

# BYLAWS FOR THE REGINA ENGINEERING SOCIETY

(Revised, June 2020)

## 1) DEFINITIONS

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In these bylaws:

- a) “Society” refers to the Regina Engineering Society, also known as the RES;
- b) “Bylaws” means the valid bylaws of the Society.
- c) “Society Committee” refers to the group who manages the Society, as described in Section 7.
- d) “Committee Members” refers to all members of the Society Committee
- e) “Members” refers to all members of the Society.
- f) “Associate Members” refers to individuals who are not qualified Members of the society who have pursued membership in accordance with Section 5.
- g) “Office” refers to an elected position of leadership within the Society.
- h) “Officer” refers to the individual elected, appointed, or acclaimed to an Office.
- i) “Representative” refers to individuals who represent either the Regina Engineering Students’ Society, each active Constituent Society, the University of Regina Faculty of Engineering, or the elected Council of APEGS.
- j) “Constituent Society” means the associated societies which, collectively with the Regina Engineering Society, serve the professional and social needs of the professionals within the geographic area.

## 2) NAME

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- a) The Society shall be known as the *REGINA ENGINEERING SOCIETY* (Constituent Society of the Association of Professional Engineers and Geoscientists of Saskatchewan, hereinafter referred to as APEGS).

## 3) MISSION STATEMENT

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- a) “The *REGINA ENGINEERING SOCIETY* exists to serve the professional and social needs of engineers in the Regina area and to support interaction between its members, local technical societies, engineering students, and engineering employers.”

#### 4) *OBJECTIVES*

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- a) The objectives of the Society shall be to promote the objectives and interests of the Engineering Profession in close cooperation with APEGS:
  - i) To facilitate the exchange of professional knowledge among its members.
  - ii) To advance the professional and social welfare of its members.
  - iii) To promote the engineering profession to the public.
  - iv) To collaborate with universities and other institutions in the advancement of engineering education.
  - v) To promote good relations between engineers and members of allied professions.
  - vi) To promote and assist in the education of youth groups in fields related to the engineering profession.
  - vii) To cooperate with other Constituent Societies for the advancement of mutual interests.

#### 5) *MEMBERSHIP*

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- a) Society Membership is automatically granted to all registered members of APEGS in the Regina Area, as defined by APEGS.
- b) All membership dues shall be collected by the APEGS office or by the Treasurer of the Society.
- c) Annual dues shall be as established or revised only at the Annual Meeting of the Society.
- d) At the option of the Society Committee, other interested persons who are not qualified Members in the Society may join the Society as Affiliate Members. Affiliate Members may not hold Office or vote on Society business. They may join in any other activities of the Society.
- e) Annual dues for Affiliate Members will be set by the Society Committee. Such dues shall be paid to the Treasurer. Affiliate Members shall be nominated by two Society members with evidence that they have an interest in common with the engineering profession. Affiliate Members shall be elected by simple majority vote of the Society Committee.

## **6) EXECUTIVE OFFICERS**

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- a) The Executive Officers of the Society shall consist of President, Vice-President, Secretary, and Treasurer.
- b) The Executive Officers shall be Members of the Society and registered members of APEGS. The Offices of Secretary and Treasurer may be combined.
- c) If any vacancy occurs in an Executive Office, the Society Committee may appoint a Member for the balance of the term as an “Acting” Executive Officer.
- d) Executive Officers shall hold Office for an initial term of two (2) years, beginning at the Society Annual Meeting at which they are elected. Executive Officers shall continue in Office until written notice of resignation is received by the Society Committee.

## **7) SOCIETY COMMITTEE**

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- a) The Society shall be managed by a Society Committee consisting of the Executive Officers and not less than three (3) other Committee Members of the Society.
- b) The immediate Past President of the Society shall be an ex-officio Member of the Society Committee, for the year following their term of office.
- c) Other Committee Members shall be as follows:
  - i) Communications & Social Media Officer
  - ii) Social Events Officer
  - iii) Technical Presentations Officer
  - iv) A Representative of the Regina Engineering Students’ Society
  - v) A Representative of each active Constituent Society
  - vi) A Representative of the Faculty of the University of Regina, Faculty of Engineering
  - vii) A Representative of the elected Council of the Association of Professional Engineers and Geoscientists of Saskatchewan.
  - viii) Members-at-Large, as appointed by the Executive Committee
- d) If any vacancy occurs in an Office, the Executive Committee may appoint a Member for the balance of the term as an “Acting” Officer.
- e) Five (5) Members of the Society Committee shall constitute a quorum.

- f) Officers of the Society Committee shall hold Office for an initial term of two (2) years, beginning at the Society Annual Meeting at which they are elected, or until written notice of resignation is received by the Society Committee.
- g) Officers that fail to attend three (3) Society meetings within the Society's fiscal year may be removed from their position at the discretion of the Society Committee.

#### **8) REGINA ENGINEERING STUDENTS' SOCIETY**

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- a) The Society shall work with the Regina Engineering Students' Society in a manner that aligns with the Society's Mission Statement and Objectives.
- b) The Regina Engineering Students' Society may apply for funding following the Sponsorship Application Procedures, subject to Society Committee approval.

#### **9) CONSTITUENT SOCIETIES**

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- a) The Society Committee, with majority approval, may recognize a Constituent Societies.
- b) Members may propose recognition of a Constituent Society by presenting the proposal in writing to the Society Committee. The proposal must be signed by ten (10) Members of the Society. The Society Committee shall consider the proposal and notify the proponents of the position within two (2) months.
- c) The Society shall work with the Constituent Society in a manner that aligns with the Society's Mission Statement and Objectives.
- d) Constituent Societies may apply for funding following the Sponsorship Application Procedures, subject to Society Committee approval.
- e) A representative of each Constituent Society must attend at least three (3) Society meetings per year. Failure to do so for one year will result in a warning being issued; failure to do so for a period of two years will result in the termination of Constituent Society status within the Society.

#### **10) STUDENT ORGANIZATIONS**

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- a) The Society Committee, with majority approval, may recognize a Student Organization.
- b) Members may propose recognition of a Student Organization by presenting the proposal in writing to the Society Committee. The proposal must be signed by ten (10) Members of the Society. The Society Committee shall consider the proposal and notify the proponents of the position within two (2) months.
- c) The Society shall work with the Student Organizations in a manner that aligns with the Society's Mission Statement and Objectives.

- d) Student Organizations may apply for funding following the Sponsorship Application Procedures, subject to Society Committee approval.

## ***11) SUBCOMMITTEES***

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- a) Subcommittees of the Society shall be established as required to facilitate Society activities and events.
- b) Each Subcommittee shall be appointed by the Society Committee as required.
- c) Each Subcommittee shall report to the Society Committee.

## ***12) SOCIETY FUNDS AND PROPERTY***

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- a) The Society Committee shall control all funds and other property of the Society.
- b) Following the installation of new Officers and prior to the end of the calendar year the approved budget shall be reviewed by the Society Committee.
- c) Prior to the end of the fiscal year, the Society Committee should propose a budget for the upcoming fiscal year, to be presented and approved of at the Society Annual Meeting.
- d) The approval of the budget by the Society 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 Society Committee.
- e) 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 Society Committee.
- f) The payment of accounts, except those paid by accountable advances, shall be made by cheque signed by the Treasurer and the Society President, Past-President, or Vice-President. All funds received by the Society shall be deposited in a chartered bank or trust company, designated by the Society Committee.
- g) The Treasurer shall maintain complete accounts of the Society finances. The Treasurer shall submit a financial statement at each regular meeting of the Society Committee.
- h) The Treasurer shall maintain separately the account of each group, the accounts of any special funds, and a physical inventory of Society Property.
- i) The Society shall submit an Annual Report to APEGS. The Society fiscal year shall be from 1 June to 31 May. The Report shall be presented at the Society Annual Meeting.
- j) Prior to the Society Annual Meeting, the Society Committee shall appoint one or more auditors. The auditors shall be the Past President of the Society, or an

individual that is not a member of the Society 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.

### ***13) NOMINATION AND ELECTION OF OFFICERS***

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- a) The Nominating Committee shall be chaired by the immediate Past President of the Society and shall include a minimum of two (2) Society Officers. In the event that the immediate Past President is unable to assume this duty, the Society may appoint a Member of the Society Committee.
- b) Candidates must have attended at least three (3) Society meetings in the previous year to be eligible for the Office of President.
- c) At least eight (8) weeks before the Society Annual Meeting (in April or March as per the scheduled date of the Annual Meeting), the Nominating Committee shall:
  - i) Contact the Society Officers currently in their second year of Office to review and confirm the nominations as per Section 6, items (d) and (e), and Section 7, item (f). Society Officers may let nomination stand, decline nomination and put name forward as a nominee for a new Office, or decline nomination and step down from their current Office.
  - ii) Contact Society Committee Members not currently holding an Office and present all vacant Offices. Society Committee Members may put their name forward as a nominee for any vacant Office, including Offices currently nominated for, at this time.
  - iii) Distribute a Call for Nominations to the Members for any vacant Offices. Nominees must be Members of the Society and each nomination shall include the name, contact information, biography, and intended Office of the nominee. Nominations shall be received until six (6) weeks before the Society Annual Meeting.
  - iv) Compile all nominations in preparation for notifying Members of the Nominees for each Office.
- d) At least five (5) weeks before the Society Annual Meeting (in April or March as per the scheduled date of the Annual Meeting), the Secretary shall communicate to each member the list of Nominees for each Office presented by the Nominating Committee. The date, time and place of the Society Annual Meeting shall also be stated, and attention drawn to the following clause:
  - i) "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 four (4) weeks before the Annual Meeting. All nominations shall be accepted by the nominee in writing."

- e) If there is more than one nomination for any Office, the Secretary shall send out an electronic ballot. The Ballot Form shall contain the names, contact information, and biography of all nominees. This shall be done at least three (3) weeks before the Annual Meeting. The votes shall be returned to the Secretary at least seven (7) days before the Annual Meeting. The Nominating Committee, or others appointed by the Society Committee, shall be appointed as scrutineer to count the ballots and report the results at the Annual Meeting. The Nominating Committee Director'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.
- f) Members may let their name stand for nominations of up to two (2) Offices in any election. The Member that receives the majority vote in any one (1) Office will be offered that Office. If any Member receives the majority votes in more than one (1) Office, the Member must select which of the Offices to accept, unless the Offices offered are Treasurer and Secretary, in which case the Member may accept both. The Member receiving the second to majority votes in the unfilled Office will be offered the Office.
- g) If only one (1) nomination is received for any Office, the President or Nominating Committee shall announce the Officer elected to the position by acclamation at the Annual Meeting.

#### **14) MEETINGS**

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- a) Regular Meetings shall be held once per month from the month of September through to, and including, the month of June. The Society Committee shall suspend meetings for the months of July and August unless agreed upon prior to suspension.
- b) The Annual Meeting shall be held during the month of May or June, unless otherwise determined by the Society Committee, and in any event not more than fifteen (15) months after the last preceding Annual Meeting. Not less than three (3) weeks notice of the Annual Meeting shall be communicated to all members. Ten (10) Members shall constitute a quorum.
- c) The order of business for the Annual Meeting shall be:
  - i) Reading of the notice calling the meeting.
  - ii) Reading of the minutes of the previous Annual Meeting.
  - iii) Reports of the Secretary; Treasurer; and Committee Directors.
  - iv) Auditor's Report.
  - v) President's Address.
  - vi) Installation of New Officers.

- vii) Correspondence, new business, notice of motions.
- d) Special meetings may be called by the Society 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 fifteen (15) Members. Society Committee will set the date of the meeting. A notice stating the object, date and place of the meeting shall be communicated to all Members at least ten (10) days before the meeting. No other business may be conducted at such meetings.

## ***15) INACTIVE SOCIETY***

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

## ***16) AMENDMENTS TO THE BYLAWS***

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- a) Members may propose amendments to bylaws by presenting the proposal(s) in writing to the Society Committee. The proposal(s) must be signed by ten (10) Members of the Society.
  - i) The Society Committee shall consider the proposal(s) and notify the proponents of their position within two (2) months.
  - ii) The proponents may then accept any changes to the proposal(s) suggested by the Society Committee, withdraw their proposals or insist on its original form.
  - iii) The final proposal shall then be sent to the Society Secretary within one (1) month.
- b) The Society Committee, with majority approval, may propose amendments to the Bylaws.
- c) Notice of proposed amendments of Bylaws and its details shall be communicated to all Members of the Society at or prior to the presentation of the list of officers by the Nominating Committee as per Section 13, item (c).
- d) Amendment of Bylaws shall be voted on at the Annual Meeting. An affirmative vote of two thirds of all present society Members shall be necessary for the adoption of the new Bylaws or repeal of existing Bylaws.

## ***17) GENERAL PROCEDURES***

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- a) The Society Committee reserves the ability to adopt rules of order where not otherwise provided for.
- b) The interpretation of the Society Bylaws by the Society Committee shall be final.