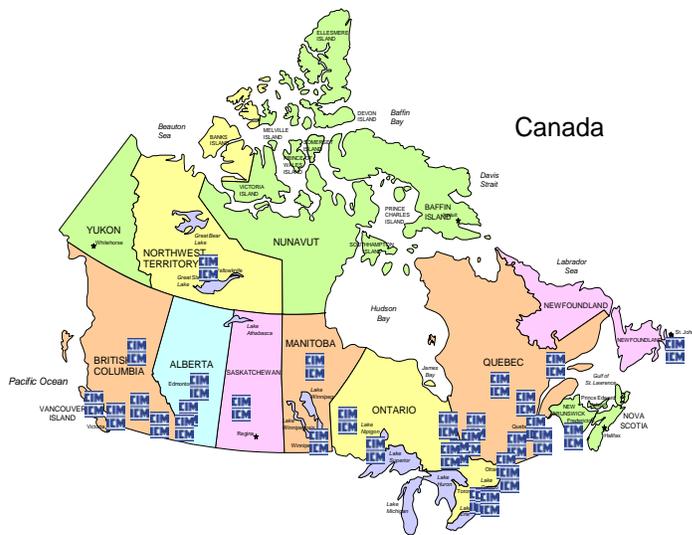




The Canadian Institute  
of Mining, Metallurgy  
and Petroleum

# Branch Manual



# Table of contents

---

Foreword	3
Operating a Branch	4
Forming or re-activating a Branch	13
Closing or inactivating a Branch	15
CIM membership advantages	16
Appendix listing of resources and tools	17

# Foreword

---

It is a pleasure to provide you with this Branch Administration Manual. This Manual is a practical “how-to” guide meant to furnish Branch Executive Members with all the information required to run your Branch and keep in touch with the National Office.

At this time in the history of the minerals industries, it is important that CIM continue to carry out its role as the leading society for professionals in the mining, metallurgical and petroleum sectors. The challenges of the next decade – sustainable development, continuing education, technological interchange – are all key components of CIM’s mission.

Finally, the role of volunteers in establishing and building CIM since its beginning in 1898 is its greatest strength. As Executive Director, I see my mandate to be working as closely as possible with all components of the CIM community. This Manual is part of that commitment to serve our Members.

If there’s anything else I can do to assist you in your job as Branch Chairman, please do not hesitate to contact me.

Yours sincerely,

Jean Vavrek  
Executive Director

# Operating a CIM Branch

---

## Introduction

Much autonomy is granted to the individual Branches with regard to their operation. While rules are kept to a minimum, the following section is designed solely to ensure some uniformity of procedures and processes without restricting the local operations of any Branch.

This section outlines:

- ✓ Canadian Institute of Mining, Metallurgy and Petroleum
  - Purpose
  - Mission statement
  - Vision
  - Values
  - Organizational structure
- ✓ CIM Branches
  - Active locations
  - Branch recognition and awards
  - Officer nomination and election process
  - Chairperson's duties after election
  - Requirements

# Canadian Institute of Mining, Metallurgy and Petroleum

## Purpose

The Canadian Institute of Mining, Metallurgy and Petroleum was incorporated by an Act of the Parliament of Canada in 1898 as the Canadian Mining Institute. By further Acts of Parliament, it became the Canadian Institute of Mining and Metallurgy in 1920, and the Canadian Institute of Mining, Metallurgy and Petroleum in 1990.

CIM has maintained three main objectives over time, and continues to focus on these:

- Facilitation of exchange of knowledge and technology
- Fraternity
- Recognition of excellence

## Mission statement

CIM provides leadership in the mining, metallurgy, materials and petroleum industries by promoting technical excellence and professional practice through programs of Member education, professional development, knowledge sharing, business networking and fellowship, and public information.

## Vision

The highest standards of ethics and professional practice will be applied in the mining, metallurgy, materials and petroleum industries in pursuit of sustainable success.

## Values

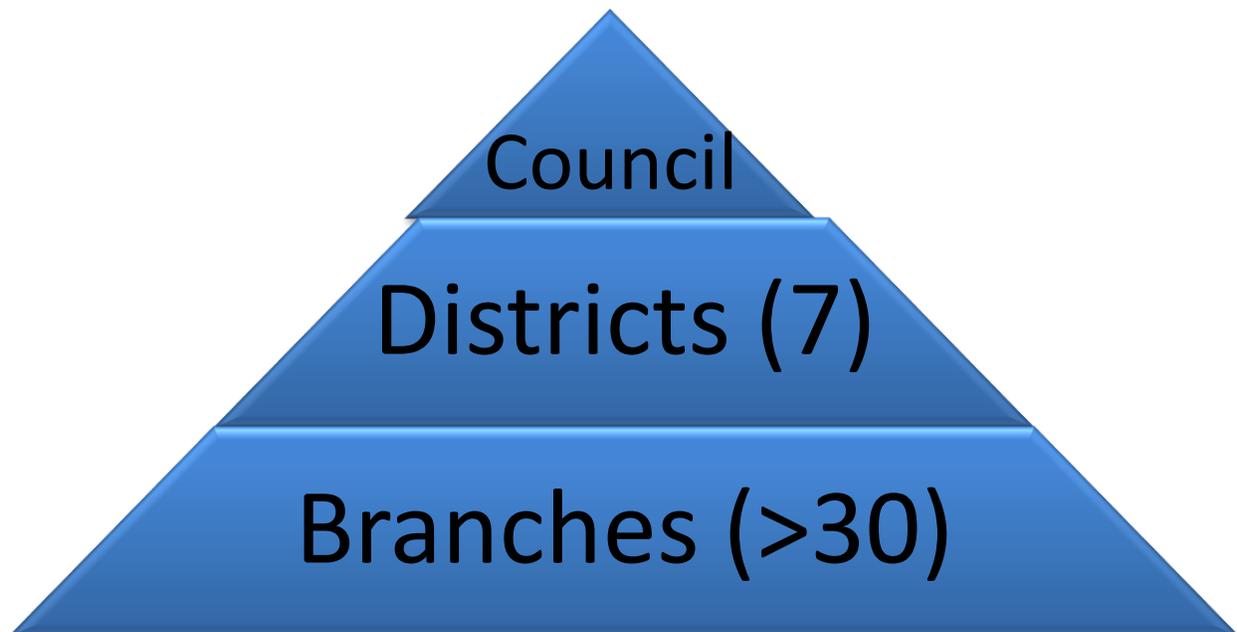
- Respect for the dignity and worth of all individuals within all manifestations of their cultural and linguistic diversity.
- The right to privacy and confidentiality.
- Commitment to the highest standards of ethics, professional development and professional practice in the mining, metallurgy and petroleum industries.
- Ensuring our industry contributes positively to society.
- Development of sustainable industries in a sustainable environment.
- Sharing of knowledge with respect to best industry or professional practices, subject to respecting commercial or professional proprietary information and trade secrets.
- Trust, integrity, collegiality and fellowship in the conduct of business, professional and personal relationships.
- Acknowledgment of outstanding achievements.

## Overview of CIM Organizational Structure

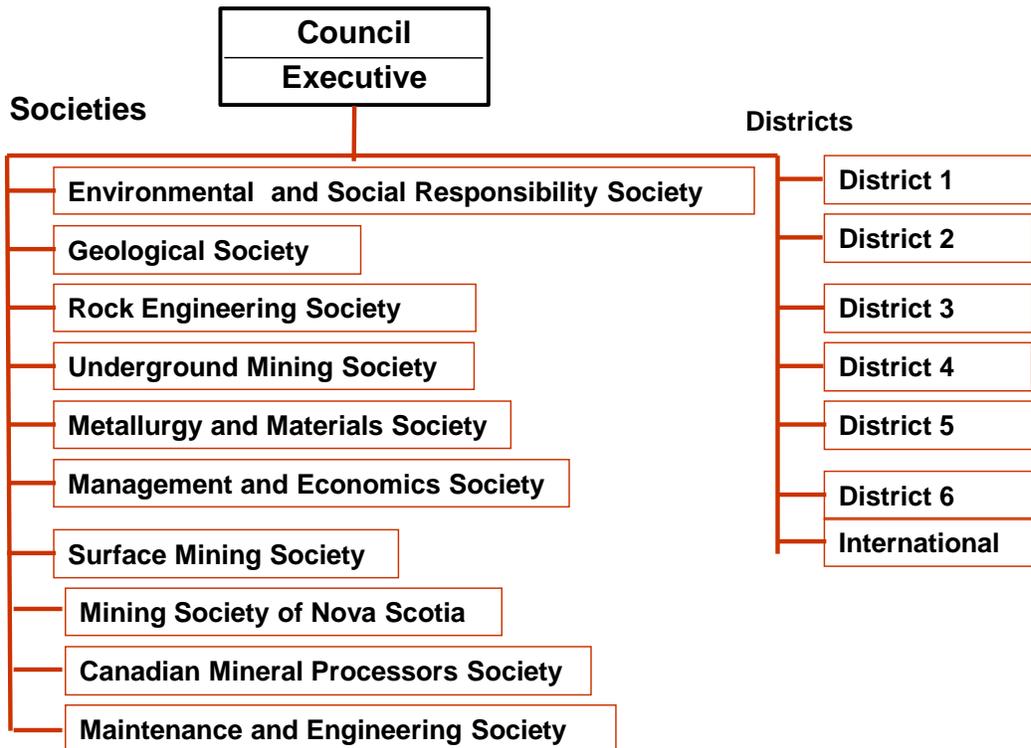
The work of CIM is primarily carried on through such branches, districts and societies as it may charter from time to time. The Executive Director and staff located at the National office support the business or organizational units in their work.

Branches meet the needs of Members in any particular district, location or profession. These business or organizational units shall be governed by regulations and guidelines, as determined by Council.

The purpose of the branch structure within districts is undertaking the CIM mission at the local level where Branches are able to address issues that may be specific to their location. The CIM Council will consider those issues that cross business or organizational units.



**Council meetings are held at least every quarter: May (Annual General Meeting), August, November and March.**



**For a listing of districts, societies and branches with contact information and activities, visit [www.cim.org](http://www.cim.org)**

## CIM Branches

### CIM –The community for leading industry expertise

Branches provide leadership to address the local needs of the Membership working within CIM’s strategic vision. Each Branch serves as an ambassador for the organization’s principles and Membership growth objectives. Branches help raise the profile and impact of CIM’s inspired value proposition: CIM – *The community for leading industry expertise.*

### What does success look like?

The success of CIM local Branches is largely dependent on the energy, interest and wisdom of its loyal volunteers within the Executive Committee and its dedicated Members. As an operating Branch, the governing body shall know its Members and contacts as well as their needs.

The Executive can evaluate what works within their community to serve the existing Membership and can develop growth strategies, together with the National office staff, in a variety of ways, such as scheduling of a Distinguished Lecturer, organizing a student event, organizing a Student Chapter or being part of the National Conference committee.

To help build relations between the National body and Branches, regularly scheduled teleconferences between Branch Chairs and District Vice-Presidents can be held at least quarterly to discuss issues, successes and special activities, including outreach. District Vice-Presidents can help ensure Branches are kept up-to-date on policies, practices and procedures.

With assistance from the District Vice-Presidents and National office staff, the Executive Committee is expected to fulfill its responsibility to govern the affairs of the Branch within the framework of the National body’s mission, strategic direction policies, and generally accepted business practices and standards. Some of the major responsibilities of the Executive include:

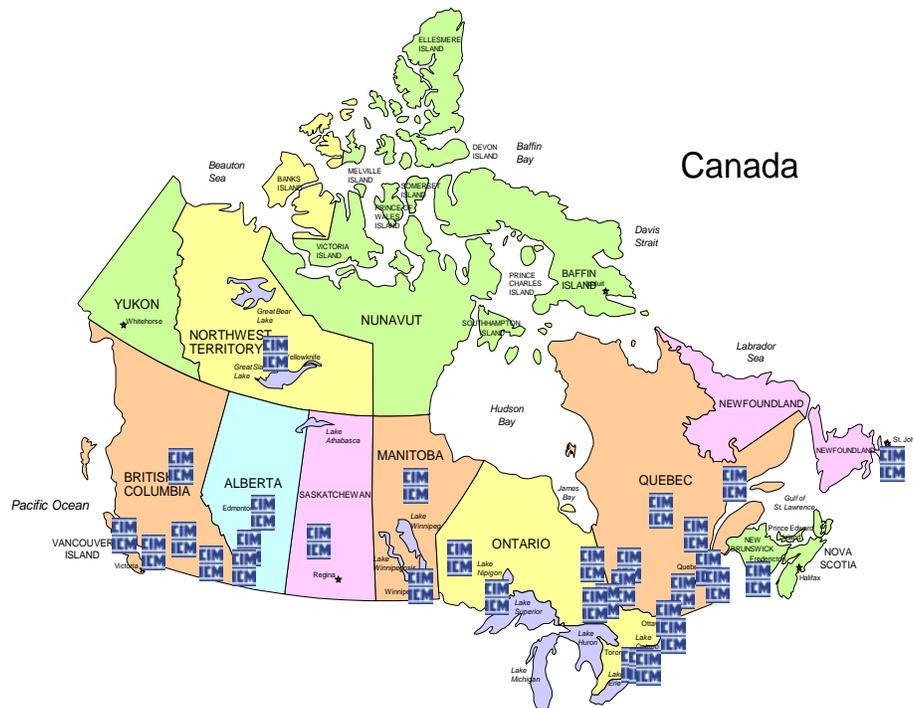
- Fulfilling its fiduciary obligations to serve the interests of its Members.
- Ensuring that it has adequate information to monitor organizational performance.
- Ensuring the proper and prudent management of the organization.
- Ensuring proper accounting to its Members and the CIM Governing Council for the conduct of its affairs.
- Nominating, electing, appointing or recommending representatives to the CIM Governing Council.
- Making recommendations to the CIM Governing Council or Membership with respect to strategies, policies and procedures and such other matters as it may consider appropriate.

Branch Executive Committees are encouraged to build relations with other Branches and CIM Societies to leverage good practices and identify benchmarking performance practices. There may come a time when a group of volunteers will come to an operating Branch for help. Insider tips on Branch activities, sponsorship and promoting pre-Branch and launching of Branch events bring value to CIM Members.

## Active locations

There are over 30 active Branches located across Canada and one Branch in Santiago, Chile.

For a comprehensive list of active Branches, please visit the CIM website [www.cim.org](http://www.cim.org) and go to the Branches link.



## Branch recognition

The celebration and recognition of excellence within the mining and minerals industries is a tradition of which CIM is extremely proud. Each year, various awards are remitted to individuals for their outstanding achievements and contributions to their respective fields and to the mining and minerals industries in general. These individuals represent role models for the future generations to follow in their footsteps.

In the Appendix section and on the CIM website, you can find out more about the awards handed out by CIM every year. Branch excellence is recognized through the Mel W. Bartley award at the annual CIM Conference & Exhibition.

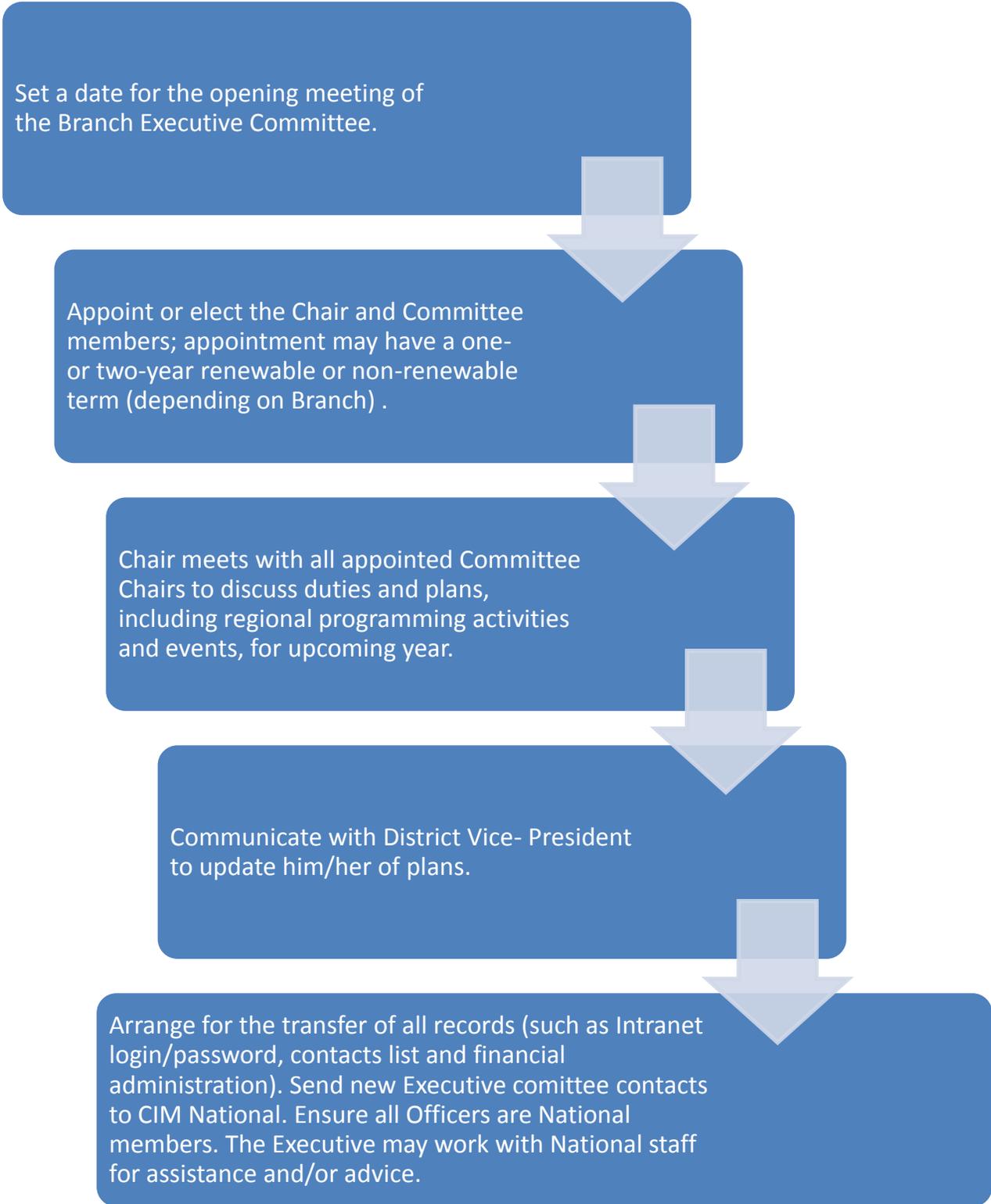
The Mel W. Bartley and other award details, including nomination forms, are found on [www.cim.org/awards](http://www.cim.org/awards)

## Officer nomination and election process



**For more information, you can refer to the Appendix for a sample reference of the full procedures.**

## Chairperson's duties after election





## Branch authority

**No Branch should negotiate with any government or other body in such a manner as to commit the Institute or to imply Institute support of such action, without first obtaining official approval from Council of the action proposed. In all cases of matters affecting Canada, the industry or the Institute as a whole, the Branch should submit its conclusions to Council in the form of a resolution requesting appropriate action by Council.**

## Roles & Responsibilities

### Executive Committee

- The Chair is obliged to attend the National Annual General Meeting and participate in related events.
- The Chair is responsible for submitting an annual report on Branch activities to the District Vice-President and to the National Executive Director or appointed staff member.
- See Executive Committee composition details in Appendix.

### Membership

- All incoming Officers must be CIM National members in good standing.
- Members-at-large are encouraged to be National CIM members.
- Branch members are Basic CIM National members but do not have the same privileges as full National members; see Membership By-Law (section 7) in CIM by-law.

### Administration

- Chair has two-way communication with District Vice-President at least quarterly.
- Branch members should be fully informed of Executive decisions.
- Composition of Executive and other roles and responsibilities are found in Appendix.
- Financial administrative policies and procedures are found in Appendix.

# How-to form or re-activate a CIM Branch

## Identify need

- CIM Branches provide a local network providing leadership to promote the local needs of the membership which is in line with CIM's mission, vision and values.
- Ask questions to identify the need of a CIM Branch within the community and identify how Branch can be successful.
- A well-planned, well-documented systematic approach to market membership can help in petition process.

## Petition

- To form a Branch, not less than five National members in good standing may petition CIM. Council authorization is required for new Branches.
- First point of contact is Executive Director to provide petitioners resources for potential startup, such as a list of members by area code.

## Working together

- To generate interest and awareness, special CIM event(s) can be coordinated to identify actual interest and to call on potential volunteers.
- Work with CIM staff and volunteers every step of the way to provide support.

**Council meetings are held at least every quarter: May (Annual General Meeting), August, November and March**

Council approves Branch petition  
(applicable for new Branches only)

Work with Director of Finance and  
Administration to set up financial  
administration and Branch website

Work with the District Vice-President to  
set a date for the opening Branch  
meeting or Annual General Meeting to  
appoint Executive Committee (Officers  
and Members-at-Large)

A networking event can follow Branch  
Executive Committee meeting to recruit  
Branch members and volunteers; ask  
the National office for a list of National  
member contacts by postal code

Executive Committee to develop a  
regional programming calendar

**Proceed to Operating a Branch**

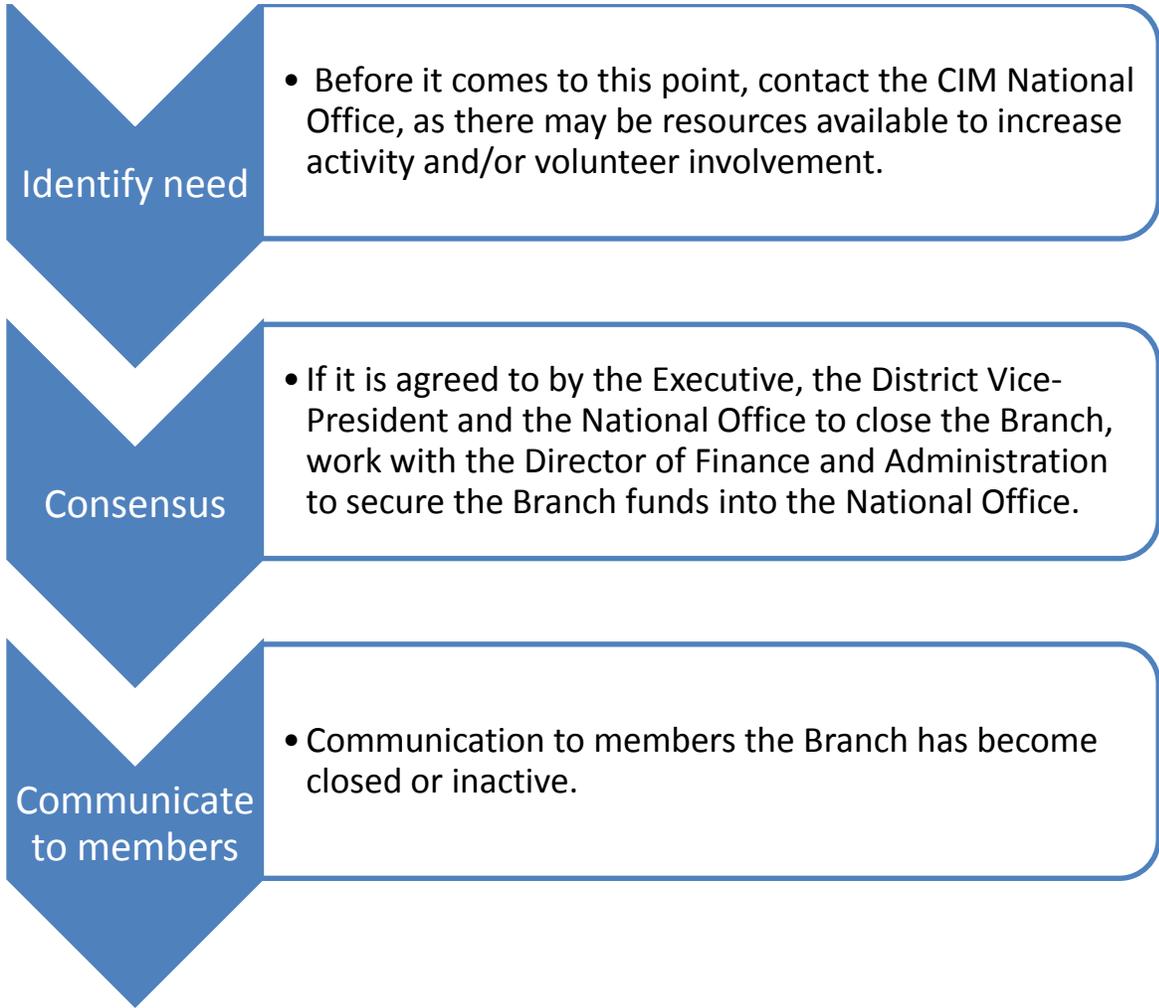
# How-to close or inactivate a CIM Branch

---

## Introduction

The Council of the Institute is sorry a Branch is closing or becoming inactive. There are a variety of reasons why this may happen. It takes an adequate number of Members to make a Branch operate efficiently.

## How-to close or inactivate a Branch



## CIM membership advantages and dues

---

Membership – National and Branch comparison	National (individual)	Branch (individual)
	\$170	Various
<b>Advantages</b>		
<b>Print resources</b>		
- <i>CIM Magazine</i> (8 issues)	Y	N
- Membership Directory	Y	Y
- <i>CIM Journal</i> (quarterly)	Y	N
<b>Web &amp; e-resources</b>		
- E-News	Y	Y
- Technical Paper Library - price per paper download	Discount	N
- Membership Directory	Y	Y
- <i>CIM Magazine</i>	Y	Y
<b>CIM Publications and Events</b>		
- Books	Discount	N
- Annual CIM Conference & Exhibition	Discount	N
- Branch Activities	N	Discount
<b>Affiliations</b>		
- Society Affiliation	Y	N
- Council Member	Y	N
- Society Officer	Y	N
- Branch Officer	Y	N
- Committees	Y	N
- Eligible for most CIM Awards (a few exceptions)	Y	N
- Voting Rights	Y	N
<b>Affinity Programs</b>		
- Insurance: TD Insurance Meloche Monnex (Canada)	Y	N
- Health & Fitness: Energie Cardio (Quebec)	Y	N

# Resources and tools

---

Sample Branch Terms of Reference

Branch Financial Administration

Samples of Branch reports, including financial

Samples of Branch communication pieces

Highlighted information resources through *CIM Magazine*

**ONE MEMBERSHIP**

*United We Stand*, *CIM Magazine* article, August 2009 issue

**STRATEGIC VISION**

*Re-imagining*, *CIM Magazine* article, December 2009/January 2010 issue

**PROFESSIONAL DEVELOPMENT**

*Reaching Higher*, *CIM Magazine* article, March/April 2010 issue

Institute Governance Policy (2008)

Institute Code of Business Conduct (2008)

Institute By-law (2010)

Institute Annual Report

Staff contact information

Volunteer contact information

Database tools for Branch Executive Committee

Member Tools (members only)

Awards process and Nomination tools