

**CONSTITUTION  
THE FILIPINO MEMBERS CHAPTER**

**THE ASSOCIATION OF PROFESSIONAL ENGINEERS  
AND GEOSCIENTISTS OF MANITOBA**

**1 INTERPRETATION**

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.

**2 CHAPTER NAME**

The name of the Chapter is "The Filipino Members Chapter of the Association of the Professional Engineers and Geoscientists of Manitoba".

**3 OBJECTIVES**

The objectives of the Chapter are:

- (a) To assist the Association in matters of business 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 and 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 provide opportunities to meet, exchange views and experience, establish networks, and socialize.
- (f) To establish a registry of Filipino Professional Engineers (PEng) and Engineers-In-Training (EIT) within the Province of Manitoba.
- (g) To support the educational aspirations of future members by granting academic scholarships to deserving Philippine-educated engineering professionals.
- (h) To liaise with the Association of Professional Engineers and Geoscientists of the Province of Manitoba (APEGM) and other professional organizations sharing mutual interest.
- (i) 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.

**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:

- (a) Membership shall be classified into two (2) categories:
  - i. Full Member
  - ii. Student Member

- (i) A full member shall be any Filipino or Filipino-Canadian who completed, as a minimum, a baccalaureate degree in engineering or geoscience in the Philippines or any other province, territory, or any other country and is a registered Professional Engineer (PEng), Professional Geoscientist (PGeo) or Engineer-In-Training (EIT) or Geoscientist-in-Training (GIT) in the Province of Manitoba.
- (ii) A student member shall be any Filipino or Filipino-Canadian who completed, as a minimum, a baccalaureate degree in engineering or geoscience in the Philippines or any other province, territory, or any other country and is in the process of completing the academic requirements to become a registered Professional Engineer (PEng), Professional Geoscientist (PGeo) or Engineer-In-Training (EIT) or Geoscientist-in-Training (GIT) 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 Professional Engineers or Geoscientists, registered or licensed with the Association or EIT/GIT members enrolled with 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 bylaws; 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:

- (a) The Chapter holds no fewer than two general meetings annually, one of which shall be the Chapter Annual Meeting.
- (b) Quorum for the Chapter general meetings shall be the lesser of 50% of the members or 10 members.
- (c) 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 their number to be Chair.

## **8 EXECUTIVE**

(a) The Executive Committee 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

- Members of Council who qualify for Chapter membership
- (b) The Executive Officers shall constitute the Executive Officers that 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 APEGM Council who qualify for Chapter membership shall be ex-officio Executive Committee members.

## **9 DUTIES**

(a) President shall:

1. Be the Chief Executive Officer of the association 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 Vice-President (Finance) involving the disbursement of the 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.

(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.

(c) Vice-President (Finance) 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 Vice President (Finance) shall be open for inspection at all times by the Executive Officers and the President.

(d) Vice-President (Technical) shall:

1. Act as the technical liaison with APEGM 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 Filipino engineering professionals, subject to approval by the Executive Officers, and shall make a continuing study of such rules.

4. Perform the duties and functions of the President the absence, incapacity, or inability of the President for any cause.

(e) Councillors shall:

1. Perform functions as may be assigned to them by the President or the Executive Officers.
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 Officers.

## **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 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.

## **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 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 Vice-President (Communications)
  - (ii) the member ceasing to be a member of the Association
  - (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.

## **12 CHAPTER COMMITTEES**

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

### **13 MINUTES**

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

### **14 ASSOCIATION CHAPTER FUNDING**

- (a) The Association shall annually provide funding to the Chapter based upon a block amount plus a per capita amount 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.

### **15 FINANCES**

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 deposit-gathering 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:
  - (i) the President; and
  - (ii) 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) 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 with The Engineering and Geoscientific Professions Act, the Association By-Laws, Code of Ethics or policies of the Association.

**17 RULES OF ORDER**

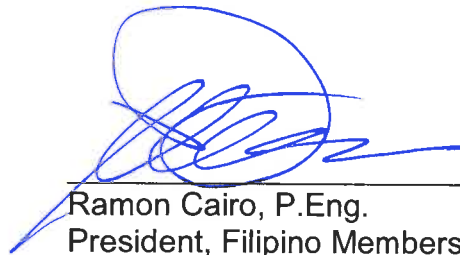
Robert's Rules of order shall govern the conduct of all Executive and General Meetings of the Chapter where not otherwise specifically mentioned herein.

Moved by the APEGM Council March 11, 2010.

Dated this 11<sup>th</sup> day of August, 2011.



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W. C. (Bill) Girling, P.Eng.  
President



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Ramon Cairo, P.Eng.  
President, Filipino Members Chapter

**BY-LAWS  
THE FILIPINO 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. Lay Associates may not vote, and will not be included in funding calculations.


**IV. Organization**

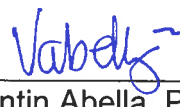
Nominations for the Executive shall not take account of the position, but rather the Committee shall assign the duties of the officers to suit the need, which may vary from time to time. Changes to the Constitution and By-laws shall require the support of Two-Thirds (2/3) of the members present at the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

**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 Filipino Members Chapter membership on May 13, 2011 in accordance with the chapter Constitution.

  
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Ramon Cairo, P.Eng.  
President

 Aug. 11, 2011  
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Valentin Abella, P.Eng.  
Vice-President  
(Communications)