



**SECTION 8:  
CANADIAN ACADEMY OF CLINICAL BIOCHEMISTRY**

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1. Motions Pertinent
2. Administrative Procedures Manual

## **CANADIAN ACADEMY OF CLINICAL BIOCHEMISTRY**

### **Academy Audit**

The Academy shall pay its own portion of the CSCC audit.

### **Certification**

Candidates for certification by the Academy must become Full or Affiliate Members of the Society before their certification is completed.

### **Fellowship in the Academy**

To retain fellowship in the Academy, Fellows must be Members in good standing of the Society.

#### **1. Board of the Academy**

The President of the CSCC, or designate, shall attend, ex-officio, the regular Board meeting(s) of the Academy.

#### **2. Administrative Procedures**

Alterations, amendments or deletions within the Administrative Procedures Manual, which documents the principles, policies and practices governing the operation of the Academy, shall be presented by the Chair or Secretary of the Board to CSCC Council for ratification.

#### **3. Terms of Reference for Academy Committees**

Terms of reference of Committees of the Academy shall be presented by the Chair or Secretary of the Board to CSCC Council for ratification.

#### **4. Changes to Article 7 of By-Laws**

Changes to Article 7 of the CSCC By-Laws initiated by the Academy Board (or a Fellow through the Board) shall be subject to the procedures laid down in the Administrative Procedures Manual and then, if approved by the Board, shall be presented to CSCC Council according to CSCC By-Laws, Article 13.

### **CACB Mission Statement**

The CACB is primarily involved in setting standards for individual competence and practice. Currently its focus is clinical biochemistry but the CACB is willing to partner in creating a body that would set standards for clinical laboratory practice/service/science. The CACB is primarily working for the public good.

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## **ADMINISTRATIVE PROCEDURES MANUAL**

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Approved by the Council of the Canadian Society of Clinical Chemists, in accordance with Article 9 of the By-Laws. 90.07.22
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## THE CANADIAN ACADEMY OF CLINICAL BIOCHEMISTRY

### 1. **ROLE OF THE ACADEMY**

- 1.1 The prime objectives of the Canadian Academy of Clinical Biochemistry hereinafter referred to as the Academy shall be to maintain and enhance the standards of competence for the practice of Clinical Chemistry in Canada, in order to assure the public, the medical profession, and cognate disciplines in laboratory medicine, that persons professing to be specialists in Clinical Chemistry possess the requisite qualifications and competence.
- 1.2 The major responsibilities of the Academy shall cover three general areas: the training of candidates in accredited training programs and their certification by formal examination; the maintenance of competence of practising certified clinical chemists; and the establishment of standards of practice for the profession.
- 1.3 A supplementary responsibility of the Academy shall be to recognize, in a manner comparable to the recognition that medically qualified professionals in laboratory medicine are accorded by their professional Colleges, those Clinical Chemists who have achieved Certification.

### 2. **ADMINISTRATION**

- 2.1 Under the provisions of Article 9 of the By Laws of the Canadian Society of Clinical Chemists, the Academy shall exist within, and operate according to the By Laws of the Canadian Society of Clinical Chemists, hereinafter referred to as the Society.
- 2.2 "Roberts' Rules of Order, Revised" shall govern the proceedings of the Academy.
- 2.3 The Academy shall be governed by a Board of Directors, hereinafter known and referred to as the Board, elected as required by Fellows of the Academy.
- 2.4 The Board shall appoint from among the Directors a Chair, who shall normally serve a term of two years.
- 2.5 The Board shall appoint annually from among the Directors a Secretary and a Treasurer. One person may have responsibility for both functions.
- 2.6 Three of the members of the Board shall be appointed on an annual basis to be Chairman of and/or to serve as a member with the responsibility for communication with the Board of the Standing Committees.
- 2.7 No member of the Board may, at the same time, be a member of the Council of the Society.
- 2.8 The normal term for Board members shall be three years, with at least two members retiring each year. Board members may serve two consecutive full terms if re-elected.
- 2.9 The Board shall be charged with the duty of conducting the business and management of the Academy and its affairs, and may exercise all such powers of the Academy as are not required to be exercised by the membership at a General Meeting or as specifically provided.
- 2.10 The Board shall appoint Standing Committees on other Committees as deemed necessary. It may also appoint such Ad Hoc Committees as are required to implement short-term objectives of the Academy. The membership of all committees will be the subject of an annual review by the Board.
- 2.11 The Board shall function as the Discipline Committee.
- 2.12 In order to ensure appropriate regional and professional representation on the Board, the Board shall each year appoint a Nominations Committee, charged with this responsibility.

- 2.13 The Academy may, with the approval of the Council of the Society, affiliate with or enter into a business relationship with, or co-operate with, any other Academy or Association whose objectives in whole or in part are related to the objectives of the Academy.
- 2.14 Under appropriate circumstances the Board may decide that certain of its deliberations should be held in strict confidence and not recorded in the minutes. The fact that the discussions took place, however, shall be reported.
3. **CERTIFICATION**  
Candidates who pass the Certification examination will receive a Certificate from the Canadian Academy of Clinical Biochemistry.
4. **FELLOWS OF THE ACADEMY**
- 4.1 Individuals certified by the Academy are entitled to apply to the Credentials Committee for Fellowship in the Academy. The Credentials Committee shall review all applications and present its nominations with appropriate documentation to the Board. Following approval by at least five (5) members of the Board of Directors applicants shall become Fellows of the Canadian Academy of Clinical Biochemistry, and may append the letters FCACB after their academic degrees.
- 4.2 Fellows of the Academy will be required to pay an annual levy to maintain their Fellowship in the Academy. The amount of the levy will be determined by the Board.
- 4.3 Fellows of the Academy shall have the right to nominate, to vote in elections and upon matters pertaining to Academy affairs, to hold elected office, to be chairpersons of Standing Committees of the Academy and to receive all mailings of the Academy.
- 4.4 Fellows of the Academy who have retired from employment, may continue as active Fellows for as long as they choose to pay the annual Academy levy. Alternatively, Members of the CSCC who have been awarded Emeritus status in the CSCC and who have been Fellows of the CACB for the five years immediately prior to their change of status in the CSCC shall be awarded parallel Emeritus status in the CACB. This Emeritus status shall remain in effect as long as Fellows indicate their desire to continue as Emeritus members of the CSCC. Emeritus Fellows shall then be exempt from further payment of the Academy levy. As Emeritus Fellows they may continue to enjoy the privileges of membership in the Academy, but will no longer be eligible to vote, to be nominated for election to the Board, or to Chair any Committee.
- 4.5 The procedures for termination of membership in the Academy shall be the same as those set forth in Articles 3:E and 3:F of the Society By Laws. Only members in good standing are entitled to append the letters FCACB after their academic degrees.
5. **FINANCES OF THE ACADEMY**
- 5.1 The Academy shall be responsible for its own finances, which will be derived from the following sources; a levy on Academy Fellows, Fellowship application fees, examination fees, and a grant from the Society. Funding from other sources is not precluded. The Academy levy shall be recommended by the Treasurer, and must be approved by the Board of the Academy. The Society subsidy for services rendered by the Academy will be negotiated between the Board and the Council. The Academy levy will be collected by the Society, along with other dues, and remitted, with the Society grant, to the Treasurer of the Academy.
- 5.2 Administrative assistance for the operation of the Academy and its Committees shall be provided under contract by the Head Office of the Society. This agreement will be subject to annual review by both parties.
- 5.3 The Board, with the specific approval of the Council of the Society, may be designated such rights as are defined for the Council under Article 2:B:i, ii, iii and iv of the Society By Laws.

- 5.4 The funds and property of the Academy shall be used and dealt with for legitimate objectives only.
- 5.5 No member of the Academy, in an individual capacity, shall be liable for any debt or liability of the Academy.
6. **NOMINATIONS, ELECTIONS AND VACANCIES IN OFFICE**
- 6.1 The Academy Nominations Committee, as the situation may require, shall solicit nominations for a seven member Board of Directors. The Board shall comprise the following:
- A Chair of the Board;
  - A Coordinator for training and certification;
  - A Coordinator for competence and development;
  - A Coordinator for standards;
- Three members-at-large, one of whom shall become Secretary/Treasurer of the Academy. The Chair will select a Vice Chair for a one-year term, from the Board members
- 6.2 Nominations shall be only for election to the Board of Directors. The Nominations Committee may recommend that certain Fellows, if elected, should hold specified positions on the Board, but the final decision on each appointment shall be made by the Board.
- 6.3 All nominations must reach the Chair of the Nominations Committee not later than January 15 of the year in which the election or appointment is to take place. Each must be signed by a proposer and two seconders, and shall be accompanied by the signed consent of the nominee.
- 6.4 The Nominations Committee shall submit a list of candidates to the Secretary of the Academy containing at least as many names as there are positions to be filled. This list must reach the Secretary by March 15 of the same year. The list must include the nominee's name, location and a short profile for distribution with the ballots.
- 6.5 The Nominations Committee Chair shall arrange for Head Office to mail to the last known address of each Academy Fellow in good standing a ballot or ballots enumerating the vacancies to be filled by election and an alphabetical list of the candidates for each vacancy, such candidates to be identified by name, location and a short profile. The ballots shall be mailed not later than two (2) months prior to the date of the Annual General Meeting.
- 6.6 Marked ballots received at an address designated by the Secretary not less than thirty (30) days before the date of the Annual General Meeting shall be counted. The candidate receiving the greatest number of votes for each office shall be declared elected. The Chair of the Nominations Committee shall inform each of the candidates of the results of the election after the ballot count has been completed.
- 6.7 The Nominations Committee shall also prepare recommendations of Fellows who may, at the discretion of the Board, be appointed to fill vacancies on Standing or Ad Hoc Committees of the Academy.
- 6.8 The new Board shall assume office immediately after the conclusion of the Annual General Meeting.
- 6.9 Should a member of the Board be unable to carry out assigned duties, the Board may declare a vacancy.
- 6.10 The Board, by resolution, may appoint a replacement for the remainder of the term of office by any member of the Board whose position becomes vacant before the expiry of their term of office.
- 6.11 No members of the Board may succeed themselves to office unless they were appointed to fill a vacancy of less than one (1) year.

6.12 No Board member may serve in elected positions for more than six (6) consecutive years.

## **7. DUTIES OF OFFICERS OF THE ACADEMY**

### **7.1 CHAIR**

7.1.1 The Chair of the Board shall preside at all meetings of the Academy and of the Board. The Chair shall in general represent the Academy, declaring its will, and in all things obeying its command.

7.1.2 The Chair shall authenticate, by signature when necessary, all the acts and proceedings of the Academy.

7.1.3 The Chair shall report on the state of the Academy once a year to the full membership.

7.1.4 In the absence or inability of the Chair, the Vice-Chair shall perform the same functions and have the same powers as the Chair.

### **7.2 SECRETARY**

7.2.1 The Secretary, after consultation with the Chair, shall prepare the agenda for meetings of the Board and shall mail a copy to all Board members, along with the Chair's report and, where appropriate, the notice of the Annual General Meeting. The notice of the date and location of the Annual General Meeting (AGM) shall be mailed to the general membership at least one month prior to the AGM. The minutes of the previous AGM shall be made available at that AGM, and need not be mailed to all members.

7.2.2 The Secretary shall be responsible for the correct recording of the minutes of all General Meetings of the Academy and the minutes of meetings of the Board. Draft minutes shall be sent to members of the Board for proposals for amendment or correction no later than one (1) month following such meetings. Minutes of a Board meeting shall be formally approved at the next meeting of the Board. Approval of the minutes of any General Meeting shall take place at the next General Meeting of the Academy.

7.2.3 The Secretary shall attend to correspondence and perform such other duties as ordinarily pertain to this office.

7.2.4 The Secretary shall cause to be kept a Register of Fellows, which shall contain the full name, current address, occupation and place of work of every person who is or has been a Fellow. However, it shall be the responsibility of Fellows to keep the Academy informed with regard to their professional record.

### **7.3 TREASURER**

7.3.1 The Treasurer shall be charged with the general supervision of funds of the Academy, and shall receive all monies due to the Academy, record all monetary receipts and disbursements, and submit a statement of the finances of the Academy as often as required. All disbursements shall be made by the Treasurer and/or another officer of the Academy at the discretion of the Board.

7.3.2 The Treasurer shall prepare annually an information sheet and budget estimates on which the Academy levy shall be established by the Board. This report shall be available to all Fellows of the Academy.

7.3.3 The Treasurer shall submit an annual financial statement to the Treasurer of the Society and make records available for auditing and be responsible for correspondence with the Academy and Society auditors.

## **8. COMMITTEES OF THE ACADEMY**

8.1 Standing Committees of the Academy shall be appointed by the Board as set forth in the Terms of Reference. Normally such Standing Committees shall include:

A Credentials Committee;  
A Certification Committee;  
An Accreditation Committee  
A Professional Development Committee

- 8.2 A Nominations Committee shall be appointed annually by the Board. Ad Hoc Committees shall be established by the Board as deemed necessary.
- 8.3 The duties of each Standing and Ad Hoc Committee shall be those implied by the title of the Committee, and such other specific duties, functions and intent, as may be designated by the terms of reference prescribed from time to time by the Board, or as are herein stated or provided.
- 8.4 The Chair of any Committee shall render annually to the Board, a written report of the Committee's activities. All such activities shall be subject to the approval of the Board. A report containing a recommendation shall be the subject of a motion by a member of the Board.
- 8.5 Budgetary estimates of all costs, charges, and expenses covering the annual operations of any Committee shall be submitted to the Treasurer by the first of October for approval or adjustment by the Board. Non-budgetary expenses must have prior approval from the Board.

8.6 **CREDENTIALS COMMITTEE**

- 8.6.1 The Credentials Committee shall be responsible for evaluating the qualifications of all applications for admission to Fellowship in the Academy using the criteria outlined in the By-Laws of the Canadian Society of Clinical Chemists which are as follows:

*A person shall be eligible for Fellowship who is a Full or Honorary Member of the Society and holds either the Certification of Clinical Biochemistry, or the Certification of the Canadian Society of Clinical Chemists, or the Certification in Clinical Biochemistry of the Ordre des chimistes du Québec. Or Fellows of the Royal Society of Physicians and Surgeons of Canada, in the specialty of Medical Biochemistry, or Fellows of the Collège des médecins du Québec in the specialty of Medical Biochemistry, or has achieved, in the opinion of the Board of the Academy, equivalent qualifications, or special distinction, in the field of Clinical Biochemistry.*

- 8.6.2 Individuals Certified by the Academy or the Ordre des chimistes du Québec are entitled to apply to the Credentials Committee for admission to Fellowship in the Academy. The Credentials Committee shall review all applications and present nominations, with appropriate documentation, to the Board.
- 8.6.3 The Credentials Committee shall also be responsible for evaluating the qualifications of individuals applying to take the certification examination of the CACB. The Credentials Committee shall be responsible for publishing the requirements for eligibility annually in the CSCC Newsletter at least 60 days prior to the deadline for application. The deadline for application will usually be on June 15<sup>th</sup> of the year the written examination is to be taken. Candidates for certification shall meet the following requirements. The Credentials Committee may recommend changes in these requirements which must be approved by the Board prior to acceptance.
- 8.6.3.1 Candidates from a CACB accredited Postdoctoral Program in Clinical Chemistry/Biochemistry may be deemed eligible to sit the written examination after completion of their training programs. In the case that the Postdoctoral Program is three years in length, the candidate may be eligible to sit the certification examination after two years, provided that they have completed the core clinical chemistry course work as deemed by the Credentials Committee. All other candidates are eligible to sit the written examination if by the examination date, they have satisfied the educational and other requirements. Candidates who are unsuccessful in the written examination may write again within two years without formal reapplication.



- 8.6.3.2 Candidates who fail the written examination will not be allowed to sit the oral examination. Candidates from a CACB accredited Postdoctoral Program in Clinical Chemistry/Biochemistry are required to gain a year of experience in Clinical Chemistry/Biochemistry following the completion of the training program before taking the oral examination. The oral examination must be taken within two years of the written examination. Candidates who are unsuccessful in the oral examination may repeat the examination within two years without formal reapplication.
- 8.6.3.3 Candidates who are unsuccessful after two attempts at either the written or oral examination must reapply as a new candidate under the rules and guidelines for certification in effect at the time of reapplication.
- 8.6.4. On recommendation of the Credentials Committee and upon approval by the Board, the Academy shall establish an Application Fee for evaluation of applications for certification. The application fee must be paid along with the examination fee upon submission of the application. The examination fee will be refunded if the candidate is determined to be ineligible to take the certification examination.
- 8.6.5 The Committee shall consist of a Chair and five members, one of whom will be ex-officio the Chair of the Certification Committee. The number of members retiring each year will be such that a three year term in office shall be served. Members of the Committee may be reappointed for a second consecutive term. This does not preclude a member of the committee being appointed chair and serving two (2) full terms in that capacity.
- 8.6.6 The nomination and election of the Chair has been defined under section 6.
- 8.6.7 Appointments to the Committee shall be made by the Board. The Board will also consider nominations submitted in writing by any three Academy fellows. All nominees must send in a written consent along with an updated curriculum vitae for evaluation by the Board.
- 8.6.8 A secretary, and such other officers as deemed necessary, shall be selected by the incumbents from the members of the Committee, or in the event of their inability to do so, shall be appointed by the Chair of the Committee.
- 8.6.9 The Committee may carry out its duties by correspondence, but shall meet when necessary to prepare a final report prior to the Annual General Meeting. A preliminary report of committee activities shall be submitted to the Secretary of the Board one month in advance of the Annual General Meeting. An annual report shall be presented to the Board and to the Annual General Meeting of the Academy.
- 8.7 CERTIFICATION COMMITTEE
- 8.7.1 The Certification Committee shall recommend to the Board the principles, policies and practices governing certification, and of instituting such due process as may be approved by the Board for the purpose of certifying candidates, and in general for fulfilling the objectives of the Academy.
- 8.7.2 The Committee shall consist of a Chair plus six members and the Chair of the Board (ex-officio). The number of members retiring each year will be such that three-year terms in office shall be served. A majority of the members of this Committee should have experience in setting and marking examinations at the University level. Members of the Committee may be reappointed for a second term. This does not preclude a member of the committee being appointed chair and serving two (2) full terms in that capacity.
- 8.7.3 The appointment of the Chair shall be made by the Board. The Chair may or may not be the Board Representative at the option of the Board.

- 8.7.4 Appointments to the Committee shall be made by the Board. The Board will also consider nominations submitted in writing by any three Academy fellows. All nominees must send in a written consent along with an updated curriculum vitae for evaluation by the Board.
- 8.7.5 A Secretary, and such other officers as deemed necessary, shall be selected by the incumbents from the members of the Committee, or in the event of their inability to do so, shall be appointed by the Chair of the Committee.
- 8.7.6 The Committee shall prepare written examinations, and shall conduct or cause to be conducted, written or oral examinations, or both, for each candidate. Examinations, both written and oral shall be conducted annually.
- 8.7.7 Candidates for certification must pass both a written and oral examination prior to receiving certification from the Academy. The standards for success in the examination are established by the Certification Committee. The time between the initial approval of an application and successful completion of the oral examination must not exceed five (5) years, without permission of the Certification Committee, thereafter, re-application is required.
- 8.7.8 On recommendation of the Committee and upon approval by the Board, the Academy shall establish an Examination Fee which must be paid along with the Application Fee at the time of submission of the application (see section 8.6.4). Individuals who are found to be ineligible to take the examination or decide not to take the examination may be refunded their examination fee.

8.8 **ACCREDITATION COMMITTEE**

- 8.8.1 The Accreditation Committee shall be charged with the responsibility of formulating and implementing policies and practices governing accreditation of training programs in Clinical Biochemistry. The Accreditation Committee shall be guided by the Terms of Reference (Appendix I) periodically approved by the Board. The Committee will also be responsible for the production of the Syllabus for Postgraduate Training Programs in Clinical Chemistry. Any review of the content of the Syllabus will be conducted with input from all the Directors of the Training Programs and the Certification Committee of the Academy.
- 8.8.2 The Committee shall consist of a Chair, four ordinary members and ~~two~~ **one** ex-officio members, the number of ordinary members retiring each year being such that three-year terms in office shall be served. Members of the Committee may be reappointed for a second consecutive term. The ex-officio members of the Committee shall be the Chair of the Certification Committee of the Academy. The ex-officio members may appoint a designated alternate from their Certification Committees when necessary.
- 8.8.3 The appointment of the Chair shall be made by the Board. The Chair may or may not be the Board Representative at the option of the Board.
- 8.8.4 Appointments to the Committee shall be made by the Board. The Board shall also consider nominations submitted in writing by any three Academy Fellows, accompanied by the written consent and a current curriculum vitae of the nominee.
- 8.8.5 A Secretary, and such other officers as deemed necessary, shall be selected by the incumbents from the members of the Committee, or in the event of their inability to do so, shall be appointed by the Chair of the Committee.
- 8.8.6 The Accreditation Committee shall maintain a Questionnaire that is to be completed by the Director of each training program for which accreditation is being sought. There should also be a set of Guidelines for those assigned to conduct site visits. At the discretion of the Board, an Accreditation Fee may be charged to help defray the costs of such visits.

- 8.8.7 The Accreditation Committee shall maintain up-to-date records of all accredited training programs in Clinical Biochemistry in Canada. The committee shall oversee the inspection and evaluation of training programs.
- 8.8.8 Full Accreditation of a training program shall be for periods of 3 to 6 years, at the discretion of the Committee. Provisional Accreditation shall be for periods of 1 to 3 years and shall be accompanied by a statement of objectives that must be achieved in order to attain Full Accreditation.
- 8.8.9 Accreditation may be withdrawn if and when the Board is convinced that circumstances have changed and the conditions that merited Accreditation no longer exist.
- 8.8.10 The Syllabus must be reviewed at least once every three years and any changes must be approved by the Board.

## 8.9 **NOMINATIONS COMMITTEE**

- 8.9.1 The Nominations Committee shall be charged with the responsibility of enlisting Fellows of the Academy to carry on its government and promote its objectives. The Committee shall be expected to exercise judgment and initiative in carrying out its duties. It shall endeavour to ensure appropriate geographical and professional representation.
- 8.9.2 The Committee shall consist of a Chair and two members, appointed by the Board. The appointments shall be made at the first meeting of each new Board. One member shall normally be replaced each year. This does not preclude a member of the committee being appointed chair and serving two (2) full terms in that capacity.
- 8.9.3 The Nominations Committee shall also be charged with the responsibility of nominating on an annual basis two candidates for the CACB Award for Outstanding Service to the Profession of Clinical Biochemistry. The names of these two candidates will be submitted to the Board of Directors which will select one candidate to be officially nominated for the CACB award.
- 8.9.4 The duties and functions of this Committee are defined under Section 6.
- 8.9.5 The terms of reference for the CACB Award for Outstanding Service to the Profession of Clinical Biochemistry are defined in the Nominations section of this Handbook.
- 8.9.6 The Nominations Committee will be charged with the responsibility of nominating candidates for other awards that the CACB may give from time to time.

## 8.10 **DISCIPLINE COMMITTEE**

- 8.10.1 The Board may act as a Discipline Committee on minor matters, but on major questions may delegate this responsibility to an Ad Hoc Committee, chaired by a member of the Board. This Committee shall have three ordinary members, appointed by the Board, one of whom shall be an appropriate lay person. Its terms of reference will be delineated by the Board, to which it shall report.

## 8.11 **PROFESSIONAL DEVELOPMENT COMMITTEE**

## 9. **MEETINGS OF THE ACADEMY**

### 9.1 **ANNUAL GENERAL MEETING**

- 9.1.1 The Academy shall hold an Annual General meeting at a time and place to be determined by the Board, and due notice of which shall be mailed to each Fellow not less than thirty days in advance of the date of the meeting. Normally this will be in the same location as the Annual General Meeting of the Society.

- 9.1.2 Twenty voting Fellows shall constitute a quorum at an Annual General Meeting.
- 9.1.3 The Annual General Meeting shall consider the reports of the Chair of the Board, and Secretary and the Treasurer, and the reports of any Committees placed on the agenda by the Secretary, and any ordinary business concerning the Academy, and also such extraordinary business of which due notice has been received by the Secretary not less than thirty days prior to the date of the said meeting.
- 9.1.4 Any fellow may submit to the Secretary a topic or resolution to be placed on the Agenda for discussion at the Annual General Meeting, if it is supported by the signatures of ten (10) Fellows.

9.2 **BOARD MEETINGS**

- 9.2.1 The Board shall normally meet at least two times a year. The first meeting will be immediately upon taking office following the Annual General Meeting and the other immediately prior to the next Annual General Meeting. It shall meet at other times at the call of the Chair when the situation may so require.
- 9.2.2 At a meeting of the Board, five members of the Board shall constitute a quorum. The Board's business may, whenever expedient, necessary, and practical, be conducted by mail or telephone, such transactions and communications to be reviewed at the next regular meeting of the Board.
- 9.2.3 The Chair may invite non-voting observers or appointees to be present at any or all of the deliberations of the Board, such observers or appointees having no speaking privileges except upon invitation of the Chair. Where appropriate the Chair shall remind them of the obligation to respect confidentiality.
- 9.2.4 Members of the Board shall receive no remuneration for their services on the Board. They are expected to attend the Annual General Meeting without reimbursement by the Academy. For other Board meetings and Board-approved services, they will be reimbursed according to the Policy on Reimbursement and Expenses.
- 9.2.5 Any fellow may submit to the Secretary a topic or resolution to be placed on the Agenda for discussion at a Board Meeting, if it is supported by the signatures of ten (10) Fellows.

9.3 **COMMITTEE MEETINGS**

- 9.3.1 Committee meetings shall be held at the call and discretion of the Chair or at the request of a majority of the Committee.

10. **FELLOWSHIP CERTIFICATE**

- 10.1 Candidates who have been approved by the Board of Directors for Fellowship in the Academy will be awarded a Fellowship Certificate. Fellowship status will be renewed on an annual basis upon payment in full of Academy fees.