

**ARCHITECTURE, ENGINEERING AND LAND SURVEY (NR)
VANCOUVER ISLAND SUB-GROUP
CONSTITUTION AND BY-LAWS**

PREAMBLE

These By-Laws pertain to matters of Group organization not covered by the By-Laws and Regulations of The Professional Institute of the Public Service of Canada (PIPSC) and are made pursuant to those By-Laws and Regulations.

DEFINITIONS

“**NR**” means the Architect, Engineering and Land survey Group.

“**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 herein and have taken out membership with the Institute.

“**EMPLOYER**” shall be as defined in the Group's collective agreement.

“**SUB-GROUP**” refers to the Sub-Group, organized in the geographic area of Vancouver Island under the By-Laws of the Institute, which is composed of NR (ENG, AR, and SUR) members from that area.

“**SUB-GROUP EXECUTIVE**” means the executive formed from the elected members from the NR Sub-Group.

“**OFFICER**” means a member of the NR Sub-Group Executive who holds an office as defined in By- Law 6 herein.

“**AR**” refers to members who occupy a position that is classified as AR.

“**ENG**” refers to members who occupy a position that is classified as EN-ENG.

“**SUR**” refers to members who occupy a position that is classified as EN-SUR.

BY-LAW 1 NAME

BY-LAW 1.1 The name of this organization shall be the Vancouver

Island Engineering, Architecture and Land Survey (NR) Sub-Group of The Professional Institute of the Public Service of Canada, hereinafter referred to as the "Sub-Group".

BY-LAW 2 SUB-GROUP AIM

BY-LAW 2.1 The aim of the Sub-Group shall be to help the Group bargain the NR contract, to further the professional interests of its members; to protect the status and standards of their professions; to formulate and express the views of the members on matters affecting them, and to ensure that the interests of the Group are represented in all proceedings of the employer and of the Institute that may affect the Sub-Group.

BY-LAW 2.2 The Sub-Group Executive shall speak for the Sub-Group in dealing with the Group. This in no way infringes on the right of individuals to approach the Institute on their own behalf.

BY-LAW 3 MEMBERSHIP

BY-LAW 3.1 There shall be two categories of members of the NR Sub-Group:

BY-LAW 3.2 Regular members shall be members of the NR bargaining unit working on Vancouver Island, other than those who have been excluded by legislation, who have made application and been accepted for Institute membership.

BY-LAW 3.3 Retired members comprise those members of the NR Sub-Group in good standing who have been formally retired from their professional position, who have elected to change their status to Retired members and continue to reside on Vancouver Island.

BY-LAW 4 RIGHTS OF MEMBERS

BY-LAW 4.1 All members shall be eligible to hold positions on the NR Sub-Group Executive, nominate members for positions on the Sub-Group Executive, propose amendments to the Constitution and By-Laws of the Sub- Group, and vote on Sub-Group affairs.

BY-LAW 4.2 All members shall be eligible to attend and speak at General Meetings of the Sub-Group.

BY-LAW 5 FINANCES

BY-LAW 5.1 Fiscal Year: The fiscal year of the Sub-Group shall be the calendar year.

BY-LAW 5.2 Expenditures: The NR Sub-Group Executive shall budget and expend such money as it considers necessary for the conduct of the business of the Sub-Group.

BY-LAW 5.3 Financial Records: The NR Sub-Group Executive shall ensure that accounting records of financial and other transactions are maintained.

BY-LAW 5.4 Bank Account: The NR Sub-Group Executive shall maintain an account in the name of the Institute and the Sub-Group at a financial institution of its choice for the deposit of the funds of the Sub-Group.

BY-LAW 5.5 Signatures: Financial transactions shall require the signatures of any two (2) of the President, Vice-President/Secretary or Treasurer of the Sub-Group.

BY-LAW 5.6 Auditing: As required annual auditing and verification procedures shall be carried out by members of the NR Sub-Group who are not responsible for the administration of Sub-Group funds.

BY-LAW 6 SUB GROUP EXECUTIVE

BY-LAW 6.1 Composition: The elected NR Sub-Group Executive shall be

composed of three (3) members.

- a) President,
- b) Vice-President/Secretary, and,
- c) Treasurer

BY-LAW 6.2 Term of Office: The term of office for members elected to the Executive shall be two years.

BY-LAW 6.3 In even numbered years the President and Vice President/Secretary will be elected. In odd numbered years the Treasurer will be elected.

BY-LAW 6.4 The term of office of a member of the Executive shall cease upon resignation, when they cease to meet the membership qualifications or upon removal from office.

BY-LAW 6.5 Meetings: The Executive shall meet as frequently as is required, but at least twice a year.

BY-LAW 6.6 Quorum: A quorum shall consist of two members of the NR Sub-Group Executive.

BY-LAW 6.7 Voting: Decisions shall be by majority vote.

BY-LAW 6.8 Vacancies: If a position, other than that of the President becomes vacant for any reason, the remaining Executive may, at their next meeting, act to fill the vacancy until the end of the original term of office.

BY-LAW 6.9 If the position of the President becomes vacant for any reason, the Vice-President/Secretary shall become President until the end of the original term of office. The position of Vice-President shall then be filled in accordance with these By-Laws.

BY-LAW 6.10 Removal from Office: A member of the Executive may be removed from office by a positive vote of two (2) members of the NR Sub-Group Executive to remove the member.

BY-LAW 6.11 Any member of the NR Sub-Group Executive who is absent from two (2) consecutive meetings of the NR Sub Group Executive without valid reason shall be deemed to have resigned from the NR Sub Group Executive.

BY-LAW 7 DUTIES OF THE SUB-GROUP EXECUTIVE

BY-LAW 7.1 The duties of the Executive shall be to manage the affairs of the Sub Group in order to promote the aims of the Sub-Group. The Executive shall be guided by the expressed wishes of a majority of members of the Sub-Group ascertained by methods lying at the discretion of the Executive. The Executive shall distribute information to the Sub-Group membership on all current concerns of the Sub-Group.

BY-LAW 7.2 President: The President shall call and preside at all Executive meetings and all Annual General meetings of the Sub-Group; attend the appropriate meetings of the Institute; prepare an annual report to the Sub-Group Annual General Meeting.

BY-LAW 7.3 Vice-President/Secretary: The Vice-President/Secretary shall assist the President in the performance of his duties and, in the absence of the President, perform the duties of that position. He shall be responsible for ensuring sending notices of all meetings of the Sub-Group and of the Sub-Group Executive. He shall record minutes of meetings, including attendance, maintain records and correspondence of the Sub-Group and of the Sub-Group Executive, and shall ensure that a copy of minutes are filed with the Institute.

BY-LAW 7.4 Treasurer: The Treasurer shall maintain the financial records of the Sub-Group as required by Institute policy, prepare a financial report for each Sub-Group Executive and Annual General Meeting of the Sub-Group, submit a detailed financial statement to the Institute as required, prepare a budget for

the Annual General Meeting and prepare the request for the annual allowance of the Sub-Group. Copies of the annual financial report shall be available to all Group members.

BY-LAW 8 ELECTIONS

BY-LAW 8.1 The Executive shall appoint an Elections Chair to receive nominations for positions on the Sub-Group Executive and to conduct the elections.

BY-LAW 8.2 The Elections Chair shall distribute a request for nominations to all members of the Sub-Group at least thirty (30) calendar days prior to the closing date for nominations.

BY-LAW 8.3 Nominations must be supported by at least two (2) members of the Sub-Group and the nominee must indicate a willingness to serve if elected.

BY-LAW 8.4 Nomination forms must be received at the prescribed location by the close of business on a date to be determined by the Elections Chair. In the event that insufficient nominations are received, the Elections Chair shall attempt to obtain the names of additional persons willing and able to fill the remaining positions.

BY-LAW 8.5 The Elections Chair shall scrutinize the nominations for eligibility. If the number of candidates exceeds the number of positions to be filled, the Elections Chair will arrange for ballots to be distributed to all members eligible to vote in the election.

BY-LAW 8.6 The newly elected Executive shall take office immediately following the announcement of the results of the election.

BY-LAW 9 GENERAL MEETINGS OF THE SUB GROUP

BY-LAW 9.1 ANNUAL GENERAL MEETING

BY-LAW 9.1.1 The Annual General Meeting of the NR Sub-Group is its supreme governing body.

BY-LAW 9.1.2 The NR Sub Group Executive shall call an Annual General Meeting of the Group at least once each calendar year with the interval between such meetings not to exceed fifteen (15) months. The Executive shall give at least twenty-one (21) calendar days notice in writing to the membership of the convocation of an Annual General Meeting of the Group.

BY-LAW 9.1.3 Any Annual General Meeting shall consider and vote on resolutions presented to it. Such resolutions must be submitted in writing to the Executive at least twenty (21) calendar days prior to the date of the Annual General Meeting.

BY-LAW 9.1.4 Any changes to the agenda of a meeting shall require the approval of a simple majority of the members present at the meeting.

BY-LAW 9.1.5 Quorum: Fifty percent (50%) of the members present when the meeting is called to order shall constitute the quorum.

BY-LAW 9.1.6 Agenda: The agenda shall include but not be limited to 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 and Budget Committee Reports
- New Business.

BY-LAW 1.1.1 Voting: Only sub group member in good standing present at the Annual General Meeting are eligible to vote. Voting shall normally be by a show of hands and each member shall have one (1) vote. Proxy voting shall not be permitted. Decisions shall be by a majority vote of those present and voting.

Any member present may request that a vote be by secret ballot and such request shall be decided by a majority vote of those present and voting.

BY-LAW 1.2 SPECIAL GENERAL MEETINGS

BY-LAW 1.2.1 A Special General Meeting of the NR Sub-Group may be called by the NR Sub-Group Executive or at the written request of at least five (5) voting members of the Sub-Group. This meeting shall be held within six (6) weeks of such call or request. Only the matter(s) for which the Special General Meeting was called shall appear on the agenda.

BY-LAW 1.2.2 The same requirements shall apply to the quorum and voting at Special General Meetings as are prescribed for the Annual General Meeting.

BY-LAW 1.3 INSTITUTE ANNUAL GENERAL MEETINGS

BY-LAW 1.3.1 The Sub-Group Executive shall forward to the Group names of possible delegates for the appointment of Group delegates to Institute Annual or Special General Meetings within the limitations given in the Institute By-Laws.

BY-LAW 2 RULES OF PROCEDURE

BY-LAW 2.1 At any meeting of the Sub-Group or Sub-Group Executive, 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 any matter of procedure or order and shall, in the absence of any By-Law to the contrary, rely upon the advice of a Parliamentarian and be governed by the latest version of Sturgis' Standard Code of Parliamentary Procedure.

BY-LAW 3 CONSTITUTION AND BY-LAWS

BY-LAW 3.1 These By-Laws may be amended at an Annual or Special General

Meeting of the Sub-Group. In either case, approval for amendments requires a two thirds (2/3) majority of those voting.

BY-LAW 3.2 All proposals for amendments to these By-Laws shall be submitted, in writing, to the Executive. Copies of all proposed amendments shall be included with the notice of the Annual or Special General Meeting.

BY-LAW 3.3 This Constitution and By-Laws takes effect upon the approval by the Sub-Group and receiving approval of the Institute Board of Directors.

BY-LAW 4 REGULATIONS

BY-LAW 4.1 The Executive may make such Regulations, not inconsistent with these By-Laws, as it deems appropriate for the operation of the Sub-Group.

BY-LAW 4.2 All proposed Regulations and amendments thereto shall be submitted to the Institute for approval.

BY-LAW 4.3 Each such Regulation shall be presented to the next General Meeting of the Sub-Group, and may be rescinded or amended by such meeting.

BY-LAW 5 CONTEXT AND GENDER

BY-LAW 5.1 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.

Approved by the Board of Directors
May 11, 2006