

CONSTITUTION

THE INDIA MEMBERS CHAPTER OF ENGINEERS GEOSCIENTISTS MANITOBA.

I INTERPRETATION

Unless the context otherwise requires:

- a) The name "Association" refers to Engineers Geoscientists Manitoba (b) "Council" refers to the Council of the Association.

2 CHAPTER NAME

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

3 OBJECTIVES

The objectives of the Chapter are:

- a) To assist the Association in matters of business when and as authorized by Council. To encourage and facilitate the study, discussion and exchange of ideas and information among the members on all questions of interest as engineers, geoscientists and citizens. To provide a forum for members to formally recognize the voluntary contributions of its members to the Association and as citizens in the community.
- b) 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. To provide opportunities to meet, exchange views and experience, establish networks, and socialize.
- c) To establish a registry of Indian or Indo-Canadian Professional Engineers (P.Eng.), Professional Geoscientists (P.Geo.) and Members-in Training (MIT) within the Province of Manitoba.
- d) To support the educational aspirations of future members by granting academic scholarships to deserving India-educated engineering professionals.
- e) To liaise with the Association and other professional organizations sharing mutual interest.
- f) 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.
- g) To assist the Association in matters of business when and as authorized by the Council, in relation to the engineers educated in other South Asian countries, such as Sri Lanka, Bhutan, Nepal, Bangladesh, Pakistan, Afghanistan, and Maldives, and only when requested by the Association.

4 MEMBERSHIP

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 classified into two categories:

a) Full Member

- A full member shall be any Indian or Indo-Canadian who has completed, as a minimum, a baccalaureate degree in engineering or geoscience and is a registered Professional Engineer (P.Eng.), Professional Geoscientist (P.Geo.) or Member in-Training (MIT) in the Province of Manitoba.

b) Student Member

- A student member shall be any Indian or Indo-Canadian who completed, as a minimum, a baccalaureate degree in engineering or geoscience or is in the process of completing the academic requirements to become a registered Professional Engineer (P.Eng.), Professional Geoscientist (P.Geo.) or Member in-Training (MIT) in the Province of Manitoba.

5 LAY MEMBERSHIP

The Chapter may, by Chapter By-Law, create the category of Lay Associate for those persons who wish to be Chapter members and are not members of the Association. Lay Associate members do not have voting privileges.

6 CONTINUANCE

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.

7 MEETINGS

The Chapter shall function through the meeting of the members. The suggested guidelines are:

- a) The Executive Committee will meet at least 3 times a year.
- b) The Chapter will hold at least two General Meetings annually, one of which shall be the Chapter Annual Meeting.
- c) Quorum for the Chapter general meetings shall be the lesser of 50% of the members or 10 members.
- d) The President, or one of the Vice Presidents if the President is absent, shall preside at any General Meeting. If neither is present, the members present shall choose one of the members to be Chair.

8 EXECUTIVE

- a) The Executive of the Chapter shall consist of the following officers, which shall also constitute the Executive Committee:
- President
 - Vice-President (Communications)
 - Vice-President (Finance)
 - Vice-President (Technical)
 - Four (4) Councillors
- b) The Executive 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 the Association Council who qualify for Chapter membership may be ex-officio Executive Committee members, (Up to a maximum of three such members).
- e) The terms of office for members of the Executive shall be two years, with one half of the Executive to be elected each year. The term will begin immediately after the Annual Meeting.
- f) The Executive Committee may appoint up to three Advisors to the Committee to advise them in the work. They will be members of the India Chapter and will be ex-officio members of the Committee and their term will be up to 3 years. In the first year the three Advisors will be appointed for a term of 1, 2, and 3 years respectively and in subsequent years these appointments will be for a 3 year term to ensure continuity.

9 DUTIES

- 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 of the Executive Committee.
 - 3) Perform such other duties as are ordinarily pertaining to the office, including entering into and signing any contracts or documents with the approval of the Executive.
 - 4) Countersign all checks issued by the Vice-President (Finance) involving the disbursement of the Chapter funds.
 - 5) Render an annual report on the operation of the Chapter to its members. Also will prepare a report to include in the Association's Annual General Report. The President, or a designate, shall attend meetings of the Council as desired by the Council.
- b) Vice-President (Communications) 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) Be responsible for communications and correspondence of the Chapter activities.
- c) Vice-President (Finance) shall:
- 1) Be responsible for the accounting and management of the Chapter funds.
 - 2) Maintain an account in a banking institution designated by the Executive.

- 3) Keep records of all accounts and prepare the Chapter's financial statement and submit a financial report during the regular Executive meetings and the general membership meetings. The books of accounts of the Vice President (Finance) shall be open for inspection at all times by the Executive.
- d) Vice-President (Technical) shall:
- 1) Act as the technical liaison with the Association and other local, national and international engineering 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 deserving Indian engineering/geoscience students, subject to approval by the Executive, and shall make a continuing study of such rules.
 - 4) Perform the duties and functions of the President in the absence, incapacity, or inability of the President for any cause.
 - 5) Provide mentorship to those seeking registration with the association.
- e) Councillors shall:
- 1) Perform functions as may be assigned to them by the Executive.
 - 2) Examine and audit 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.

10 VOTING

- 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 the Executive or upon a written request by five members of the Chapter.
- d) Any resolution adopted by the Chapter is not binding on Council, but shall be considered by Council.

11 NOMINATIONS

- 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 submitted to the Nominating Committee up to 3 days before the annual meeting, and at that time the nominations will close. Each nomination must be accompanied by the written consent of the nominee and the signatures of at least three other members of the Chapter.
- c) The office of any member of the Executive shall be considered vacant upon;
 - 1) the receipt in writing of the member's resignation by the Vice-President (Communications).
 - 2) the member ceasing to be a member of the Association.

- 3) the member ceasing to comply with the Chapter Constitution and By-Laws.
- d) The Executive shall fill such a vacancy 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.

12 CHAPTER COMMITTEES

The Executive Committee may establish committees of the chapter, their terms of reference, and shall appoint the chair and members to such committees.

13 MINUTES

The minutes of each Executive Committee Meeting and of each general meeting of the chapter will be maintained by the V.P. Communications and shall be forwarded to the 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.

14 ASSOCIATION CHAPTER FUNDING

- a) The Association shall annually provide funding to the Chapter based upon a per capita amount for each chapter member who is registered with the Association as a member or as an MIT. This amount shall be determined annually by Council.
- b) The Association shall cover the expenses of the Chapter President or designate to attend Council and/or Association meetings in accordance with the Association Guidelines.
- c) The Chapter may request funding from the Association for special events or activities.

15 FINANCES

The Executive shall ensure that accounts are 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, July 1 to June 30.
- b) The Chapter shall submit a budget along with an annual request for funds to the Association CEO three 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 an institution which is a member of the Canadian Deposit Insurance Corporation.
- f) All payments shall be made by cheque in the name of the Chapter and shall be signed by:

- 1) the President; and
- 2) the Vice President (Finance)

16 CHAPTER CONSTITUTION AND BY-LAWS

- a) The Chapter may propose amendment to this constitution which shall be subject to approval by Council.
- b) Chapter 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 with the Engineering and Geoscientific Professions Act, the Association By-Laws, Code of Ethics or policies of the Association, and advise the Chapter accordingly.

17 RULES OF ORDER

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

Moved by the Engineers Geoscientists Manitoba Council.

Dated this _____ of _____, _____.

President, Engineers Geoscientists Manitoba

President, India Members Chapter

BY-LAWS, THE INDIA MEMBERS CHAPTER
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 at least Two (2) 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. Lay Associates shall not have voting privileges, and will not be included in funding calculations.

IV. Organization

Nominations for the Executive 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. Members unable to attend will have the option to cast their vote electronically.

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 India Members Chapter membership on in accordance with the chapter Constitution.

President and Vice President (Communications)

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