

**Association of Chief Boiler
and
Pressure Vessel Inspectors
(ACI)**

CONSTITUTION

(August 19, 2019)

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1.0 Name

- 1.1 This organization shall be known as the Association of Chief Boiler and Pressure Vessel Inspectors (ACI). Whenever the term “Association” is used herein, it shall mean the membership.

2.0 Objectives

- 2.1 The objectives of the Association shall include, but not be limited, to:
- (a) promote uniform administration and enforcement of boiler and pressure vessel laws and rules;
 - (b) promote uniform review, acceptance, registration and approval of design, testing, construction, installation and operation of pressure equipment which includes boilers, pressure vessels, pressure piping systems and fittings;
 - (c) exchange information regarding accidents and incidents involving pressure equipment and methods to prevent recurrence;
 - (d) exchange information regarding new developments, installations and new regulations;
 - (e) establish and maintain a uniform standard as to the qualification, examination and certification of:
 - i. Power engineers and plant operators,
 - ii. Boiler and Pressure Vessel Inspectors,
 - iii. Welders, brazers and joiners, and
 - iv. Non-Destructive Examiners;
 - (f) facilitate the interchange of certified personnel in 2.1 (e) among all provincial and territorial jurisdictions;
 - (g) gather, compile and make available data and statistics on matters useful to members within their jurisdictions; and
 - (h) provide input and respond to requests from industry and stakeholders with similar objectives to the following areas:
 - i. priorities for the development, revision and research of standards;
 - ii. objectives, scope, content and enforceability of codes and standards,

- iii. uniformity and harmonization for the application and enforcement of standards, and
- iv. liaisons with other committees and organizations.

2.2 In pursuing its objectives, the Association may act as adviser to institutions engaged in the teaching of power engineering and other pressure equipment technology-related courses;

3.0 Membership

3.1 Classifications – There shall be four types of membership – member, alternate member, ex-officio member and honorary member.

3.2 Eligibility and Election –

(a) The person who is: -

- i. the regulatory authority who has the direct responsibility for the administration and enforcement of boiler and pressure vessel regulations and/or for the certification of power engineers in any province or territory of Canada,
- ii. the representative of the National Energy Board,
- iii. the jurisdictional representative of the Canadian Nuclear Safety Commission, and
- iv. the Executive Director of the National Board of Boiler and Pressure Vessel Inspectors, or his/her alternate (**ex-officio member** without voting privileges);

shall be eligible for membership as a **member**;

- (b) Any assistant chief inspector, chief engineer, or other individual reporting to a member, who may be required to act as an alternate to the member of 3.2(a) and the Chair of the Board of Trustees of the National Board of Boiler and Pressure Vessel Inspectors, shall be eligible for **alternate membership**;
- (c) Members and Alternates of the Association who satisfied the eligibility requirements of Section 3.2(a), may be eligible for **honorary membership** upon retirement from their position;
- (d) The categories listed in Section 3(a), (b) and (c) may be elected, upon the recommendation of a member to the Chair, and by majority vote at the general meeting; and

- (e) Honorary and ex-officio memberships do not carry voting privileges. Alternate memberships do not carry voting privileges unless they are acting as an alternate to an absent member.

4.0 Officers

- 4.1 The officers of the Association shall consist of a Chair and a Vice-Chair and if deemed necessary by the membership, a Secretary-Treasurer.

5.0 Officers' Duties

- 5.1 Chair

It shall be the duty of the Chair to preside at all meetings of the Association and appoint all subcommittees not otherwise provided for.

- 5.2 Vice-Chair

The Vice-Chair shall perform all the duties of the Chair in case of the Chair's absence, disability or when so requested by the Chair and, in the case of resignation or death of the Chair, shall perform duties of that office until the vacancy is filled by the Association.

- 5.3 Secretary-Treasurer

The Secretary-Treasurer shall keep a record of the proceedings of the Association and shall have charge of all books, documents and papers belonging to the Association, conduct all correspondence pertaining to the Secretary-Treasurer's office, receive all monies belonging to the Association, keep an account of all receipts and expenditures and make no payments without written order from the Chair.

6.0 Election of Officers

- 6.1 All officers shall be elected by a majority vote of the members at a general meeting and shall hold office for a period of two years or until their successors are elected and qualified. Any officer may be elected to succeed himself/herself.

7.0 Meetings

- 7.1 General Meeting

A general meeting shall be held annually during the two days preceding the annual meeting of either the B52 Technical Committee or the B-51 Technical Committee of the Canadian Standards Association.

7.2 Agenda

Members who wish specific items to appear on the agenda of the general meeting shall make their submissions to the Chair not later than 30 days immediately preceding the date of the general meeting.

7.3 Special Meeting

A special meeting of the Association may be called at any time by the Chair or upon the written request of the majority of the members at such time or place as may be deemed expedient.

7.4 Closed Sessions

A closed session within a general or a special meeting may be called by the Chair on an as required or as requested basis. Attendees of closed sessions shall be limited to members and their appointed alternate only. Distribution of minutes of closed sessions shall be restricted to members and alternates only.

7.5 Quorum

At any meeting of the Association, nine members shall constitute a quorum for the transaction of business.

7.6 Voting

- (a) The basic principle of decision for ACI is that, to become the act or choice of the body, a proposition must be adopted by a **majority vote**; that is, direct approval must be registered by more than half of the members present and voting on the particular matter. In particular, on a tie vote, a motion requiring a majority vote for adoption is lost, since a tie is not a majority;
- (b) All members shall be entitled to a vote;
- (c) A proxy vote of an absent member shall be counted when the Chair is advised by the absent member in writing of such proxy before the vote is counted;

- (d) An alternate member shall be entitled to vote without written proxy notice when the member is absent;
- (e) The Chair is not obliged to vote. However, when the Chair chooses to vote, the Chair is entitled to only one vote; and
- (f) The Chair may vote whenever his/her vote will affect the result, that is, he/she can vote either to break or to cause a tie. Thus, if there is a tie without the Chair's vote, the Chair can vote in the affirmative or negative, thereby causing the motion to be adopted or rejected; or, if there is one more in the affirmative than in the negative without the Chair's vote (for example, if there are 72 votes in favor and 71 opposed), the Chair can vote in the negative to create a tie, thus causing the motion to be rejected.

7.7 General Procedures

- (a) Association members will formally review this Constitution on a biennial basis;
- (b) Bylaws may be created to establish the specific rules of guidance by which the Association is to function; and
- (c) The latest edition of Robert's Rules of Order will apply to the conduct and regulates the debate of the Association to the extent that those Rules are not incompatible with these Terms of Reference.

8.0 Amendments

- 8.1 This constitution may be amended by a two-thirds vote of the entire membership. Such action may be taken at any general or special meeting of the Association or by letter ballot providing the amendment to be voted upon has been presented to the members in writing by the Chair at least fourteen days before the deciding vote is taken. For amendments to be taken at a general or a special meeting of the Association, a vote by mail can be recorded provided it is received before or at such meeting. For a letter ballot, a vote can be recorded provided it is received before the date on the call of the Chair and the date shall be between fourteen to twenty-eight days following the presentation of the proposed amendment to the members in writing by the Chair. For a letter ballot, all transmittals shall be conducted through facsimile machines or via email Portable Document Format (PDF) submissions, and all ballots received by the Chair shall be tabled for record in the general or special meeting following the letter ballot.