

## PREAMBLE

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

Bylaw 10 of the Bylaws and Regulations of the Professional Institute of the Public Service of Canada provides that each Sub-Group shall be governed by a Constitution which is consistent with the Institute's By-Laws and those of the Health Sciences Group. Thus where interpretations differ or where conflicts arise between a Sub-Group Constitution and either the Group Constitution or the Institute's By-Laws and Regulations, the later prevail.]

## DEFINITIONS

**"CSC"** means Correctional Services Canada.

**"Institute and/or PIPSC"** both mean The Professional Institute of the Public Service of Canada.

**"Members"** means those who meet the requirements of By-Law 3 Membership and have taken out membership with PIPSC.

**"President"** means President of the Sub-Group unless otherwise specified.

**"SH"** means Health Sciences.

**"Sub-Group"** means the SH CSC Pacific Sub-Group of the SH Group.

**"Vice-President"** means Vice-President of the Sub-Group unless otherwise specified

## BY-LAW 1 NAME

The name of this Sub-Group shall be the PIPSC SH CSC Pacific Sub-Group, hereinafter referred to as the "Sub-Group".

## BY-LAW 2 AIMS

The aims and objectives of the Sub-Group are to act within the jurisdiction of the Sub-Group to further the professional interests of its members, to protect the status and standards of their profession and to formulate and express the views of the members on matters affecting them. The Sub-Group Executive shall inform the national SH Group Executive of the concerns of the Sub-Group relative to collective bargaining.

## **BY-LAW 3 MEMBERSHIP**

**3.1** Every Regular member of the SH Group working for CSC in the Pacific region shall be a Regular member of the Sub-Group.

**3.2** Every regular member of this Sub-Group who becomes a retired member of the Institute and remains in the Pacific region shall be a retired member of this Sub-Group.

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

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

## **BY-LAW 5 FINANCES**

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

**5.2 Expenditures:** The Sub-Group Executive shall expend such monies as it considers necessary for the conduct of the business of the Sub-Group. A written account shall be kept of all expenditures and presented at the Annual General Meeting (AGM).

**5.3 Sub-Group Funds:** The Sub-Group funds will be maintained in an account assigned by the Institute.

**5.4 Signatures:** Financial transactions shall require the signature of any two (2) of the President, Vice-President, Secretary or Treasurer of the Sub-Group.

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

**5.6 Additional Funding:** Additional funding may be requested by submitting a budget via the Group Executive for approval and recommendation by the Institute Executive Committee.

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

**6.1 Composition:** The Sub-Group Executive shall be composed of a President, a Vice-President, a Secretary, a Treasurer and Members-at-Large to the maximum permitted by Institute By-Laws, elected by and from the Sub-Group members at the Sub-Group Annual General Meeting.

**6.2 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 term and the remainder for a one (1) year term.

**6.3 Meetings:** The Sub-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 Sub-Group Executive.

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

### **6.6 Vacancies**

**6.6.1** If the position of President becomes vacant, the Vice-President shall assume the position of the President until the next election.

**6.6.2** If a vacancy should occur in any position other than that of the President, the remaining members of the Executive may select an eligible member of the Sub-Group to fill that vacancy until the next election.

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

**6.7 Duties:** The Sub-Group Executive shall manage the affairs of the Sub-Group in such a manner as to promote the aims of the Sub-Group as expressed by the majority of the members. The Executive shall be responsible for informing members of current concerns and for ascertaining the viewpoint of the membership.

**6.7.1 President:** The President shall call and preside at all meetings of the Sub-Group and of the Sub-Group Executive. In his absence, these duties shall be fulfilled by the Vice-President.

The President shall represent the Sub-Group within the Institute. Should the President not be able to serve in such capacity, he may designate another member of the Sub-Group to serve in his stead. The President, or his designate, shall report to the Executive on any such meetings. This in no way infringes on the right of an individual to approach the Institute on his own behalf.

**6.7.2 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.

**6.7.3 Secretary:** The Secretary shall be responsible for sending notices of and keeping records of all meetings of the Sub-Group and the Sub-Group Executive for the period required by Institute policy. The Secretary shall record minutes of meetings (including attendance), maintain records and correspondence of the Sub-Group and Sub-Group Executive, and shall ensure that a copy of minutes is filed with the Institute once approved by the Sub-Group Executive. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Group By-Laws and Constitutions.

**6.7.4 Treasurer:** The Treasurer shall maintain the financial records of the Sub-Group as required by Institute policy; present a budget to the first Sub-Group meeting of the calendar year; submit a financial statement to the Institute as required, and prepare the annual request for the annual allowance of the Sub-Group. The financial report will be presented at each Annual General Meeting of the Sub-Group. Copies of the financial report shall be available to all Sub-Group members.

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

**6.7.6 Committees:** The Sub-Group or Sub-Group Executive may establish committees as necessary, with terms of reference and membership to be decided by the body that establishes them. Copies of Committee reports shall be filed with the Sub-Group Secretary. Committees shall be dissolved by majority vote of the body that established them.

## **BY-LAW 7 ELECTIONS**

**7.1 Elections Committee:** The Executive shall appoint an Elections Committee to receive nominations for positions on the Sub-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** A notice calling for nominations for election to the Sub-Group Executive shall be distributed three (3) weeks in advance of the Sub-Group Annual General Meeting.

**7.2.2** Nominations may be submitted in writing or may be made from the floor of the Subgroup AGM.

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

**7.3.2** In the event that insufficient nominations are received by the deadline, those candidates whose nominations were received shall be declared elected. The remaining members of the Executive may select eligible members of the Sub-Group and appoint them to fill vacancies until the next election.

**7.3.3** The results of the election shall be announced at the Sub-Group Annual General Meeting and subsequently distributed. The newly elected Sub-Group Executive shall take office at the close of the Sub-Group Annual General Meeting.

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

### **8.1 Annual General Meetings**

**8.1.1** The Sub-Group Executive shall call an Annual General Meeting once each calendar year. The interval between Annual General Meetings shall not exceed fifteen (15) months. Members shall be notified at least three weeks prior to the date of the meeting.

**8.1.2 Quorum:** A quorum at Annual General Meetings shall constitute fifty percent (50%) of the members in attendance at the beginning of the meeting.

**8.1.3 Agenda:** The agenda shall include the following items:

- Roll Call (members of the Sub-Group 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
- Report of the Elections Committee
- New business, including By-Law Amendments.

**8.1.4 Voting:** All members present at the Annual General Meeting are eligible to vote. Voting for positions on the Sub-Group 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. For greater certainty, proxy voting is not permitted. Voting shall be by secret ballot upon request of the majority of eligible voting members present.

**8.1.5 Filing of Documents:** Each year, following the Annual General Meeting, the Sub-Group Executive shall submit a copy of the draft AGM minutes, the annual financial report 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 Sub-Group shall be called by the Sub-Group Executive or at the written request of at least 10% of voting Sub-Group 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 provisions shall apply to the notice, quorum and voting at Special General Meetings as is prescribed for the Annual General Meeting.

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

At any meeting of the Sub-Group Executive, Annual or Special General Meetings, matters of procedure, insofar as they are not specifically provided for, shall be governed by a majority vote of the members present and voting. The Chair of such meeting shall first rule on a matter of procedure or order and shall, in his rulings, 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 10 CONSTITUTION AND BY-LAWS**

**10.1** These By-Laws may be amended at an Annual or Special General Meeting of the Sub-Group. 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 Sub-Group Executive. Proposed amendments may be submitted by any member of the Sub-Group. The notice of the Sub-Group meeting at which at which the amendments will be considered shall include:

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

**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 Group Executive for review.

**10.4** This Constitution and By-Laws and any amendments thereto shall take effect upon approval by the Institute and ratification by the Sub-Group membership.

## **BY-LAW 11 REGULATIONS**

**11.1** The Sub-Group 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 Sub-Group.

**11.2** 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 Sub-Group 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.

## **BY-LAW 12 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.

**Amendments approved by the Board of Directors**

**May 1, 2008**