

BILL

No. 2 of 1923.

An Act to incorporate the Chartered Institute of Secretaries
of Alberta.

(Assented to _____, 1923.)

WHEREAS the persons hereinafter named have, by their petition, prayed that it may be enacted as hereinafter set forth, and it is expedient to grant the prayer of the said petition;

Therefore His Majesty, by and with the advice and consent of the Legislative Assembly of the Province of Alberta, enacts as follows:

1. Colin Roy Lennan, John Alexander Macdonald, Frederick David Noble, Frederick Duckworth Sutcliffe, John Binnie Wallace and Guillaume Albert Thibault, and all other persons who may from time to time be admitted to membership of the body hereby incorporated, are hereby constituted a body politic and corporate by the name of "The Chartered Institute of Secretaries of Alberta," hereinafter called "the institute."

2. The head office of the institute shall be within Alberta at the office of the secretary for the time being until such time as the institute shall in a general meeting decide upon the permanent location of the head office.

3. The objects and powers of the institute shall be—

- (a) to provide a special organization for secretaries of joint stock companies and other persons and to do all such things as from time to time may be necessary or expedient to elevate the status and advance the interests of the profession of secretary;
- (b) to unite the members of the profession of secretary into one general body; to provide for the better definition and protection of the profession and for the supply of educated men by a system of examinations and the issue of certificates;
- (c) to promote and increase the knowledge, skill and proficiency of the members of the profession in all things relating to the business or profession of a secretary, and to that end to establish classes, lectures and examinations and prescribe such

tests of competency, fitness and moral character as may be thought expedient to qualify for admission to membership;

- (d) to hold conferences and meetings for the discussion of professional affairs, interests and duties, the reading of papers, and the delivery of lectures; to compile and revise lists and registers of secretaries; to issue copies of papers, lectures and professional records from time to time to members of the institute, and generally to collect, collate, and publish information of service or interest to members of the profession and the public at large;
- (e) to ascertain and notify the law and practice relating to all things connected with the profession of secretary;
- (f) to exercise professional supervision over the members of the institute and secure for them such definite professional standing as may assist them in the discharge of their duties;
- (g) to purchase, lease, rent, hold, and, after so acquiring mortgage, lease or dispose of any lands to be used for the purposes of the institute;
- (h) to form a library for the use of members of the institute;
- (i) to give, corporate expression to the opinion of the members of the institute upon all questions and laws affecting the profession;
- (j) to do all such other lawful things as are incidental or conducive to the attainment of the above objects, or any of them;
- (k) to receive, manage and invest voluntary contributions and donations from members or others as a benevolent fund for the benefit of needy members or their families, and the families of deceased members.

4. There shall be a council of the institute, hereinafter called "the council," which shall consist of six members, all of whom shall be chartered secretaries residing within Alberta. The following persons shall constitute the first council, viz.: Colin Roy Lennan, John Alexander Macdonald, Frederick David Noble, Frederick Duckworth Sutcliffe, John Binnie Wallace, and Guillaume Albert Thibault.

5.—(1) An annual meeting shall be held for the election of the council and for such other business as may be brought before the meeting, at such time and place and under such

regulations and after such notice as shall be determined by the by-laws of the institute, and in default of such election being held, at the proposed time, the existing council shall continue to act until its successors are elected.

(2) Nominations of candidates for election to the council shall be in writing, signed by two members of the institute and shall be lodged with the secretary at least fourteen days before the date of the annual meeting.

(3) A voting paper containing the names, alphabetically arranged, of the persons nominated, shall be sent by mail to each member in good standing at least ten days before the date of the annual meeting.

(4) The voting paper shall be signed by the voter and shall be lodged with the secretary on or before the day of the annual meeting, and the council shall be elected by means of such voting papers, whether the members voting be present at or absent from the annual meeting.

(5) All vacancies which occur in the council by death or otherwise in the interval between two annual meetings shall be filled by the council.

(6) The council shall elect from among its number a president, two vice-presidents, a secretary, and a treasurer, the same person being eligible for both the last mentioned offices, and shall appoint a registrar and such other officers as may be provided for by the by-laws.

6. The council may fix an entrance and annual fee or subscription to be paid by all members, and may vary the amount thereof from time to time.

7. The council may make by-laws for carrying out the objects of the institute, but every such by-law, unless in the meantime confirmed at a general meeting of the institute called for the purpose of considering the same, shall have force only until the next annual meeting, and in default of confirmation thereat shall cease to have force; provided, always, that any by-law passed by the council may be repealed, amended, varied or otherwise dealt with by the institute at any general meeting or at a special meeting called for the purpose.

8. The council shall have authority from time to time to prescribe conditions under which students may be admitted to membership in the institute, and in particular, but without in any way restricting the generality of the foregoing—

(a) to prescribe a curriculum of studies to be pursued by the students;

- (b) to determine as to the fitness and moral character of persons applying to be examined;
- (c) to prescribe the subjects upon which candidates for certificates of competency shall be examined;
- (d) to fix standards of skill and competency;
- (e) to establish a scale of fees to be paid by persons applying for examination;
- (f) to appoint examiners, define their duties and fix their remuneration;
- (g) to make such rules and regulations not contrary to the provisions of this Act, or the by-laws of the institute in respect to examinations as may be expedient.

9. The council shall have authority from time to time to prescribe the conditions upon which persons who have passed the examinations of other corporate bodies having the same or similar objects may be admitted as members of the institute.

10. Any person being resident in the Province of Alberta who, within six months after the passing of this Act, submits to the council an application duly verified by statutory declaration, setting forth that he or she has been continuously engaged in the practice of the business or profession of a secretary within the Province of Alberta for at least three years preceding the first day of January, 1923, and is of good moral character and shall submit to the board satisfactory proof as to competency and qualifications, shall be entitled to be granted membership in the institute, upon making an application to the secretary thereof within the said period of six months.

11. The institute may establish lectures and classes of students and may make arrangements with the University of Alberta for the attendance of students at such lectures or classes in the said University as may come within the course of subjects prescribed by the rules, by-laws and regulations of the institute, and may agree with the said University for the use of any library or museum or property belonging to or under the control of the said University, and may affiliate with the said University and may enter into all arrangements necessary for that end, upon such terms as may be agreed upon.

12. The membership of the institute shall consist of two classes, namely: Fellows and Associates.

13. Every member of the institute shall have the right to use the designation "Chartered Secretary," and may use

after his name, if he is a fellow, the initials "F.C.I.S." signifying "Fellow of the Chartered Institute of Secretaries," and if he is an Associate, the initials "A.C.I.S." signifying "Associate of the Chartered Institute of Secretaries."

14. Persons who have rendered conspicuous service to the institute either in the advancement of its educational objects or its general welfare, or by material contributions to the library or other funds of the institute, may by the unanimous vote of the members present at any meeting of the institute, be elected to honorary membership therein, but honorary membership shall not convey the right to use the designation "Chartered Secretary" or to be elected to the council or to vote.

15.—(1) No person shall be entitled to take or use the designation "Chartered Secretary," or the initials "F.C.I.S.," "A.C.I.S.," or "C.I.S.," either alone, or in combination with any other words, or any name, title or description, implying that he is a certified secretary, or an incorporated secretary, unless he is a member of the institute in good standing and registered as such.

(2) Any person who contravenes any of the provisions of this section shall on summary conviction incur a penalty not exceeding fifty dollars for each offence.

16.—(1) The council shall cause to be kept by the secretary, or a registrar, a register in which shall be entered in alphabetical order the names of all members in good standing and those members only whose names are entered in the register shall be deemed entitled to the privilege of membership in the institute, and such register shall at all times be subject to inspection by any person, free of charge.

(2) Such register, or a copy of the same, duly certified, by the secretary, or registrar, shall be *prima facie* evidence in all courts and before all persons that the persons whose names are entered therein are members of the institute in good standing, and the absence of the name of any person from such register shall be *prima facie* evidence that such person is not a member of the institute.

17. The institute may by by-law provide for the suspension, on complaint, after due inquiry, of any member for misconduct or for violation of the rules or by-laws of the institute.

No. 2.

THIRD SESSION
FIFTH LEGISLATURE
13 GEORGE V
1923

BILL

An Act to incorporate the Chartered
Institute of Secretaries of Alberta.

Received and read the

First time.....

Second time.....

Third time.....

MR. SPARKES.

EDMONTON:
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1923