

The Professional Institute of the Public Service of Canada  
Winnipeg and Southern Manitoba Branch  
Proposed Constitution and By-Laws Amendments

**PREAMBLE**

These **By-laws**, in general, pertain to matters of Branch organization not covered by the **By-laws** and **Policies Regulations** of The Professional Institute of the Public Service of Canada or of the **By-laws and Regulations of the** Prairie/Northwest Territories Region, and are made pursuant to those By-Laws, **Policies**, and Regulations.

**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 represent the members of the Branch on the Regional Executive**, 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.

**5.6 Signatures:** All cheques shall have the signatures of two signing officers. A signatory cannot also be the payee. ~~Financial transactions shall require the signature of any two (2) of the President, Vice-President, Secretary and Treasurer of the Branch. A written account shall be kept of all expenditures.~~

**5.7.1 Records:** All financial records shall be **maintained in a manner consistent with Institute directives and policies, and** retained for the period of time required by Institute policy.

**5.8 Auditing Reviewing:** As required, **auditing reviewing** and verification procedures shall be carried out by members of the Branch who are not responsible for the administration of funds of the Branch.

**6.2 Composition:** The **Branch** Executive shall be composed of a President, a Vice-President, a Secretary, a Treasurer and Members-at-Large up to the maximum permitted by Institute Bylaws. All Executive members shall be first elected as Members-at-Large ~~with half the members being elected in an even-numbered year and half the members elected in an odd-numbered year.~~

**6.2.1 Officers:** The Branch Executive shall elect officers, when necessary, from the **Branch** Executive, at the first **Branch** Executive meeting following the Branch Annual General Meeting (**AGM**), **or in the case of an unexpected vacancy, at the next Executive meeting.**

**6.3 Term of Office:** **The term of office shall be for three years. In the year following a year evenly divisible by three (3), the positions of President, Secretary, and half of the Members-at-Large shall be elected. In a year evenly divisible by three (3), the positions of Vice President, Treasurer, and the remaining half of the Members-at-Large shall be elected. In the year preceding a year evenly divisible by three (3), no election shall normally be held.**

**6.7.1 President:** If the position of President becomes vacant, the Vice-President shall assume the position of the President until the **end of the term or until the next Officer elections are held election.**

**6.7.2 Other:** **If a Member-at-Large position becomes vacant for any reason, the remaining members of the Executive may select an eligible member of the Branch to fill that vacancy until the end of the term or until the next election.**

**6.7.2.1 Officer:** **If an Officer position, other than that of the President, becomes vacant for any reason, the remaining members of the Executive may elect an eligible member of the Executive to fill that vacancy**

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**until the end of the term, or until the next officer elections are held.**

**6.7.2.2 Officer: No Officer shall hold more than one office.**

**6.8.1 President:** The President shall call and preside at all meetings of the Branch and of the ~~Branch~~-Executive, shall present to the ~~AGM Annual General Meeting~~ a report on Branch activities, shall represent the Branch on the Prairies/Northwest Territories Regional Executive, shall present to the Branch Executive a report on the meetings of said Executive and shall present to the Regional Council a report on Branch activities.

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

**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, **distribute a draft copy of said minutes to the Executive within ten (10) days of said meetings, distribute a revised copy of said minutes within forty-eight (48) hours of the next meeting,** maintain records and correspondence of the Branch and of the ~~Branch~~ Executive, and shall ensure that a copy of **approved** minutes is ~~are~~ filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Region **By-Laws, Policies** and Regulations.

**6.8.4 Treasurer** The Treasurer shall maintain the financial records of the Branch as required by Institute policy, **issue cheques as necessary to pay approved Branch expenditures,** prepare a financial report **which includes the financial statements, updated budget, bank reconciliation and synoptic** 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.

**7.2.1 Call:** A call for nominations for election to the ~~Branch~~ Executive shall be included with the notice of the Branch ~~AGM Annual General Meeting~~. **(See 8.1.2)**

**7.3.1** The election **for Members-at-Large** shall be at the Branch ~~Annual General Meeting~~ **AGM (AGM), and the election for Officers shall be in accordance with 6.2.1.**

**7.3.2 Procedures:** 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.

**7.3.5 Results:** The results of the election **of Members-at-Large shall be announced at the Branch AGM Annual General Meeting, recorded in the minutes of that meeting,** and subsequently distributed. **The results of the election of Officers shall be announced at the Executive meeting where that election takes place and recorded in that meeting's minutes. The PIPSC National Office shall be informed of any changes to the Executive.**

**7.3.6 Office:** The newly elected ~~Branch~~ Executive shall take office at the close of the Branch ~~AGM Annual General Meeting~~. **The newly elected Officers shall take office at the close of the Executive meeting where they were elected.**

**8.1.2 Period:** The ~~Branch~~ Executive shall call an ~~AGM 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 **and policies** at least three (3) weeks prior to the date of the meeting.

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

- Introduction of the Members of the **Branch** Executive
- Approval of the Agenda
- ~~Adoption of the Minutes of the previous **AGM Annual General Meeting**~~
- Business Arising from ~~the those~~ Minutes
- Report of the President
- Annual Financial Report
- **Approval of the next year's Budget**
- **Elections, including the** Report of the Elections Committee
- New Business, ~~including Bylaw Amendments~~
- **New By-Law proposals and By-Law Amendments**
- **New Policy Proposals and Policy Amendments**

**8.1.5 Voting:** All members present at the ~~**AGM 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.

**8.1.6 Filing of Documents:** Each year, following the ~~**AGM Annual General Meeting**~~, the ~~**Branch**~~ 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.

**8.2.3 Requirements:** The same requirements shall apply to the notice, quorum, governance, attendance and voting at a Special General Meeting as is prescribed for the ~~**AGM 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 meetings shall first rule on a matter of procedure or order and shall, in the absence of any **By-Law or policy** to the contrary, rely upon and be governed by the current edition of ~~the~~ American Institute of Parliamentarians Standard Code of Parliamentary Procedure **or "Le code des procédures des assemblées délibérantes** available at the meeting.

**10.1 Amendments:** These **By-Laws can only may** be amended at an ~~**AGM General Meeting**~~ of the Branch. Approval of proposed amendments requires a simple majority of those voting.

**10.2 Proposals:** All proposals for amendments to these **By-Laws and any policies** shall be submitted, in writing, to the **Branch** Executive **at least six (6) weeks prior to the posting of the notice of the AGM so that they can be included in said notice.** 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)**

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**10.3 Review:** New Constitutions and **By-Laws, and Policies**, as well as any amendments, shall be submitted to the Institute By-Laws and Policies Committee, and the appropriate Regional Executive for review.

**10.5** These Constitution and By-Laws are adopted simultaneously in both English and French, each version being equally authoritative.

**BY-LAW 11 POLICIES REGULATIONS**

**11.1 Policies Regulations:** Branch Executive may make such **Policies Regulations** and any amendments thereto, not inconsistent with these **By-Laws**, as it deems necessary or convenient for the operating of the Branch.

**11.2 Review:** All proposed **Policies Regulations** and amendments thereto ~~should shall~~ be submitted to the Institute's **Bylaws and Policies Committee** for review ~~and approval~~. They shall take effect on a date determined by the Branch Executive, but not earlier than the date they were **reviewed by said Committee approved by the Institute**.

**11.3 Presentation:** Each such **Policy Regulation** 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 **Policies Regulations** and shall be subject to Article 11.2.

~~BYLAW 12 CONTEXT AND GENDER~~

~~In this Constitution and Bylaws, 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 Bylaws.~~