

# The Professional Institute of the Public Service of Canada

## NRC-IS GROUP CONSTITUTION AND BY-LAWS

### PREAMBLE<sup>1</sup>

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

### 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).

"Employer" shall be as defined in the Group's collective agreement.

"President" means President of the Group unless otherwise specified.

"Vice-President" means Vice-President of the Group unless otherwise specified.

### BY-LAW 1 NAME

The name of this Group shall be the PIPSC NRC-IS Group, hereinafter referred to as the "Group".

### BY-LAW 2 GROUP AIM:

The aim of the Group shall be to further the professional interests of its members; to protect the status and standards of their

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<sup>1</sup>This model constitution and by-laws is intended to serve as both model and an interim constitution and by-laws for those Groups whose constitutions have yet to be approved and ratified.

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 Group. The Group Executive shall speak for the Group in dealing with the Institute. This in no way infringes on the right of an individual to approach the Institute on their own behalf.

### BY-LAW 3 MEMBERSHIP

**3.1** Every member who belongs to the Group and who is a Regular member of the Institute shall also be a Regular member of the Group.

**3.2** Every Regular member of the Group who becomes a Retired member of the Institute shall also become a Retired member of the Group.<sup>2</sup>

### BY-LAW 4 RIGHTS OF MEMBERS

**4.1** All members shall be eligible to hold office, nominate members for positions on the Group Executive, propose amendments to the Constitution and By-Laws of the Group, and vote in Group affairs<sup>3</sup>.

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<sup>2</sup> The Group may, in accordance with Institute By-Law 7.1.1 determine the level of Retired membership participation in Group activities, i.e.,

1. full participation in their affairs - run for office, vote in Group elections, attend General Meetings with full voting rights including the right to move and second motions, receive all Group newsletters and vote on other related issues
2. grant them the right to only attend and speak at General Meetings without the right to move and second motions or vote thereon;
3. preclude them from any participation in Group affairs, etc.

<sup>3</sup> Dependent on Group decision re: level of Retired membership participation.

**4.2** All members shall be eligible to attend and speak at General Meetings of the Group.<sup>4</sup>

**4.3** Only Regular members shall be eligible to vote on matters related to collective negotiations, including the method of dispute resolution and the ratification of proposed collective agreements.<sup>5</sup>

## **BY-LAW 5 FINANCES**

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

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

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

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

**5.5 Signing Officers:** Signing officers are elected or appointed by the Group 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 signatory 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 Group funds.

## **BY-LAW 6 GROUP EXECUTIVE**

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

**6.2 Composition:** The Group Executive shall be elected by and from the Group members. The Group Executive shall be composed of a President, a Vice-President, a Secretary, a Treasurer<sup>6</sup> and Members-at-Large up to the maximum permitted by Institute By-Laws.<sup>7</sup>

**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<sup>s</sup> term and the remainder for a one (1) year term.

**6.4 Meetings:** The Group 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 Group Executive.

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

### **6.7 Vacancies:**

**6.7.1** If the position of the President becomes vacant for any reason, the Vice-President shall become 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 Group Executive may

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<sup>6</sup> or Secretary-Treasurer

<sup>7</sup> The size of the Group Executive is limited by Institute By-Law 10.1.5.

<sup>8</sup> Institute By-Laws permit a term of office of up to three years. If a three-year term is selected, By-Law 6.3 will need to be amended to reflect the appropriate election process. For example, "The term of office shall be three (3) years, with half the members elected in one year and the remainder elected the following year. In years evenly divisible by three, there would be no election." (**AGM 2008**)

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<sup>4</sup> Dependent on Group decision re: level of Retired membership participation.

<sup>5</sup>Institute By-Law 7.1.3 states that Retired members who cease to be Regular members during the retroactive period of a collective agreement, may be granted the right to vote on that tentative agreement that affects them, unless otherwise precluded by the applicable legislation.

select an eligible member of the Group to fill that vacancy until the next election.

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

## **6.8 Duties**

**6.8.1 President:** The President shall call and preside at all meetings of the Group and of the Group Executive and shall present to the Annual General Meeting a report on Group 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 Group and of the Group Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Group and of the Group Executive, and shall ensure that a copy of minutes are filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute By-Laws and Policies.<sup>9</sup>

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

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

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

## **BY-LAW 7 ELECTIONS**

**7.1 Elections Committee** The Group Executive shall appoint an Elections Committee to receive nominations for positions on the Group 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** The Elections Committee shall distribute a request for nominations to all members of the Group at least four (4) weeks prior to the closing date for nominations.

**7.2.2** Nomination forms must be received at the National Office of the Institute by the close of business on a date to be determined by the Elections Committee. In the event that insufficient nominations are received to fill the vacancies, the Elections Committee shall attempt to obtain the names of additional persons willing and able to serve sufficient to fill the remaining vacancies. If none are forthcoming, the Group Executive may appoint someone to that position.

**7.2.3** Nominations must be supported by at least two (2) members of the Group and the nominee must indicate a willingness to serve if elected.

**7.2.4** The Elections Committee shall scrutinise the nominations for eligibility and, if necessary, arrange for ballots to be distributed to all members eligible to vote in the election.

### **7.3 Election Procedure**

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<sup>9</sup> By-Laws 6.8.3 and 6.8.4 shall be combined if the positions of Secretary and Treasurer are combined.

**7.3.1** 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 not otherwise specified in these By-Laws.

**7.3.2** Ballots must be distributed at least four (4) weeks prior to the date set as the deadline for the return of ballots.

**7.3.3** Ballots must be received at the National Office of the Institute by the close of business on a date to be determined by the Elections Committee.<sup>10</sup>

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

**7.3.5** The Elections Committee shall ensure the membership is informed of the results of the election as soon as possible.

**7.3.6** The newly elected Group Executive shall take office immediately following the announcement of the results of the election.

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

### **8.1 Annual General Meeting**

**8.1.1** The Annual General Meeting of the Group is its governing body. All members are entitled to attend based on cost and space limitations.<sup>11</sup>

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<sup>10</sup> Dependent on the size and geographic distribution of the Group.

<sup>11</sup> This Constitution and By-Laws may provide for Regional or other representation by elected delegates to the AGM. Funding of Group AGMs shall be governed by Institute Policies on Members' Participation Expenses and Constituent Bodies and Similar Organisations (Parts A4 and D4). Areas over which the Group Executive feels its AGM should not have jurisdiction should be also mentioned here, e.g., ratification or rejection of contracts, selection of collective bargaining method, etc.

**8.1.2** The Group Executive shall call an Annual General Meeting of the Group 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 four (4) 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.<sup>12</sup>

**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 Proposed By-Law Amendments

**8.1.5 Voting on Motions:** All members present at the Annual General Meeting are eligible to vote.<sup>13</sup> Voting shall normally be by a show of hands and 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 Group Executive shall submit a copy of the draft Annual General Meeting minutes, the annual financial report, the approved budget and the

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<sup>12</sup> This is considered a minimum. Any quorum requiring a higher number of members present will require another by-law to cover situations when quorum is not reached.

<sup>13</sup> or by a referendum of the Group. In this case, approval for amendments will also require a simple majority of those voting

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

## **8.2 Special General Meetings**

**8.2.1** A Special General Meeting of the Group shall be called by the Group Executive or at the written request of at least 10% of the Group members. This meeting shall be held within six (6) weeks of such call 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 are prescribed for the Annual General Meeting.

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

At any meeting of the Group or Group 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 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 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 Group.<sup>14</sup> Approval of

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<sup>14</sup> Large Groups may restrict voting to AGM delegates

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 Group Executive. Proposed amendments may be submitted by any member of the Group. The notice of the Group 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 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 Group membership and approval by the Institute.

**10.5** These Constitution and By-Laws are adopted simultaneously in both English and French, each version being equally authoritative.

## **BY-LAW 11 REGULATIONS**

**11.1** The Group 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 Group.

**11.2** All proposed Regulations, if any, and amendments thereto shall be submitted to the Institute for review and approval. They shall take effect on a date determined by the Group

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NOTE - Proposed wording with respect to “Discipline” for Group who would opt to add this By-Law to their constitution.

## **BYLAW 13 DISCIPLINARY MEASURE**

Disciplinary measures may be taken in accordance with the By-Laws and Policies of the Institute.

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 Group, and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 11.2.

**Model Approved by BOD**

**22 May 2025**