

PREAMBLE

These By-Laws, in general, pertain to matters of YHC 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

"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).

"Employer" shall be as defined in the collective agreement of the YHC Group.

"YHC" means the name of the Group.

"President" means President of the YHC Group unless otherwise specified.

"Vice-President" means Vice-President of the YHC Group unless otherwise specified.

BY-LAW 1 NAME

The name of this organization shall be the PIPSC YHC Group, hereinafter referred to as the "Group".

BY-LAW 2 GROUP AIM

The aim of the YHC Group shall be

- to further the professional interests of all YHC Group members;
- to protect the status and standards of all professions represented within the YHC Group;

- to formulate and express the views of the members on matters affecting them, and
- to ensure that the interests of the YHC Group are represented in all proceedings of the employer and of the Institute that may affect the Group.

The YHC 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 YHC Group and who is a Regular member of the Institute shall also be a Regular member of the YHC Group.

3.2 Any Regular member of the YHC Group who becomes a Retired member of the Institute shall also become a Retired member of the YHC Group.

BY-LAW 4 RIGHTS OF MEMBERS

4.1 Only Regular members shall be eligible to vote on matters related to YHC Group collective negotiations, including the method of dispute resolution and the ratification of proposed collective agreements.

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

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

BY-LAW 5 FINANCES

5.1 Fiscal Year: The fiscal year of the Group shall be the calendar year (i.e. January 1 – December 31).

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

5.3 Group Funds: YHC Group funds will be maintained in an account assigned by the Institute.

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

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

BY-LAW 6 GROUP EXECUTIVE

6.1 Composition: The 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 YHC Group members.

6.2 Term of Office: The term of office shall be two (2) years, with the election of President and Treasurer occurring in odd numbered years and the election of Vice President and Secretary occurring in even numbered years.

6.3 Meetings: The YHC 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 YHC Group Executive.

6.5 Voting: Decisions shall be by majority vote.

6.6 Vacancies:

6.6.1 If the position of the President becomes vacant for any reason, the Vice-President shall become President until the next election. The position of Vice President shall then be filled in accordance with these Bylaws.

6.6.2 If a position, other than that of the President, 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.

6.6.3 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.

6.7 Duties

6.7.1 President: The President shall:

- **call and preside at all meetings of the YHC Group and Group Executive**
- **prepare the agenda for all meetings**
- **represent the membership in all activities as President**
- **represent the interests of members at Union/Management Consultation meetings and Joint Consultation Committee meetings**
- **represent the interests of members at Advisory Committee meetings in Ottawa**
- **speak with media, as necessary, with direction from the National Office**
- **upon appointment to the position, already be or apply to become a PIPSC Steward with accompanying responsibilities.**

6.7.2 Vice-President: The Vice-President shall assist the President in the performance of his duties,

- **in the absence of the President, perform the duties of that position.**
- **represent the interests of the members at Union/management Committee meetings and Joint Consultation Committee meetings**
- **upon appointment to the position, already be or apply to become a PIPSC Steward with accompanying responsibilities**

6.7.3 Secretary: The Secretary shall:

- **be responsible for sending notices of all meetings of the YHC Group and of the YHC Group Executive.**
- **record minutes of meetings, including attendance,**
- **maintain records and correspondence of the YHC Group and of the YHC Group Executive,**
- **ensure that a copy of minutes are filed with the Institute.**
- **upon appointment to the position, already be or apply to become a PIPSC Steward with accompanying responsibilities.**

6.7.4 Treasurer: The Treasurer shall

- maintain the financial records of the YHC Group as required by Institute policy,
- prepare a financial report for each General Meeting of the YHC Group,
- submit a detailed financial statement to the Institute as required. Copies of the financial report shall be available to all YHC Group members
- upon appointment to the position, already be or apply to become a PIPSC Steward with accompanying responsibilities.

6.7.5 Members-at-Large: Members-at-Large shall:

- perform such duties as may be assigned by the Executive
- upon appointment to the position, already be or apply to become a PIPSC Steward with accompanying responsibilities.

6.7.6 Committees: The YHC Group Executive may establish committees as necessary, with terms of reference and membership to be decided by the Executive. Committees shall be dissolved by majority vote of the Executive.

To represent the YHC Group on workplace committees the member shall, upon appointment, already be or apply to become a PIPSC Steward with accompanying responsibilities.

BY-LAW 7 ELECTIONS

7.1 The YHC Group Executive shall appoint an Elections Committee to receive nominations for positions on the 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 The Elections Committee shall distribute a request for nominations to all members of the Group at least four (4) weeks prior to the closing date for nominations.

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

7.4 Nomination forms must be received by the Elections Committee by the 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 the names of additional persons willing and able to serve sufficient to fill the remaining vacancies. If none are forthcoming, the YHC Group Executive may appoint someone to that position.

7.5 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.

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

7.7 Ballots must be received at the National Office of the Institute by the close of business on a date to be determined by the YHC Group Elections Committee.

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

7.9 The YHC Group Elections Committee shall ensure the membership is informed of the results of the election as soon as possible.

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

BY-LAW 8 GENERAL MEETINGS OF THE GROUP

8.1 Annual General Meeting

8.1.1 The Annual General Meeting of the YHC Group is its supreme governing body. All members are entitled to attend.

8.1.2 The YHC Group Executive shall call a General Meeting of the Group at least once each calendar year. The interval between such meetings shall not exceed fifteen (15) months. Members shall be notified at least four weeks prior to the date of the meeting.

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

8.1.4 Agenda The agenda shall include the following items:

Call to Order

Approval of the Agenda

Adoption of the Minutes of the previous Annual General Meeting

Roll Call (members of YHC Group Executive and stewards)

Business Arising from the Minutes

Report of the President

Annual Financial Report

Report of the Elections Committee

Reports from YHC Group Committees, including but not limited to:

Classification Committee

Elections Committee

Education Committee

Occupational Health and Safety Committee

Pension Committee

New Business, Including Proposed By-Law Amendments.

8.1.5 Voting All Regular and Retired 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.

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

8.2 Special General Meetings

8.2.1 A Special General Meeting of the YHC Group shall be called by the Group Executive or at the written request of at least 10% of voting members of the YHC 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.

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

BY-LAW 9 RULES OF PROCEDURE

At any meeting of the YHC Group or YHC 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 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 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 a General Meeting of the YHC 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 YHC Group Executive. Proposed amendments may be submitted by any member of the YHC Group. The notice of the Group meeting at which the amendments will be considered, shall include:

- a) the current number and wording of the article to be amended; and
- b) the proposed wording.

10.3 New Constitutions and By-Laws, as well as any amendments, shall be submitted to the Institute By-Laws and Policies Committee 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 Group membership of the same wording.

BY-LAW 11 REGULATIONS

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

Approved by the Board of Directors
August 17, 2012

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