

ONTARIO REGION CONSTITUTION AND BY-LAWS

(Original submitted in English)

PREAMBLE

These By-Laws, in general, pertain to matters of Region organization not covered by the By-Laws 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).

BY-LAW 1 NAME

The name of the Region shall be the Ontario Region of the Professional Institute of the Public Service of Canada, hereinafter referred to as the "Region".

BY-LAW 2 OBJECTIVES

The objectives of the Ontario Region are:

2.1 To support and further the basic objectives of the Professional Institute as contained in the Institute By-Laws.

2.2 To ensure that the views of the membership in the Region are represented at General Meetings, meetings of the Board of Directors, and at meetings of other decision-making bodies of the Institute.

BY-LAW 3 MEMBERSHIP

3.1 Every member who resides in the Region and who is a Regular member of the Institute shall also be a Regular member of the Region.

3.2 Every member who resides in the Region and who is a Retired member of the Institute shall also be a Retired member of the Region.

BY-LAW 4 REGIONAL ORGANIZATION

4.1 The Ontario Region shall consist of the following levels of organization:

- Regional Council
- Regional Executive
- Branches

ARTICLE 5 REGIONAL COUNCIL

5.1 Regional Council: The Regional Council is the governing body of the Region. It shall direct programs and activities within the Region, review the disbursement of Regional funds, consider any matter brought before it by Branches, and submit proposals and recommendations to Institute national bodies. Notwithstanding the foregoing, the management of the Regional staff is the sole responsibility of the Institute. All members are entitled to attend.

5.2 The Regional Executive shall call a Regional Council 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 four (4) weeks prior to the date of the meeting.

5.3 Agenda: The agenda shall include the following items:

- Roll Call (members of the Regional Executive)
- Approval of the Agenda
- Adoption of the Minutes of the previous Regional Council
- Business Arising from the Minutes
- Report of the Regional Director
- Annual Financial Report
- Approval of the Budget
- Report of the Elections Committee
- New Business, including Proposed By-Law Amendments.

Items for inclusion on the distributed agenda with the exception of the Notice of intent to amend the Constitution and the text of the amendments shall be forwarded to the Regional Office at least two (2) weeks before the date of the meeting.

5.4 The Chair of the Regional Council meeting shall be selected by the Regional Executive.

5.5 Delegates to the Ontario Regional Council shall be comprised of a minimum of one (1) delegate for each one hundred (100) members and a maximum of one (1) delegate for each fifty (50) members as of the 31st of December, rounded to the nearest one hundred (100). Wherever possible, each Branch shall be represented by at least two (2) delegate(s). The members of the Regional Executive shall be ex-officio delegates to the Regional Council. The remaining delegates shall be allocated in proportion to Branch populations. If after distributing the delegate positions as per this article, if there are any unused Ontario Regional Executive delegate seats unused, those seats may be assigned by the Ontario Executive to any PIPSC member of the Ontario Region.

5.6 Quorum: Fifty percent (50%) of the accredited delegates in attendance at the beginning of the meeting shall constitute a quorum.

5.7 Voting: All delegates present at the Regional Council Meeting are eligible to vote. Voting shall normally be by a show of hands and each delegate shall have one (1) vote. Decisions shall be by a simple majority vote.

5.8 Filing of Documents: Each year, following the Regional Council, the Region Executive shall submit a copy of the draft Regional Council minutes, the annual financial report, the approved budget, and the elections report to the Office of the Executive Secretary of the Institute prior to the end of the calendar year.

5.9 Special General Meetings

5.9.1 A Special Meeting of the Regional Council may be called by the Regional Executive or at the written request of at least 10% of the Region members. This meeting shall be held within six (6) weeks of such call or request.

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

5.9.3 The same requirements shall apply to the notice, quorum, governance, attendance and voting at Special Meetings of the Regional Council as are prescribed for the Regional Council.

ARTICLE 6 REGIONAL EXECUTIVE

6.1 Role: The Regional Executive shall be responsible for implementing policies approved by the Regional Council and shall administer the Region between meetings of the Regional Council.

6.2 Composition: The Regional Executive shall consist of the Regional Director and up to ten (10) Members-at-Large elected by the Regional Council. There shall be a maximum of two (2) members from a particular Branch on the Executive, exclusive of the Regional Director. The Regional Director is an ex-officio member of the Regional Executive.

6.3 Term of Office: Members-at-Large are elected for a 2-year term. Elections shall be held annually; five (5) Members-at-Large shall be elected one year while the remaining five (5) Members-at-Large shall be elected in the subsequent year.

6.4 The Regional Director shall be the Chair of the Region Executive.

6.5 The Vice-Chair, Secretary, and Treasurer of the Regional Executive shall be elected by the Regional Executive, from among those on the Regional Executive, at their first meeting following the Regional Council Meeting.

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

6.7 Quorum: A quorum shall consist of a majority of the members of the Region Executive.

6.8 Voting: Decisions shall be by majority vote.

6.9 Vacancies

6.9.1 If the position of the Chair becomes vacant for any reason, the Vice-Chair shall become Chair until the Board of Directors appoints a new Regional Director.

6.9.2 If an elected position, other than that of the Chair, becomes vacant for any reason, the remaining members of the Executive may select a member of the Region to fill that vacancy until the next election.

6.9.3 If the position of Regional Director becomes vacant or temporarily absent for any reason, the remaining members of the Regional Executive shall recommend a replacement to the Institute's Board of Directors in accordance with the Institute's By-Laws.

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

6.10 Duties

6.10.1 Regional Director: The Regional Director is responsible for the overall function of the Ontario Region and its subordinate bodies, including further development of Institute structure in the Region. The Regional Director shall ensure that the Region's By-Laws are always upheld, ensure that decisions made by the Region are implemented and represent the interests of the Institute to members in the Region, and report to Regional Council on current business of the Board of Directors, and other related activities.

6.10.2 Chair: The Chair shall call and preside at all meetings of the Region Executive, ensure that all members of the Executive fulfill their responsibilities and duties, ensure that the Region's By-Laws are always upheld, and report to Regional Council on the functioning of the Regional Executive.

6.10.3 Vice-Chair: The Vice-Chair shall assist the Chair in the performance of their duties, and in the absence of the Chair, perform the duties of that position.

6.10.4 Secretary: The Secretary shall be responsible, in conjunction with the Ontario Region Office, for sending notices of all meetings of the Regional Council and the Regional Executive, recording minutes of those meetings including attendance, and maintain records and correspondence of the Region and of the Regional Executive. The Secretary shall ensure that information is forwarded to the appropriate person or body as required.

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

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

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

BY-LAW 7 BRANCHES

7.1 Branches: Branches shall be established in accordance with Institute By-Laws and Policies. The normal functions of a Branch include advising and representing Branch members, providing a forum for discussion of Institute affairs, making recommendations to Regional Council, administering Branch funds, and selecting delegates to Regional Council and Institute General Meetings.

7.2 Branch Presidents shall submit the names of their Regional Council delegates to the Regional Office.

BY-LAW 8 ELECTIONS

8.1 Elections Committee: The Executive shall appoint an Elections Committee to receive nominations for positions on the Regional 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.

8.2 Procedure for Nominations

8.2.1 The Elections Committee shall receive nominations. Nominations may be made in advance of the Regional Council or from the floor of the Regional Council. All Regular and Retired members are eligible to be nominated.

8.2.2 Nominees must indicate a willingness to serve if elected.

8.2.3 The Elections Committee shall scrutinize the nominations for eligibility and, if necessary, arrange for ballots to be distributed to all Regional Council delegates to vote in the election.

8.3 Election Procedure

8.3.1 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.

8.3.2 Elections shall be conducted by secret ballot at the Regional Council Meeting.

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

8.3.3.1 In the event of a tie, the candidates locked in a tie will be recast in a single election runoff.

8.3.3.2 If a tie remains after utilizing By-law 8.3.3.1, the tie will be broken by the flip of a coin.

8.3.4 The Elections Committee shall inform the Regional Council of the results of the election.

8.3.5 The results of the election are final upon a successful motion by the Regional Council to destroy the ballots.

8.3.6 The newly elected Executive shall take office immediately following the Regional Council.

BY-LAW 9 FINANCES

9.1 Fiscal Year: The fiscal year of the Region shall be the calendar year.

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

9.3 Region Funds: Region funds will be maintained in an account assigned by the Institute.

9.4.1 Signing Officers: The Regional Executive shall appoint a minimum of three (3) Regional Executive members to be the signing officers.

9.4.2 Signing Officers: The Regional Director and Treasurer shall be signing officers.

9.5 Signatures: Financial transactions shall require the signatures of any two (2) of the Signing Officers. A written account shall be kept of all expenditures.

9.6 Reviewing: As required, reviewing and verification procedures shall be carried out by members of the Region who are not responsible for the administration of Regional funds.

BY-LAW 10 RULES OF PROCEDURE

At any meeting of the Region or Regional 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 American Institute of Parliamentarians Standard Code of Parliamentary Procedure available at the meeting.

BY-LAW 11 CONSTITUTION AND BY-LAWS

11.1 These By-Laws may be amended at a Regional Council Meeting. Approval of proposed amendments requires a simple majority of those voting.

11.2 All proposals for amendments to these By-Laws shall be submitted, in writing, to the Regional Executive. Proposed amendments may be submitted by any member of the Region. The notice of the Regional Council Meeting at which the amendments will be considered, shall include:

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

(See 5.2)

11.3 New Constitutions and By-Laws, as well as any amendments, shall be submitted to the Institute By-Laws and Policies Committee for review.

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

BY-LAW 12 POLICIES

12.1 The Regional Executive may make such Policies and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operating of the Region.

12.2 All proposed Policies and amendments thereto shall be submitted to the Institute for review and approval. They shall take effect on a date determined by the Regional Executive, but not earlier than the date they were approved by the Institute.

12.3 Each such Policies shall be presented to the next Regional Council Meeting and may be rescinded or amended by such meeting. These constitute changes to the Policies and shall be subject to Article 12.2.

Approved by the Board of Directors

5-6 August, 2011
Approved by the Board of Directors
June 8, 2018
Approved by the Board of Directors
January 25, 2020
Approved by the Board of Directors
November 24, 2023
Approved by the Board of Directors
June 10, 2024