

## **SH NCR Subgroup Constitution and By-laws**

### **PREAMBLE**

These By-Laws, in general, pertain to matters of Subgroup organization not covered by the By-Laws and Regulations of The Professional Institute of the Public Service of Canada or of the SH Group and are made pursuant to those By-Laws and Regulations.

### **DEFINITIONS**

**"Institute and/or PIPSC"** means The Professional Institute of the Public Service of Canada.

**"Members"** means those who meet the requirements of By-Law 3 Membership.

**"SH"** means the Health Services Group.

**"NCR"** National Capital Region

**"President"** means President of the Subgroup unless otherwise specified.

**"Vice-President"** means Vice-President of the Subgroup unless otherwise specified.

### **BY-LAW 1 NAME**

The name of this Subgroup shall be the PIPSC SH NCR Subgroup, hereinafter referred to as the "Subgroup".

### **BY-LAW 2 SUBGROUP AIM**

The aim of the Subgroup shall be to act within the jurisdiction of the Subgroup to further the professional interests of its members, to protect the status and standards of their profession and to formulate and express the views of the members on matters affecting them. The Subgroup Executive shall inform the national SH Group Executive of the concerns of the Subgroup relative to collective bargaining.

### **BY-LAW 3 MEMBERSHIP**

**3.1** Every Regular member of the SH Group working in Ottawa Region shall be a Regular member of the Subgroup.

**3.2** Every regular member of this Subgroup who becomes a retired member of the Institute and remains in the Ottawa Region shall be a retired member of this Subgroup.

## **BY-LAW 4 RIGHTS OF MEMBERS**

**4.1** Only Regular members shall be eligible to hold office, nominate members for positions on the Subgroup Executive, propose amendments to the Constitution and By-Laws of the Subgroup, and vote in Subgroup affairs.

**4.1.1** A regular member who retires during their term of office may complete their term of office and retain all the same rights as regular members, provided they have no more than 12 months remaining on the Executive.

**4.2** All members shall be eligible to attend and speak at General Meetings of the Subgroup.

## **BY-LAW 5 FINANCES**

**5.1 Subgroup Finances:** Subgroup finances shall be consistent with Institute policies.

**5.2 Fiscal Year** The fiscal year of the Subgroup shall be the calendar year.

**5.3 Expenditures** The Subgroup Executive shall expend such monies as it considers necessary for the conduct of the business of the Subgroup.

**5.4 Subgroup Funds** Subgroup funds will be maintained in an account assigned by the Institute.

**5.5 Signing Officers:** Signing officers are elected or appointed by the Constituent Body executive with the decision being recorded in the appropriate minutes. There should be a minimum of three signing officers.

**5.6 Signatures:** All cheques shall have the signatures of two signing officers. A signing officer cannot also be the payee. If applicable, authorization by any two of the three signing authorities, will be sent to PIPSC Finance to process the payment.

**5.7 Records:** A written account shall be kept of all expenditures.

**5.8 Reviewing:** As required, reviewing and verification procedures shall be carried out by members of the Institute who are not responsible for the administration of Subgroup funds.

## **BY-LAW 6 SUBGROUP EXECUTIVE**

**6.1 Role:** The Subgroup Executive shall exercise the authority of and act on behalf of the Subgroup on all matters subject to this constitution between general meetings of the Subgroup.

**6.2 Composition** The Subgroup Executive shall be elected by and from the Subgroup members. The Subgroup Executive shall be composed of a President, a Vice-President, a

Secretary, a Treasurer and Members-at-Large up to the maximum permitted by Institute By-Laws.

**6.3 Term of Office** The term of office shall be two (2) years with the exception of the first election when half the members shall be elected for a two (2) year term and the remainder for a one (1) year term.

**6.4 Meetings** The Subgroup Executive shall meet as frequently as is required, but at least twice a year.

**6.5 Quorum** A quorum shall consist of a majority of the members of the Subgroup Executive.

**6.6 Voting** Decisions shall be by majority vote.

### **6.7 Vacancies**

**6.7.1** If the position of President becomes vacant, the Vice-President shall assume the position of the President until the next election.

**6.7.2** If a position other than that of the President becomes vacant for any reason, the remaining members of the Subgroup Executive may select an eligible member of the Subgroup to fill that vacancy until the next election.

**6.7.3** Any member who is absent from two (2) consecutive meetings of the Subgroup Executive without valid reason shall be deemed to have resigned from the Subgroup Executive.

### **6.8 Duties**

**6.8.1 President** The President shall call and preside at all meetings of the Subgroup and of the Subgroup Executive and shall present to the Annual General Meeting a report on Subgroup activities.

**6.8.2 Vice-President** The Vice-President shall assist the President in the performance of their duties and, in the absence of the President, perform the duties of that position.

**6.8.3 Secretary** The Secretary shall be responsible for sending notices of all meetings of the Subgroup and of the Subgroup Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Subgroup and of the Subgroup Executive and shall ensure that a copy of the minutes of the Subgroup AGM is filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Group By-Laws and Regulations.

**6.8.4 Treasurer** The Treasurer shall maintain the financial records of the Subgroup as required by Institute policy, prepare a financial report for each meeting of the Subgroup Executive and each General Meeting of the Subgroup, submit a detailed financial statement to the Institute as required, and prepare the request for the annual allowance of the Subgroup. Copies of the financial report shall be available to all Subgroup members.

**6.8.5 Members-at-Large** Members-at-Large shall perform such duties as may be assigned by the Executive.

**6.8.6 Committees** The Executive may establish committees as necessary, with terms of reference and membership to be decided by the body that establishes them. Copies of Committee reports shall be filed with the Subgroup Secretary. Committees shall be dissolved by majority vote of the body that established them.

## **BY-LAW 7 ELECTIONS**

**7.1 Elections Committee** The Subgroup Executive shall appoint an Elections Committee to receive nominations for positions on the Subgroup Executive, and to conduct the elections. Any member of the Elections Committee who becomes a candidate in the election shall resign from the Elections Committee.

### **7.2 Procedure for Nominations**

**7.2.1** A call for nominations for election to the Subgroup Executive shall be included with the notice of the Subgroup Annual General Meeting and at least three (3) weeks prior to the date of the meeting. (See 8.1.2)

**7.2.2** Nominations may be submitted in writing or may be made from the floor of the Subgroup AGM.

#### **7.2.3 Reserved**

**7.2.4** The Elections Committee shall satisfy itself that the candidates for election are eligible and willing to serve.

### **7.3 Election Procedure**

**7.3.1** The election shall be at the Subgroup Annual General Meeting (AGM).

**7.3.2** The Elections Committee shall serve as Returning Officers and shall establish procedures for the efficient conduct of an election, the counting and tabulating of ballots and all matters directly related thereto.

#### **7.3.3 Reserved**

**7.3.4** The candidate receiving the highest number of votes for a position shall be declared elected.

**7.3.5** The results of the election shall be announced at the Subgroup Annual General Meeting and subsequently distributed.

**7.3.6** The newly elected Subgroup Executive shall take office at the close of the Subgroup Annual General Meeting.

## **BY-LAW 8 GENERAL MEETINGS OF THE SUBGROUP**

### **8.1 Annual General Meetings**

**8.1.1** The Annual General Meeting of the Subgroup is its governing body. All members are entitled to attend based on cost and space limitations.

**8.1.2** The Subgroup Executive shall call an Annual General Meeting once each calendar year. The interval between such meetings shall not exceed fifteen (15) months. Members shall be notified of the meeting and of any proposed changes to this constitution at least three (3) weeks prior to the date of the meeting.

**8.1.3 Quorum** Fifty percent (50%) of the members in attendance at the beginning of the meeting shall constitute a quorum.

**8.1.4 Agenda** The agenda shall include the following items:

- Approval of the Agenda
- Adoption of the Minutes of the previous Annual General meeting
- Business Arising from the Minutes
- Report of the President
- Annual Financial Report
- Approval of Budget
- Report of the Elections Committee
- New Business, including By-Law Amendments

**8.1.5 Voting** All Regular members present at the Annual General Meeting are eligible to vote. Voting for positions on the Subgroup Executive shall be by secret ballot. Otherwise, voting shall normally be by a show of hands. Each member shall have one (1) vote. Decisions shall be by a simple majority vote.

**8.1.6 Filing of Documents** Each year, following the Annual General Meeting, the Subgroup Executive shall submit a copy of the draft Annual General Meeting minutes, the annual

financial report and the elections report to the Office of the Executive Secretary of the Institute prior to end of the calendar year.

## **8.2 Special General Meeting**

**8.2.1** A Special General Meeting of the Subgroup shall be called by the Subgroup Executive or at the written request of at least 10% of the Subgroup members and shall be held within six (6) weeks of such decision or request.

**8.2.2** Only the matter(s) for which the Special General Meeting was called shall appear on the agenda.

**8.2.3** The same requirements shall apply to the notice, quorum, governance, attendance and voting at Special General Meetings as is prescribed for the Annual General Meeting.

## **BY-LAW 9 RULES OF PROCEDURE**

At any meeting of the Subgroup, Subgroup Executive or Committees thereof, matters of procedure, insofar as they are not specifically provided for, shall be governed by a majority vote of the members present and voting on the matter of procedure. The Chair of such meeting shall first rule on a 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 the American Institute of Parliamentarians Standard Code of Parliamentary Procedure or “Le code des procédures des assemblées délibérantes” available at the meeting.

## **BY-LAW 10 CONSTITUTION AND BY-LAWS**

**10.1** These By-Laws may be amended at a General Meeting of the Subgroup. Approval of proposed amendments requires a simple majority of those voting.

**10.2** All proposals for amendments to these By-Laws shall be submitted, in writing, to the Subgroup Executive. Proposed amendments may be submitted by any member of the Subgroup. The notice of the Subgroup meeting at which the amendments will be considered, shall include:

- a) the article to be amended; and
- b) the new wording.

(See 8.1.2)

**10.3** New Constitutions and By-Laws, as well as any amendments, shall be submitted to the appropriate Group Executive and the Institute By-Laws and Policies Committee for review.

**10.4** This Constitution and By-Laws and any amendments thereto shall take effect upon ratification by the Subgroup membership and approval by the Institute.

#### **BY-LAW 11 REGULATIONS**

**11.1** The Subgroup Executive may make such Regulations, if any, and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operating of the Subgroup.

**11.2** 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 Subgroup Executive, but not earlier than the date they were approved by the Institute.

**11.3** Each such Regulation shall be presented to the next General Meeting of the Subgroup and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 11.2.

**Approved by the Board of Directors  
2 June 2026**