

# PLACE DE VILLE NR SUB-GROUP

## CONSTITUTION AND BY-LAWS

### **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 NR Group and are made pursuant to those By-Laws and Regulations.

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.

### **DEFINITIONS**

**"Institute"** means 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 the Institute.

**"NR"** means the architecture, engineering and land surveyors bargaining Group of the Institute.

**"Region"** means the National Capital Region as defined in the Institute By-Laws.

### **BY-LAW 1 NAME**

The name of this Sub-Group shall be Place de Ville NR Sub-Group, hereinafter referred to as the "Sub-Group".

### **BY-LAW 2 AIMS**

The aims of the Sub-Group are: 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 shall be responsible to ensure workplace presence of the NR Group: by ensuring regular communication with members; by mobilizing members in relation to NR Group activities; by recruiting Rands; and by promoting training. The Sub-Group Executive shall inform the NR Group Executive of the concerns of the Sub-Group relative to collective bargaining.

### **BY-LAW 3 MEMBERSHIP**

There shall be two categories of members:

**3.1 Regular:** Every Regular member of the NR Group working for Transport Canada in the NCR region and NR members ion downtown Ottawa (East of Preston Street, Northwest of the Rideau River and South of the Ottawa River) who are not a member of another Sub-Group.

**3.2 Retired:** Any Retired member of the NR Group who was previously employed in National Capital Region before retirement or is a resident of the National Capital Region may request to be a Retired member of the Sub-group, subject to Institute By-Laws and regulations concerning membership.

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

Members shall be eligible to vote for Officers and Stewards, hold office and nominate candidates as prescribed in these By-Laws, 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**

Sub-Group finances shall be consistent with Institute policies.

**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.

**5.3 Sub-Group Funds:** 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 and Treasurer of the Sub-Group. A written account shall be kept of all expenditures.

**5.5 Reviewing:** As required, reviewing 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 Funds:** Additional funds may be requested by submitting a budget via the NR Group Executive for approval and recommendation to the Executive Committee.

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

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

**6.2 Composition:** Except for the interim Executive in place before the first election, the Sub-Group Executive shall be composed of executive members, up to the maximum permitted by the Institute By-Laws, elected by and from the Sub-Group members.

**6.3 Term of Office:** The term of office shall be two (2) years except for the first election when half of the Executive members shall be elected for a one (1) year term.

**6.4 Meetings:** The Sub-Group Executive shall meet as

frequently as is required, but at least three (3) time a year.

**6.5 Quorum:** A quorum shall consist of a majority of the voting members of the Sub-Group Executive.

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

**6.7 Officers:** The Sub-Group Executive shall elect a President, a Vice-President, a Secretary, and a Treasurer at their first meeting following any change in the Executive membership.

#### **6.8 Vacancies**

**6.8.1** If the position of President becomes vacant, the Vice-President shall assume the position of President.

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

**6.8.3** Any member who is absent from two (2) consecutive meetings of the Executive without valid reason, as determined by the majority of the Executive, shall be deemed to have resigned from the Executive.

### **BY-LAW 7 DUTIES OF THE SUB-GROUP OFFICERS**

**7.1 President:** The President shall call and preside at all meetings of the Sub-Group and of the Sub-Group Executive; and presents the annual report of activities to the Sub-Group AGM.

**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 and keeping records of all meetings of the Sub-Group and the Sub-Group Executive for the period required by Institute policy and shall ensure that a copy of minutes is filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Group By-Laws and Constitutions.

**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. Copies of the financial report shall be available to all Sub-Group members.

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

### **BY-LAW 8 ELECTIONS**

**8.1 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.

#### **8.2 Procedure for Nominations**

**8.2.1** 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.

**8.2.2** All nominations shall be in writing or made from the floor at the AGM.

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

#### **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. The candidates receiving the highest number of votes for a position on the executive shall be declared elected.

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

### **BY-LAW 9 GENERAL MEETINGS OF THE SUB-GROUP**

**9.1 Annual General Meetings (AGM)** The Annual General Meeting of the Sub-Group is its governing body. All members are entitled to attend.

**9.1.1** 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.

**9.1.2** 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

Election of executive members

Report of the Elections Committee

**9.1.3** The quorum for the Annual General Meeting shall be the lesser of twenty (20) members or ten percent (10%) of the total number of members in the Sub-Group eligible to vote.

**9.1.4** If the quorum is not obtained, the meeting shall be rescheduled by the Sub-Group Executive. Notice of the rescheduled meeting shall be sent within two (2) weeks of the original meeting date.

**9.1.5** With the exception of the election of the Sub-Group Executive, voting shall normally be by show of hands and each member shall have one (1) vote. Proxy votes shall not be permitted. Decisions shall be by a majority vote. Fifty percent (50%) of the members present when the meeting is called to order shall constitute the quorum for a decision. Voting shall

be by secret ballot upon request of the majority of eligible voting members present.

**9.1.6 Filing of Documents** Each year, following the Annual General Meeting, the Sub-Group Executive shall submit a copy of the draft 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.

## 9.2 Special General Meeting

**9.2.1** 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 four (4) weeks of such decision or request.

**9.2.2** Only the matter for which the Special General Meeting was called shall appear on the agenda.

**9.2.3** The same provisions shall apply to the quorum and voting at Special General Meetings as prescribed in article 9.1 for the Annual General Meeting.

## BY-LAW 10 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 11 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 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 12 CONSTITUTION AND BY-LAWS

**12.1 Amendment** Any amendment to this Constitution and By-Laws may be proposed by any member of the Sub-Group. Approval for amendments requires a simple majority of those voting at an Annual or Special General Meeting.

**12.1.1** The notice of the Sub-Group meeting at which the amendments will be considered, shall include the article to be amended, and the new wording.

**12.2 Effective Date** This amended Constitution and By-Laws covers the NR Sub-Group that took effect on 1 January 2006 as determined by the predecessor AP Sub-Group Special General Meeting. Any amendments thereto shall take effect upon approval by the Institute and ratification by the Sub-Group membership.

and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operation of the Sub-Group.

**13.2** All proposed Regulations and amendments thereto shall be submitted to the Institute for review.

**13.3** All additions, changes or deletions to the Regulations shall take effect on a date to be determined by the Sub-Group Executive and shall be reported to the next Annual General Meeting of the Sub-Group which may repeal or suspend any Regulation.

## History

Original default Sub-Group Constitution

Amended to edit name and add AP group specific  
Adopted AGM 14 June 2005

AP Sub-Group split and a new name NR Sub-group  
Adopted SGM 28 November 2005

Amended to edit name and revise its editorial structure  
Adopted AGM 31 March 2006

**Approved by Board of Directors**  
04 May 2024

## Regulations

**R3.1 Reorganization:** A collection of Regular members can propose to separate from the Place de Ville Sub-Group if they meet the Institute requirements to form a new NR sub-group. Upon Institute approval, the Place de Ville NR Sub-Group would reallocate the funds to the new sub-group at the rate and pro-rata set out by the Institute. The article 3.1 defining the area of Regular membership would have to be amended.  
[Adopted AGM 31 March 2006] [Corrected March 2024]

## BY-LAW 13 REGULATIONS

**13.1** The Sub-Group Executive may make such Regulations,