



**The Professional Institute of the Public Service of Canada
L'Institut professionnel de la fonction publique du Canada**

**ENGINEER, ARCHITECT AND LAND SURVEY (NR) GROUP
CONSTITUTION AND BY-LAWS**

PREAMBLE

These By-Laws pertain to matters of Group organization not covered by the By-Laws and Regulations of The Professional Institute of the Public Service of Canada (PIPSC) and are made pursuant to those By-Laws and Regulations.

DEFINITIONS

“**NR**” means the Architect, Engineering and Land Survey Group .

“**Institute or PIPSC**” means The Professional Institute of the Public Service of Canada.

“**Members**” means those who meet the requirements of By-Law 3 herein and have taken out membership with the Institute.

“**Employer**” shall be as defined in the Group's collective agreement.

“**Sub-Group**” refers to an NR Sub-Group, organized in a geographic area under the By-Laws of the Institute, which is composed of NR (ENG, AR, and SUR) members from that area.

“**Group Executive**” means the executive formed from the elected members from the NR Group.

“**Officer**” means a member of the NR Group Executive who holds an office as defined in By-Law 6 herein.

“**AR**” refers to members who occupy a position that is classified as AR.

“**ENG**” refers to members who occupy a position that is classified as EN-ENG.

“**SUR**” refers to members who occupy a position that is classified as EN-SUR.

BY-LAW 1 NAME

The name of this organization shall be the Engineer, Architect and Land Survey (NR) Group of The Professional Institute of the Public Service of Canada, hereinafter referred to as the "Group".

BY-LAW 2 GROUP AIM

The aim of the Group shall be to bargain the NR contract and to further the professional interests of its members; to protect the status and standards of their professions; to formulate and express the views of the members on matters affecting them, and to ensure that the interests of the Group are represented in all proceedings of the employer and of the Institute that may affect the Group. The Group Executive shall speak for the Group in dealing with the Institute. This in no way infringes on the right of individuals to approach the Institute on their own behalf.

BY-LAW 3 MEMBERSHIP

There shall be two categories of members of the NR Group:

3.1 Regular members shall be members of the NR bargaining unit, other than those who have been excluded by legislation, who have made

application and been accepted for Institute membership.

3.2 Retired members comprise those members of the NR Group in good standing who have been formally retired from their professional position and who have elected to change their status to Retired members.

BY-LAW 4 RIGHTS OF MEMBERS

4.1 Notwithstanding Institute By-law 7.1.3, only Regular members shall be eligible to vote on matters related to collective bargaining negotiations, including the method of dispute resolution and the ratification of proposed collective agreements.

4.2 All members shall be eligible to hold positions on the NR Group Executive, nominate members for positions on the Group Executive, propose amendments to the Constitution and By-Laws of the Group, and vote on Group affairs.

4.3 All members shall be eligible to attend and speak at General Meetings of the Group

BY-LAW 5 FINANCES

5.1 Fiscal Year: The fiscal year of the Group shall be the calendar year.

5.2 Expenditures: The NR Group Executive shall budget and expend such money as it considers necessary for the conduct of the business of the Group.

5.3 Financial Records: The NR Group Executive shall ensure that accounting records of financial and other transactions are maintained.

5.4 Bank Account: The NR Group Executive shall maintain an account in the name of the Institute and the Group at a financial institution

of its choice for the deposit of the funds of the Group.

5.5 Signatures: Financial transactions shall require the signatures of any two (2) of the President, Vice-President, Secretary or Treasurer of the Group.

5.6 Auditing: As required annual auditing and verification procedures shall be carried out by members of the NR Group who are not responsible for the administration of Group funds.

BY-LAW 6 GROUP EXECUTIVE (NEW)

6.1 Composition

6.1.1 The elected NR Group Executive shall composed of thirteen (13) members. The members will be elected as follows:

- 1 – Atlantic
- 2 – Quebec # 1
- 3 – Quebec # 2
- 4 – Ontario
- 5 – Prairies
- 6 – BC/Yukon
- 7 – NCR # 1
- 8 – NCR # 2
- 9 NCR # 3
- 10 – NCR # 4
- 11 – NCR # 5
- 12 - NCR # 6
- 13 – NCR # 7

6.1.2 The regions shall be the PIPSC regions.

6.2 Election to NR Group Executive

6.2.1 In even numbered years the following positions shall be elected:

NCR # 1, 2, 3 & 4, Quebec # 1, Atlantic and BC/Yukon.

First election 2006

6.2.2 In odd numbered years the following positions shall be elected:

NCR # 5, 6 & 7, Quebec # 2, Ontario and Prairies.

First election 2007

6.2.3 The date of the election shall be the date when the ballots are counted.

6.3 Term Of Office

6.3.1 The term of office for the members elected to the NR Group Executive shall be two years.

6.3.2 The term of office of a member of the NR Group Executive shall cease upon resignation, when they cease to meet the membership qualification or upon removal from office.

6.3.3 Any member of the NR Group Executive who is absent from two (2) consecutive meetings of the NR Group Executive without valid reason shall be deemed to have resigned from the NR Group Executive.

6.4 Filling of Vacant NR Group Executive Position

6.4.1 If any NR Group Executive Position becomes vacant for any reason then the NR Executive at its next Executive meeting may appoint a NR member in good standing from the region of the vacant position to fill the vacant position until the next scheduled election for the NR Executive.

6.4.2 A member appointed according to By-Law 6.4 may not serve for more than one year or until the holding of a special election whichever come first.

6.4.2.1 If in an even numbered year any of the NCR # 1, 2, 3 & 4, Quebec # 1, Atlantic and BC/Yukon positions becomes vacant there will be a special election to coincide with the regular odd year election to fill the position for

a term of one year.

6.4.2.2 If in any odd numbered year any of the NCR # 5, 6 & 7, Quebec # 2, Ontario and Prairies positions becomes vacant there will be a special election to coincide with the regular even year election to fill the position for a term of one year.

6.5 NR Group Officers

6.5.1 The Officers of the NR Group Executive shall be:

1 – President;

2 – Vice-President;

3 – Secretary;

4 – Treasurer;

5 – Chief Steward;

6 – Membership Coordinator;

7 – Communications Coordinator;

8 – Bargaining Coordinator;

10 – Sub-Group Coordinator and

11 – NR AGM and PIPSC AGM Delegate Selection Coordinator.

6.5.2 The NR Group Executive may create additional Officers if required.

6.6 NR Group Officer Elections

6.6.1 The NR Group Executive shall elect officers by secret ballot from their members at the first Group Executive meeting following each election of new members to the Group Executive.

6.6.2.1 If the Office of President becomes vacant the Vice-President shall assume the duties of President until the next NR Executive meeting. A new President will be elected at the next NR Executive meeting.

6.6.2.2 If any Office becomes vacant the NR Group Executive shall elect new Officers as required at the next NR Group Executive meeting.

6.6.3 Remove From Office: A member of the Group Executive may be removed from an Officer position by an eight (8) out of thirteen (13) majority vote of the NR Group Executive.

6.7 Meetings

6.7.1 The NR Group Executive shall meet as frequently as required, but shall meet at least twice in a calendar year.

6.7.2 Conduct of NR Group Executive Meetings

6.7.2.1 The NR Group Executive shall conduct their meetings either in person or by conference call. In special circumstances such as illness, travel status or other reasons that prevent their physical presence a member may attend an in person meeting by conference call. This shall if possible be prearranged.

6.7.3 Voting at NR Group Executive Meetings

6.7.3.1 Proxy voting is not permitted at NR Group Executive meetings. For a member to vote on an agenda item they must have been present during its discussion.

6.7.3.2 Voting shall be by majority vote of those NR Executive members present.

6.7.4 Quorum

6.7.4.1 A quorum shall consist of a majority (7 of 13) of the members of the NR Group Executive.

BY-LAW 7 DUTIES OF THE GROUP EXECUTIVE

7.1 The duties of the Executive shall be to manage the affairs of the Group in order to promote the aims of the Group. The Executive shall be guided by the expressed wishes of a majority of members of the Group ascertained by methods lying at the discretion of the Executive. The Executive shall distribute

information to the Group membership on all current concerns of the Group.

7.2 President: The President shall call and preside at all Executive meetings and all Annual General meetings of the Group; attend the appropriate meetings of the Institute; prepare an annual report to the Group Annual General Meeting.

7.3 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.

7.4 Secretary: The Secretary shall be responsible for ensuring sending notices of all meetings of the Group and of the Group Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Group and of the Group Executive, and shall ensure that a copy of minutes are filed with the Institute.

7.5 Treasurer: The Treasurer shall maintain the financial records of the Group as required by Institute policy, prepare a financial report for each Group Executive and Annual General Meeting of the Group, submit a detailed financial statement to the Institute as required, prepare a budget for the Annual General Meeting and prepare the request for the annual allowance of the Group. Copies of the annual financial report shall be available to all Group members.

7.6 Chief Steward: The Chief Steward shall be responsible for Group Executive / Steward liaison and shall keep a current list of Stewards.

7.7 Membership Coordinator: The Membership Coordinator shall encourage all Bargaining Unit members to become members of the Institute, shall keep a current list of members and shall ensure that the members of the Group are aware of services provided by the Institute.

7.8 Communications Coordinator: The Communications Coordinator shall be responsible for communications with the membership via newsletters and other means considered effective in maintaining an informed Group.

7.9 Bargaining Coordinator: The Bargaining Coordinator shall be responsible for liaison between the Executive and the Collective Bargaining Committee, be a member of the Collective Bargaining Committee as well as serve on any Institute committees related to Institute wide bargaining issues.

7.10 Sub-Group Coordinator The Sub-Group Coordinator shall be responsible for the Group Executive / Sub-Group Executive liaison and shall keep a current list of Sub-Groups and Sub-Group Executives.

7.11 Delegate Coordinator The Delegate Coordinator shall be responsible for the coordination of the selection of delegates to the NR AGM and the PIPSC AGM by the NR Group Executive. Records of the names of applicants, their selection, their attendance, their region and group shall be maintained by the Delegate Coordinator.

7.12 Committees: The Executive shall establish Standing and Special Committees as necessary, with terms of reference and membership to be decided by the Executive. Committee membership shall be drawn from amongst the Regular and Retired members of the Group and shall report to the Executive. Except where otherwise stated in these By-Laws, Committees shall consist of no fewer than three (3) members. Committees shall be dissolved by majority vote of the Executive.

7.13 NR Group Bargaining Committee: The NR Group Bargaining Committee is responsible for appointing a NR Group Bargaining Committee to act on its behalf in the process of negotiating a new contract. The terms of

reference of the Committee shall be determined by the Executive. The Committee shall normally be composed of seven (7) members, including a minimum of two (2) members from the Group Executive and at least one member of the AR, EN-ENG and EN-SUR classifications .

7.13.1 The NR Group Bargaining Committee shall be appointed for the period required to span the preparation of the Group demands to the final ratification of a new contract.

7.13.2 The contract proposals developed by the Bargaining Committee as well as the selection of the dispute resolution method shall be based on the wishes of the Group.

7.13.3 All tentative collective agreements negotiated by the Bargaining Committee shall be submitted to the Executive for communication to the Group members. The tentative collective agreement will be submitted to all Regular members for approval or rejection by a vote. Communication of the tentative collective agreement may be accompanied by written comments by the Bargaining Committee. Ratification of a tentative collective agreement is by a majority vote of the Group members voting.

7.13.4 The Bargaining Committee shall be responsible for counting ratification ballots for tentative agreements and for reporting the results to the Executive.

BY-LAW 8 ELECTIONS

8.1 The NR Group Executive shall appoint an Elections Committee to receive nominations for positions on the 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 The Elections Committee shall distribute a

request for nominations to all Regular and Retired members of the Group at least thirty (30) calendar days prior to the closing date for nominations.

8.3 Nominations must be supported by at least five (5) members of the Group and the nominee must indicate a willingness to serve if elected. Regular members nominated for a position on the Group Executive must stand for election in the region in which their workplace is located. Retired members nominated for a position on the Group Executive will stand for election in the region in which their residence is located.

8.4 Nomination forms must be received at the National Office of the Institute by the close of business on a date to be determined by the Elections Committee. In the event that insufficient nominations are received, the Elections Committee shall attempt to obtain the names of additional persons willing and able to fill the remaining positions.

8.5 The Elections Committee shall scrutinize the nominations for eligibility. In each Region, if the number of candidates exceeds the number of positions to be filled, the Elections Committee will arrange for ballots to be distributed to all members in that Region eligible to vote in the election, or if the number of candidates in a region is equal to or less than the number of positions to be filled, the candidates shall be elected by acclamation. All members may vote only for candidates running in their respective region.

8.6 Ballots listing the nominees in alphabetical order shall be mailed to the membership at least thirty (30) calendar days prior to the date set as the deadline for the return of ballots.

8.6.1 Ballots must be received at the National Office of the Institute by the close of business on a date to be determined by the Elections Committee.

8.6.2 Ballot envelopes not conforming to the procedures established by the Elections Committee will automatically be rejected together with the enclosed ballot.

8.8 The Elections Committee shall communicate the results of the election to the membership as soon as possible.

8.9 The newly elected Executive shall take office at the first Executive meeting following the announcement of the results of the election.

BY-LAW 9 GENERAL MEETINGS OF THE GROUP

9.1 Annual General Meeting

9.1.1 The Annual General Meeting of the NR Group is its supreme governing body.

9.1.2 The NR Group Executive shall call an Annual General Meeting of the Group at least once each calendar year with the interval between such meetings not to exceed fifteen (15) months. The Executive shall give at least sixty (60) calendar days notice in writing to the membership of the convocation of an Annual General Meeting of the Group.

9.1.3 Any Annual General Meeting shall consider and vote on resolutions presented to it. Such resolutions must be submitted in writing to the Executive at least twenty (20) calendar days prior to the date of the Annual General Meeting.

9.1.4 Any changes to the agenda of a meeting shall require the approval of a simple majority of the members present at the meeting.

9.1.5 Delegates: One delegate shall be chosen for each 200 Regular and Retired members by geographic region.

9.1.5.1 Each member of the NR Group

Executive shall be a delegate and shall not count as one of the delegates from their respective region.

9.1.5.2 The number of members in each Region and the total number of members shall be the number determined from the members at the time of the last Executive meeting preceding notice of the Annual General Meeting.

9.1.5.3 Substitutes: Any delegate may be represented by a substitute who shall be authorized, in writing, by the delegate and upon filing such authorization with the NR Group Executive, the substitute shall be entitled to vote and take part as though he were a delegate. No person shall carry more than one (1) vote.

9.1.6 Quorum: A majority of the delegates accredited shall constitute a quorum at an NR Annual General Meeting of the Group.

9.1.7 Agenda: The agenda shall include but not be limited to 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 and Budget
- Committee Reports
- New Business.

9.1.8 Voting: Only accredited delegates present at the Annual General Meeting are eligible to vote. Voting shall normally be by a show of hands and each member shall have one (1) vote. Proxy voting shall not be permitted. Decisions shall be by a majority vote of those present and voting. Any delegate present may request that a vote be by secret ballot and such request shall be decided by a majority vote of those present and voting.

9.2 Special General Meetings

9.2.1 A Special General Meeting of the NR Group may be called by the NR Group Executive or at the written request of at least two hundred (200) voting members of the Group. This meeting shall be held within six (6) weeks of such call or request. Only the matter(s) for which the Special General Meeting was called shall appear on the agenda.

9.2.2 The same requirements shall apply to the delegate entitlement, quorum and voting at Special General Meetings as are prescribed for the Annual General Meeting.

9.3 Institute Annual General Meetings: The Group Executive shall arrange for the appointment of Group delegates to Institute Annual or Special General Meetings within the limitations given in the Institute By-Laws.

9.4 Advisory Council: The Group Executive shall appoint a representative to the Advisory Council.

9.5 Institute Board of Directors: To ensure that Group interests are represented on the Institute Board of Directors, the Group Executive shall endeavor to nominate at least one (1) of its members to stand for election.

9.6 Other Institute Committees: The Group Executive may, on request, recommend representatives to other Institute committees. Members so appointed need not be Group Executive members, but shall be accountable to the Group Executive when representing the interests of the Group.

BY-LAW 11 RULES OF PROCEDURE

At any meeting of the Group or Group Executive, 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 the advice of a Parliamentarian and be governed by the latest version of Sturgis' Standard Code of Parliamentary Procedure.

BY-LAW 12 CONSTITUTION AND BY-LAWS

12.1 These By-Laws may be amended at an Annual or Special General Meeting of the Group. In either case, approval for amendments requires a two thirds (2/3) majority of those voting.

12.2 All proposals for amendments to these By-Laws shall be submitted, in writing, to the Executive. Copies of all proposed amendments shall be included with the notice of the Annual or Special General.

12.3 This Constitution and By-Laws takes effect upon the approval by the Group and receiving approval of the Institute Board of Directors.

BY-LAW 13 REGULATIONS

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

13.2 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.

13.3 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 13.2.

BY-LAW 14 STEWARDS

Subject to the Institute By-Laws and Regulations, NR Group members in a specific area of jurisdiction may elect / nominate a Steward or the NR Group Executive may nominate a Steward. Stewards shall be the official representatives of the Institute for their own and other Groups at a given location or locations. Stewards are appointed by the Institute.

BY-LAW 15 CONTEXT AND GENDER

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.

BY-LAW 16 DISCIPLINE

Any member of the Group, including members of the NR Group Executive, may, as provided for in the Institute By-Laws and Regulations, be disciplined by the Group Executive for conduct which in any way adversely affects the interests or reputation of the Group.

**Approved by the Board of Directors
18-19 August, 2005**

**Amendments approved by the Board of
Directors
March 22, 2007**