



The Canadian Prairies Group of Chartered Engineers

Constitution – Jan, 2017

1. DEFINITIONS

In this Constitution: The Sponsoring Institutions means The Institution of Civil Engineers (ICE), The Institution of Mechanical Engineers (IMechE), The Institution of Engineering and Technology (IET), and The Institution of Structural Engineers (IStructE), all of the United Kingdom.

“Councils” mean the Councils of the Sponsoring Institutions.

“Group” means a Group of Professional Engineers operating in accordance with this Constitution.

“Committee” means the Committee set up to manage the affairs of the Group.

“Session” means the annual operating period of the Group.

“Corresponding Institution” means the institution that the Councils agree will have the liaison function between the Group and the Sponsoring Institutions.

2. CONSTITUTION

The Group shall be constituted, and its affairs shall be directed in accordance with the “Guidelines for the formation and operation of Groups of Professional Engineers outside the UK” sponsored by the Institutions of Civil, Mechanical, and Electrical Engineers, supplemented or modified by the regulations the committee and councils may jointly agree.

Due regard shall be taken by the Group to comply with local laws and appropriate regulations that may apply to the operations of the group.

3. CREATION AND DISSOLUTION.

The Group was established at an Extraordinary General Meeting held February 1994.

The Councils shall, in consultation with the Committee, have power to dissolve the Group at any time if it is considered that there is no longer sufficient local interest to support the Group activity. In such an event, any and all assets retained by the Group would be returned as appropriate to the Sponsoring Institutions.

4. OBJECTIVES

The objectives of the Group shall be to:

- a) Promote and encourage the advancement of knowledge relevant to the engineering profession, in the spirit of the charters of the sponsoring institutions;
- b) Arrange meetings for the reading and discussion of papers;

- c) Arrange meetings for the presentation and discussion of topics of interest to members of the Group;
- d) Organize visits of engineering interest;
- e) Support the advancement of engineering education and best practice;
- f) Stimulate, both among members and in the community at large, interest in the work of the sponsoring institutions;
- g) Promote the sponsoring institutions locally;
- h) Provide a focus for all engineers in the area of the Group in matters pertinent to the sponsoring institutions;
- i) Liaise and promote good relations with other local engineering bodies; and
- j) Perform, where appropriate, similar functions for any other societies which are represented within the Group, in accordance with their regulations and with the Group's Constitution.

5. GEOGRAPHICAL AREA

The area of Prairies Group shall be: Alberta, Saskatchewan and the Northwest Territories.

6. MEMBERSHIP

- a) Members of all classes of the Sponsoring Institutions, provided they reside or practise their profession within the area of the Group, shall be eligible for membership of the Group; and
- b) Engineers, technologists or technicians who are not members of the sponsoring institutions, may be recommended by the Committee to the sponsoring institutions for admission to membership of the Group. These should be members of such other institutions as may be approved from time to time, or whose professional attainments entitle them to election, in the opinion of the Committee

7. FINANCE

- a) The Councils shall contribute an agreed amount to the expenses of the Group by making an allocation of funds. The Committee shall submit a budget for the plan of activities it proposes for the forthcoming Session and at the end of each year shall submit a duly audited statement of accounts, upon which evidence the Councils shall assess the annual allocation of funds;
- b) Each member elected under Regulation 6 (b) may be required to pay an annual subscription fixed by the Committee, to cover the cost to the member of the facilities offered by the Group;
- c) An entrance charge, fixed by the Committee, may be applied at the Committees discretion, to meeting or presentation attendees who may not, or may be current members of the

sponsoring institutions, to contribute to the cost of meeting facilities and refreshments, and

- d) A banking account shall be opened in the name of the Group at such Bank as the Committee may decide, into which account all monies received shall be promptly deposited. Cheques drawn on such account shall be signed by the Treasurer, (if any), or the Secretary or the Chairperson and one other member of the Committee to be designated by the Committee for the purpose.

8. RESIGNATIONS

Any member elected under Regulation 6 (b) wishing to resign from the Group shall give notice of his intention in writing to the Secretary of the Group before the commencement of the financial year, failing which the member shall be liable for the ensuing year's subscription (if any).

9. MANAGEMENT

The affairs of the Group shall be managed by a Committee all of who shall be members of the Group. Not less than half of the Committee shall be members of one or more of the Sponsoring Institutions. The composition of the Committee shall reflect the interests of the members of the Group.

The Committee shall comprise:

- a) A Chairperson;
- b) A Vice-Chairperson;
- c) A Secretary;
- d) A Treasurer;
- e) Not less than four nor more than twelve Ordinary Members of Committee which shall include the local representative (if any) of each of the Institutions and Societies from which the membership of the Group is made up, provided that the number of such local representatives serving as such on the Committee reside in the area of the Group and the number of such local representatives does not exceed five; and
- f) The most recent Past Chairperson available and willing to serve.
- g) Ordinary members may hold functional Committee roles the Committee consider important to the operation of the group, that are not identified here-in (e.g. Communications Officer, Webmaster etc.).

Wherever possible the Chairperson shall be a Fellow but if not, he shall be a Corporate Member of one of the Sponsoring Institutions. In selecting its nominations for the forthcoming year, the Committee shall try to ensure that the Committee reflects the proportion of members from the Sponsoring Institutions and participating Societies comprising the Group, that the office of Chairperson shall be, as far as practicable, rotated accordingly and that there should be due representation of younger members. If possible, there will be a minimum of two Members of Committee from each Sponsoring Institution.

The Local Representative of each Institution shall deal with all non-Group matters involving individual members and their contact with their own Institution.

10. ELECTION OF COMMITTEE

The Committee shall be elected at the Annual General Meeting of the Group.

- a) The Chairperson shall not hold office in that capacity for more than two years in succession, and shall not simultaneously hold any other Office in the Group;
- b) The Vice-Chairperson and Ordinary Members of Committee shall not hold Office in these respective capacities for more than three years in succession without re-election;
- c) The Secretary and Treasurer shall retire annually but each shall be eligible for immediate re-election. The Secretary and Treasurer shall be members of one of the Sponsoring Institutions and shall not normally hold office in that capacity for more than five years in succession and, so far as is practicable, they shall be selected in turn from the members respectively of each of the Sponsoring Institutions;
- d) In order to secure a regular succession of vacancies each year among the Ordinary Members of the Committee, approximately one-third of the Ordinary members of the Committee shall terminate their service in this capacity annually. If, for any reason, the vacancies are not filled, those members of the Committee who voluntarily offered to terminate their services shall be eligible for reappointment;
- e) Except in special circumstances to be approved by the Councils, at no time shall the Committee include in its membership in any capacity such a number of the persons employed by or otherwise engaged with any one company, public service undertaking, firm or other organization, as to constitute a majority of the voting members of the Committee;
- f) Election of Officers and Committee shall be by ballot at the Annual General Meeting. The Committee shall elect a Nominating Sub-Committee, of one member from each Sponsoring Institution, to prepare a list of nomination;
- g) The Committee shall have power to fill casual vacancies occurring on the Committee by appointing Officers or Ordinary Members of Committee to hold office for the un-expired portion of service of the vacation member. Members so appointed will be eligible for immediate election and any period of such appointed service shall not be taken into account in computing the period of office under the provisions of sub-paragraphs (a) and (c) above;
- h) Each member of the Committee shall have a single vote and in the event of an equality of votes the Chairman shall have a casting vote; and
- i) The quorum of the Committee shall be six persons.

11. SECRETARY

The Secretary appointed under constitution paragraph 10 shall act under the direction of the Committee and shall:

- a) Conduct the correspondence of the Group;
- b) Take minutes of the proceedings of all meetings thereof; and

- c) Keep all records and act like a Librarian.

12. TREASURER

The Treasurer appointed under constitution paragraph 10 shall act under the direction of the Committee and shall:

- a) Collect all sums due to the Group and pay the same into the Group's banking account;
- b) Pay all sums due by the Group when authorized so to do by the Committee;
- c) Keep an account of the income and expenditure in financial records that shall be open for inspection at every Committee Meeting;
- d) Present at the Annual General Meeting of the Group a Balance Sheet and Statement of the Income and Expenditure of the Group for the Financial Year ending the previous December 31; and
- e) Prepare the budget showing the funds required to support the subsequent Session operating plan items on which they are intended to be spent, as agreed by the Committee, for submission to the Sponsoring Institutions.

13. AUDITORS

Two auditors for the ensuing year shall be appointed at the Annual General Meeting. They shall not be members of the Committee. The auditors shall be members of the Sponsoring Institutions, with affiliations rotated around the Sponsoring Institutions as far as practicable. Not more than one auditor shall represent each Institution. The auditors shall audit and sign the Annual Statement prepared and presented by the Treasurer.

14. INSTITUTION AND SOCIETY MATTERS

The Group shall not carry out any political activity, or express approval or disapproval of any law of any country, or become involved in any matter affecting the management or administration of any or all of the Sponsoring Institutions, or of Societies, whose members are members of the Group, but shall abide by the Objectives as specified in the guidelines and regulations referenced at 2.0, unless sanctioned otherwise by the Councils.

15. MEETINGS

- a) Each Session of the Group shall last for a period of one year, normally commencing from the date of the Annual General Meeting;
- b) Ordinary Meetings of the Group shall be held at such times and intervals as the affairs of the Group require but the interval between meetings shall in no case exceed six months;
- c) An Annual General Meeting of the Group shall be held at the end of each Session, normally in late January/early February when the Committee shall:
 - I. Present their Annual Report upon the work of the Session and progress made in meeting the objectives set out by the committee for the past Session, with an overview of the operating plan objectives for the ensuing Session

II. Elect the Committee for the ensuing Session

- d) The quorum for the Annual General Meeting of the Group shall be ten members of the Group.

16. PAPERS AND COMMUNICATIONS

The Committee shall have authority for the acceptance or rejection of papers or communications to be read at the meetings arranged by the Group.

17. RECORDS

Copies of the Annual Report and of papers published by the Committee including the minutes of the Committee shall be forwarded to the Secretaries of the Sponsoring Institutions for the information as necessary of their Councils.

18. CORRESPONDING INSTITUTION

The Institution of Mechanical Engineers shall be the Corresponding Institution until otherwise decided by the Councils.

19. PRIZES, PREMIUMS

The Committee shall make known to all members of the Group the prizes, premiums etc. of each of the Sponsoring Institutions for which they may be eligible and shall abide by the rules for the awards for the time being in force.

With the approval of the Sponsoring Institutions the Committee may also establish local prizes, particularly to encourage younger members to present papers.

20. CONFLICT OF INTEREST

Members of the Group's Committee shall declare to the Chairperson or their delegate, any conflict of interest related to their involvement on the Committee as soon as they become aware of such a conflict of interest.

The Chairperson or delegate will ensure that conflicts of interest raised by Committee members are recorded in the minutes of the Committee and may direct the affected member or members to be excused from participating in discussions or actions associated with the stated conflict of interest.