

The Professional Institute of the Public Service of Canada

NATIONAL CAPITAL REGION

CONSTITUTION

PREAMBLE

This Constitution, in general, pertains to matters of the National Capital Region organization not covered by the By-Laws and Regulations of The Professional Institute of the Public Service of Canada and is made pursuant to those By-Laws and Regulations.

DEFINITIONS

“**NCR Council**” means the National Capital Regional Council.

“**Executive**” means the National Capital Region Executive.

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

“**Members**” means those Regular and Retired members covered by the geographic area of the NCR, as described by the Institute.

“**NCR Chapter of the Retired Members Guild**” means the NCR Chapter as defined by the Retired Members Guild of PIPSC.

BY-LAW 1 APPLICATION

Any activity of the NCR is governed by the Constitution of the NCR, By-Laws of the Institute and the Regulations of the Institute. In case of the difference between the NCR Constitution and the By-Laws or Regulations of the Institute, the latter shall prevail.

BY-LAW 2 NAME

The name of the Region shall be the “National Capital Region of The Professional Institute of the Public Service of Canada”, hereinafter referred to as the "NCR".

BY-LAW 3 PURPOSE

The purpose of the NCR shall be to represent PIPSC within the geographic area of the NCR; to provide a forum for the discussion of Institute affairs; to administer this Constitution and the Regulations; to make recommendations to NCR Council, Constituent Bodies and to the Institute on topics or matters within the objectives of the

Institute, and to nominate delegates to the Institute AGM and Institute meetings in accordance with the Constitutions and By-Laws of those constituent bodies.

BY-LAW 4 RIGHTS OF MEMBERS

All members shall be eligible to hold office, to nominate members for positions on the NCR Executive, and to propose amendments to the Constitution and Regulations of the Region.

BYLAW 5 STRUCTURE

Levels of Organization

Within the NCR there shall be three (3) levels of organization:

- National Capital Regional Council
- National Capital Region Executive
- Branches

BY-LAW 6 NATIONAL CAPITAL REGIONAL COUNCIL

6.1 Purpose

The National Capital Regional Council shall be the supreme governing body of the National Capital Region. The functions of the National Capital Regional Council shall be:

- To meet yearly
- To propose the direction of NCR affairs
- To consider any matter brought before it
- To receive reports from the NCR Executive
- To elect members to the National Capital Regional Executive
- To make recommendations to the PIPSC Annual General Meeting
- To promote the interests of the Professional Institute of the Public Service of Canada

6.2 Composition (CHANGED)

The National Capital Regional Council shall comprise of one (1) delegate for each hundred (100) members in the NCR as of the 31st of December, rounded to the nearest hundred (100), plus the members of the Executive. Delegates of the NCR Council shall include:

- the NCR Executive
- a minimum of 1 delegate from each Branch, where such Branches are in operation
- a minimum of 1 delegate from the NCR Chapter of the Retired Members Guild
- members as chosen by the NCR Executive from active members in the NCR

6.3 Meetings

The NCR Council shall meet once per calendar year at the call of the NCR Executive.

The meeting shall be held sufficiently in advance of the Institute Annual General Meeting to permit the submission of resolutions to the Annual General Meeting.

6.4 Notice of NCR Constitution Amendment Procedures

At least ten (10) weeks prior to a NCR Council, the membership shall be informed of the procedures to be followed and the deadlines to be met to amend the NCR Constitution, as outlined in By-Law 14.

6.5 Call for delegates

A call for delegates to a NCR Council shall go out to the membership at least eight (8) weeks in advance of that NCR Regional Council.

6.6 Agenda (Changed)

6.6.1 At least two (2) weeks prior to the NCR Council, the NCR Council delegates shall receive notice of the proposed agenda. If there are any proposed amendments to the NCR Constitution, there shall be a “notice of intent to amend the Constitution” on the agenda and the text of any proposed amendments to the NCR Constitution shall be made available to every delegate along with the notice of the proposed agenda.

6.6.2 The agenda shall include the following items:

- Call to order
- Approval of the Agenda
- Adoption of the Minutes of the previous NCR Council
- Business Arising from the Minutes
- Report of the Chair
- Annual Financial Report
- Report of the Elections Committee
- New Business, Including Amendments to the NCR Constitution.

6.7 Quorum

A majority of the registered delegates shall constitute a quorum.

6.8 Minutes

Minutes of the NCR Council shall be maintained on file by the NCR and a copy shall be filed with the Institute National Office.

6.9 Voting All registered delegates present at the NCR Council are eligible to vote. Voting for positions on the Executive shall be by secret ballot in accordance with By-Law 11. 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.

BY-LAW 7 NATIONAL CAPITAL REGIONAL EXECUTIVE

7.1 Purpose

The National Capital Regional Executive shall be the governing body in the period between NCR Councils. The functions of the NCR Executive shall be:

- to further the interest of the NCR via representation at the Board and Committees of the Institute;
- to make decisions and recommendations to the Executive Committee, to the Board on NCR matters;
- to make decisions and recommendations on NCR matters in between NCR Councils to act upon the recommendations of the National Capital Regional Council

7.2 Composition of the Executive

The Executive shall be composed of:

- Eight (8) members to be elected by the NCR Council for a two (2) year term. Four (4) of the eight (8) positions shall normally be filled in odd-numbered years and the four (4) remaining positions shall be normally filled in even-numbered years. Elections shall be held at the yearly Regional Council meeting.

- Four (4) NCR Directors as ex-officio members.

- The position of Chief Steward: The position of Chief Steward shall be filled for a term of two years, by election at a Stewards Council. Only stewards from the National Capital Region in attendance at the Stewards' Council shall be eligible to vote for the Chief Steward.

7.3 Officers of the Executive

The Executive shall meet at their earliest convenience, within four (4) weeks following the Regional Council, to elect for a one year term the officers of the Executive, other than the Chief Steward, from amongst the members of the Executive. The officers of the Executive shall be:

- Chair
- Vice-Chair
- Secretary
- Treasurer

7.4 Terms of Office

The term of office of the NCR Chief Steward and NCR executive members starts at the end of the Stewards' or Regional Council, respectively, at which they were elected.

7.5 Chairs of the Standing Committees

The Executive shall meet at their earliest convenience, within four (4) weeks following the NCR Council, to elect for a one year term the chairs of all standing committees.

7.6 Vacancies

If the position of a non-Board member of the Executive becomes vacant, it shall be filled by appointment until the next NCR Council or, in the case of the post of Chief Steward, the next Stewards Council. Appointments shall be made by simple majority vote of the NCR Executive.

7.7 Meetings

The Executive shall meet at least four (4) times a year. Additional meetings, if warranted, may be called by the Chair.

7.8 Quorum

A majority of the members of the Executive shall constitute a quorum.

BY-LAW 8 BRANCHES

Branches shall be the representative bodies of the National Capital Region. The functions of the Branches shall be:

- to represent its members
- to provide a forum for discussion of Institute affairs
- to make recommendations to the NCR Executive and/or to the National Capital Regional Council
- to appoint delegates to the National Capital Regional Council

BY-LAW 9 NCR CHAPTER OF THE RETIRED MEMBERS GUILD

The NCR Chapter of the Retired Members Guild shall have the following functions within the National Capital Region:

- to represent the retired members of the NCR
- to be a forum for discussion of Institute affairs by retired members
- to make recommendations to the NCR Executive and/or the National Capital Regional Council
- to appoint delegates to the National Capital Regional Council

BY-LAW 10 NCR DELEGATES TO THE PISPC AGM

The formula for allocating AGM delegates to branches as well as the method for delegate selection shall be set out in Regulations.

BY-LAW 11 ELECTION OF THE REGIONAL EXECUTIVE

11.1 Conduct of the elections The following items outline the conduct of the election of the Executive at the NCR Council.

11.1.1 An Elections Committee, comprised of four (4) members not seeking election, shall be constituted to conduct the elections, including the tabulation of any ballots.

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

11.1.3 Any member in the National Capital Region may be nominated by a delegate of the NCR Council. Any person nominated must agree to the nomination.

11.1.4 Only delegates at the NCR Council can vote in the election of the Executive.

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

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

11.1.7 Any ballot shall be retained by the Elections Committee in case there is an appeal of the results.

11.1.8 An appeal of the election results must be made to the Elections Committee of the Region within twenty (20) days of the elections. The decision of the Elections Committee shall be final and binding.

11.1.9 In the case of an appeal of the elections, the Executive will order the destruction of any ballot not earlier than 30 days after the decision of the Elections Committee has been rendered.

11.1.10 In the absence of an appeal of the elections, the Executive will order the destruction of any ballot not earlier than thirty (30) days following the conduct of the elections.

BY-LAW 12 COMMITTEES

12.1 NCR Training Committee

There shall be a Committee of the Executive, to be known as the NCR Training Committee, whose terms of reference and composition shall be in Regulations.

12.2 NCR Finance Committee

There shall be a Committee of the Executive, to be known as the NCR Finance Committee, whose terms of reference and composition shall be in Regulations.

12.3 NCR Rights and Freedoms Committee

There shall be a Committee of the Executive, to be known as the NCR Rights and Freedoms Committee, whose terms of reference and composition shall be in Regulations.

12.4 NCR Delegation Committee

There shall be a Committee of the Executive, known as the NCR Delegation committee, which will be responsible for ensuring that the NCR has a full delegation in attendance at the PIPSC AGM. The Committee shall normally be chaired the chair of the NCR Executive. Further details of the terms of reference and composition shall be in the Regulations.

12.5 Other Committees

The Executive may create other ad-hoc and standing committees. The mandate and compositions of standing committees shall be defined in the Regulations.

BY-LAW 13 FUNDING AND RECORDS

13.1 Regional Funds

Regional funds will be maintained in an account assigned by the Institute.

13.2 Signing Officers

The Executive shall appoint the signing officers. Financial transactions, other than deposits, shall require the signatures of two (2) of the signing officers.

13.3 Fiscal Year

Effective January 1, 2010, the fiscal year for the National Capital Regional shall be from January 1 to December 31.

13.3.1 Transitional Year

The financial statements for the period July 1, 2009 to December 31, 2009 will be presented to the 2010 NCR Council.

13.4 Financial Records

All financial records shall be retained for the period of time required by Institute policy.

13.5 Filing of Documents

Each year, following the NCR Council, the Executive shall submit a copy of the draft NCR Council 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.

13.6 Expenditures The Executive shall expend such monies as it considers necessary for the conduct of the business of the Region.

BY-LAW 14 CONSTITUTION OF THE NATIONAL CAPITAL REGION

14.1 Effective Date

This Constitution and any amendments thereto shall take effect upon approval by the Institute and ratification by the Regional Council membership of the same wording.

14.2. Amendments

Proposed amendments to this Constitution shall be signed by at least two (2) members and shall be submitted in writing to the Executive subject to the notice period given in

13.2.1. The amendments shall be considered at the next National Capital Regional Council Meeting.

14.2.1 Notice of Proposed Change

The text of a proposed amendment to the constitution shall be sent to the regional office at least six (6) weeks in advance of the NCR Council where it is to be considered.

The Executive shall send notice and make available the text of the proposed amendments to every delegate in accordance with By-Law 5.6.

14.2.2 Vote Required for Ratification

Any amendments to this Constitution shall require a two-third (2/3) majority vote of the delegates present.

14.2.3 Notice of Procedures and Deadlines

Information outlining the procedures to be followed and the deadlines to be met should members wish to submit proposed amendments to the Constitution shall be sent to the membership in accordance to By-Law 6.4.

BY-LAW 15 REGULATIONS

15.1 General

The Executive may make such Regulations, not inconsistent with this Constitution as it deems appropriate for the operation of the Region.

15.2 Approval and Effective Date

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

15.3 Presentation of Changes to Regional Council

Each such Regulation shall be presented to the next NCR Council and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 15.2.

BY-LAW 16 PARLIAMENTARY AUTHORITY

At any meetings of the NCR, 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

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 the American Institute of Parliamentarians' Standard Code Parliamentary Procedure available at the meeting.

BY-LAW 17 CONTEXT AND GENDER

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

Approved by the Board of Directors

26 July, 2019