

# BRITISH COLUMBIA / YUKON REGION CONSTITUTION

*(Original submitted in English)*

## PREAMBLE

By-Law 11 of the By-Laws and Regulations of The Professional Institute of the Public Service of Canada (hereinafter referred to as "the Institute") requires that each Region be governed by a Constitution consistent with the Institute's Bylaws and Regulations. Where interpretations differ or where conflicts arise between the Institute's By-Laws and Regulations and the Regional Constitution, the Institute's By-Laws and Regulations shall prevail.

## DEFINITIONS

**"Board"** refers to the Board of Directors of the Institute.

**"Executive"** refers to the Regional Executive.

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

## BY-LAW 1 - NAME

The name of the Region shall be the BC/Yukon of the Professional Institute of the Public Service of Canada, hereinafter referred to as the "Region."

## BY-LAW 2 - OBJECTIVES

**2.1** To support and further the basic objectives of the Institute as contained in the Institute by-laws.

**2.2** Ensure that the views of the members in the Region are represented at the Executive Meetings, Regional Council Meetings, Board Meetings, and the Annual General Meeting of the Institute, and other meetings of the Institute, as required.

## BY-LAW 3 - MEMBERSHIP

**3.1** Every member who resides in the Region and who is a Regular member of the Institute shall also be a Regular member of the Region.

**3.2** Every member who resides in the Region and who is a Retired member of the Institute shall be a Retired member of the Region.

## **BY-LAW 4 - REGIONAL ORGANIZATION**

**4.1** There will be three (3) levels of organization within the Region:

- Regional Council
- Executive
- Branches

## **BY-LAW 5 - REGIONAL COUNCIL**

**5.1 FUNCTION** The Regional Council is the governing body of the Region. All members are entitled to attend. Only delegates shall be entitled to make motions or resolutions or to vote. It shall direct programs and actions within the Region, consider any matter brought to it by the Branches, and submit proposals and recommendations to the Institute national bodies.

**5.2 - MEETING** The Regional Executive shall call a Regional Council once each calendar year. The interval between such meetings shall not exceed fifteen (15) months. Delegates shall be notified of the meeting, agenda, and of any proposed changes to this constitution at least three (3) weeks prior to the date of the meeting. It was the will of the Council delegates to leave the date to three (3) weeks prior to the meeting.

**5.3** Branch Presidents will normally hold a meeting just prior to a Regional Council Meeting.

**5.4** The Regional Council shall be composed of the Executive and Branch delegates. A Regional Council shall be comprised of one (1) delegate per seventy-five (75) members residing in the Region as per Institute membership list three (3) months prior to the scheduled Regional Council date rounded to the nearest seventy-five (75), plus the Regional Director. In addition to the above there will be up to five (5) delegates assigned by the Regional Executive from Young Professional and/or Employment Equity Groups based on an annual call out for interested members from those Groups.

The number of delegates allocated to the Branches will be that number of delegates remaining after allocating delegate status to the members of the Executive. Wherever possible, each Branch shall be represented by at least one (1) delegate. The delegates shall be appointed by the Branches and will normally be members of the Branch Executive.

**5.5 AGENDA** – The agenda shall include the following items:

- Roll Call (members of the Regional Executive)
- Approval of Agenda
- Adoption of the Minutes of the previous Regional Council
- Business Arising from the Minutes
- Report of the Regional Director
- Annual Financial Report

- Approval of Budget
- Report of the Elections Committee
- New Business, including Proposed By-Law Amendments

**5.6** The Chair of the Regional Council selected by the Executive shall be a member in good standing but shall not be a member of the Executive.

**5.7 QUORUM** A quorum shall be a simple majority of the accredited delegates at a Regional Council meeting.

**5.8 VOTING** All delegates present at the Regional Council are eligible to vote. Voting shall normally be by a show of hands and each delegate shall have one (1) vote. Decisions shall be by a simple majority vote.

**5.9 FILING OF DOCUMENTS** Each year, following the Regional Council, the Regional Executive shall submit a copy of the draft Regional Council minutes, the annual financial report, and the elections report to the Office of the Executive Secretary of the Institute prior the end of the calendar year.

**5.10.1** A Special Meeting of the Regional Council may be called by the Regional Executive or at the written request of one-third (1/3) of the delegates. This meeting shall be held within six (6) weeks of such call or request.

**5.10.2** Only the matter(s) for which the Special Meeting was called shall appear on the agenda.

**5.10.3** The same requirements shall apply to the notice, quorum, governance, attendance and voting at Special Meetings of the Regional Council as are prescribed for the Regional Council.

## **BY-LAW 6 - REGIONAL EXECUTIVE**

**6.1 ROLE** The Executive is responsible for implementing policies approved by the Regional Council, exercising the authority of the Regional Council between council meetings, representing the interests of the Institute, and furthering the interests of the Region.

**6.2 COMPOSITION** The Executive shall consist of the Regional Director and up to the maximum members permitted by Institute By-Laws, one (1) of whom shall be appointed as Chair, one of whom shall be appointed Vice-Chair, one (1) of whom shall be appointed Treasurer and one (1) of whom shall be appointed Secretary. Appointments are to be made by the Executive.

**6.2.1** For the purposes of the elections at Regional Council, the Regional Director will not be considered a member of the Executive for the purposes of the determination of meeting the representation goals by area under 8.2.4.

**6.3 EXECUTIVE** The Executive will come from amongst the members of the Region, and where possible at least one (1) member of the Executive will be from each of the Greater Vancouver and Greater Victoria areas; and two (2) members of the Executive shall be outside the Greater Victoria and Vancouver areas. The term of office shall be three (3) years. In years evenly divisible by three (3), up to half the number of executive members set by the Regional Council shall be elected. Years after the year that is evenly divisible by three (3), the remaining positions to reach the number determined by the Regional Council shall be elected. In years before the year that is evenly divisible by three (3), there will be no elections. The term of office will commence at the end of the Regional Council meeting.

**6.4 MEETINGS** The Executive shall meet as frequently as is required, but at least six (6) times a year.

**6.5 QUORUM** A quorum shall consist of a majority of the members of the Executive.

**6.6 VOTING** Decisions shall be by majority vote.

**6.7 VACANCIES** Vacancies on the Executive, with the exception of the Director position, occurring between meetings of the Regional Council may be filled by the Executive until the next meeting of the Regional Council. At that time, the Regional Executive will appoint a member to fill the vacancy until the next regular election.

**6.7.1** If the position of Director becomes temporarily or permanently vacant for any reason, the remaining of the Executive shall recommend a replacement to the Board in accordance with the Institute's By-Laws

**6.7.2** Any member of the Executive (with the exception of the Director) who, in the opinion of the Executive, is absent without just cause from two (2) consecutive Executive Meetings, shall upon a majority vote of the Executive (other than the Executive member in question) cease to be a member of the Executive.

## **6.8 DUTIES**

**6.8.1 DIRECTOR** The Director is responsible for the overall function of the Region and its constituent bodies, including further development of Institute structure in the Region. The Director shall uphold the Region's By-Laws and ensure decisions made at the Regional Council are acknowledged and followed up to determine whether they can be implemented. The Director shall be an ex-officio member of all Committees of the Regional Executive. Other functions include, but are not limited to, preparing a quarterly report, representing the interests of the Institute to members in the Region, reporting to Regional Council on the activities of the Executive and on current business of the Board.

**Director:** The roles and responsibilities of the Regional Director, in addition to the responsibility under the *Canada Corporation Act*, include:

1. Speaking on behalf of the Institute on Regional issues as authorized by the National President;
2. Coordinating the Regional Stewards Council and the Regional Council, in consultation with the Executive and Institute staff;
3. Participating, as required, on Standing Committees and Ad Hoc Committees as established by the Board;
4. Submitting, in a timely fashion, a written report to the Board on the activities performed in the Region, as well as on discussions and motions resulting from the Executive meetings, Regional Stewards Council and Regional Council meetings, which report shall be distributed to all members in the Region;
5. Preparing a newsletter (at least twice a year) to the members of the Region;
6. Promoting work site visits, the creation of Branches and Sub-Groups where appropriate, and the recruitment of Stewards, in cooperation with their Executives and Institute staff; and
7. Promoting Regional Consultation with Departments and separate employers in accordance with the Institute's policy on consultation committees.

**6.8.2 CHAIR** – Chairing the Executive meetings, scheduling the Executive meetings and assisting with the preparation of the meeting agendas in conjunction with the Regional Director and Secretary, and substituting for the Regional Director as required excluding Board Meetings. The Chair is elected by the Executive.

**6.8.3 VICE-CHAIR** – The Vice-Chair shall assist the Chair in the performance of his duties, and in the absence of the Chair, perform the duties of that position.

**6.8.4 SECRETARY** – The Secretary is responsible, in conjunction with the Institute's Regional office, for sending notices of all meetings of the Regional Council and the Regional Executive. Other responsibilities include maintaining accurate records of all meetings, decisions, and correspondence; ensuring information is forwarded to the appropriate person or body as required and in a timely manner.

**6.8.5 TREASURER** – The Treasurer is responsible for the Region's finances by preparing the financial statements and budget; applying for the annual allotment, maintaining all banking information, and records and retaining them in accordance with the Institute's policies.

**6.8.6 MEMBERS-AT-LARGE** – Members-at-Large shall perform such duties as may be assigned by the Executive and shall liaise with their respective branches as required.

## **BY-LAW 7 - BRANCHES**

**7.1** The function of Branches shall be to represent the Institute members within a given geographical area or areas; to provide a forum for discussion of Institute affairs; to make recommendations to the Regional Executive and Regional Council; to appoint delegates and to submit resolutions to the Regional Council and the Annual General Meetings of the Institute. Alternates shall be appointed by the Branch Executive if any designated member cannot attend said meetings. In the event that the Branch Executive is unable to appoint an alternate delegate, the Regional Executive may appoint an alternate delegate.

**7.2** Additional funding for Branch activities may be obtained from the Executive, upon application from the Branch.

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

**8.1** The notice of the first Regional Council meeting of the year sent to the Branches will inform the attendees of the positions on the Executive open for election at the Regional Council. Acceptance of nominations for these positions will close at the Regional Council. Following the opening of the Regional Council, three (3) or more volunteers, not running for office, shall be chosen to form the Elections Committee. The Election Committee will be approved by the Regional Council delegates.

### **8.2 PROCEDURE FOR NOMINATIONS**

**8.2.1** The Elections Committee shall receive nominations. Nominations may be made in advance of the Regional Council or from the floor the Regional Council.

**8.2.2** Nominees must indicate a willingness to serve if elected.

**8.2.3** The Elections Committee shall scrutinize the nominations for eligibility and, if necessary, arrange for ballots to be distributed to all Regional Council delegates to vote in the election.

**8.2.4** The Elections Committee shall scrutinize the nominations to ensure, where possible, at least one (1) member of the Executive is from each of the Greater Vancouver and Greater Victoria areas; and two (2) members of the Executive shall be outside the Greater Victoria and Vancouver areas.

### **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 not otherwise specified in these By-Laws.

**8.3.2** Elections shall be conducted by secret ballot.

**8.3.3** Should there be more nominees than vacancies, the Election Committee will distribute ballots. The names of the nominees acclaimed under By-Law 8.3.4 and 8.3.5 will not be included on the ballots. The voting will take place to ensure there will be half a day remaining for appeal. The Election Committee will tabulate the results.

**8.3.4** In tabulating the election results, the Election Committee will ensure that, where possible, at least one (1) member of the Executive will be from each of the Greater Vancouver and Greater Victoria areas.

**8.3.5** In tabulating the election results, the Election Committee will ensure, that, where possible, at least (2) members of the Executive will be from outside the Greater Vancouver and Greater Victoria areas.

**8.3.6** The candidate receiving the highest number of votes for a position shall be declared elected. Any candidate may request a recount. In the event of a tie, there will be another vote between the tied candidates. In the event that there is still a tie, the executive will be determined by a coin toss.

**8.3.7** The Election Committee shall inform the Regional Council of the results of the election, including the number of votes cast for each candidate.

**8.3.8** The election results can be appealed to the Council. The new Regional Executive will be approved by the delegates of the Regional Council. The decision of the Council is final. The ballots shall be destroyed at close of Council.

**8.3.9** The newly elected Executive shall take office immediately following the Regional Council.

## **BY-LAW 9 - FINANCES**

**9.1 Fiscal Year:** The fiscal year shall be the calendar year.

**9.2 Expenditures:** The Executive shall expend such monies as it considers necessary for the conduct of the business of the Region.

**9.3 Funds:** Funds will be maintained in an account assigned by the Institute.

**9.4 Signing Officers:** Signing officers are elected or appointed by the Regional Executive with the decision being recorded in the appropriate minutes. There should be a minimum of three signing officers.

**9.5 Signatures:** All cheques shall have the signatures of two signing officers. A signing officer cannot also be the payee.

**9.6 Records:** A written account shall be kept of all expenditures.



## **BY-LAW 10 - REGIONAL COUNCIL AND BOD COMMITTEES**

**10.1** The Regional Council or Executive may appoint committees to study specific topics and report back to their respective body.

**10.2** Each committee shall develop terms of reference. The Regional Executive shall dissolve or extend the term of committee as necessary. The Chair of a committee established by the Regional Council shall provide a committee report to Regional Council.

**10.3** Regional Representatives on Board Committees, who are not on the Regional Executive, will submit to the Executive written reports within four (4) weeks of their meeting with the BOD Committee.

## **BY-LAW 11 - CONSTITUTION AND BY-LAWS**

**11.1** These By-Laws may be amended at a Regional Council. Approval of proposed amendments requires two-thirds (2/3) of the voting delegates at a Regional Council meeting.

**11.2** All proposals for amendments to these By-Laws shall be submitted, in writing, to the Executive. Proposed amendments may be submitted by any member of the region. The notice of the Council meeting at which the amendments will be considered, shall include:

1. the article to be amended; and
2. the new wording.

This notice shall be posted on the region's section of the PIPSC website under the Events area three (3) weeks prior to the meeting.

**11.3** New Constitutions and By-Laws, as well as any amendments, shall be substituted to the Institute By-Laws and Policies Committee for review.

**11.4** This Constitution and By-Laws and any amendments thereto, shall take effect upon ratification by the Regional Council and approval by the Institute.

## **NEW BY-LAW 12 - REGULATIONS**

**12.1** The Executive may make such Regulations, not inconsistent with these By-Laws, as it deems appropriate for the operation of the Region.

**12.2** 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 Executive, but not earlier than the date they were approved by the Institute.



Each such Regulation shall be presented to the next Regional Council meeting and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 12.2.

### **BY-LAW 13 - PARLIAMENTARY PROCEDURE**

At any meeting of the Region, 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 the American Institute of Parliamentarians Standard Code of Parliamentary Procedure available at the meeting.

### **BY-LAW 14 - CONTEXT AND GENDER**

In this Constitution and By-Laws, 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 By-Laws.

**Approved by the Board of Directors  
October 8, 2019**

**Approved by the Board of Directors  
December 14, 2023**

**Approved by the Board of Directors  
November 5, 2024**