

# **NEWFOUNDLAND AND LABRADOR BRANCH ATLANTIC PLANNERS INSTITUTE BY-LAWS**

**Ratified by Membership February 1, 1993 ; by API Council February  
26, 1993**

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## **NAME**

1. Newfoundland and Labrador Branch Atlantic Planners Institute.

## **OBJECTIVES**

2. The objectives of the Branch are:

- (a) to advance the study and practice of Planning in Newfoundland and Labrador;
- (b) to promote a high standard of professional competence and conduct in the practice of Planning;
- (c) to promote the association and professional interests of those engaged in the practice of Planning; and,
- (d) to represent the Atlantic Planners Institute in Newfoundland and Labrador.

## **DEFINITIONS**

3. "**Alternate Councillor**" means the President or, in the absence of the President, such other Branch Member appointed by the Executive Committee to represent the Branch on the Council of the Atlantic Planners Institute in the absence of the Councillor.

"**Branch**" means the Newfoundland and Labrador Branch of the Atlantic Planners Institute.

"**Branch Member**" means a Member of the Atlantic Planners Institute residing in Newfoundland and Labrador.

"**Council**" means the Council of the Atlantic Planners Institute.

"**Councillor**" means a Member of the Council of the **Atlantic** Planners Institute elected by the Branch to represent the Branch.

"**Institute**" means the Atlantic Planners Institute (API).

"Member" means a member of the Institute in good standing in any class unless otherwise specified within the context of these By-laws.

"**Planning**" means the planning of the scientific aesthetic and orderly disposition of land, resources, facilities and services with a view to securing the physical economic and social efficiency, health and well being of urban and rural communities.

## **GEOGRAPHICAL AREA OF OPERATION**

4. The operations of the Branch are to be carried out in the Province of Newfoundland and Labrador.

## **MEMBERSHIP CLASSES**

5. Membership in the Branch is divided into the following classes:

- (a) Corporate Members as defined in the API By-laws:
  - (i) Fellow
  - (ii) Member
  - (iii) Provisional Member
  - (iv) Student Member
  - (v) Non-Practising Member
- (b) Non-Corporate Members as defined by the API Bay-laws
  - (i) Honourary Member
  - (ii) Associate Member

## **MEMBERSHIP RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

6. A Fellow, a Member or a Non-Practising Member may:

- (i) attend and take part in discussion at general meetings;
- (ii) vote;
- (iii) be elected as an Officer of the Branch;
- (iv) serve on a committee;
- (v) receive Branch publications; and,
- (vi) enjoy the rights and privileges extended by the API.

7. Provisional Members have all the rights and privileges of other Members, but may not serve as President of the Branch or represent the Branch as a Councillor or Alternate Councillor. Associate, Honourary and Student Members have all the rights and privileges with the exception of the right to vote and to serve as an Officer of the Branch, Councillor, or Alternate Councillor.

## **LEVIES**

8. The Members of the Branch may levy upon themselves such amounts as may be agreed on by a majority vote at a general meeting.

## **EXECUTIVE COMMITTEE**

9. The Branch Officers and the Councillor shall constitute the Executive Committee.

## **OFFICERS**

10. (a) The Branch Officers are:

- (i) President
- (ii) Secretary
- (iii) Treasurer

(b) The term of office of Branch Officers shall be from the close of the Annual General Meeting at which their election is determined until their successors have been duly elected to office.

## **COUNCILLOR**

11. The Councillor representing the Branch on the Council of the Institute shall be elected at the Annual General Meeting of the Branch and the term of office shall be from the close of the Annual General Meeting at which his or her election is determined until his or her successor has been duly elected.

## **NOMINATION AND ELECTION (as amended API — NF AGM 2001)**

12. The Executive Committee shall appoint a Nominating Committee at least sixty (60) days prior to the election of Branch Officers and Councillor at an Annual General Meeting,

13. The Nominating Committee shall nominate at least one person for election to each Branch Officer position and Councillor,

14. The nominations shall be filed with the Secretary at least Thirty (30) days before the election.

15. At least twenty-one (21) days before the election the Secretary shall send to each member a copy of the nominations and shall request further nominations, The method of notification may be through electronic or other normally accepted means.

16. Any two Fellows, Members, Non-practicing or Provisional Members may submit a nomination in writing, signed by nominators and nominees and delivered to the Secretary not less than fifteen (15) days before the election.

17. The Secretary shall:

(a) Where there is more than one person nominated for a Branch Officer position or Councilor, prepare ballots showing the names of the nominees for that position,

(b) Prepare lists of the nominators and nominees, and

(c) At least fourteen (14) days before the Annual General Meeting, send the ballots and the lists with the Notice of Annual General Meeting to all members.

18. The Secretary shall accept ballots until such time as during the Annual General Meeting when the chair of the Annual General Meeting declares voting to be closed.

19. Ballots shall be counted at the Annual General Meeting and in the event of a tie, a new ballot shall be held at that meeting for the position concerned.

20. Where a vacancy occurs in any of the positions of Branch Officer or Councilor, a ballot may be held at any General Meeting of the Branch to fill the vacant position for the remainder of the term of office.

#### **DUTIES OF EXECUTIVE COMMITTEE**

21. The Executive Committee shall manage the affairs of the Branch in accordance with the By-laws and conduct the daily business of the Branch, including establishing committees, and shall meet at the call of the President.

#### **DUTIES OF PRESIDENT**

22. The President shall:

- (a) perform the duties and discharge the responsibilities set forth in the By-laws;
- (b) preside at general meetings of the Branch and meetings of the Executive Committee;
- (c) be ex-officio a member of all committees,
- (d) represent the Branch;
- (e) report to the Annual General Meeting; and

- (f) act as Alternate Councillor, where possible, when the Councillor cannot represent the Branch at a Council meeting.

### **DUTIES OF SECRETARY**

23. The Secretary shall:

- (a) perform the duties and discharge the responsibilities set forth in the By-laws;
- (b) present the business for meetings of the Executive Committee and general meetings of the Branch;
- (c) be responsible for keeping all records, minutes, documents, and correspondence of the Branch;
- (d) maintain a register of membership in the Branch,
- (e) generally perform such other duties as may from time to time be prescribed by the Executive Committee; and,
- (f) report to the Annual General Meeting.

### **DUTIES OF TREASURER**

24. The Treasurer shall:

- (a) perform the duties and discharge the responsibilities set forth in the By-laws;
- (b) prepare a Branch budget for presentation and approval of the membership at the first General Meeting following the Annual General Meeting;
- (c) monitor the implementation of the budget;
- (d) collect fees, bank Branch funds, make all authorized payments, and keep proper financial records;
- (e) prepare statements on the financial affairs of the Branch for presentation to the Annual General Meeting;
- (f) generally perform such other duties as may from time to time be prescribed by the Executive Committee; and,

- (g) report to the Annual General Meeting.

## **DUTIES OF COUNCILLOR**

25. The Councillor shall:

- (a) represent and report on Branch positions to Council;
- (b) report and convey Institute and Council activities to the Branch;
- (c) assume all duties of the President in his or her absence; and,
- (d) report to the Annual General Meeting

## **SIGNING OFFICERS**

26. For all financial transactions conducted in the name of the Branch, any two composed of the Treasurer and another member of the Executive Committee may be Signing Officers.

## **MEETINGS**

27. (a) Annual General Meetings of the Branch, for which at least two weeks notice shall be given, shall be held each calendar year.

(b) General Meetings of the Branch shall be held at the call of the President, or at the written request of at least three members of the Branch.

(c) Five members or fifty-one percent of the membership, whichever is the less, shall constitute a quorum of a general meeting and the Annual General Meeting of the Branch.

28. At the Annual General Meeting the Membership shall:

- (a) elect or acclaim as is necessary Branch Officers and Councillor;
- (b) appoint Auditors to report to the following Annual General Meeting;
- (c) receive the President's Report;
- (d) receive the Secretary's Report;
- (e) receive the Treasurer's Report;
- (f) receive the Councillor's Report;

- (g) receive the report of all Committees active during the preceeding year; and,
- (h) receive the Auditor's Report and approve such action as is necessary based on that Report.

## **CHAPTERS**

29. Persons who hold Branch Membership and are resident in a region of the Province of Newfoundland and Labrador may form a Chapter of the Branch whose geographical area of operation may be established by the Branch and may establish rules of conduct.

## **SUPERSESION OF BY-LAWS OF THE INSTITUTE**

30. Where any provision of these By-laws conflicts with any provision of the By-laws of the Atlantic Planners Institute, the By-laws of the Institute shall prevail.

## **AMENDMENT OF BY-LAWS**

31. The By-laws may be amended by a ballot circulated to the membership or by a majority vote at an Annual General Meeting, provided at least two clear weeks notice of a proposed amendment is given to Branch Members.

## **REVOCAATION**

32. All other By-laws of the Branch are rescinded.

## **COMING INTO EFFECT**

33. These By-laws and subsequent amendments shall come into effect upon ratification by the Council of the Institute.

as amended by the membership January 31, 2001 and ratified by API Council on February 6, 2002