

# PIPSC Ottawa Centreville Branch Bylaws

## **PREAMBLE**

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

## **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.

"**President**" means President of the Branch unless otherwise specified.

"**Vice-President**" means Vice-President of the Branch unless otherwise specified

"**NCR**" means the National Capital Region.

"**Geographic Area**" The geographic area of the Branch shall include the area that is part of the NCR east of Preston Street, north-west of the Rideau River and south of the Ottawa River.

## **BY-LAW 1 NAME**

The name of the Branch shall be PIPSC Ottawa Centreville Branch hereinafter referred to as the "Branch".

## **BY-LAW 2 BRANCH AIM**

The aim of the Branch shall be to represent Branch interests; to provide a forum for the discussion of Institute affairs; to administer this Constitution and By-Laws; to make recommendations to Regional Council and to the Institute on topics or matters within the objectives of the Institute, and to nominate delegates to Regional Council and Institute meetings in accordance with the Constitutions and By-Laws of those constituent bodies.

## **BY-LAW 3 MEMBERSHIP**

**3.1** Every Regular member located (place of work) within the geographic area of the Branch as described in these By-Laws shall be a Regular member of the Branch other than regular members of another branch.

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**3.2** Every Retired member located (former place of work or chosen place of residence) within the geographic area of the Branch as described in these By-Laws shall be a Retired member of the Branch.

### **BY-LAW 4 RIGHTS OF MEMBERS**

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

**4.2** All members shall be eligible to attend and speak at General meetings of the Branch.

### **BY-LAW 5 FINANCES**

**5.1 Branch Finances** Branch finances shall be consistent with Institute policies.

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

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

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

**5.5 Signing Officers** Signing officers are elected or appointed by the Branch 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 of 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 funds of the Branch.

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

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

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**6.2 Composition** The Branch Executive shall be elected by and from the Branch members. The Branch Executive shall be composed of a President, a Vice-President, a Secretary, a Treasurer<sup>1</sup> and Members at Large up to the maximum permitted by Institute By-Laws. <sup>2</sup>

**6.3 Term of Office** The term of office shall be two years with the exception of the first election when half the members shall be elected for a two year term and the remainder for a one year term.

**6.4 Meetings** The Branch Executive shall meet as frequently as is required, but at least three times a year.

**6.5 Quorum** A quorum shall consist of a majority of the members of the Branch Executive.

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

### 6.7 Vacancies

**6.7.1** If the position of President becomes vacant, the Vice-President shall assume the position of the 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 Branch Executive may select an eligible member of the Branch to fill that vacancy until the next election.

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

### 6.8 Duties

**6.8.1 President** The President shall call and preside at all meetings of the Branch and of the Branch Executive, and shall present to the Annual General Meeting a report on Branch activities.

**6.8.2 Vice-President** The Vice-President shall assist the President in the performance of his/her duties and, in the absence of the President, perform the duties of that position.

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<sup>1</sup>

<sup>2</sup> The size of the Branch Executive is limited by Institute By-Law 11.2.3.

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**6.8.3 Secretary** The Secretary shall be responsible for sending notices of all meetings of the Branch and of the Branch Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Branch and of the Branch 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 Bylaws and Policies and Region By-Laws and Regulations.

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

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

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

## **BY-LAW 7 ELECTIONS**

**7.1 Elections Committee** The Branch Executive shall appoint an Elections Committee to receive nominations for positions on the Branch Executive, and to conduct the elections. Any member of the Committee who becomes a candidate in the elections shall resign from the Committee.

### **7.2 Procedure for Nominations**

**7.2.1** A call for nominations for election to the Branch Executive shall be included with the notice of the Branch Annual General Meeting and at least three (3) weeks prior to the date of the meeting. **(See 8.1.2)**

**7.2.2** Nominations may be submitted in writing or may be made from the floor of the Branch Annual General Meeting.

**7.2.3** The Elections Committee shall satisfy itself that the candidates for election are eligible and willing to serve.

### **7.3 Election Procedure**

**7.3.1** The election shall be at the Branch Annual General Meeting.

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**7.3.2** 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.

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

**7.3.4** The results of the election shall be announced at the Branch Annual General Meeting and subsequently distributed.

**7.3.5** The newly elected Branch Executive shall take office at the close of the Branch Annual General Meeting.

## **BY-LAW 8 BRANCH MEETINGS**

### **8.1 Annual General Meeting**

**8.1.1** The Annual General Meeting of the Branch is its governing body. All members are entitled to attend based on cost and space limitations.

**8.1.2** The Branch Executive shall call an Annual General 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 three (3) 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.

**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 By-Law Amendments

**8.1.5 Voting** All members present at the Annual General Meeting are eligible to vote. Voting for positions on the Branch Executive shall be by secret ballot. 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.

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**8.1.6 Filing of Documents** Each year, following the Annual General Meeting, the Branch Executive shall submit a copy of the draft Annual General Meeting minutes, the annual financial report, the approved budget and the elections report to the Office of the Executive Secretary of the Institute prior to end of the calendar year.

### **8.2 Special General Meeting**

**8.2.1** A Special General Meeting of the Branch shall be called by the Branch Executive or at the written request of at least 10% of Branch members and shall be held within six (6) weeks of such decision or request.

**8.2.2** Only the matter 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 a Special General Meeting as is prescribed for the Annual General Meeting.

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

At any meeting of the Branch, Branch 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 a 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 Branch. Approval of 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 Branch Executive. Proposed amendments may be submitted by any member of the Branch. The notice of the Branch 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 and the appropriate Regional Executive for review.

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**10.4** This Constitution and By-Laws and any amendments thereto shall take effect upon ratification by the Branch 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** Branch 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 Branch.

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

**11.3** Each such Regulation, if any, shall be presented to the next General Meeting of the Branch, and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 11.2.

### **BY-LAW 12 CONTEXT AND GENDER**

In this Constitution and By-Laws, 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 By-Laws.

**Approved by the Board of Directors  
June 23, 2010**

**Approved by the Board of Directors  
December 14, 2023**