

PREAMBLE

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

DEFINITIONS

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

"Emeritus member" means any retired "Regular member" of the Group who elects to become an "Emeritus member".

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

"Regular member" is defined as any National Research Council (NRC) employee who belongs to the NRC librarian occupational category, and who is a member of the Institute.

BY-LAW 1 NAME

The name of this organization shall be the National Research Council Library Science (NRC LS) Group of The Professional Institute of the Public Service of Canada, 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 profession 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 his own behalf.

BY-LAW 3 MEMBERSHIP

3.1 Any 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 Any Regular member of the Group who becomes an Emeritus member of the Institute may also become an Emeritus member of the Group.

BY-LAW 4 RIGHTS OF MEMBERS

4.1 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.

4.2 Only Regular 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.

4.3 All members shall be eligible to attend and speak at General Meetings of the Group.

BY-LAW 5 FINANCES

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

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

5.3 Bank Account: The Group Executive shall maintain an account in the name of the Group at a financial institution of its choice for the deposit of the funds of the Group as directed by PIPSC.

5.4 Signatures: Financial transactions shall require the signatures of any two (2) of the Chairperson, Vice-Chairperson, Secretary and Treasurer of the Group.

5.5 Auditing: As required, auditing and verification procedures shall be carried out by members of the Group who are not responsible for the administration of Group funds.

BY-LAW 6 GROUP EXECUTIVE

6.1 Composition: The Group Executive shall consist of a Chairperson, a Vice-Chairperson, a Secretary and a Treasurer (or Secretary-Treasurer) and may include Members-at-Large to the maximum permitted by Institute By-Laws.

6.2 Term of Office: The term of office shall be two (2) years. Members-at-Large shall be appointed for a one (1) year term.

6.3 Meetings: The Group Executive shall meet as frequently as is required, but at least twice a year.

6.4 Quorum A quorum shall consist of a majority of the voting members of the Group Executive.

6.5 Voting Decisions shall be by majority vote.

6.6 Vacancies If a position becomes vacant for any reason, the remaining officers of the Executive may, at their next meeting, act to fill the vacancy until the end of the original term of office.

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

BY-LAW 7 DUTIES OF THE GROUP EXECUTIVE

7.1 Chairperson The Chairperson shall call and preside at all meetings of the Group and of the Group Executive. The Chairperson is the chief spokesperson for the Group in contacts with the Institute and the employer.

7.2 Vice-Chairperson The Vice-Chairperson shall assist the Chairperson in the performance of his duties. In the absence of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson.

7.3 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 try to ensure that a copy of minutes are filed with the Institute. The Secretary may assist the Chairperson in the performance of his duties where there is no Vice-Chairperson.

7.4 Treasurer The Treasurer shall maintain the financial records of the Group as required by Institute policy, prepare a financial report for 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. The Treasurer may assist the Chairperson in the performance of his duties where there is no Vice-Chairperson.

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

7.6 Committees The Executive shall establish committees as necessary, with terms of reference and membership to be decided by the Executive.

BY-LAW 8 ELECTIONS

8.1 Elections Elections to the Executive shall take place for those positions vacated by the completion of the term of office. All members of the Executive shall be elected by secret ballot.

8.2 Electoral Officer The Executive shall appoint a member who is not a candidate in the election as "Electoral Officer" to receive nominations for positions on the Group Executive and to conduct the elections.

8.3 Request for Nominations The Electoral Officer shall distribute a request for nominations to all Regular members of the Group at least two (2) weeks prior to the closing date for nominations.

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

8.5 Insufficient Nominations Nomination forms must be received by the Electoral Officer by the close of business on the last day of the nomination period. In the event that insufficient nominations are received to fill the vacancies, the Electoral Officer shall attempt to obtain the names of additional persons willing and able to serve. If none are forthcoming, the Executive may appoint someone to that position.

8.6 Distribution of Ballots The Electoral Officer shall scrutinize the nominations for eligibility and, if necessary, arrange for ballots to be distributed to all

members eligible to vote in the election. Ballots must be distributed at least two (2) weeks prior to the date set as the deadline for the return of ballots.

8.7 Collection of Ballots Ballots must be received by the Electoral Officer by the close of business on the last day of the election period.

8.8 Declaration of Election/Acclamation The candidate receiving the highest number of votes for a position shall be declared elected unless there is only one (1) candidate, who shall be acclaimed.

8.9 Notification of Election Results The Electoral Officer shall ensure the membership is informed of the results of the election as soon as possible.

8.10 The newly elected Executive shall take office immediately following the announcement of the results of the election.

BY-LAW 9 GENERAL MEETINGS OF THE GROUP

9.1 Annual General Meeting

9.1.1 The Executive shall call a General Meeting of the Group at least once each calendar year, and in any event, not more than fifteen (15) months from the preceding Annual General Meeting.

9.1.2 The agenda shall include the following items:

Roll Call (members of the Group Executive)

Annual Financial Report

Approval of the Agenda

Adoption of the Minutes of the previous Annual

General Meeting

Report of the Chairperson

Report of the Electoral Officer

New Business.

9.1.3 The quorum for the Annual General Meeting shall be twenty percent (20%) of the members of the Group eligible to vote.

9.1.4 If the quorum is not obtained, the meeting shall be rescheduled by the Group Executive. Notice of the rescheduled meeting shall be sent within two (2)

weeks of the original meeting date. Fifty percent (50%) of the Regular and Emeritus members present when the meeting is called to order shall constitute the quorum.

9.1.5 Only Regular members present at the Annual General Meeting are eligible to vote. Voting shall normally be by a show of hands with each member having one (1) vote. Ballots received in the mail shall only be allowed if the issue is (i) not an election vote or (ii) has been previously announced at least two (2) weeks in advance. Decisions shall be by a simple majority vote.

9.2 Special General Meetings

9.2.1 A Special General Meeting of the Group shall be called by the Group Executive or at the written request of at least ten percent (10%) of voting members of the 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.

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

BY-LAW 10 RULES OF PROCEDURE

Notwithstanding the provisions of these Group By-Laws, at any meeting of the Group or 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 Chairperson of such meetings 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 version of Sturgis' Standard Code of Parliamentary Procedure, available at the meeting.

BY-LAW 11 CONSTITUTION AND BY-LAWS

11.1 Proposal for Amendment All proposals for amendments to these By-Laws shall be submitted, in writing, to the Executive. Proposed amendments may be submitted by any Regular member of the Group.

11.2 Voting on Amendment These By-Laws may be amended at a General Meeting of the Group or by a referendum of the Group. In either case, approval for amendments requires a simple majority of those voting.

11.3 This Constitution and By-Laws, and any amendments thereto, take effect upon approval by the Institute and ratification by the membership.

BY-LAW 12 REGULATIONS

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

12.2 Review of Regulations All proposed Regulations and amendments thereto shall be submitted to the Institute for review.

12.3 Voting on Regulations Each such Regulation shall be presented to the next General Meeting of the Group or by postal vote within a reasonable time.

BY-LAW 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.

Imposed by the Board of Directors
(as directed by the 1990 AGM)
January 16, 1993

Amendments approved by the Board of Directors
November 1, 2007

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