

Atlantic Region of the Professional Institute of the Public Service of Canada

BYLAWS

PREAMBLE

Institute By-Laws provide that each Region shall have a written Constitution consistent with the By-Laws and Policies of the Institute.

DEFINITIONS

"**Institute**" means The Professional Institute of the Public Service of Canada.

"**Members**" means those Regular and Retired members covered by the geographic area of the Region as described by the Institute.

"**Council**" means the Atlantic Regional Council.

1 NAME

The name of the Region shall be the Atlantic Region of the Professional Institute of the Public Service of Canada, hereinafter referred to as the "Region".

2 OBJECTIVES

The objectives of the Atlantic Region are:

2.1 To support and further the basic objectives of the Professional Institute as contained in the Institute By-Laws.

2.2 To ensure that the views of the membership in the Region are represented at General Meetings, meetings of the Board of Directors, and at meetings of other decision-making bodies of the Institute.

3 REGIONAL ORGANIZATION

3.1 Membership

All members of the Institute resident in the Atlantic Region shall be members of the Atlantic Region.

3.2 The Atlantic Region shall consist of the following levels of organization:

- Regional Council
- Regional Executive

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- Branches
- Provincial Groups

3.3 Regional Council: The Regional Council shall be the main policy-making body of the Region. It shall direct programs and activities within the Region, review the disbursement of Regional funds, consider any matter brought before it by Branches, and submit proposals and recommendations to Institute National bodies. Notwithstanding the foregoing, the management of the Regional staff is the sole responsibility of the Institute.

3.4 Regional Executive: The Regional Executive shall be responsible for implementing policies approved by the Regional Council and shall administer the Region between meetings of the Regional Council.

3.5 Branches: Branches shall be established in accordance with Institute By-Laws and Regulations. The normal functions of a Branch include providing a forum for discussion of Institute affairs, making recommendations to Regional Council, administering Branch funds, and submitting names of candidates to be delegates at Regional Council or Institute General Meetings.

3.6 Provincial Groups: Provincial Groups shall be composed of all members of an Institute bargaining unit which may be comprised of specific occupational Groups employed by a single province.

4 REGIONAL COUNCIL COMPOSITION AND PROCEDURES

4.1 The Regional Council shall be composed of the Regional Executive, Branch delegates, and Provincial Group delegates and may include Group delegates to the previous Institute Annual General Meeting as well as Atlantic members who sit on National Committees who reside in the Region.

4.2 The Atlantic Regional Council shall comprise a minimum of one (1) delegate for each one hundred (100) members and a maximum of one (1) delegate for each fifty (50) members as of the 31st of December, rounded to the nearest one hundred (100) plus two (2) additional delegates. Wherever possible, each Branch and Provincial Group shall be represented by at least one (1) delegate.

4.3 The Regional Executive shall serve as members of the Regional Council.

4.4 Branch Presidents and Provincial Groups shall submit the names of their Regional Council delegates to the Regional Office.

4.5 Items for inclusion on the distributed agenda of Regional Council Meetings, with the exception of the "Notice of intent to amend the Constitution" and the text of the amendments, shall be forwarded to the Regional Office at least six (6) weeks before the date of each meeting.

4.6 Regional Council shall elect ten (10) Members-at-Large, each for a 2-year term. Elections shall be held annually; five (5) Members-at-Large shall be elected one year while the remaining five (5) Members-at-Large shall be elected in the subsequent year. All ten (10) members shall serve on the Regional Executive.

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4.7 The Regional Executive may select the chair for each meeting of the Regional Council.

4.8 Regional Council Meetings shall be held at least once a year. A simple majority of the accredited delegates shall constitute a quorum.

4.9 The quorum of the Regional Council shall be the majority of registered delegates to the Regional Council.

ARTICLE 5 REGIONAL EXECUTIVE - COMPOSITION AND PROCEDURES:

5.1 The Regional Executive shall consist of the elected Director for the region and the ten (10) Members-at-Large elected by the Regional Council. The Regional Training Coordinator shall be a member of the Executive.

5.2 The Vice-Chair, Secretary, and Treasurer of the Regional Executive shall be elected by the Regional Executive, from among those on the Regional Executive, at their first meeting following the Regional Council Meeting.

5.3 **Regional Director:** The Regional Director shall be the Chair of the Regional Executive and is responsible for the overall function of the Atlantic Region and its subordinate bodies, including further development of Institute structure in the Region. The Regional Director shall ensure that all members of the Executive fulfil their responsibilities and duties, that the Region's By-Laws are upheld at all times, ensure that decisions made by the Region are implemented, and coordinate the preparation of newsletters for the members of the Atlantic Region. Other regional functions include, representing the interests of the Institute to members in the Region, reporting to Regional Council on the functioning of the Regional Executive and on current business of the Board of Directors, and other related activities. The Regional Director shall be a signing officer of the region.

5.4 **Vice-Chair:** The Vice-Chair shall assist the Regional Director as required and shall assume delegated responsibilities as assigned by the Regional Director.

5.5 **Secretary:** The Secretary is responsible, in conjunction with the Institute Atlantic Region Office, for the maintenance of accurate records for all meetings, decisions, correspondence, and shall ensure that information is forwarded to the appropriate person or body as required.

5.6 **Treasurer:** The Treasurer is responsible for the Region's finances and shall be a signing officer.

5.7 **Members-at-Large:** Members-at-Large shall assist the Regional Director and Vice-Chair as required and shall liaise with the Branches and Provincial Groups and Sub-Groups in their Region as required.

5.8 Any member of the Regional Executive who, in the opinion of the Regional Executive, with the exception of the Regional Director, is absent without just cause from two (2) consecutively scheduled Regional Executive meetings, shall cease to be a member of the Regional Executive.

5.9 When a position on the Regional Executive becomes vacant from among the ten (10) that are filled by elections at Regional Council Meetings, it may be filled by appointment by the

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Regional Executive until the next Regional Council Meeting, at which time the remainder of the term shall be filled by election.

5.9.1 If a vacancy occurs before the last scheduled meeting of the calendar year (Nov/Dec) the Regional Executive will normally fill the vacancy.

5.9.2 A vacant position shall be offered to the unelected candidates from the previous Regional Council Executive elections. Starting from the unsuccessful candidate with the highest number of votes to the lowest.

5.9.3 If there were no unelected candidates or the list has been exhausted, the Regional Executive may appoint an eligible member from the region to fill the vacancy.

5.10 Regional Executive meetings shall normally be held a minimum of two (2) times a year.

5.11 Quorum: A simple majority of the Regional Council Executive members shall constitute the quorum.

ARTICLE 6 COMMITTEES OF THE ATLANTIC REGIONAL EXECUTIVE

6.1 Standing Committees: The Atlantic Regional Council shall as it deems necessary from time to time establish Standing Committees whose mandates shall be specified in this constitution.

6.1.1 Ad Hoc Committees: The Atlantic Regional Executive may establish Ad Hoc Committees whose mandate shall be specified in the enabling motion.

6.1.2 Standing Committee Composition: All Committees shall consist of three (3) to five (5) members and, unless otherwise specified.

6.1.3 Standing Committee Chairs: The Standing Committee Chairs ~~with the exception of the Training Committee Chair,~~ shall be elected by the Regional Executive, from among those on the Regional Executive, at their first meeting following the Regional Council Meeting.

6.1.4 Quorum: Unless otherwise specified, the quorum for all committees shall be a majority. Ex-officio members of committees shall not be used for the calculation of quorum requirements nor for determining that a quorum is present.

6.2 Atlantic Regional Training Committee: There shall be a committee of the Atlantic Regional Executive known as the Atlantic Regional Training Committee, consisting of five (5) members. Up to two (2) members from the Atlantic Region who are not members of the Atlantic Regional Executive may be elected to this committee. The three (3) or more remaining positions will be elected from the Atlantic Regional Executive by the Atlantic Regional Executive. The Chair of the Atlantic Regional Training Committee will be elected by the Regional Executive and must be a member of the Regional Executive. The Chair of the Training Committee reports to the Atlantic Regional Executive and is the Atlantic Region's recommended representative to the Member Services Committee.

6.2.1 Atlantic Regional Training Committee Mandate: The mandate of the Atlantic Regional Training Committee is: to liaise with the Atlantic Regional Executive, the ~~Member Services~~ **Training Education and Mentoring** Committee and Regional Staff with respect to regional

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training initiatives; to solicit from the Regional Council, Steward's Council and regional constituent bodies input concerning the Institute training program; to review the training applications for acceptance to ensure the individuals meet the criteria and objectives for admission.

6.3 Atlantic Regional Resolutions Committee: There shall be a committee of the Atlantic Regional Executive known as the Atlantic Regional Resolutions Committee, consisting of three (3) to five (5) members.

6.4 Atlantic Regional Branch Liaison Committee: There shall be a committee of the Atlantic Regional Executive known as the Atlantic Regional Branch Liaison Committee, consisting of three (3) to five (5) members.

6.5 Atlantic Regional Awards Committee: There shall be a committee of the Atlantic Regional Executive known as the Atlantic Regional Awards Committee, consisting of three (3) to five (5) members.

6.6 Atlantic Regional Communications Committee: There shall be a committee of the Atlantic Regional Executive known as the Atlantic Regional Communications Committee, consisting of three (3) to five (5) members.

7 ELECTION OF THE REGIONAL EXECUTIVE

7.1 Conduct of the elections The following items outline the conduct of the election of the Atlantic Regional Executive at the Atlantic Regional Council.

7.1.1 An Elections Committee, comprised of at least three (3) members not seeking election, shall be constituted to conduct the elections, including the tabulation of any ballots.

7.1.2 In the absence of formal election procedures, the Elections Committee will, if the occasion arises, seek direction from the meeting.

7.1.3 Any member in the Atlantic Region may be nominated by a delegate of the Atlantic Regional Council. Any person nominated must agree to the nomination.

7.1.4 Only delegates at the Atlantic Regional Council can vote in the election of the Regional Executive.

7.1.5 Nominations shall be received, and ballots produced and handed out, if required, by the Elections Committee. Voting shall be by secret ballot.

7.1.6 The Elections Committee will provide, in writing, the results of the tabulation of any ballot prior to the termination of the meeting.

7.1.7 In the event two or more candidates are tied for the final elected position, there will be an immediate runoff election held for that position.

7.1.8 Once the elections have concluded the Elections Committee will call for the destruction of ballots prior to the termination of the Regional Council.

8 FINANCES

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- 8.1** The Regional funds will be maintained in an account assigned by the Institute.
- 8.2** The Regional Executive shall administer Regional funds. The Regional Executive shall appoint the signing officers.
- 8.3** Financial transactions shall require the signature of any two (2) signing officers.
- 8.4** **Reviewing** and verification procedures in accordance with Institute By-Laws may be carried out by members of the Region who are not responsible for the administration of Regional funds.
- 8.5** All financial records shall be retained for the period of time required by Institute policy.

ARTICLE 9 AMENDMENT PROCEDURE

- 9.1** Amendments to this Constitution shall require a sixty percent (60%) affirmative vote of delegates at a Regional Council Meeting and shall be subject to approval by the Institute Board of Directors.
- 9.2** The text of a proposed amendment to the Constitution shall be sent to the Regional Office at least eight (8) weeks in advance of the Regional Council Meeting where it is to be introduced. The Regional Executive shall provide the text of the proposed amendments to every delegate together with the agenda at least four (4) weeks prior to the date of the meeting, to enable them to consult Branch members.

ARTICLE 10 REGULATIONS

- 10.1** The Regional Executive may make such Regulations, and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operating of the Region.
- 10.2** All proposed Regulations and amendments thereto shall be submitted to the Institute for review and approval. They shall take effect on a date determined by the Regional Executive, but not earlier than the date they were approved by the Institute.
- 10.3** Each such Regulation shall be presented to the next General Meeting of the Region, and may be rescinded or amended by such meeting.

ARTICLE 11 PARLIAMENTARY AUTHORITY

At all meetings of the Atlantic Region, matters of procedure shall be governed by a majority vote of the members present and voting upon the matters of procedure. The Chair of such a meeting shall first rule on any matter of procedure or order and shall, in the absence of any By-Law to the contrary, rely upon and be governed by the latest edition of Sturgis' Standard Code of Parliamentary Procedure available at the meeting.

ARTICLE 12 GENERAL

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All provisions of the Institute By-Laws and Regulations and policies shall be applicable to the Atlantic Region.

13 CONTEXT AND GENDER

In this Constitution and By-Laws, expressions in the masculine or feminine gender, in plural or in singular, may be substituted to give effect to the true meaning of the Constitution and By-Laws.

REGULATIONS

PREAMBLE

These Regulations are intended to amplify procedures necessary to meet the requirements of the By-Laws and may be revised as considered necessary from time to time by the Regional Executive. All changes to these Regulations shall be published.

REGULATION R4 REGIONAL COUNCIL COMPOSITION AND PROCEDURES

R4.1 Every attempt shall be made to rotate the Regional Council throughout the four (4) Atlantic provinces evenly.

REGULATION R5 REGIONAL EXECUTIVE - COMPOSITION AND PROCEDURES

R5.4 If the position of Regional Director becomes vacant the vice-chair should normally be recommended as the replacement to the Institute's Board of Directors in accordance with the Institute Bylaws.

REGULATION R6 COMMITTEES OF THE ATLANTIC REGIONAL EXECUTIVE

R6.2 Atlantic Regional Training Committee Mandate:

The mandate of the Atlantic Regional Training Committee is: to liaise with the Atlantic Regional Executive, the Member Services Committee and Regional Staff with respect to regional training initiatives; to solicit from the Regional Council, Steward's Council and regional constituent bodies input concerning the Institute training program; to review the training applications for acceptance to ensure the individuals meet the criteria and objectives for admission.

R6.3 Atlantic Regional Resolutions Committee Mandate:

The mandate of the Atlantic Regional Resolution Committee is to liaise with the Atlantic Regional Executive, the By Laws and Policies Committee and Regional Branch Executives with respect to resolutions coming from the Region to be presented at the PIPSC AGM; to solicit from the Regional Council and regional constituent bodies any resolutions; to review resolutions to be presented at the PIPSC AGM one (1) month prior to the submission deadline date.

R6.4 Atlantic Regional Branch Liaison Committee Mandate:

The mandate of the Atlantic Regional Branch Liaison Committee is to maintain open communication between the Atlantic Regional Executive, the Regional Branch Executives and the New Brunswick (NB) Provincial Group Executives, to review RAND lists and communicate

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with the branches encouraging Stewards to sign up all RANDs, to review the boundaries of each branch as required, and to encourage branch presidents to review resolutions to be presented at the PIPSC AGM with their members.

R6.5 Atlantic Regional Awards Committee Mandate:

The mandate of the Atlantic Regional Awards Committee is to promote the awards initiatives and nominations, ensure proper and timely notice seeking nominations for various awards for the Atlantic Region is posted to the PIPSC website, ensure that any member due to receive an award is recognized, informed, and presented with an appropriate award and ensure appropriate awards and gifts are obtained for the recipients of the awards.

R6.6 Atlantic Regional Communications Committee Mandate:

The mandate of the Atlantic Regional Communications Committee is to offer strategic advice on how to improve communications in the Atlantic Region, to solicit information from the Regional Executive, Branches, NB Provincial Groups, the PIPSC website and National Committees and to publish the Atlantic Regional Newsletter on a regular basis along with determine a timeline for each publication.

**Approved by the Board of Directors
March 3, 2004**

**Approved by the Board of Directors
August 12, 2006**

**Approved by the Board of Directors
August 10-11, 2009**

**Approved by the Board of Directors
June 23, 2010**

**Approved by the Board of Directors
August 17, 2013**

**Approved by the Board of Directors
December 12, 2014**

**Approved by the Board of Directors
December 11, 2015**

**Approved by the Board of Directors
June 16, 2022**

**Approved by the Board of Directors
August 23, 2023**