the voting members (Collective and Individual) for their acceptance, or alternatively for them to submit other nominations for the offices to be filled, which submissions shall be supported in writing by at least five (5) Corporate Members and the written agreement of the person(s) so nominated.

In the event that there are no additional nominations for any office to be filled, the Nominating Committee's slate may be approved by the Executive Committee, which shall cancel the requirement in Section 8 for a letter-ballot.

## **10. Dues**

Dues shall be payable to the Secretary-Treasurer by all Members on the first of January of each year. The dues payable by Collective Members I and II and Individual Members respectively shall be determined by the Executive Committee from time to time to enable CIGRE Canada, to pay the annual membership subscription to CIGRE, meet any other necessary CIGRE expenditures such as website, sponsorship of colloquia, and at the same time fulfill its obligations to its membership in Canada.



CIGRE Canada shall assume no responsibility whatsoever for expenses incurred by any member, whether Collective Members I and II or Individual Members, in attending CIGRE Canada meetings, those of the Executive Committee, or the CIGRE Congresses, except as may be specifically authorized by the Executive Committee.

### **11. General Meetings**

A General Meeting of all CIGRE Canada members should be held at least once a year. In addition, a General Meeting may be called at the discretion of the Executive Committee or by the request of any five (5) members in writing to the Executive Committee.

### **12. Executive Committee Meetings**

CIGRE Canada Executive Committee meetings may be called at the discretion of the Chairman or, in his absence, by the Vice-Chairman, but should be so arranged as to give adequate time for the proper planning of Canadian participation in the next CIGRE Executive or Administrative Council meeting.

### **13. Banking Arrangements**

The Secretary-Treasurer shall maintain the funds of CIGRE Canada in a banking account as directed by the Executive Committee. In order to avoid delays in the payments of accounts, all cheques not exceeding an amount of \$500 may be signed by the Secretary-Treasurer only, and all cheques for amounts over \$500 shall be signed by the Secretary-Treasurer (or in his absence, someone designated by him) and one (1) of the following:

1. Chairman;
2. Vice-Chairman;
3. A designated Member of the Executive Committee residing in the same city as the Secretary-Treasurer.

Exceptions to the above:

1. Transfer of membership fees to Paris in accordance with the fee schedule issued by CIGRE headquarters;
2. Other payments so approved by the CIGRE Canada Executive Committee and so stated in the minutes.

### **14. Financial Period**

The financial period of CIGRE Canada shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.

### **15. Audit**

The books of CIGRE Canada shall be audited every time the Secretary-Treasurer position changes, by an auditor appointed by the Executive Committee.



## **16. Mailing Address**

The official mailing address of CIGRE Canada, to be registered with CIGRE headquarters, shall be the mailing address of the Secretary-Treasurer, or a post office box, which he may obtain specifically for CIGRE Canada mail.

## **17. Amendments of By-Laws**

Additions or amendments to these By-Laws, at any time after they have been in effect for one calendar year, may be proposed by any five (5) Collective or Individual Members in writing. The proposed additions or amendments shall be referred to the Executive Committee for study and shall then be submitted to the voting membership by the Secretary-Treasurer, with or without comment from the Executive Committee for letter-ballot. A two-thirds majority of the ballots returned shall be necessary for approval of the proposed amendments.