

CONSTITUTION

THE ARAB MEMBERS CHAPTER

INTERPRETATION

1. Unless the context otherwise requires:

(a) The name "Association" means The Association of Professional Engineers and Geoscientists of the Province of Manitoba (b) "Council" means the Council of the Association.

CHAPTER NAME

2. The name of the Chapter is "The Arab Members Chapter of Engineers Geoscientists Manitoba".

OBJECTIVES

3. The objectives of the Chapter are:

(a) To assist the Association in matters of engineering and geoscience professions when and as authorized by Council.

(b) To encourage and facilitate the study, discussion and exchange of ideas and information among the members on all questions of interest as engineers or geoscientists and as citizens.

(c) To provide a forum for members to formally recognize the voluntary contributions of its members to the Association and as citizens in the community.

(d) To promote, undertake, and/or engage in such programs, functions, and activities that will contribute to the professional growth and career development of its members.

(e) To establish a registry of Arab Professional Engineers (PEng), Professional Geoscientists (PGeo), Engineers-In-Training (EIT), and Geoscientists-In-Training (GIT) within the Province of Manitoba.

(f) To support the educational aspirations of future members by granting academic scholarships to deserving Arab-educated engineering or geosciences professionals.

(g) To undertake and/or engage in community projects or otherwise cooperate and/or collaborate with community service oriented groups, or entities in their programs, projects, and activities.

MEMBERSHIP

4. The membership of the Chapter shall be established by Council in consultation with the Executive Committee of the Chapter. The Membership of the Chapter shall be:

(a) Membership shall be classified into two (2) categories:

- i. Full Member
- ii. Student Member

(b) A full member shall be any Manitoba resident Arab Citizen or Arab-Canadian who completed, as a minimum, a 4 year bachelor degree in engineering or geoscience in Manitoba or any other province, territory, or any other country and is a registered Professional Engineer (PEng) or Professional Geoscientist (PGeo) or Engineer-Intern (EIT) or Geoscientist-intern (GIT) in the Province of Manitoba.

(c) A student member shall be any Manitoba resident Arab Citizen or Arab-Canadian who is enrolled, on a regular basis, in a bachelor degree in engineering or geoscience in Manitoba or any other province, territory, or any other country or students in an accredited Canadian engineering or geosciences school and is in the process of completing the academic requirements to become a registered Professional Engineer (PEng), or Professional Geoscientist (PGeo), or Engineering-Intern (EIT), or Geoscientist-Intern (GIT) in the Province of Manitoba. Student members do not have voting privileges.

(d) "Arab" refers to persons whose origins come from or who carry the citizenship of at least one of the following countries:

Algeria, Bahrain, Comoros, Djibouti, Egypt, Iraq, Jordan, Kuwait, Lebanon, Libya, Mauritania, Morocco, Oman, Palestine, Qatar, Saudi Arabia, Somalia, Sudan, Syria, Tunisia, United Arab Emirates, Yemen.

(e) Ethnic heritage/origin is not a requirement to join a chapter. Anyone with a different background is welcomed to join any chapter of their choosing. However, only one chapter may be declared by a member – membership in multiple chapters is not permitted.

LAY MEMBERSHIP

5. The Chapter may, by Chapter by-law, create the category of Lay Associate for those persons who no longer practice in the engineering profession and wish to continue/be Chapter members and are enrolled with the Association. Lay Associate members do not have voting privileges.

CONTINUANCE

6. Council may declare the Chapter inactive, suspend the operation of the Chapter or dissolve the Chapter for any of the following reasons:

(a) Failure of the Chapter to hold a general meeting in addition to the Annual Meeting, in any 12 month period.

(b) Failure of the Chapter to abide by the Chapter constitution and by-laws; and

(c) Contravention of The Engineering and Geoscientific Professions Act or the Association By-laws, Code of Ethics or policies of the Association.

MEETINGS

7. The Chapter shall function through the meeting of the members.

(a) The Chapter holds no fewer than two general meetings annually, one of which shall be the Chapter Annual Meeting.

- (b) Regular general membership meetings of the Chapter shall be in the evening of the second Friday of May and November. A special general membership meeting may be called by the Executive Officers or by a written request of at least twenty percent (20%) of the members of the association.
- (c) Quorum for the Chapter general meetings shall be the lesser of 50% of the members or 10 members.
- (d) The President or a delegate from the executive shall preside at all General Meetings.

EXECUTIVE

8. (a) The Executive Committee of the Chapter shall consist of the following officers:

- President
- Vice-President
- Past-President
- Technical Advisor
- Treasurer
- Secretary
- Two (2) Councilors

(b) The Executive Officers shall be the Policy and Rule making body of the Chapter.

(c) The Past-President shall be an ex-officio Executive Committee member

(d) Members of Engineers Geoscientists Manitoba council who qualify for Chapter membership shall be ex-officio Executive Committee members.

(e) Anyone from the executives may be elected to be a liaison with the Engineers Geoscientists Manitoba.

DUTIES

9.(a) President shall:

1. Be the Chief Executive Officer of the Chapter and shall exercise general supervision over its affairs.
2. Preside at all meetings of the Chapter and the Executive Officers.
3. Perform such other duties as are ordinarily pertaining to the officer, including entering into and signing any contracts or documents with the approval of the Executive Officers.
4. Countersign all checks issued by the Treasurer involving the disbursement of Chapter funds.
5. Render an annual report on the operation of the Chapter and those that the Executive Officers may fix from time to time.
6. Issue regular progress communications/bulletins (if necessary) to the membership describing topics of interest and/or resolutions.

(b) Secretary shall:

1. Be the record custodian of the Chapter except those that are entrusted to other\ officers.
2. Attend and keep records and minutes of all meetings, proceedings, and transactions of the Chapter.
3. Participates, where required, in preparing briefings and correspondences of the Chapter for the President to issue to the members.

(c) Treasurer shall:

1. Be responsible for the accounting and management of the Chapter funds.

2. Collect dues and fees from members and keep all Chapter funds in a banking institution designated by the Executive Officers.
3. Keep records of all accounts and prepare the Chapter's financial statement and submit a financial report during the regular Executive Officers meetings and the general membership meetings. The books of accounts of the Treasurer shall be open for audit at all times by the Executive Officers and the President.

(d) Technical Advisor shall:

1. Act as the technical liaison with EGM (aka APEGM) and other local, national and international engineering and geoscientific organizations.
2. Be responsible for seminars and/or workshops on any subject of general interest including professional development, training and continuing education that will update or enhance the general knowledge of the members.
3. Draft the rules governing the awarding of the scholarship to distinguished Arab engineering and geoscience professionals, subject to approval by the Executive Officers, and shall make a continuing study of such rules.

(e) Councilors shall:

1. Perform functions as may be assigned to them by the President or the Executive Officers.
2. Participate in examining and auditing all the books and records of the Chapter within thirty (30) days after the close of each fiscal year.
3. Conduct special audit upon the request of the Executive Officers.

VOTING

10. (a) Resolutions put to a vote at any meeting shall be decided by a show of hands.

There shall be no right to vote, or to be represented, by proxy.

(b) The President shall not vote, except to cast the deciding vote in the event of a tie.

(c) Any matter which, pursuant to the provisions of the Constitution of the Chapter, can be voted upon at the Annual Meeting of the Chapter, may be voted on by letter ballot, and a vote so taken shall have the same force and effect as if the vote had been taken at the Annual Meeting. Such a vote may be initiated by Executive or upon a written request signed by five members of the Chapter.

(d) Any resolution adopted by the Chapter is not binding on Council, but shall be considered by Council.

NOMINATIONS

11. (a) The Nominating Committee of the Chapter shall prepare a slate of nominees to fill the appropriate positions on Executive. The Nominating Committee shall nominate at least one name for each of the elective positions.

(b) Nominations from the membership may be made prior to the annual meeting. Each nomination must be accompanied by the written consent of the nominee and the signatures of at least three other members of the Chapter. Additional nominations may be made from the floor at the annual meeting.

(c) The office of any member of the Executive shall be considered vacant upon:

(i) Receipt in writing of the member's resignation by the Secretary.

(ii) The member ceasing to be a member of the Chapter

- (iii) The member ceasing to comply with Section 6
- (d) The Executive shall fill a vacancy under 10 (c) by appointing a member from within the membership of the Chapter. Such an appointment shall be valid until the end of the term of the position vacated.

CHAPTER COMMITTEES

12. The Executive Committee may establish committees of the Chapter; committee terms of reference, and shall appoint the chair and members to such committees.

MINUTES

13. The Executive shall cause minutes to be recorded of each Executive Committee Meeting and of each general meeting of Chapter, which shall be forwarded to Council, showing:
- (a) All appointments to offices made by the Executive
 - (b) The names of all officers and the number of members present at each meeting.
 - (c) All resolutions and proceedings of all meetings of the Chapter and of the Executive and of any Committee.

ASSOCIATION CHAPTER FUNDING

- 14.(a) The Association shall annually provide funding to the Chapter based upon a per capita amount of \$20 for each chapter member who is registered with the Association as a member or EIT/GIT. Both amounts shall be determined annually by the Council.
- (b) The Association shall cover the expenses of the Chapter President or designate to attend Council and/or Association meetings in accordance with Section 11(a).
 - (c) The Chapter may request funding from the Association for special events of activities.

FINANCES

15. The Executive shall cause true accounts to be kept of all monies received and expended by the Chapter and of the assets and liabilities of the Chapter.
- (a) The fiscal year of the Chapter shall coincide with the fiscal year of the Association.
 - (b) The Chapter shall submit a budget along with an annual request for funds to the Council two months before the end of the Association's fiscal year in order that Council allocate funds as deemed appropriate in the Association budget.
 - (c) The Chapter shall submit a financial report for the preceding year to Council at the beginning of each fiscal year of the Association.
 - (d) The funds granted to the Chapter by the Association shall be used to assist in defraying the costs not readily recovered through normal fund raising.
 - (e) All monies received by the Chapter shall be deposited in the name of the Chapter in a recognized financial institution
 - (f) All payments shall be made by cheque in the name of the Chapter and shall be signed by:
 - (i) The President; and

(ii) The Treasurer

(g) The President and the Treasurer must register their names at the financial institution within 2 weeks of appointment to their respective position.

CHAPTER CONSTITUTION AND BY-LAWS

16. (a) The Chapter may propose amendment to this constitution which shall be subject to approval by Council.

(b) Chapters may create and amend by-laws of the Chapter which do not contravene the Association By-laws.

(c) Notice in writing of any meeting of the Chapter at which any amendments to the Chapter by-laws or Constitution are to be considered shall be given to the members at least 21 days before the date of the meeting.

(d) Amendments to the Chapter Constitution and by-laws shall become effective when approved by the Council.

(e) Council may from time-to time alter the By-Laws of the Chapter to conform to the Engineering and Geoscientific Professions Act or the Associations By-Laws, Code of Ethics or the policies of the Association.

(f) The Constitution and by-laws to be reviewed every 2 years or whatever # the executives choose.

RULES OF ORDER

17. Robert's Rules of Order shall govern the conduct of all Executive and General Meetings of the Chapter where not otherwise specifically mentioned herein.

ELECTIONS, TERMS OF OFFICE, REMOVAL

18. (a) The members of the Council of Officers shall be elected every two (2) years at the general membership meeting or on a special day set for election. The election must take place one (1) month prior to the expiration of the term of office of the incumbent officers. Elections shall be by secret balloting.

(b) The candidate for an office who obtains the higher or highest number of votes shall be deemed elected.

(c) The duly elected officers shall assume office immediately after induction, and shall hold office for a term of two (2) years or until their successor shall have been elected and qualified. Induction of officers shall be held no later than the start of the following fiscal year. Any officer may hold office for any position if re-elected.

(d) The duly elected Councilors or any Officers shall, before assuming office, agree to be assigned by the President to perform functions as may be assigned to them by the President or the Council of Officers.

(e) The Council of Officers shall fill up a permanent vacancy occurring in the Council of Officers through an election, without prejudice to the rule of succession of officers.

(f) Any Officer may be removed from office, for any act, which may jeopardize the existence of the association. A special membership meeting may be called for that purpose. The affirmative votes of three-quarter (3/4) of all members present shall be sufficient to sustain a removal.

(g) In the event of permanent vacancy in any elective position, the Council of Officers shall call for a special meeting and/or election within thirty (30) days to fill the vacancy.

Vacancy is deemed permanent when an officer can no longer perform his/her responsibilities on a permanent basis, whether voluntary or involuntary in nature.

(h) if only one member is running for office, that member shall be voted in by affirmation.

AMENDMENTS

19. (a) These By-Laws may be amended by a vote of three quarter (3/4) of the active members present in a general membership meeting.

(b) Amendments shall be appended hereto in series, placed at the logical end thereof.

Amended, this 29th day of November 2016 in a general membership meeting by three fourths(3/4) of the full members present.

Approved by the APEGM Council December 15, 2016

Dated this 15th day of December 15, 2016



Lindsay M. K. Melvin

President
Engineers Geoscientists Manitoba



Mohamed Matar

President
Arab Members Chapter

BY-LAWS

THE ARAB MEMBERS CHAPTER

THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF MANITOBA

I. Purpose

The purpose of the Chapter is as set out in the Chapter Constitution. The purpose of these By-Laws is to supplement and clarify, but not to supersede, the Constitution of the Chapter and the By-laws of the Association, and those documents shall govern.

II. Events

The Chapter will plan an average of Three (3) or more Events each year. All Chapter Members and Lay Associates may participate in Chapter Events.

III. Membership

In addition to the category of member, the Chapter recognizes the category of Lay Associate, to permit persons who do not meet the qualifications for membership to participate in Chapter Activities. Student Members and Lay Associates may not vote, and will not be included in funding calculations.

IV. Organization

Members of the Executive Committee shall not take account of the position, but rather the Committee shall assign the duties of the officers to suit the need, which may vary from time to time. Changes to the Constitution and By-laws shall require the support of two-thirds (2/3) of the members present at the Annual General Meeting, while other approvals shall be the simple majority.

V. Finances

Meetings will normally be self-financing, and the Chapter will not charge membership dues. The Chapter may solicit contributions or support at the discretion of the Executive Committee.

These by-laws were approved by the Arab Members Chapter membership on November 26, 2016 in accordance with the Constitution of the Chapter dated December 15, 2016.



Mohamed Matar, MSc., PhD., CE, PE, P.Eng.

Chapter President



Kassem Harb, P.Eng., MBA

Chapter Vice-President