

RETIRED MEMBERS' GUILD

CONSTITUTION

PREAMBLE

These By-Laws and Regulations, in general pertain to matters of the Retired Members Guild 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

“Institute” means the Professional Institute of the Public Service of Canada.

“Members” means those who meet the requirements of By-Law 3.

BY-LAW 1 – NAME

The name of this organization shall be the Retired Members Guild of the Professional Institute of the Public Service of Canada, hereinafter referred to as the “Guild”.

BY-LAW 2 - GUILD AIM

The aim of the Guild shall be to further the interests of its members, to formulate and express the views of the members on matters affecting them, and to ensure that the interests of the Guild are represented in all proceedings of the former employer and of the Institute that may affect the Guild. The National Guild Executive shall speak for the Guild 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

Any Retired member of the Institute shall also be a member of the Guild.

BY-LAW 4 - RIGHTS OF MEMBERS

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

4.2 All members shall be eligible to attend and to speak at General Meetings of the Guild.

BY-LAW 5 – FINANCES

5.1 Fiscal Year - The fiscal year of the Guild shall be the calendar year

5.2 Expenditures - The National Guild Executive shall expend such monies as it considers necessary for the conduct of the business of the Guild

5.3 Bank Account - The National Guild Executive shall maintain an account in the name of PIPSC at a financial institution designated by PIPSC for the deposit of the funds of the Guild.

5.4 Signatures - Financial transactions shall require the signatures of two members of the National Executive, one of whom shall be the Treasurer or his/her designated alternate and any one of the other members of the National Executive.

5.5 Auditing - Required auditing and verification procedures shall be carried out as designated by the Institute.

BY-LAW 6 - GUILD EXECUTIVE

6.1 Composition - The National Guild Executive shall consist of eight (8) members, three (3) from the National Capital Region, and one (1) from each of the five (5) other Institute Regions. The National Guild Executive shall comprise a President, a Vice-President, a Secretary and a Treasurer, or a Secretary-Treasurer, and members at large to the maximum of eight (8) overall.

6.2 Term of Office - The term of office shall be three (3) years.

6.3 Meetings - The National Guild Executive may meet (in person) up to the maximum number of meetings permitted by the Institute unless requested to meet for any special purpose by the PIPSC Board of Directors. One of these meetings shall be associated with the PIPSC Annual General Meeting.

6.3.1 - Planning Meeting - One strategic planning session per year (up to a maximum of two days) would count as one executive meeting; any incremental difference in cost is to be borne by the Retired Members' Guild.

6.3.2 Observers - Executive meetings will be open to all members of the Guild who wish to attend as observers. Observers may be permitted a voice on specific issues by the simple majority concurrence of the National Guild Executive members present. Expenses incurred by such observers shall not be paid by the Guild, unless prior arrangements have been made with the Guild Executive. These expenses may be funded by a chapter.

6.3.3 Guests - The President may invite individuals to attend meetings of the Executive in a non-voting capacity

6.4 Quorum - A quorum of the national Executive shall consist of a majority of the members.

6.5 Voting - Decisions shall be by majority vote of National Guild Executive present.

6.6 Vacancies - If a position, other than that of the President, becomes vacant for any reason, the remaining members of the Executive shall at their next meeting, appoint a replacement from the affected region until the next regular election for the RMG. This replacement shall assume all the rights of an elected member until the end of the original term of office.

6.6.1 If the position of the President becomes vacant for any reason, the Vice-President shall become the 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.

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

6.8 Any three (3) Officers, or the President, can call an extraordinary meeting of the Guild Executive provided five (5) days' notice (to call the meeting) is given to the Officers.

BY-LAW 7 - DUTIES OF THE GUILD EXECUTIVE

7.1 President - The President shall call and preside at all meetings of the Guild and of the Guild Executive.

7.2 Vice-President - The Vice-President shall assist the President in the performance of his duties and, in the absence of the President, perform the duties of that position.

7.3 Secretary - The Secretary shall be responsible for sending notices of all meetings of the Guild and of the Guild Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Guild and of the Guild Executive, and shall ensure that a copy of the approved minutes is filed with the Institute

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

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. Committees shall be dissolved by majority of the Executive.

BY-LAW 8 – ELECTIONS

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

8.2 The Elections Committee shall distribute a request for nominations to all members of the Guild at least four (4) weeks prior to the closing date for nominations as determined by the Election Committee.

8.3 Nominations must be supported by at least two (2) members from the region of the Guild and the nominee must indicate a willingness to serve if elected.

8.4 Nomination forms must be received at the National Office of the Institute by 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 sufficient names of potential persons willing and able to serve, to fill the remaining vacancies. If none are forthcoming, the Executive may appoint someone to the position.

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

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

8.7 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.

8.8 The candidate(s) receiving the highest number of votes for a position shall be declared elected.

8.9 The Elections Committee shall ensure that the membership is informed of the election results at the AGM or as soon as the results are known.

8.10.1 The newly elected Executive members shall take office January 1st, following the announcement of the election results.

8.10.2 Members of the RMG National Executive shall not be in the positions of President, Vice President, Treasurer, Secretary or Treasurer-Secretary of an RMG Chapter Executive.

8.11 The Guild Executive shall select officers from their elected members as the first order of business at the first Guild Executive meeting after January 1st.

BY-LAW 9 - GENERAL MEETINGS OF THE GUILD

9.1 Annual General Meeting

9.1.1 The Annual General Meeting of the Guild shall, when possible, be held in conjunction with the PIPSC AGM and shall be open to all members of the Guild in good standing who wish to attend at their own expense.

9.1.2 The National Executive shall call an Annual General Meeting of the Guild 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. The notice of the Guild meeting at which the amendments will be considered, shall include the wording of the article to be amended as well as the proposed wording.

9.2 Agenda - The agenda shall include the following items as a minimum:

- Roll Call (members of the Guild Executive)
- 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
- New Business, including By-Law amendments

9.3 Voting - All Guild members 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. Decisions shall be by a simple majority vote.

BY-LAW 10 - RULES OF PROCEDURE

10.1 At any meeting of the Guild or National Guild 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 and be governed by the latest version of *The American Institute of Parliamentarians Standard Code of Parliamentary Procedure* available at the meeting.

BY-LAW 11 - CONSTITUTION AND BY-LAWS

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

11.2 This Constitution and By-Laws and any amendments thereto shall take effect upon ratification by the Guild AGM and approval by the Institute.

BY-LAW 12 - CONTEXT AND GENDER

12.1 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.

BY-LAW 13 – CHAPTERS

13.1 Chapters may be formed by members in any geographic area upon approval by the National Guild Executive

13.2 A chapter executive must include a President, Vice-President, Secretary and Treasurer or a Secretary-Treasurer if the positions are combined.

13.3 The purpose of Chapters will include the provision of input to the National Executive on any issue affecting the members and making suggestions to the National Executive on programs to be initiated by the National Executive.

13.4 All costs for Chapter meetings will be borne by the Chapter.

13.5 The Chapter Executive shall maintain an account in the name of PIPSC RMG and the Chapter at a financial institution designated by the Institute for the deposit of the funds of the Chapter.

13.6 Annual General Meetings A chapter must hold an Annual General Meeting.

13.7 The time between Annual General Meetings must be no more than fifteen (15) months, as allowed by PIPSC, except in extraordinary circumstances, as agreed to by the National Guild Executive.

13.8 Absences - Any member of a chapter executive who is absent from two (2) consecutive executive meetings without a valid reason shall be considered to have resigned from the executive.

BY-LAW 14- GUILD APPRECIATION AWARD

14.1 Basis of Award. Awards may be awarded to individuals or retired members for outstanding service to the Guild.

14.2 Eligibility -Only retired members in good standing and employees of the Institute are eligible to receive this award.

14.3 Rules -The rules governing the Guild Appreciation Award shall be formulated by the National Guild Executive and included in the Regulations.

BY-LAW 15 – REGULATIONS

15.1 The National Executive may make such Regulations and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operating of the Guild.

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

15.3 Each such Regulation shall be presented to the next General Meeting of the Guild, and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 15.2.

R5 - CHAPTER FUNDING

R5.2 Annual Allotments - Chapters are allotted funds from the Guild Executive and are structured as follows:

R5.2.1 New Chapters A new proposed chapter will receive start-up funds from the National Guild Executive via their Regional Representative as determined by the Guild Executive.

R5.2.2 Each chapter will receive an annual allotment as determined by the Executive upon presentation to the National Guild Executive via their Regional Representative of the following:

- a) the fiscal year financial statement;
- b) the budget and actuals for that year;
- c) a copy of the minutes of the Annual General meeting;
- d) the budget for the new year

R5.2.3 A chapter will receive its' designated annual allowance or part thereof, annually, to bring its' cash on hand up to the maximum allowed as determined by PIPSC.

R5.2.4 A chapter may request additional funds for special projects during the calendar year, upon presentation of a reasonable business plan to the National Guild Executive via their Regional Representative.

R6 - ATTENDANCE AT MEETINGS OF THE NATIONAL EXECUTIVE OF THE GUILD

R6.3 Members of the National Guild Executive who are unable to attend a meeting of the National Guild Executive, can select an alternate Guild member from their respective Region, to attend in their place.

R7 DUTIES OF GUILD EXECUTIVE

R 7.1 REGIONAL EXECUTIVE OFFICER (REO) FUNCTIONS

- Provides leadership to Chapters and members, and ensures a strong organization within the region;
- Expresses regional concerns and voices regional positions at meetings of the Guild Executive;

- Within budgetary limitations, attends chapter meetings, advises members of national and regional developments;
- Provides liaison between Chapters in the region;
- Provides ongoing liaison between the Guild Executive and the Chapters within the region.

R8 ELECTIONS

R8.5 The elections committee (in consultation with PIPSC staff) will determine the voting method.

R -14- APPRECIATION AWARDS

R 14.1 Award -The award shall consist of a Guild Recognition Certificate signed by the President of the Guild or other award as determined by the executive.

R 14.2 Rules -The Rules shall be available on the Guild section of the PIPSC Web site and be published on a regular basis.

R 14.3 Number of Awards- There shall be no limit to the number of awards that may be presented in any one (1) year.

R14.4 Nominators- At least two (2) members in good standing may nominate any eligible member or employee.

R14.5 Nominations- Nominations must be on the prescribed form and include:

- a) details of the nominee's service to the Guild and retired members, and
- b) a brief citation for use when an award is presented

R14.5.1 Nominations are to be forwarded to the National Guild Executive via the respective Regional Representative.

R14.6 Presentation – Awards shall normally be presented at a Guild Annual General Meeting.

R14.7 Selection panel: The National Guild Executive shall appoint a selection panel of three (3) retired members. The Panel shall make recommendations to the Guild President. In the case of a negative decision, the reasons for the negative decision shall be communicated to the nominators. The panel's recommendation shall be based on the most recent criteria approved by the National Guild Executive plus any applicable by-laws and regulations.

R14.8 - An award will not be presented if, in the opinion of the panel, no submission worthy of an award has been received.

**Approved by the Board of Directors
October 8, 2019**

**Approved by the Board of Directors
December 10, 2025**

