

NOTICE OF MEETING TO CMVA MEMBERS

September 14, 2023,

Current Canadian Machinery Vibration Association members are convened at the annual general meeting

Thursday October 12, 2023, at 1 PM EST

On this occasion, many topics of interest will be discussed and elections will be held.

Prior to this meeting, you are requested to read the following documents:

- Agenda of the Annual General Meeting of October 12, 2023
- List of the positions to be filled on the national board
- Minutes of the October 27, 2022 General Meeting (please login to your member profile on www.cmva.com and go to Members Section/Minutes of AGM and Chapter Meeting).

IMPORTANT: to vote or intervene at the meeting, you must be a CMVA member in good standing. Non members are welcome, but without the right to vote.

Hoping to meet you there!

Matthew Holmes,
President

CONVOCATION AUX MEMBRES DE L'ACVM

14 septembre 2023,

Les membres en règle de l'Association Canadienne en Vibrations de Machines sont convoqués à l'assemblée générale annuelle

Jeudi le 12 octobre 2023 à 13 h HNE

À cette occasion, de nombreux sujets d'intérêt seront traités et des élections auront lieu.

Préalablement à cette assemblée, vous êtes prié(e) de prendre connaissance des documents suivants :

- Ordre du jour de l'assemblée générale annuelle du 12 octobre 2023
- Liste de postes à combler au sein du conseil d'administration national
- Procès-verbal de l'assemblée générale du 27 octobre 2022 (connectez-vous sur www.cmva.com avec votre profil de membre et rendez vous sur Section des membres/Procès-verbaux des réunions de chapitre et assemblée générale annuelle).

IMPORTANT: pour voter ou intervenir pendant cette assemblée, vous devez être membre en règle de l'ACVM. Les non-membres sont Bienvenu.e.s, mais n'ont pas de droit de vote.

Au très grand plaisir de vous y retrouver!

Matthew Holmes,
Président

IMPORTANT

IMPORTANT: TO VOTE OR INTERVENE AT THE MEETING, YOU MUST BE A CMVA MEMBER IN GOOD STANDING. NON MEMBERS ARE WELCOME, BUT WITHOUT THE RIGHT TO VOTE.

POUR INTERVENIR ET VOTER À L'ASSEMBLÉE, VOUS DEVEZ ÊTRE MEMBRE EN RÉGLE DE L'ACVM. LES NON-MEMBRES SONT BIENVENUS, SANS DROIT DE VOTE TOUTEFOIS.

MEETING AGENDA

ORDRE DU JOUR

1. Opening of the meeting
2. Acknowledgment of the regularity of the notice of meeting
3. Reading and adoption of the October 12, 2023 agenda
4. Election of a meeting chairperson
5. Election of a meeting secretary
6. Reading and adoption of the October 27, 2022 meeting minutes
7. President's report of the year 2022
8. Presentation of 2022 financial statements
9. Ratification of the acts of the Board of Directors for the year 2022
10. Appointment of the auditor for 2023
11. Motion on changes to bylaws.
12. Elections
 - 12.1. Designation of the returning officer and deputy returning officer
 - 12.2. Announcement of positions to be filled
 - 12.3. Nomination
 - 12.4. Voting for directors of all member categories
13. Filing of the 2023-2024 action plan
14. Volunteer call to participate to committees
15. Varia (topics discussion only – no vote possible)
16. Adjournment

1. Ouverture de l'assemblée
2. Constatation de la régularité de l'avis de convocation
3. Lecture et adoption de l'ordre du jour du 12 octobre 2023
4. Élection d'un président d'assemblée
5. Élection d'un secrétaire d'assemblée
6. Lecture et adoption du procès-verbal de l'assemblée du 27 octobre 2022
7. Rapport du président pour l'année 2022
8. Présentation des états financiers 2022
9. Ratification des actes du conseil d'administration pour 2022
10. Nomination du vérificateur pour 2023
11. Proposition de modification aux règlements généraux
12. Élections
 - 12.1. Désignation du président d'élection et du scrutateur
 - 12.2. Annonce des postes à pourvoir
 - 12.3. Mise en candidature
 - 12.4. Scrutin pour les administrateurs de toutes les catégories de membres
13. Dépôt du plan d'action 2023-2024
14. Appel à des bénévoles pour participer à des comités
15. Varia (points de discussion seulement - sans vote possible)
16. Levée de l'assemblée

ACTUAL BYLAWS

Section 106 (a) Directors and officers shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from **his** position as such; provided that a director, officer or other member may be paid reasonable expenses incurred by **him** in the performance of **his** duties.

Section 112 (a) Number and Gender

In these by-laws, and in all other by-laws of the association hereafter passed, unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

(b) Association = Corporation

In these by-laws, the word “association” is deemed to refer to the corporation.

Section 2.01 Fields of Interest

The fields of interest of the association shall include machinery dynamics and all aspects of condition monitoring and predictive maintenance of machinery, especially vibration monitoring and analysis.

Section 4.04 Chapter Funding and Fees

A portion of the members’ annual dues shall be rebatable annually to **his** chapter.

Section 5.02 Nominations

(b) All Nominations Accepted

Any person may be nominated or may volunteer for any position in the association, with the exception of the position of executive director.

Each nominee must indicate **his** acceptance of the nomination.

The nominating committee shall place all such nominees on the nominations slate.

MOTION ON CHANGES TO BYLAWS

Section 106 (a) Directors and officers shall serve as such without remuneration, and no director shall directly or indirectly receive any profit from **their** position as such; provided that a director, officer or other member may be paid reasonable expenses incurred by **them** in the performance of **their** duties.

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In these by-laws, the word “association” is deemed to refer to the corporation.

Section 2.01 Fields of Interest

The fields of interest of the association shall include machinery dynamics and all aspects of condition monitoring and predictive maintenance of machinery. **The technologies related to these fields of interest shall include, alignment, ultrasound, balancing, infrared, and ,** especially vibration monitoring and analysis.

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Each nominee must indicate **their** acceptance of the nomination.

Section 5.04 Removal from Office

The office of director, officer or committee member (either national or chapter) shall be automatically vacated:

- (i) if **he** has resigned **his** office by delivering a written resignation to the executive director of the association (or to the chapter president as appropriate);
- (ii) if **his** annual dues are more than six months in arrears;
- (iii) if **he** is found by a court to be of unsound mind;
- (iv) if **he** becomes bankrupt or suspends payment or compounds with **his** creditors;
- (v) if at a general meeting of members, a resolution is passed by three-quarters of the members present at the meeting that **he** be removed from office; or
- (vi) on death.

Section 5.05 Filling Vacancies

(b) Such appointee shall serve until the next AGM, at which time **his** appointment is void and **he** may stand for election according to the normal procedure.

Section 7.02 Notice

(a) Method

For purpose of sending notice to any member for any meeting or otherwise, the address of the member shall be **his** last mailing address (or email address or fax number or phone number) recorded on the books of the association.

Section 10.01 General Provisions

(d) Term of Office

- i) Association and chapter officers shall hold office for one year.

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The office of director, officer or committee member (either national or chapter) shall be automatically vacated:

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Section 10.01 General Provisions

(d) Term of Office

- i) Association and chapter officers shall hold office for **two years**.
- ii) **Approximately half the officers shall be elected at each AGM.**

Section 10.03 Vice-President

(a) The vice-president shall assist the president in the performance of **his** duties.

In the absence or disability of the president, the vice-president shall assume all duties of the president.

(ii) ensure meeting notices and scheduled **vibration analysis** certification exam dates are shared between chapters, and

Section 11.01 Appointment and Remuneration

(b) The terms and conditions of the executive director's appointment, such as remuneration and an annual review, shall be established by the board of directors. **He** shall be reimbursed for any expenditures **he** incurs on behalf of the association, and in addition, shall be paid for all travel expenses, office expenses and similar items incurred by **him** in promoting the objects of the association.

Section 11.02 Duties and Responsibilities

(c) **He** shall have the general and active management of the affairs of the corporation.

(d) **He** shall be a director and an officer, may be any other officer except president, and would also normally be the treasurer.

(f) **He** shall be custodian of the seal of the corporation, which **he** shall deliver only when authorized by a resolution of the board of directors to do so and to such person or persons as may be named in the resolution.

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SUBMIT YOUR APPLICATION

You are invited to apply for one of the positions below. You can do so **before the October 12, 2023 meeting**, by expressing your intent by email to Executive Director Mr. Ken Keith (director@cmva.com).

You can also apply for one of the positions **at the meeting on October 12, 2023**.

A position on the Board of Directors may be filled by any CMVA member interested in becoming involved. All members are invited to apply. Several meetings are held via a Web Meeting application, allowing everyone to be present no matter where they are based.

IMPORTANT: Your status as member in good standing is required to exercise your right to vote or to apply for a position on the Board of Directors.

POSER VOTRE CANDIDATURE

Invitation vous est faite à poser votre candidature pour un des postes ci-dessous. Vous pouvez le faire **avant l'assemblée du 12 octobre 2023**, par courriel, en exprimant votre intention au directeur exécutif M. Ken Keith (director@cmva.com).

Vous pourrez également poser votre candidature **lors de l'assemblée le 12 octobre 2023**.

Un poste au sein du conseil d'administration peut être comblé par tout membre de l'ACVM intéressé à s'impliquer. Tous les membres sont invités à poser leur candidature. Plusieurs réunions sont tenues via une application de Web Meeting, permettant à tous d'être présents, peu importe où ils sont basés.

IMPORTANT : Votre statut de membre en règle est obligatoire pour vous prévaloir de votre droit de vote ou pour présenter votre candidature à un poste au conseil d'administration.

LIST OF POSITIONS TO BE FILLED FOR A 2-YEAR TERM LISTE DES POSTES À POURVOIR POUR UN TERME DE 2 ANS

POSITION POSTE	MEMBER MEMBRE	CHAPTER CHAPITRE	YEAR ELECTED ANNÉE ÉLU	MANDATE END FIN DE MANDAT
Director Directeur	Jeff Down	PR	2022	2024
Director Directeur	Joe Koncovy	ATL	2022	2024
Director Directeur	Jonathan Dion	QC	2022	2024
Director Directeur	Derek Prinsloo	ON	2022	2024
Director Directeur	Gurwinder Bhambra	PR	2022	2024
Director Directeur	Greg Zurbruggen	QC	2022	2024
President Président	Matthew Holmes	ATL	2023	2025
Vice President Vice-président	Jesse Lapaire	ATL	2023	2025
Director Directeur	Grant Akitt	ON	2023	2025
Director Directeur	Lloyd Appelt	PR	2023	2025
Director Directeur	Bernard François Boueri	ON	2023	2025
Director Directeur	John French	BC	2023	2025
Director Directeur	Gilles Lanthier	QC	2023	2025
Secretary Treasurer Secrétaire trésorier	Ken Keith	ATL	assigned <i>de facto</i> to Executive Director attribué <i>de facto</i> au directeur exécutif	