

## **CONSTITUTION**

### **ARTICLE 1: NAME**

The name of the Association shall be: "The Ontario Association of Remote Sensing".  
The acronym "OARS" shall be used where appropriate.

### **ARTICLE 2: OBJECTIVES**

- 2.1 The objectives of OARS are to advance the scientific understanding and the practical appreciation of the science of Remote Sensing. In the furtherance of these objectives, OARS may carry out any or all of the following activities, and such others as may be deemed supportive of the objectives.
- 2.1.1 Encourage and facilitate the open exchange of information among the developers and the users of remote sensing and related technologies in the province of Ontario through any or all of the following:
- organizing and sponsoring scientific, technical and educational meetings and workshops
  - publishing a periodic newsletter and/or journal
  - maintaining a web site
  - providing opportunities for social gatherings appropriate to the less formal exchange of remote sensing information
- 2.1.2 Develop the understanding and use of remote sensing and related technology in Canada and internationally, by interacting with other associations and agencies.
- 2.1.3 Promote the on-going revitalization of both the science of Remote Sensing and the Remote Sensing Community, by encouraging student participation in OARS.

## **ARTICLE 3: MEMBERSHIP**

### 3.1 Membership Categories:

#### 3.1.1 **Regular Members**

Regular Membership shall be open to persons who have a demonstrated interest in remote sensing and related technology. Regular Members shall be entitled to receive all news of OARS activities through newsletters and other publications of the Association, shall be eligible to run for Office of the Association as a Councillor or a member of the Executive, and shall have voting rights at all General Meetings.

#### 3.1.2 **Sustaining Members**

Sustaining Membership shall be open to any corporation, organization or person interested in, or supporting, the objectives of the Association. Sustaining Members shall be given the opportunity to nominate one individual to receive Regular Member status and all rights pertaining thereto.

#### 3.1.3 **Student Members**

Full-time students enrolled in an undergraduate or graduate program of a recognized university, or enrolled in a recognized community college or recognized private college or secondary school, may be admitted to Student Membership. Student Members shall have all rights of Regular Members with the exception of the voting rights at General Meetings.

#### 3.1.4 **Honorary Members**

Honorary Membership shall be restricted to persons who:

- have substantially contributed to the aims of the Association; or
- have developed important new uses of remote sensing; or
- have achieved prominence in the scientific or industrial aspects of remote sensing by outstanding work over a period of years.

Honorary Memberships shall not be restricted to residents of Ontario. Honorary members have the same privileges as Regular Members.

### 3.2 Admission to OARS Membership

3.2.1 New Regular and Student Members will be admitted to the Association by approval of Council from a list of applicants presented to the Council by the Membership Committee.

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Council will either accept all applicants referred to it by the Membership Committee or will give reasons for refusal of applicants in writing to the Membership Committee and to the applicant refused.

- 3.2.2 New Sustaining Members will be admitted to the Association by approval of the OARS Executive Committee from a list of applicants presented to the Executive Committee by the Membership Committee. The Executive Committee will either accept applicants referred to it by the Membership Committee or will give reasons for refusal of applicants in writing to the Membership Committee and to the applicant refused.
- 3.2.3 Honorary Members shall be appointed for life by a simple majority vote of the Executive Committee with all Executive Officers having the opportunity to vote.
- 3.2.4 Council will adopt a set selection criteria for Honorary Membership and review the criteria periodically.
- 3.2.5 The number of Regular Members and Student Members shall not be limited.
- 3.2.6 The number of Sustaining Members shall be limited, such limits to be determined from time to time, by Council. Council will have regard for the benefits of maintaining diversity among the sustaining membership.
- 3.3 Membership Committee
  - 3.3.1 The Membership Committee will be a standing committee of Council and will consist of the Vice President and the Secretary-Treasurer and not less than two (2) and not more than four (4) councillors. The Vice President shall chair the committee.
  - 3.3.2 The Councillors who serve on the Membership Committee will be elected by Council and will normally serve a term of two (2) years.
  - 3.3.3 The membership committee will receive and review applications for membership and present a list of candidates to council for approval from time to time.
  - 3.3.4 The membership committee may initiate activities to promote the Association to prospective members and to carry out membership recruitment activities subject to approval of Council.

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## **ARTICLE 4: OFFICERS AND COUNCILLORS; TERMS OF OFFICE; ELECTIONS**

### **4.1 Governance**

The Association shall be governed by a Council elected from the membership and consisting of an Executive Committee and Councillors.

### **4.2 Executive Committee**

#### **4.2.1 The Executive Committee of the Association shall consist of the following Officers:**

President,  
Vice-President,  
Secretary-Treasurer,  
Communications Officer, and  
Program Coordinator.

These Officers shall be elected by the Members at a properly constituted Annual General Meeting, or by mailed ballot and shall normally serve for two (2) years.

#### **4.2.2 The Immediate Past President automatically becomes a non-voting member of the Executive Committee until replaced by a new Immediate Past President.**

### **4.3 Councillors**

#### **4.3.1 The number of Councillor positions available to be filled will be determined from time to time by the Executive Committee but will be no less than twelve (12) and no more than twenty (20). In setting the number of positions for Councillors the Executive Committee will balance the need for efficient management of the Association against the benefits of having representation from a variety of regions, disciplines and applications.**

### **4.4 Elections**

#### **4.4.1 The Nominating Committee is responsible for conducting the elections of Officers and Councillors. Elections will take place at the Annual General Meetings or by mail-in ballots in a manner to be determined by the Committee, such elections to be fair and democratic.**

#### **4.4.2 Elections shall be by secret ballot except when a position is uncontested and therefore the**

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candidate is acclaimed.

4.4.3 The Nominating Committee will prepare a slate of candidates and circulate it to the membership, a minimum of ten (10) business days before the election. The slate will contain at least one willing and qualified candidate for each of the five (5) Officer's positions and a group of candidates who are each willing and qualified to hold one of the Councillor's positions. In formulating the slate, the Nominating Committee will consider the benefits of representation from a variety of geographic regions, disciplines within remote sensing, and interests of practitioners (researchers, developers, users, students).

4.4.4 The Nominating Committee will encourage additional nominations from the floor or by write-in ballots.

4.4.5 All Regular, Student, and Sustaining Members in good standing, and all Honorary Members are eligible to run for all positions on Council.

#### 4.5 Replacing Councillors

4.5.1 Council may appoint new Councillors to fill the ranks to a maximum of twelve (12) or to replace those who resign from office mid-term, such appointments to be confirmed by the general membership at the next General Meeting.

4.5.2 If any of the appointed members fails to receive the support of membership at the General Meeting then that member shall step down from the Council.

4.5.3 The number of Councillors' positions becoming vacant in any given year shall be limited by staggering their terms of office.

#### 4.6 Duration of Tenure

4.6.1 Normally the Nominating Committee will not bring the same candidate forward for the position of President or Vice President for more than two consecutive terms.

4.6.2 The Nominating Committee will not be restricted in presenting candidates for consecutive terms for the positions of Secretary-Treasurer, Communications Officer and Program

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Coordinator. Duration of tenure for these positions will be limited only by the candidate's willingness to serve and by the membership through the election process.

4.6.3 The Secretary-Treasurer, Communications Officer, Program Coordinator and Councillors may be re-elected and/or appointed respectively to the same positions without limitation.

4.6.4 The terms of office of those elected will commence at the close of the General Meeting at which they were elected.

4.6.5 Any Officer will continue to hold office, after the close of the term, until the successor has been elected.

#### 4.7 Nominating Committee

4.7.1 The Nominating Committee will be a standing committee reporting to the membership.

4.7.2 The Nominating Committee will consist of the Immediate Past President and a minimum of two and a maximum of six other members who will be elected from the general membership for a term of two (2) years. Normally, the Immediate Past President will chair this committee.

4.7.3 The Nominating Committee will conduct this election at an Annual General Meeting after calling for nominations of candidates from the floor.

### **ARTICLE 5: DUES**

#### 5.1 Establishing Dues

5.1.1 Annual membership dues will be determined from time to time by the Council and implemented at its discretion.

5.1.2 Changes in dues must be ratified by a simple majority of those members attending the first General Meeting following the change. Failure to ratify the revised schedule of dues will cause the previous dues schedule to be reinstated automatically. Any excess dues collected in the interim period shall be refunded.

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## 5.2 Waivers of Dues

5.2.1 Student membership dues will be waived for the first full year of membership.

5.2.2 Honorary members will not be required to pay dues.

## **ARTICLE 6: MEETINGS**

### 6.1 Executive Committee Meetings

6.1.1 Meetings of the Executive Committee may be called by the President who will normally chair the meetings.

6.1.2 Notice of meeting will be given in person at least three (3) business days before the meeting.

6.1.3 A quorum for the purpose of conducting business will be any three (3) members attending in person or by electronic means.

6.1.4 For voting purposes a simple majority of members attending will be sufficient to carry on business other than the appointing of Honorary Members.

6.1.5 In the case of a tie vote, the presiding officer's vote shall decide the outcome.

### 6.2 Council Meetings

6.2.1 Meetings of Council may be called by the President, or by the Vice-President, or by the unanimous wishes of all three of the Secretary-Treasurer and the Communications Coordinator and the Program Coordinator. The President will normally chair the meeting.

6.2.2 Notice of meeting of Council shall be given in person at least ten (10) business days before the meeting.

6.2.3 A minimum of three (3) Councillors and three (3) Officers of the Association shall constitute a quorum at a meeting of Council.

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- 6.2.4 All Councillors and Officers attending the meeting in person or by electronic means may vote on matters coming before Council.
- 6.2.5 Council should recognize the desirability of electronic access for some members when selecting venues for meetings but the Association is not obligated to provide electronic access to Council Meetings. Council may assume the cost of electronic access for some members, especially those representing distant regions, but is not obligated to do so.
- 6.2.6 Voting in Council will be carried out by a show of hands or a verbal response at the request of the presiding officer, who will declare the result of the vote for record by the secretary.
- 6.2.7 A simple majority of members attending the meeting shall be sufficient to carry on the normal business of Council.
- 6.2.8 In the case of a tie vote, the presiding officer's vote shall decide the outcome.

### 6.3 General Meetings

- 6.3.1 General Meetings of the membership may be called by the President, Vice-President or Program Coordinator with the support of at least two (2) other Officers of the Association.
- 6.3.2 A General Meeting must be called within thirty (30) calendar days by the President upon receipt of a written agenda and a request for the meeting signed by at least ten (10) Regular Members in good standing.
- 6.3.3 A general Meeting shall be considered properly constituted for the purpose of carrying on the business of the Association if notice of the General Meeting is sent to the membership at least ten (10) calendar days before the date of the meeting, and if at least 15% of the total number of Regular Members in good standing are present at the start of the meeting, or are represented by proxy.
- 6.3.4 At least one General Meeting must be held in each calendar year.
- 6.3.5 One General Meeting in each calendar year must be designated as the Annual General Meeting for the purpose of hearing reports from Council, carrying out elections and such other business that properly comes before the membership.

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## **ARTICLE 7: DUTIES**

### 7.1 Council

- 7.1.1 The property and affairs of the Association will be managed by the Council.
- 7.1.2 The Executive Committee will normally bring the business of the Association before Council but this does not preclude any member of Council from bringing business before a Council Meeting.
- 7.1.3 The Council, at a General Meeting, shall submit an annual report to the membership containing the reports of the Secretary-Treasurer and auditors, and containing a record of the activities of the Association and of its committees.
- 7.1.4 Council may establish funds for scholarship or other similar purposes in support of academic activities and may accept donations to the Association for such purposes.
- 7.1.5 Council will elect Councillors to the Membership Committee.
- 7.1.6 Council may create and populate such other committees as it deems necessary to conduct the business of the Association and to further the Association's objectives. Committees of the Council shall report to the Council.

### 7.2 President

- 7.2.1 The President shall provide professional and administrative leadership for the Association.
- 7.2.1 The President will provide or cause to be provided liaison and outreach with other professional organizations.
- 7.2.3 The President will be responsible for effective management of the organization's affairs as Chair of the Executive Committee and of Council and of all General Meetings.
- 7.2.4 The President will call or cause to be called all Executive Committee meetings, Council meetings and General Meetings of the Association. The President will determine the agendas in consultation with other members of the Executive.

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7.2.5 The President will be a signing officer with respect to the financial affairs of the Association.

7.2.6 The President will adjudicate all voting except where there is an apparent conflict of interest, in which case the duty will fall to the Vice-President.

### 7.3 Vice-President

7.3.1 The Vice-President shall assume the duties of the President in the absence of the President.

7.3.2 The Vice-President will be a signing officer with respect to the financial affairs of the Association.

7.3.3 The Vice-President will chair the Membership Committee.

7.3.4 The Vice-President shall be responsible for addressing any complaints or disciplinary matters that may come to the attention of the Council.

### 7.4 Secretary-Treasurer

7.4.1 The Secretary-Treasurer shall keep proper records of the proceedings and financial transactions of the Association and of Council, and will prepare the annual report at the direction of Council.

7.4.2 The Secretary-Treasurer will be a signing officer with respect to the financial affairs of the Association.

7.4.2 The Secretary-Treasurer shall have custody of all real and intellectual property and monies of the Association.

7.4.3 The Secretary-Treasurer shall be responsible for any petty cash.

7.4.4 The Secretary-Treasurer shall upon request by Council submit the books to a reviewer appointed by the Council; shall open the books to Council Members with reasonable notice; and, shall keep records of all receipts and disbursements of the Association.

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## 7.5 Program Coordinator

- 7.5.1 The Program Coordinator shall organize meetings of the Association general membership, including the Annual General Meeting.
- 7.5.2 The Program Coordinator shall convene and organize scientific, technical and educational presentations and workshops pertaining to remote sensing and related technologies for these meetings.
- 7.5.3 It is recognized that regular program meetings are among the prime benefits for many Association members.

## 7.6 Communications Coordinator

- 7.6.1 The Communications Coordinator shall prepare, publish, and make available to the membership a periodic newsletter describing Association activities and other topical notes concerning remote sensing and related educational technologies.
- 7.6.2 The Communications Coordinator will cause to be maintained, an Association website and will ensure that the information presented on the web page is current and topical. The Communications Coordinator will edit all material prior to its posting on the website.
- 7.6.3 It is recognized that regular newsletters and/or a current and topical website are among the prime benefits for all Association members.

## **ARTICLE 8: CONSTITUTIONAL AMENDMENTS**

- 8.1 Constitutional amendments that are supported by a simple majority of Association Officers may be presented to the membership for acceptance or rejection by a vote.
- 8.2 The Council must present to the membership any constitutional amendments proposed by twenty-five (25) percent of Regular Members in good standing.
- 8.3 The Constitution of the Association may be amended by a two-thirds (2/3) majority vote of the members present at a properly constituted General Meeting; or by a simple majority of the ballots returned by members in good standing, such ballot having been mailed to all members in good standing.

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