

By-laws for the Conduct of the College

The first meeting of the College of Fellows was convened in Charlottetown, on August 30, 1979. The meeting was called: to officially establish the College of Fellows (College) as a quasi-independent body of the Canadian Society of Landscape Architects (Society); to define the objectives for and responsibilities of the College of Fellows with respect to both the Society and the profession; and to establish a set of by-laws for the conduct of the College. The By-laws define:

- **The General Role and Structure of the College**
- **Rules for the Advancement of Members to Fellowship**
- **The Executive Committee**
- **The Election of Officers**
- **The Duties of the Officers**
- **The Nature of the Jury of Fellows**
- **The Meetings of the College**
- **By-law Amendments**

ARTICLE I: GENERAL

Section 101

There shall be a College of Fellows comprised of all Fellows of the Society. The College shall operate in accordance with Article 9 of the CSLA By-laws.

Section 102

The primary purpose of the College shall be the election and induction of new Fellows into the College, and the announcement of such awards at the time of the Annual Meeting of the Society. Election to the College of Fellows is one of the highest honours bestowed on members of the Society and its purpose is to recognize achievement, further the high quality of the profession, mentor other professionals and work to benefit the community. The Fellows of the College recognize their responsibilities to the major activities of the Society, including supporting the Landscape Architecture Canada Foundation, the CSLA Accreditation Council, and the collection and preservation of archival material. The College may also make such recommendations to the Board of Directors of the Society as the College may deem appropriate.

Section 103

The College of Fellows shall be administered by the Executive Committee of the College.

Section 104

The Officers of the College shall be a Chair, a Vice-Chair, a Past Chair and a Secretary.

Section 105

The Executive Committee shall be comprised of the Officers of the College, and the Executive Director of the Society. The Executive Director of the CSLA shall be an ex-officio member of the Executive Committee of the College.

Section 106

Funds for the operation of the College shall be as provided by the operating budget of the Society and be administered by the Executive Director and the Finance Committee of the Society.

Section 107

The business address of the College shall be the address of the Society.

ARTICLE II: ADVANCEMENT TO FELLOWSHIP

Section 201

The categories of excellence for advancement to Fellowship shall be described as follows:

- (1) **Executed Works of Landscape Architecture** shall reveal individuality and mastery of the art of Landscape Architecture and may cover small as well as large projects, and private or public development.
- (2) **Administrative Professional Work in Public Agencies or Government Service** should reveal clearly notable work in public service and the influence of this work in relation to the profession of Landscape Architecture.
- (3) **Professional University Instruction** should reveal the nominee's influence and contribution to the advancement of the profession of Landscape Architecture and the evidence of this service by students, the profession, the public and other societies.
- (4) **Professional Writing** should reveal by explicit listing and description of published books, pamphlets, articles, lectures or other original work in the communications media, the nominee's contribution to the advancement of the profession of Landscape Architecture and to the public recognition of the profession.
- (5) **Service to the Community or the Public on behalf of the Profession** should reveal outstanding leadership, over a number of years, in significant community or public service projects, where the nominee noticeably represented the profession of Landscape Architecture.
- (6) **Direct Service to the Society** should reveal contributions to the advancement of the profession of Landscape Architecture which have been rendered in such a manner that they become outstanding and inspiring at the national and local levels.

Section 202

The Executive Committee of the College shall prepare a standard form to be filled out by the nominator who is making a nomination of a CSLA member, in good standing, for advancement to the status of Fellowship. These forms, accompanied by a letter of instructions, shall be disseminated to the members of the Society and component associations not later than six months prior to the Annual Meeting of the Society.

Section 203

Qualified members of each Component organization may be nominated for Fellowship. Any such nomination shall be made on the forms and in the manner prescribed by the College Executive Committee and shall be based on recent detailed information respecting the outstanding activities and achievements of the nominee. The nominee should not be aware that his/her name is being presented to the College for consideration. The same person may be re-nominated in succeeding years. In addition to member nominations, a Component

organization, the Board of Directors of the Society and the College Executive Committee may nominate qualified persons from the membership at large.

Section 204

All nominations must be received by the Secretary on or before a date fixed annually by the College Executive Committee, which shall not be later than six months prior to the Society's Annual Meeting. The Secretary shall screen nominations for conformance with the requirements Nomination Procedures and Guidelines. A person listed in the records of the Society as a Member of a certain year shall be eligible for Fellowship upon completion of twelve years as a full Member, without consideration of the specific day and month of the beginning of the full Membership.

Section 205

The Secretary shall send copies of the screened forms and materials to the Jury Chair who will distribute the materials to members of the Jury of Fellows within ten days of receipt. If members of the Jury require further information about any nominee, the request shall be made to the Chair of the Jury.

Section 206.

The Jury of Fellows shall review and consider all eligible nominations. They shall select a slate of new Fellows-elect from the nominations submitted within two months.

Section 207

Upon completion of the new list of Fellows-Elect, the Chair of the Jury shall present the list in confidence to the Chair of the College, with copy to the Secretary. The Chair of the College shall thereupon immediately notify the successful Fellows-Elect of their selection.

Section 208

The Chair shall give written notice to the Fellows-Elect, indicating that acceptance of the Fellowship requires each Fellow-elect to provide the Executive Director of the Society with personal professional information for the investiture booklet, the archives and College records, and requests the Fellows-Elect to be present personally to receive the Fellow's Certificate, Medal and Lapel Pin at the Investiture of Fellows and to be present at the Annual Meeting of the College.

Section 209

Upon receipt of written confirmation of each Fellow-elect's receipt of the notice, the Secretary shall furnish their names to the Society for publication.

Section 210

The Secretary working with the Executive Director of the Society shall notify the Presidents of those Component organizations, the Society, or the College Executive Committee that have submitted nominations for Fellowship.

ARTICLE III: EXECUTIVE CO MMITTEE

Section 301

The College Executive Committee shall consider and report upon all business to be acted upon by the College; shall conduct the operation of the election of Fellows in accordance with Article II of the Rules of the College; shall put into effect the votes of the College; and shall perform such other functions as are customary of an executive committee.

Section 302

The College Executive Committee shall meet quarterly.

ARTICLE IV: ELECTION OF OFFICERS

Section 401

The Officers shall be elected for terms of two years, commencing at the conclusion of the Annual Meeting of the College or the investiture ceremony, whichever comes last. Upon completion of the two-year term, the Vice-Chair shall automatically assume the position of Chair at the beginning of the Annual Meeting of the Society in each even-numbered year and the Chair shall automatically assume the position of Past Chair for up to two years. The Secretary, who may serve successive terms, shall assume office at the beginning of the Annual Meeting of the Society in an odd-numbered year.

Section 402

The Chair shall appoint a Nominating Committee of three Fellows, whose Chair shall submit to the College Executive Committee prior to the Annual Meeting of the College two names for each office to become vacant in the subsequent year. The Chair shall submit the report of the Nominating Committee at the Annual Meeting of the College. An official ballot listing the nominees for office, including spaces for write-in nominations, shall be sent to each Fellow about six weeks after the Annual Meeting. These ballots are to be returned to the Executive Director of the Society by a specific date about four weeks later.

Section 403

The Secretary working with the Executive Director of the Society shall tabulate the ballots. The Secretary shall fix the date, time and place for the tally; shall notify all nominees of the results of the election; and announce the results in the next mailing to the Fellows.

Section 404

A vacancy occurring in the College office between elections shall be filled by a majority vote of the College Executive Committee for the unexpired balance of the terms, except that if the vacancy occurs in the office of Chair, the Vice-Chair shall assume this office, and a new Vice-Chair shall then be elected for the unexpired balance of the Vice-Chair's term.

ARTICLE V: DUTIES OF THE EXECUTIVE COMMITTEE

Section 501

The Chair shall preside at all meetings of the College; shall assist the President of the Society with the Investiture of Fellows; shall be responsible, after consultation with and the concurrence of appropriate persons in charge of the Annual Meeting of the Society, for the arrangements for the Investiture Ceremony; shall submit updates to the Board and a written report on the activities of the College for the current year to the CSLA President and the Board of Directors and shall perform such other duties as are customary to that office.

Section 502

The Vice-Chair, in the absence of the Chair, shall call and preside at all meetings of the College, and perform the duties of the Chair in the Investiture of Fellows, and such other duties as are customary to that office or as may be assigned by the College Executive Committee. If the Vice-Chair is not available, the Past Chair may then be called upon to perform those duties.

Section 503

Working with the Secretary, the Executive Director of the Society shall keep an archive of all proceedings of the College; shall keep a register of all Fellows including their addresses, telephone numbers and dates of

investiture; shall issue all notices including the presentation of questions for ballots; shall act in relation to the advancement to Fellowship as heretofore described; shall be responsible for the disbursement of funds of the College; and shall perform such other duties as are customary to that office or as may be assigned by the College Executive Committee.

ARTICLE VI: JURY OF FELLOWS

Section 601

There shall be a Jury of Fellows, six in number, serving three-year, overlapping terms. The jurors shall be appointed by the Chair of the College from nominations by the College Executive Committee. One of the six jurors shall be appointed Chair of the Jury by the Chair of the College.

Section 602

In appointing the Jury of Fellows, the Chair shall assure that the six regions of the country are represented. The six regions are British Columbia, the Prairie Provinces, Ontario, Quebec, the Atlantic Provinces and the North.

ARTICLE VII: MEETINGS

Section 701

A regular meeting of the College shall be conducted during a CSLA Congress or in the 6-8 weeks ahead of the CSLA Congress, after consultation with and the concurrence of the appropriate person(s) of the Congress Planning Committee.

Section 702

Regular business of the College shall be transacted, and the meeting shall be attended by all Fellows present and by the Fellows-elect as set forth in Section 208 of these By-laws

ARTICLE VIII: AMENDMENTS

Section 801

Any proposed amendments of these By-laws of the College, after approval by the College Executive Committee and receiving an affirmative vote by a majority of Fellows present at the Annual Meeting of the College, shall be subject to the approval of the Board of Directors of the Society.

This amended version of the By-Laws of the College of Fellows (formerly the Rules of Conduct) was approved on May 17th, 2023 and supersedes earlier versions of the document.