

By-Laws & Policies Committee Report for 2023 & 2024

BLPC Committee Members for 2023 & 2024:

- Chair, Stephanie Frechette (2023), Manny Costain (2024)
- Atlantic, Scott McConaghy
- BC/Yukon, Mike Chow
- NCR, Michael Kenny
- Ontario, Mandy Chan
- Prairies/NWT, Christine Freeman (2023), Nicki Ezechinedu (2024)
- Quebec, Luc Denis (2023), Renaud Guiard (2024)

Committee Meetings

As the BC/Yukon Region member on the BLPC committee, in 2023 I attended six meetings on Apr 3, Apr 14, July 14, Sept 18, Oct 23, Dec 16, 2023. For 2024, six meetings are planned, two virtual (Apr 29, July 8, 2024), and four in-person (Mar 16, Aug 22, Oct 5, Dec 7, 2024).

New business and matters arising at the meetings included the review of proposed and amended constitutions submitted by constituent bodies, and PIPSC policies that are sent mainly from the Board to BLPC for input and review.

In 2023, I was also a member of the Resolutions Sub-Committee.

A primary purpose of the BLPC is to ensure that the constitutions and by-laws of the constituent bodies are consistent with the PIPSC Constitution and By-Laws. Any proposed or amended constitutions must be submitted to the BLPC committee for review. Once BLPC approves the proposed changes, they can be brought to the constituent body's AGM for ratification by its members. As the BC/Yukon Region's committee representative, I will be happy to assist you with matters relating to this process.

Amendments to Constituent Body Constitutions

The Board of Directors approves the Model Constitutions that are provided as template documents to assist constituent bodies in preparing their constitutions, facilitating the overall process. Approved models can be found for Branch, Chapter, Group, and Sub-Groups.

From time to time the Models are updated to reflect the changes that are made to PIPSC By-Laws and Policies as a result of our National AGMs. The Board of Directors most recent approved models are dated January 2024. The Branch Model can be found at the PIPSC website through the following path: About Us /Governance of the Institute /Committees of the Board /By-Laws and Policies Committee /Links - Model Constitutions / Model Branch Constitution.docx.

The BLPC recommends that when amendments are made to an existing constitution, the complete document should be forwarded and changes be identified by **BOLD** (for any additions) or ~~STRIKETHROUGH~~ (for any deletions). A rationale or explanation for the proposed changes must also be included at the end of the document, as well as the date of last ratification of the constitution, the date of the next AGM and a constituent body point of contact. This will assist the BLPC in their review of the proposed or amended constitution. It will also facilitate the decision-making process at the Board level.

Amended constitutions or any other policy-related agenda items should be submitted ahead of time to your BLPC regional representative or to blpc-requests@pipsc.ca

Again, it should be noted that once the proposed amendments are approved by the BLPC committee, the amended by-laws can then be brought to your next AGM for ratification by your branch membership. The ratified amended by-laws are then returned back to the BLPC, where they are forwarded to the Board of Directors for approval.

BLPC Mandate - PIPSC By-Law 17.2.2 provides for the BLPC mandate as follows:

The By-Laws and Policies Committee shall be responsible for:

- (a) providing advice on the interpretation of the Institute By-Laws and Policies and the Constitutions of constituent bodies;
- (b) scrutinizing proposed amendments to the Institute By-Laws and Policies to ensure consistency with current By-Laws and Policies;
- (c) scrutinizing Constitutions of constituent bodies and proposed amendments thereto to ensure consistency with the Institute By-Laws and Policies. Such Constitutions and any amendments thereto shall take effect upon approval by the Board and ratification by the constituent body concerned; and
- (d) drafting new policies and amendments to existing policies as required and submitting them to the Board for approval and reviewing all policies, from time to time, to ensure their relevance, clarity and application.

Respectfully Submitted,

Mike Chow

By-Laws & Policies Committee Member, BC/Yukon Region