

BY-LAWS FOR THE REGINA ENGINEERING SOCIETY

Amended July 1992

1. NAME

The society shall be known as the REGINA ENGINEERING SOCIETY (Chapter of the Association of Professional Engineers of Saskatchewan, hereinafter referred to as the APES).

2. OBJECTS

The objects of the REGINA ENGINEERING SOCIETY shall be to promote the objects and interests of the Engineering Profession in close cooperation with the Association of Professional Engineers of Saskatchewan:

- \$ To develop and maintain high standards in the engineering profession.
- \$ To facilitate the acquirement and the interchange of professional knowledge among its members.
- \$ To advance the professional, social, and economic welfare of its members.
- \$ To enhance the usefulness of the profession to the public.
- \$ To collaborate with universities and other educational institutions in the advancement of engineering education.
- \$ To promote good relations and exchange of information between engineers and members of allied professions.
- \$ To cooperate with other technical societies for the advancement of mutual interests.
- \$ To encourage original research, and the study, development, and conservation of the resources of Canada.

3. MEMBERSHIP

- (a) Membership in the Society shall be open to all registered members of the APES.
- (b) At the option of the Executive Committee of the Society, other interested persons who are not qualified for registration in the APES may join the Society as Affiliates. Society Affiliates may not hold office or vote on Society Business. They may join in any other activities of the Society.
- (c) Annual dues for Society Affiliates will be set by the Executive Committee. Such dues shall be paid to the Treasurer. Society Affiliates shall be nominated by two Society members with evidence that they have an interest in common with the engineering profession. Society Affiliates shall be elected by simple majority vote of the Executive Committee.

4. SOCIETY OFFICERS

- (a) The officers of the Society shall consist of: President, Vice-President, Secretary and Treasurer.
- (b) The officers shall be members of the Regina Engineering Society and registered members of the APES. The positions of Secretary and Treasurer may be combined. The Executive Committee may appoint an assistant Secretary if required.

5. EXECUTIVE COMMITTEE

- (a) The Society shall be managed by an Executive Committee consisting of the Society officers and not less than three (3) other members of the Society.
- (b) The immediate Past President, Past Secretary, and Past Treasurer of the Society shall be ex-officio members of the Executive Committee, for the year following their term of office.
- (c) Other members shall be as follows:
 - \$ The President of each Society Standing Committee.
 - \$ The Representative of each Constituent Society or Technical Section.
 - \$ The President of the Student Engineering Society, University of Regina.
 - \$ A member of the Faculty of the University of Regina, Faculty of Engineering.

- (d) If any vacancy occurs in the Executive Committee, a member may be appointed by the Executive Committee for the balance of the term.
- (e) Five (5) members of the Executive Committee shall constitute a quorum.
- (f) Members of the Executive Committee shall hold office for one (1) year, beginning at the close of the Society Annual Meeting at which they are elected. They shall continue in office for one (1) year, or until successors are duly elected.

6. COMMITTEES

- (a) Standing committees:
The following Standing Committees may be set up: Papers and Meetings; Publicity and Membership; Awards Committee; Student Guidance; Social Committee.
Other Standing Committees may be appointed by the Executive Committee. Each Standing Committee shall be directed by a President. Not less than three (3) of these Presidents shall be elected by the Society membership and the remainder shall be appointed by the Executive Committee. Each President may select as many Committee members as seems convenient.
- (b) Other Committees:
Ad-hoc Committees may be appointed by the Executive Committee. These Committees shall report to the Executive Committee.
- (c) Terms of Reference:
The Executive Committee shall outline the terms of reference for each Committee.

7. TECHNICAL SECTIONS

- (d) By resolution of the Executive Committee, or at a written request of ten (10) Society members, technical sections of the Society shall be established. These sections shall correspond to generally recognized branches of the profession, such as chemical, civil, electrical, mechanical, etc.

8. STUDENT ENGINEERING SOCIETY

- (e) A Student Engineering Society, established by the action of at least ten (10) students of the Faculty of Engineering, University of Regina, and operating under its own constitution will be eligible to utilize the services of the Regina Engineering Society.
- (f) The Regina Engineering Society shall work with the Student Engineering Society in an effort to provide optimum development opportunities for engineering students and cooperate with the Student Engineering Society in its operation.

9. SOCIETY FUNDS AND PROPERTY

- (g) The Executive Committee shall control all funds and other property of the Society.
- (h) Soon after installation, the Executive Committee shall prepare a budget for the ensuing year. In so doing, the Executive Committee shall obtain estimates from the various Society groups such as technical sections, professional development programs, etc.
- (i) The approval of the budget by the Executive Committee shall allow the various groups to spend up to the amount set in the budget. Expenses beyond those established by the budget shall not be incurred without prior approval of the Executive Committee.
- (j) Payment of accounts, except those paid by accountable advances, shall be made by the Treasurer. The amount must be within the budget, or as otherwise approved by the Executive Committee, and must, in addition, be approved by the Section or Committee President.
- (k) The payment of accounts, except those paid by accountable advances, shall be made by cheque signed by the Treasurer and the Society President or Vice-President. All funds received by the Society shall be deposited in a chartered bank or trust company, designated by the Executive Committee.
- (l) The Treasurer shall maintain complete accounts of the Society finances. The Treasurer shall

- submit a financial statement at each regular meeting of the Executive Committee.
- (m) The Treasurer shall maintain separately the account of each group, the accounts of any special funds, and a physical inventory of Society Property.
 - (n) The Society shall submit an Annual Report to the APES. The Society fiscal year shall be from 1 June to 31 May. The Report shall be presented at the Society Annual Meeting.
 - (o) Prior to the Society annual Meeting, the Executive Committee shall appoint one or more auditors. The auditors shall not be members of the Executive Committee. The auditors shall check the accounts of the Society to satisfy themselves that the financial statement is correct. The auditor's report shall be presented at the Society Annual Meeting.

10. SOCIETY DUES

- (p) All membership dues shall be collected by the APES office or by the Treasurer of the Society.
- (q) Annual dues shall be as established or revised only at the Annual Meeting of the Society.

11. NOMINATION AND ELECTION OF OFFICERS AND ELECTED COMMITTEE CHAIRMEN

- (r) The Nominating Committee shall be chaired by the immediate Past President of the Society and shall include members as required. In the event that the immediate Past President is unable to assume this duty, the Executive may appoint a President for this committee from the members of the Society.
- (s) At least six (6) weeks before the Society Annual Meeting, the Secretary shall send to each member the list of officers presented by the Nominating Committee. He shall also state the time and place of the Society Annual Meeting and draw attention to the following clause:
"Further nominations may be made over the signatures of four (4) members of the Society with written acceptance of the nominee. Such nominations shall be given to the Secretary at least three (3) weeks before the Annual Meeting. All nominations shall be accepted by the nominee in writing."
- (t) If there is more than one nomination for any position, the Secretary shall then send out a letter ballot. The Ballot Form shall show the names and addresses of all nominees. This shall be done at least two (2) weeks before the Annual Meeting. The votes shall be returned to the Secretary (or Secretary-Treasurer) at least two (2) days before the Annual Meeting. The Executive Committee shall appoint the Nominating Committee, or others, as scrutineer to count the ballots and report the results at the Annual Meeting. The Nominating Committee President's ballot shall be retained in a sealed envelope and shall only be counted for the purpose of breaking a tie vote. Ballots shall be destroyed by motion of the Annual Meeting.
- (u) If only one (1) nomination is received for any position, the President shall announce the officer elected to the position by acclamation at the Annual Meeting.

12. ANNUAL MEETING

The Annual Meeting shall be held during the month of May, unless otherwise determined by the Executive Committee, and in any event not more than fifteen (15) months after the last preceding Annual Meeting. Not less than ten (10) days notice of the Annual Meeting shall be mailed to all members. Ten (10) members shall constitute a quorum.

13. ORDER OF BUSINESS OF ANNUAL MEETING

The order of business for the Annual Meeting shall be:

- (v) Reading of the notice calling the meeting.
- (w) Reading of the minutes of the previous Annual Meeting.
- (x) Reports of the Secretary; Treasurer; and Committee Presidents.
- (y) Auditor's Report.
- (z) President's Address.
- (aa) Installation of New Officers.

(bb) Correspondence, new business, notice of motions.

14. REGULAR MEETINGS

Regular meetings shall be held as determined by the Executive Committee.

15. SPECIAL MEETINGS

Special meetings may be called by the Executive Committee or on written request, addressed to the Secretary, of ten (10) Society members stating the object of the meeting. A quorum at special meetings shall be twenty (20) members. Date of the meeting will be set by the Executive Committee. A notice stating the object, date and place of the meeting shall be mailed to all members at least ten (10) days before the meeting. No other business may be conducted at such meetings.

16. INACTIVE SOCIETY

If the Society is inactive for two (2) years it may be declared dormant by action of the Council of the APES. The Council, or the last elected Society Officers, may initiate the dissolution of the Society with concurrence of the last elected Society Officers. The assets of the Society, held in Regina, would be returned to the general fund of the APES.

17. AMENDMENTS TO THE BY-LAWS

Proposals to introduce new Society By-Laws, or to amend or repeal By-Laws, shall be presented in writing to the Executive Committee. The proposals shall be signed by ten (10) members of the Society. The Executive Committee shall consider the proposals and notify the proposers of their position in less than two (2) months. The proposers may then withdraw their proposals, accept any changes suggested by the Executive Committee, or insist on the original form. The final proposal shall then be sent to the Society Secretary within one (1) month. Proposals for amendments to By-Laws may also be made by the Executive Committee. Notice of proposed By-Law changes and the details of those changes shall be mailed to all members of the Society at the time of sending out the list of officers presented by the Nominating Committee. Ballots for changes to By-Laws shall be mailed with ballots for the election of officers. The ballots shall be returned to the Secretary at least two (2) days before the Annual Meeting. An affirmative vote of two thirds of all valid ballots shall be necessary for the adoption of the new By-Laws, amendments or additions thereto, or repeal of existing By-Laws.

18. INTERPRETATION

The interpretation of the Society By-Laws by the Executive Committee shall be final.

19. GENERAL PROCEDURES

Where not otherwise provided for, the Society shall conform to such methods and rules of order as may be adopted by the Executive Committee.