



IT Group Constitution and By-laws

PREAMBLE

These By-Laws, in general, pertain to matters of Group organization not covered by the By-Laws and Policies of the Professional Institute of the Public Service of Canada and are made pursuant to those By-Laws and Policies.

BY-LAW 1 NAME

The name of this Group shall be "The Information Technology Group of the Professional Institute of the Public Service of Canada" hereinafter referred to as "the Group".

BY-LAW 2 AIMS

The aims of the Group are:

- a) to further the interests of its members and the status of their profession;
- b) to define standards and ethics for their profession when necessary;
- c) to protect the status, ethics and standards of their profession;
- d) to protect the work of the Group as described by the Group definition by fighting the abuse of contracting out, and
- e) to maintain and to formulate and to express the views of the members on matters affecting them.

BY-LAW 3 MEMBERSHIP

3.1 Members of the Group shall be classified as Regular members or Retired members.

3.1.1 Any member who belongs to the Group and who is a Regular member of the Institute shall also be a Regular member of the Group.

3.1.2 Retired members shall be any former Regular member of the Group who has retired and has elected to become a Retired member.

3.2 Rights of Membership: All members shall be eligible to vote for members of the Group Executive to be candidates for office and to otherwise participate in the affairs of the Group and to be served by the Institute. Notwithstanding the above, Retired members shall not be eligible to vote on matters related to collective negotiations, including the method of dispute resolution and the ratification of tentative collective agreements.

BY-LAW 4 GROUP EXECUTIVE

4.1 Officers:

4.1.1 The Group Executive shall consist of thirteen (13) members, being the President, Vice-President, and Members-at-Large, all as provided for in Regulations.

4.1.2 The Officers shall consist of the President, Vice-President, Bargaining Officer, Secretary, Treasurer and Members-at-Large.

4.1.2.1 The Bargaining Officer shall be a member of the Executive at the time of appointment.

4.1.2.2 If negotiations are underway and the Bargaining Officer is not re-elected, the Bargaining Officer shall remain a non-voting guest of the Executive until a new Collective Agreement is signed.

4.1.3 Other officer positions may be appointed according to Regulation 4.1.3.

4.1.4 All positions shall be elected.

4.1.4.1 The President and the Vice-President shall be elected directly by the members.

4.1.4.1.1 The President shall be elected in years evenly divisible by three (3).

4.1.4.1.2 The Vice-President shall be elected in the year preceding the election of the President.

4.1.4.2 Other officer positions shall be filled as the first order of business of the new Executive.

4.2 Term of Office:

4.2.1 The term of all Executive members shall normally be for three (3) years. In year of the Presidential election, the President and five (5) Executive members will be elected. In the year of the Vice-Presidential election, the Vice-President and six (6) Executive members will be elected.

4.2.1.1 When, as a result of By-Laws 4.2.2, 4.2.3 and 4.2.4, the number of Executive members to be elected exceeds the number prescribed in By-Law 4.2.1, the term of office for the additional Executive members shall be for two (2) years if elected in a Presidential election year, and one (1) year if elected in a Vice-Presidential election year.

4.2.2 On the resignation, removal or ineligibility of the President, the Vice-President shall act as President until the next suitable **CS** Group regular elections, in accordance with R4.3, at which time the election will fill the position. The Executive shall appoint one (1) of their elected-member to serve as Vice-President.

4.2.3 On the resignation, removal or ineligibility of the Vice-President, the Executive shall appoint one (1) of their elected member to serve as Vice-President until the the next suitable **CS** Group regular elections, in accordance with R4.3 at which time the election will fill the position.

4.2.4 On the resignation, or removal of any Executive Member other than the President or Vice-President, the remaining Executive Members may appoint a member of the Group to replace that Executive Member until the next election.

4.2.4.1 Should said resignation or removal leave the executive without a member from a particular Region, the Executive shall make every reasonable effort to find a suitable replacement from that Region.

4.2.5 Any Executive Member who is absent from two (2) consecutive meetings of the Executive without sound reasons will be considered to have resigned from the Executive.

4.3 Elections:

4.3.1 The election will be held prior to the Group AGM.

4.3.2 The elected candidates take office the first business day after the AGM.

4.3.3 Any member of the Elections Committee who becomes a candidate in the election shall resign from the Elections Committee.

4.3.4 No member shall be a candidate for more than one (1) position in the same election.

4.3.5 A candidate for election may only broadcast to the members to campaign via email one (1) time during the election period.

4.3.6 A candidate for election may provide a photograph of themselves with their biography for posting on the election page.

4.3.7 The IT Group Elections Committee will hold a virtual candidate meeting, if positions are contested, to allow members the opportunity to meet candidates. The Elections Committee will determine the format of the candidate's meetings.

4.4 Duties of the Group Executive

4.4.1 To conduct the affairs of the Group, in accordance with Regulation 4.4.1.

4.5 Duties of the President:

4.5.1 The President shall be ultimately responsible for the functioning of the Group, and chairs the Group Executive.

4.5.2 The President is an Ex-Officio member of all committees except where excluded by these By-Laws and Regulations.

4.5.3 The President shall ensure the business of the Group is conducted in an efficient manner in accordance with PIPSC By-Laws and these Group By-Laws.

4.6 Duties of the Vice-President:

4.6.1 To assume the duties of the President in the absence or incapacity of the President.

4.6.2 To advise the President, as required, on parliamentary procedure.

4.7 Duties of the Secretary:

4.7.1 To be responsible for the minutes of all Group meetings and Executive meetings and to keep records of all Group correspondence.

4.7.2 To be responsible for the issuance to the Group members of notices of Group meetings.

4.8 Duties of the Treasurer:

4.8.1 To be responsible for Group funds, as per PIPSC policies.

4.9 Duties of the Bargaining Officer:

4.9.1 To call meetings of and chair the Contract Proposals Committee and Bargaining Committee.

4.9.2 To recommend members of the Contract Proposal Committee and Bargaining Committee to the Group Executive for approval.

4.10 Duties of the Sub-group Officer:

4.10.1 The Sub-group officer shall be the voice of the Sub-groups to the National executive. Responsible for maintaining communications with all of the sub-group executives on all issues of interest or concern to the sub-groups. To ensure that the interests of the sub-groups are protected at the national level.

4.10.2 The Sub-group officer shall ensure that sub-group(s) are informed in advance of any discussion of the National executive that could be of impact to the sub-group(s). Such information shall be communicated in advance of the decision to all members of the Sub-group executive(s), allowing the impacted sub-group(s) time to participate in the discussion process.

4.11 Meetings of the Executive:

4.11.1 Executive meetings shall be held a minimum of four (4) times per year, at the call of the President. In addition, an Executive meeting shall be held prior to the Institute Annual General



Meeting and the Group AGM. Only Members of the Executive may vote at Executive meetings. Any member of the Group is entitled to attend any Executive meeting and the Executive may also invite other persons to attend. The approved minutes of all executive meetings shall be sent for publishing no later than 5 days after the executive meeting at which they have been approved.

4.11.2 A quorum shall be a simple majority of the Executive.

4.11.3 The Steering Committee or any four (4) Members of the Executive can call a special Executive meeting provided that forty-eight (48) hours' notice is given to all Executive Members.

BY-LAW 5 GROUP COMMITTEES

5.1 General:

5.1.1 The Executive may establish committees as required in order to support the aims of the Group. The Executive shall, at the time of establishment, appoint the Committee Chair and specify the term of office of the Committee Chair. The terms of reference for that committee shall also be determined at that time and are subject to the approval of the Executive.

5.1.2 A quorum of any committee meeting shall be a simple majority of the total membership of that committee.

5.1.3 A committee shall remain in existence as long as the Executive or the members of the Group deem that the requirement for it continues. The term of the members of a committee shall normally be the term of the Committee Chair.

5.2 Duties of Committee Chairs:

5.2.1 To chair all meetings of their respective committees, to convene such meetings, to ensure that minutes are kept, and to report on these meetings to the Executive.

5.2.2 Each Committee Chair shall nominate the members who are willing to serve on that committee, for ratification by the Executive.

5.2.3 Each Committee Chair shall report and make recommendations based upon the committee's findings to the Executive.

5.3 Contract Proposals Committee:

5.3.1 Prior to the commencement of Bargaining, the Committee shall consult the membership of the Group. Based on the results of the consultation, the Committee shall formulate demands and set priorities to be used in contract negotiations with the employer.

5.3.2 The Bargaining Officer shall nominate members of the Committee from the Executive and the Regular members while trying to ensure representation from as many departments and specialities (of the members' fields) as possible.

5.4 Bargaining Committee:

5.4.1 The Bargaining Committee shall normally continue in office until the contract is signed.

5.4.2 Normally, the Bargaining Committee shall be selected from regular members of the €S Group Executive.

5.4.3 The Executive will attempt to ensure representation from as many departments and specialities (of the members' fields) as possible.

5.4.4 The Bargaining Committee is responsible for bargaining the Group's contract(s) with the employer and has the authority to sign a tentative agreement, but must refer to the Group Executive for a strike vote or to request binding arbitration.

5.5 Steering Committee

5.5.1 The Steering Committee shall set the agenda for Executive meetings and follow up on action items to ensure that they are done when required.

5.5.2 The Steering Committee is composed of the President, Vice-President, Secretary, and Treasurer.

5.6 Elections Committee

5.6.1 An Elections Committee shall be established to conduct Group Executive elections in years elections are held.

5.6.2 The Elections Committee shall be chaired by a member of the Executive whose term will continue past the election, normally, either the President or the Vice-President.

5.7 National Organizing Committee (NOC) and Regional Organizing Committees (ROC)

5.7.1 The NOC shall consist of the Chair of the NOC, President of the Group, Job Action Officer, Regional Organizing Coordinators, and members of the Group as determined by the Group Executive. The NOC will be assisted by Institute staff as assigned by the Institute.

5.7.2 The NOC shall organize the bargaining unit in support of bargaining and other purposes as assigned by the Group Executive in accordance with regulation 5.7.2.

BY-LAW 6 GENERAL MEETINGS

6.1 The following General Meetings of the Group may be convened:

- a)** Annual General Meetings (AGM), and
- b)** Special General Meetings (SGM).

6.1.1 A majority of accredited delegates at a General Meeting shall constitute a quorum.

6.1.2 Any General Meeting shall consider and vote on resolutions presented to it.

6.1.3 In giving Notice of a General Meeting to the members, the following information shall be provided to the members:

- a)** Place of the General Meeting
- b)** Time and date of the start of the General Meeting, and
- c)** The proposed Agenda of the General Meeting that shall include:
 - Roll Call (members of the Group Executive)
 - 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 / Proposed budget
 - Report of the Elections Committee
 - New Business, Including Proposed By-Law Amendments

6.1.4 The Executive committee appoint the AGM delegates. The appointed delegates will receive in advance of the AGM, the documentation pertaining to the business of the AGM.

6.1.5 All General Meetings will have

simultaneous interpretation to allow members to participate in either of Canada's official languages.

6.1.6 Any member of the Group in good standing shall be entitled to attend and speak at any General Meeting of the Group.

6.1.7 Resolutions

6.1.7.1 All resolutions must be sent in writing, to the group secretary no less than six (6) weeks prior to a general meeting.

6.1.7.2 Resolutions, excepting those dealing with by-laws changes, may be dealt with by general meeting only after all regularly submitted resolutions have been dealt with, except that a general meeting may accept a resolution as an emergency and deal with it immediately.

6.1.7.3 Only delegates shall be entitled to make or second motions or resolutions and to vote thereon. No delegate shall carry more than one (1) vote.

6.1.8 Delegates to a General Meeting of the Group shall be apportioned according to the following:

a) Every member of the Group Executive shall be a delegate to any General Meeting of the Group.

b) The Group shall be entitled to one (1) delegate for each two hundred (200) of its members, rounded to the nearest two hundred (200) based on its national membership as of December 31 immediately prior to the notice of the meeting.

6.2 Annual General Meeting

6.2.1 The Annual General Meeting is the supreme governing body of the Group. The AGM shall receive reports from the Executive on the past year and conduct any necessary business, including business raised by the members.

6.2.2 The Annual General Meeting shall take place within 15 months of the previous AGM. Members shall be notified of the meeting at least eight (8) weeks prior to the date of the meeting.

6.2.3 The Annual General Meeting shall be held in a location to minimize costs. It may be held in another location for member participation purposes where permitted by PIPSC By-Laws or Policy.

6.2.4 Each year, following the Annual General Meeting, the Group 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 the end of the calendar year.

6.3 Special General Meetings

6.3.1 The Executive shall convene a Special General Meeting, giving at least twenty eight (28) calendar days' notice, at the request of an Annual General Meeting, at the written request of at least five percent (5%) of the membership, or by a 2/3 majority of the Executive. The request for the SGM shall include reasons for the meeting.

6.3.2 The Notice of Meeting shall include the reason for the Special General Meeting, date, time and place of the Special General Meeting and agenda. The Special General Meeting shall be called within fourteen (14) calendar days of receipt of the request unless otherwise specified in the request.

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

BY-LAW 7 FINANCES

7.1 The Group fiscal year shall be from 1 January to 31 December of the same year.

7.2 Group funds will be maintained in an account assigned by the Institute.

7.3 A detailed financial statement shall be filed with the Institute at the end of the fiscal year.

7.3.1 A detailed financial statement and budget shall be filed to the Executive before being presented to the AGM for approval.

7.4 Signing officers are the President, Vice-President, Treasurer and a trust officer as required.

7.4.1 All cheques shall have the signatures of two signing officers. The recipient of the cheque shall not sign their own cheque.

BY-LAW 8 RULES OF PROCEDURE

8.1 At any meeting of the Group or Group 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 a 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 edition of The American Institute of Parliamentarians Standard Code of Parliamentary Procedure available at the meeting.

BY-LAW 9 BY-LAWS

9.1 These By-Laws may be amended at a General Meeting of the Group. Approval of proposed amendments requires a simple majority of those voting.

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

a) the article to be amended;

b) and the new wording

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

9.4 This Constitution and By-Laws and any amendments thereto shall take effect upon ratification by the Group membership and approval by the Institute.

BY-LAW 10 GROUP REGULATIONS

10.1 The Group Executive may make such Regulations and any amendments thereto, not inconsistent with these By-Laws, as it deems necessary or convenient for the operating of the Group.



10.2 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 Group Executive, but not earlier than the date they were approved by the Institute.

10.3 Each such Regulation shall be presented to the next General Meeting of the Group, and may be rescinded or amended by such meeting. These constitute changes to the Regulations and shall be subject to Article 10.2.

BY-LAW 11 INSTITUTE ANNUAL GENERAL MEETING

11.1 A meeting of the Group's delegates to the Institute AGM shall be held prior to the opening of the AGM.

11.2 Other meetings of the Group's delegates may be called during the AGM to discuss matters related to Group business or the AGM.

11.3 All Group delegates are required to attend these meetings. All members of the Group attending the AGM are invited to participate in meetings of the Group's delegates.

BY-LAW 12 DISCIPLINE

12.1 The Group may choose to take disciplinary action in accordance with PIPSC By-Laws.

BY-LAW 13 CONTEXT AND GENDER

13.1 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 (from PIPSC By-Laws).

REGULATIONS

R4 GROUP EXECUTIVE

4.1 Officers:

4.1.1.1 The positions of the President or Vice-President (as applicable for that election) will be filled by the candidate with the most votes.

4.1.1.2 Following the election of the President or Vice-President (as applicable for that election), the Elections Committee shall identify which Regions the remaining Executive members (including the newly elected President or Vice-President) are from.

4.1.1.3 In the event that there is no member of the Executive from a specific region, one of the following options would apply:

4.1.1.3.1. if only one candidate is running from that Region, the candidate shall be acclaimed;

4.1.1.3.2 if more than one candidate is running, the candidate from that Region with the most votes will be elected;

4.1.1.3.3 if there is no candidate from a Region, the Region may remain unrepresented until the next election.

4.1.1.4 All remaining positions will be filled by candidates in accordance to overall ranking.

4.1.2.2 BARGAINING OFFICER TERM In reference to Bylaw 4.1.2.2, negotiations are deemed underway with the preparation and distribution of the bargaining survey or the establishment and completion of the Group Contract Proposals Committee (Group Bargaining Conference) or any other work begun in support of negotiations in advance of the submission of a notice to bargain.

R4.1.3 OFFICER PORTFOLIOS Other Officers may be appointed including but not limited to:

4.1.3.1 Steward Officer, who shall:

4.1.3.1.1 Maintain an IT Steward handbook.

4.1.3.1.2 Serve on the Contract Proposals Committee.

4.1.3.1.3 Review Steward activities and competencies to provide advice to the Executive concerning Steward applications and renewals.

4.1.3.1.4 Be the liaison between Stewards, the Executive, and the Institute.

4.1.3.1.5 Ensure that all new stewards are contacted at least twice within the first year of the initial term and maintain regular communication with all Group Stewards.

4.1.3.2 Membership Officer, who shall:

4.1.3.2.1 Provide to the Communication Officer for publication, in a timely manner, Notices of Institute and Group Annual General Meetings, and related Group-specific meetings.

4.1.3.2.2 Form and chair a committee to recommend to the Executive, the names of delegates to the Institute Annual General Meeting.

4.1.3.2.3 Coordinate efforts to encourage Rand deductees to consider applying for Regular membership in the Institute.

4.1.3.2.4 Chair any meeting(s) of the Group's delegates to the Institute Annual General Meeting.

4.1.3.3 Communications Officer, who shall:

4.1.3.3.1 Prepare Group newsletters for publication.

4.1.3.3.2 Compile material to be included in Group newsletters, the content of which will be determined by the Group Executive.

4.1.3.3.3 Assist the Institute in the preparation of media releases on issues of concern to the Group.

4.1.3.3.4 be responsible for the Group website.

4.1.3.4 Job Action Officer, who shall:

4.1.3.4.1 Call meetings of and chair the Group Job Action Committee, when this Committee is established in accordance with Institute By-Laws, Regulations, and/or Policies.

4.1.3.4.2 Act as a member of the National Organizing Committee.

4.1.3.4.3 Report as often as necessary to the Group Executive and Negotiating Team on organization and job action activities.

4.1.3.4.4 Organize and conduct at the conclusion of Bargaining, in conjunction with the NOC Chair and with the approval of the Institute, an Organization / Job Action Activity post-mortem.

4.1.3.5 Sub-Group Officer, who shall:

4.1.3.5.1 Chair a Sub-Group Committee composed of National Executive members, which will:

a) Liaise between Subgroups and the Group Executive.

b) Actively encourage and promote the creation of new Sub-Groups.

c) Coordinate communication and cooperation between Sub-Groups.

d) Organize the Sub-Group President's meetings in accordance with the Institute's By-Laws, Regulations and Policies for which each Sub-Group shall select its own delegate(s) to the Sub-Group Presidents meeting.

4.1.3.5.2 The Sub-Group Officer will chair the Sub-Group Presidents' meeting.

4.1.3.6 Labour Relations and Consultation Officer, who shall:

4.1.3.6.1 Investigate and pursue, if necessary, in conjunction with Institute staff, complaints or grievances against the employer.

4.1.3.6.2 Ensure that the Bargaining Officer is aware of any grievances against contract interpretations.

4.1.3.6.3 Where possible, collect reports from the Institute on Group grievances while ensuring that the anonymity of the grievors is protected, to provide guidance, direction, and indication of trends to the Group Executive and Stewards.

4.1.3.6.4 Where possible, attend the Working Group on Consultation and Advisory Council meetings to provide feedback on behalf of the Group and to report back to the Group Executive.

4.1.3.7 As need determines, such Officers may hold more than one portfolio.

R4.3 ELECTIONS AND ELECTIONS COMMITTEE

The nomination form shall contain the following information:

a) the closing date for nominations;

b) an area for the signature of at least three (3) nominators;

c) the names of the members of the Elections Committee;

- d) an area for the candidate's signature indicating willingness to serve;
- e) a request for a résumé from the candidate, of no more than 500 words; and
- f) the Region in which they are a member.

4.3.1 The Election Committee shall, within three (3) weeks of the closing of nominations, verify the membership of candidates and nominators, required number of nominators, and compliance with time requirements.

4.3.2 The newsletter accompanying the candidate list shall include a Web site link to all résumés that accompanied valid nomination forms (except for those positions elected by acclamation) and shall state the time and the date by which ballots shall be received by the Institute Head Office.

4.3.3 The Elections Committee shall meet after the closing of the polls and prior to the Group AGM to verify the election results.

4.3.4 Biographical Video Sketches Each candidate may submit one (1) video biographical sketch in either official language or one (1) bilingual video biographical sketch. The video biographical sketch will be no more than two (2) minutes in duration. Each video biographical sketch shall begin with the name, position sought and membership status of the candidate. Videos will be deleted at the conclusion of the election.

4.3.5 Video for Virtual Candidate Meeting If a candidate is unavailable to attend the virtual candidate meeting, they may provide a video submission to be played during the candidate meeting. The submission must adhere to the instructions and format determined by the Elections Committee.

4.3.6 Constituent Body by-laws and regulations If IT Group by-laws and regulations are silent on an issue that arises, the overarching Constituent Body election by-laws and regulations of PIPSC will govern.

R4.4.1 DUTIES OF THE GROUP EXECUTIVE

In conducting the affairs of the Group, the Executive shall, as a minimum:

4.4.1.1 Recommend the approval of the formation and boundaries of Sub-Groups.

4.4.1.2 Encourage members to serve on Group committees.

4.4.1.3 Determine on which committees of the Institute it is desirable to have members and to encourage members to serve.

4.4.1.4 Refer tentative collective agreements, along with recommendations, if any, to the membership for their ratification or rejection.

4.4.1.5 On its own initiative, or on the recommendation of one of its committees, recommend action to the Institute with regard to grievances, collective bargaining, or any other matter within the scope of the Group's concern. This in no way infringes on the right of an individual member to approach the Institute on his/her own behalf.

R4.5.1 DUTIES OF THE PRESIDENT

The duties of the President in ensuring the functioning of the Group shall include:

4.5.1.1 Representing the Group in meetings with the employer(s), calling Group Executive meetings and chairing such meetings.

4.5.1.2 Serving as Chair on the Steering Committee.

4.5.1.3 Ensuring that the Group is represented on any committee, council or task force or other forum of the Institute in which the Group has an interest or concern.

4.5.1.4 Designating an Acting Committee Chair(s) in the absence or incapacity of the Committee Chair(s).

4.5.1.5 Filing a report to the Group at its Annual General Meeting in every Group newsletter and meeting of the Executive.

4.5.1.6 Participating in consultation where and when required.

4.5.1.7 Performing any related duties that may be necessary as the chief elected officer of the Group.

4.5.1.8 Keeping the Vice-President informed of all Group meetings, activities, duties, and issues.

R4.6.1 DUTIES OF THE VICE-PRESIDENT

In anticipation of assuming the duties of the President in the absence or incapacity of the President, the Vice-President shall:

4.6.1.1 assist in the duties of the President

4.6.1.2 Serve on the Steering Committee.

4.6.1.3 Provide advice to the President.

4.6.2 In order to advise the President, as required, on parliamentary procedure, the Vice-President shall:

4.6.2.1 be responsible for maintaining the consistency between Group and Institute By-Laws and for bringing any required changes to the attention of the Executive and the members.

4.6.3 Take responsibility, when applicable, in conjunction with Institute staff, for completing Essential Services Agreements with the Employer.

R4.7.1 DUTIES OF THE SECRETARY

In exercising responsibility, the Secretary shall

4.7.1.1 serve on the Steering Committee

4.7.1.2 Record, distribute, and ensure the posting of minutes of Group Executive and Steering Committee Meetings.

4.7.1.3 Receive and keep reports of all Group Committees.

4.7.1.4 Send notice of a call for agenda items at least two weeks prior to an Executive meeting.

4.7.1.5 Compile and distribute the agenda prior to Executive meetings.

R4.8.1 DUTIES OF THE TREASURER

In exercising responsibility for Group funds, the Treasurer shall:

4.8.1.1 Keep adequate records of receipts and disbursements, prepare financial statements for Executive meetings and an annual financial statement and budget for the AGM, recommend an auditor to the Group Executive and submit a request for funds to the Institute at the beginning of each calendar year.

4.8.1.2 Serve on the Steering Committee.

4.8.1.3 Request a budget from each officer on the Group Executive.

R4.13 MEETINGS OF THE EXECUTIVE

4.13.1 All Group members are welcome to attend meetings of the Executive at their own expense. Members intending to attend should advise the President or Secretary.

4.13.2 A member may be excluded from all or part of an Executive meeting to allow the Executive to discuss items in closed session.

R5.7 NATIONAL AND REGIONAL ORGANIZING COMMITTEES

5.7.2.1 The National Organizing Committee (NOC) shall conduct itself as follows:

5.7.2.1.1 Negotiate with the Institute sufficient resources to effectively carry out the function of the National and Regional Organizing Committees (ROC).

5.7.2.1.2 Interact and communicate regularly with Regional Organizing Coordinators, Sub-Groups and Stewards.

5.7.2.1.3 Establish and maintain a functional and effective method of communication among NOC/ROC members.

5.7.2.3 The Steering Committee of the NOC shall consist of the Chair of the NOC, Job Action Officer, and other members as required, assisted by Institute staff as assigned by the Institute.

5.7.2.4 The role of the Chair of the National Organizing Committee is:

(a) To coordinate the activities of the National and Regional Organizing Committees and to act as Vice-Chair of the Job Action Committee, when the Committee is established in accordance with Institute By-Laws, Regulations and/or policies.

(b) To appoint and work with Regional Organizing Coordinators for each region; and

(c) To report as often as necessary to the Bargaining Committee on organization and activities of the NOC and ROC.

5.7.2.5 The Regional Organizing Coordinator will:

(a) Establish and maintain communications with members in all departments and agencies within their region.

(b) Liaise with regional Institute staff, Sub-Groups, Stewards and the National Organizing Committee.

(c) Rally members, plan and organize public activities in support of bargaining.

d) Selection of assistant(s) and other members of their Regional Organizing Committee(s).

R6.1.8 APPORTIONMENT OF DELEGATES

The Delegate Selection Committee shall apportion Delegates:

6.1.8.1 Making every reasonable effort to ensure that delegates be apportioned to each region based upon the population of members that reside therein.

6.1.8.2 by relative merit and other criteria

R7.4 FINANCES

7.4.1 Monies may be allocated for emergency purposes as determined by any two (2) of the Officers specified in By-Law 7.4. At any one-time, approved transactions using these monies shall not exceed \$1,500. A report of any such transactions shall be made by the Treasurer at the

next scheduled Group Executive meeting at which time the Executive shall review these transactions.

7.4.2 Any Officer using pre-approved (by the Group Executive) leave without pay to conduct Group business may apply to the Executive for reimbursement of lost salary except in cases where the Officer is eligible for reimbursement from the Institute.

7.4.2.1 Any such reimbursement shall be paid by PIPSC, who in turn will be reimbursed by the Group.

7.4.3 All expenses, other than normal operating expenses of the Group, must be approved in advance of any commitment being made. Approval will be by budget or by knowing the amount of expense to be incurred. Approval will normally be given at a Group Executive meeting; however, when time does not permit, approval may be given by the President, the Vice-President or by any two (2) Group Executive members not directly involved in the expense, not exceeding \$500.00.

7.4.4 Any expense claim that exceeds the approved budget by more than ten percent (10%) must be accompanied by an explanation of the difference to the Treasurer and be brought to the attention of the Group Executive at the next Executive meeting.

7.4.5 Where the explanation is not received for excess budgetary expenditures, at the request of the Treasurer, the member(s) involved will be required to provide, in writing, an explanation at the next Group Executive meeting. Failure to provide an adequate explanation may result in the coverage not being covered.

7.4.6 Any committee or task force of the Group Executive shall be allocated an initial yearly budget of two hundred dollars (\$200) for an initial meeting and other associated start-up costs.

R14 INSTITUTE AGM

14.1 The purposes of such a meeting will include reviewing and recommending acceptance, rejection, or amendment of proposed By-Law, Regulation, and Policy changes and Resolutions.

14.2 The purposes of such meeting(s) may include an invitation to election candidates to meet the Delegates.

Approved by the Board of Directors - February 15, 1986

Amendments approved by the Board of Directors - February 7, 1987

Amendments approved by the Board of Directors - April 25, 1987

Amendments approved by the Board of Directors - May 12, 1990

Amendments approved by the Board of Directors - April 11, 1992 (Effective April 1, 1992)

Amendments approved by the Board of Directors - June 19, 1993

Amendments approved by the Board of Directors - January 21, 1995

Amendments approved by the Board of Directors - April 20, 1996

Amendments approved by the Board of Directors - June 27, 1998

Amendments approved by the Board of Directors - June 17, 2000

Amendments approved by the Board of Directors - March 9, 2002

Amendments approved by the Board of Directors - April 6, 2002

Amendments approved by the Board of Directors - August 18-19, 2005



Amendments approved by the Board of Directors - May 11, 2006

Amendments approved by the Board of Directors - February 16, 2007

Amendments approved by the Board of Directors - December 7, 2007

Amendments approved by the Board of Directors - May 29, 2009

Amendments approved by the Board of Directors - June 23, 2010

Amendments approved by the Board of Directors - January 28, 2014

Amendments approved by the Board of Directors - September 14, 2018

Amendments approved by the Board of Directors - December 10, 2021

Amendments approved by the Board of Directors – July 27, 2022

Amendments approved by the Board of Directors – November 24, 2023

Amendments approved by the Board of Directors – May 5, 2025