

13 September 2011

BY-LAWS

ARTICLE 1 - General

1. The Canadian Airfield Pavement Technical Group is concerned with the planning, design, construction, maintenance, rehabilitation, monitoring, performance evaluation and management of airfield pavements, and all factors that influence their physical behaviour, service life and economy.
2. The name of this technical group is the "CANADIAN AIRFIELD PAVEMENT TECHNICAL GROUP". The official abbreviation of this technical group is "CAPTg".
3. CAPTg shall operate in accordance with these By-Laws.

ARTICLE 2 – Mandate

1. The mandate of CAPTg is as follows:
 - (a) to provide a technical forum to encourage the exchange of information on airfield pavement technology and related topics between its members and between various segments of the Canadian airfield pavement industry, and foster an appreciation of this aspect of airport technology;
 - (b) to co-ordinate the efforts of its members in the development and assessment of both new and existing airfield pavement technology for application within the Canadian airport system;
 - (c) to develop technical recommendations respecting airfield pavement technology and its application in Canada;
 - (d) to facilitate the dissemination of practical experience gained by technical group members in applying airfield pavement technologies; and
 - (e) to facilitate the distribution of technical training material related to the planning, design, construction and maintenance of airfield pavement structures.

ARTICLE 3 – Membership

1. Membership in CAPTg is open to any individual interested in the planning, design, construction, maintenance, rehabilitation, monitoring, performance evaluation and management of airfield pavements.

2. The three (3) categories of membership are:
 - a) **General Membership:** Open to any individual from government, academia and private industry (including contractors, consultants and suppliers) who is interested in participating in CAPTG. Anyone wishing to become a member must submit a General Membership Application Form to the CAPTG Secretary.
 - b) **Sustaining Membership:** Open to any individual, firm, corporation, agency of government, or other organization that is interested in supporting CAPTG financially. The cost of a sustaining membership is \$500 per year which entitles the member to two (2) free registrations at the annual CAPTG Workshop. Sustaining Members will also be recognized on the CAPTG website and on CAPTG publications. Each Sustaining Member shall designate a point of contact for all CAPTG correspondence related to Sustaining Membership.
 - c) **Honorary Membership:** Any current or past member, who the general membership deems worthy of the honour, can be nominated. The nomination must get a majority vote by the general membership in attendance at the Annual General Meeting (AGM).

ARTICLE 4 – CAPTG Management

1. The governing body of CAPTG shall be known as the Board.
2. The members of the Board shall include: Chair, Public Vice-Chair, Industry Vice-Chair, Past-Chair, Secretary, Treasurer, and seven (7) Officers. The Officer positions shall be further divided into four (4) Public Officer positions, and three (3) Industry Officer positions, unless otherwise approved by the Board.
3. The Chair shall be a representative from a government agency or airport authority. To be elected Chair, you must have served on the Board as Public Vice-Chair, Secretary, Treasurer, or Officer in the last two years, unless otherwise approved by the Board.
4. The Public Vice-Chair shall be a representative from a government agency or airport authority.
5. The Industry Vice-Chair shall be a representative from academia or private industry, including, but not limited to, consultants, suppliers, and contractors.
6. The Public Officers shall be members from participating government agencies or airport authorities.
7. The Industry Officers shall be members from academia, technical associations, or private industry, including, but not limited to, consultants, suppliers, and contractors.

8. All members of the Board, except for the Past-Chair, will have voting privileges. The Past-Chair will receive voting privileges if/when called upon to fill the Chair or one of the Vice-Chair positions.
9. Board members shall be drawn from and elected by the General Membership of CAPTG. The members of the Board shall be elected from a proposed slate of candidates at the AGM or at another time approved by the General Membership. Secret ballot shall be used where a vote is required to select one or more Board members from a pool of nominations. Where there is only one nominee for a Board position, the nominee will be declared elected by acclamation. Nominations and the election process will be the responsibility of the Nominations Committee, which shall be made up of three (3) Officers from the Board.
10. Each member of the Board shall be elected for a term of two years, unless otherwise specified at the time of election. To allow for better continuity, election terms will be staggered: Chair and Public Officer positions in odd years; Vice-Chairs, Secretary, Treasurer and Industry Officers in even years.
11. Should additional Board members be required due to either resignation or insufficient numbers of individuals elected at the AGM, the current Board is empowered to appoint such additional members as may be required for the balance of the term of the Board.

ARTICLE 5 – CAPTG Responsibilities

1. All Members shall:
 - (a) when possible and practical, attend and participate in technical group meetings and activities;
 - (b) work in a co-operative fashion to promote, share and disseminate technical knowledge for the benefit of all; and
 - (c) provide direction, guidance and support to other members.
2. The Chair shall be responsible for:
 - (a) planning and conducting meetings;
 - (b) scheduling the meetings;
 - (c) chairing the meetings;
 - (d) ensuring that all agenda items are addressed and that each member is given the opportunity to express his/her concerns;
 - (e) delegating special responsibilities to members;
 - (f) preparing the annual budget; and
 - (g) ensuring that the Board carries out its mandate.
3. The Public Vice-Chair shall be responsible for:
 - (a) exercising duties of chairperson when absent or position becomes vacant;

- (b) organization/coordination of the annual CAPTG Workshop; and
 - (c) recruitment of airport and government representatives on the Board and within the Membership.
4. The Industry Vice-Chair shall be responsible for:
- (a) organization/coordination of the CAPTG technical track at the annual SWIFT Conference; and
 - (b) recruitment of industry representatives on the Board and within the Membership.
5. The Past-Chair shall be responsible for:
- (a) assisting the Board in carrying out its mandate by providing continuity between past and current members.
6. The Secretary shall be responsible for:
- (a) organizing and making arrangement for meetings of CAPTG and the Board;
 - (b) preparing the minutes and supporting material for meetings of CAPTG and the Board;
 - (c) maintaining a complete record of all proceedings and correspondence of CAPTG and the Board;
 - (d) keeping an up-to-date roll of the membership of CAPTG;
 - (e) ensuring that appropriate follow-up action is taken on recommendations made by the Board;
 - (f) maintaining the CAPTG web site; and
 - (g) maintaining a list of relevant publications for members to download from various web sites.
7. The Treasurer shall be responsible for:
- (a) maintaining an up-to-date record of CAPTG bank account(s);
 - (b) assisting the Chair in preparing the annual budget; and
 - (c) making payment of all CAPTG accounts payable.
8. The Public and Industry Officers shall be responsible for:
- (a) assisting the Board in performance of their responsibilities
 - (b) involving members in CAPTG activities; and
 - (c) nominating Committee during election years.
 - (d) researching and soliciting topics for annual Workshop / Conference
 - (e) assisting with the annual Audit of the CAPTG financial records.
9. The Nominations Committee shall be responsible for:
- (a) organization/coordination of all CAPTG elections; and
 - (b) solicitation and confirmation of candidate nominations.

ARTICLE 6 - Meetings

1. A minimum of two (2) Board meetings a year shall be held at the discretion of the Board. The AGM shall be held in conjunction with the annual SWIFT conference. An annual planning meeting will generally be held in February or March.
2. Additional Board meetings may be called by the Chair, as deemed necessary.
3. Board meetings may be held by teleconference or other means. The AGM shall be held with Members physically present at one location.
4. A quorum at Board meetings shall be considered 50% of the Board + one. Voting by proxy is allowed.
5. Notice of Board meetings shall be sent to all Board members not less than thirty (30) days before the meeting is to take place.
6. Items that require a vote shall be sent to the Board not less than ten (10) days prior to the vote.

ARTICLE 7 - Expenditures

1. The fiscal year of CAPTG shall be the calendar year.
2. All expenditures on behalf of CAPTG, in excess of \$250, shall be approved by the Board.
3. The Treasurer shall be responsible for the financial accounting of CAPTG affairs.
4. All accounts shall be paid by cheque, signed by the Treasurer and one of the following: Chair, Industry Vice-Chair, Public Vice-Chair, or Secretary.

ARTICLE 8 - Auditors

1. The books shall be closed and audited annually, at least one week prior to the AGM. The audited financial statement and the summary of completed activities shall be presented to the membership at the CAPTG AGM.
2. An auditor, who is either a member of CAPTG but not the Chair, Industry Vice-Chair, Public Vice-Chair or Treasurer, or a registered Chartered Accountant, shall perform the annual audit.

ARTICLE 9 – Report

1. The Board shall provide an annual report at the AGM of each year.

2. The Board shall prepare an annual budget, which shall include planned expenditures for the coming year

ARTICLE 10 - Privacy

1. CAPTG will respect the privacy of its members and will not provide member information to others for commercial purposes. Member information will only be provided to others to assist CAPTG in fulfilling its mandate

ARTICLE 11 - Amendments

1. CAPTG may pass by-laws for the governance of its members and all other purposes as may be deemed necessary for the management of CAPTG and conduct of its business.
2. These by-laws may be amended by a majority vote of the Board at any Board meeting, subject to ratification by the majority of the CAPTG members attending the next AGM.

APPROVAL

These CAPTG by-laws were approved at the AGM held in (location) on (date):

Myron Zhisca
Secretary

Sept 13, 2011
Date

Montreal
Location

D. Blum & for Marla Hughesman
Chair

Sept 13, 2011
Date

Montreal
Location