

Constitution and Bylaws for Canadian Public Relations Society, Hamilton

Article 1 – The Name of the Organization

The name of The Society is the Canadian Public Relations Society, Hamilton, hereinafter referred to as “The Society.”

Article 2 – Purpose of Society

The purpose of The Society is to be the pre-eminent professional society for practising public relations and communications practitioners within its membership region. To achieve this, The Society will provide opportunities for professional development/education, career enhancement, and professional accreditation. The Society is also committed to promoting the profession of public relations to existing practitioners and the public.

Article 3 - Membership

A) Membership

Membership in The Society shall be in accordance with the bylaws of The National Society.

B) Membership Categories.

There are two classes of National Society members. These are called voting and non-Voting members.

Voting Members

- Members
- Individual members
- Accredited members
- Fellows
- Life members.

i) Members are those who are principally employed in the practice of public relations and have at least one year's experience or; those who have at least four years full-time experience in the practice of public relations, yet are not employed in the practice of public relations or, those who either teach or administer a public relations course recognized by The Society and who have at least one year's experience in same or in the practice of public relations, or those who possess a degree, diploma or post-graduate certificate in public relations from a program and institution both of which meet the standards set and recognized by The National Society.

ii) *Individual members* are those who live and work outside the geographical area of any member society and who may request membership as an individual member.

iii) *Accredited members* are those Members who have passed the examination requirements as determined by the accreditation board of The National Society. Such members shall be designated by the term "Accredited Public Relations" (APR).

iv) *Fellows* are those whose terms of entry are established by The National Society board of directors.

v) *Life members* are those members who have, in the opinion of The Society's directors, provided exemplary service to The Society. Such membership shall be approved by a majority of voting members at The Society's annual general meeting. A life member shall be exempt from paying any local dues required by The Society.

Constitution and Bylaws for Canadian Public Relations Society, Hamilton

Non-Voting Members

- Retired members
- Associate members
- Student members
- Affiliate members

i) Retired members are those who may apply to transfer to the retired members category, provided:

- the applicant has been a member for a total period of at least 10 full years, of which at least five years have been at Voting member status, and
- he or she has retired from full time employment in public relations.

ii) Associate members are those who have responsibility for the public relations function within their organization and have yet to be employed full time in the practice of public relations, or have completed a member society recognized course in public relations. Associate members who become employed full time in the practice of public relations shall become voting members on completion of one year as an associate.

iii) Student members are those who do not qualify for voting member status and who are enrolled full-time in a course of studies that would lead them to a career in public relations. Upon graduation from their course of study, student members may maintain their student membership status for a period of 12 months and are eligible to pay the student membership dues for that period of time. Student members are admitted by The Society and are not part of The National Society.

iv) Affiliate members are those who have an interest in public relations and do not qualify for membership in the categories of member, individual member, accredited member, fellow or life member. Affiliate members are admitted by The Society alone and are not part of The National Society. Affiliate members are non-voting members. Individuals may remain as affiliate members for unlimited periods, subject to annual approval by the board of directors of The Society.

C) Resignation.

Members may resign at any time by notifying The National Society in writing.

D) Admission.

Admission to the National Society is by a resolution of The National Society board of directors.

E) Procedure for Reinstating Membership.

The National Society board of directors may reinstate a former member on the recommendation of The Society's board of directors.

F) Applications.

Upon review, The Society shall forward the application to The National Society head office for consideration of membership.

G) Refusal and Revocation of Membership.

Based on the National Society's Professional Code of Conduct, refusal and revocation of membership shall be at the discretion of The Society's board of directors and subsequently forwarded to The National Society for review.

I) Exclusions.

Constitution and Bylaws for Canadian Public Relations Society, Hamilton

- i) Membership is applicable to individual members and not transferable to companies and organizations.
- ii) Members with an APR designation who do not renew their membership forfeit the rights and privileges to use this designation.

H) Dues and Fees.

The Society membership dues shall be decided annually by the Society's board of directors and approved at a general meeting. The Society shall review the affiliate and student dues annually as a board and make changes as necessary. The Society's dues will be confirmed by written notice from The National Society's head office 30 days before the notice of dues is sent to all members. National Society dues are established by the National board of directors, subject to ratification at the annual general meeting or special general meeting.

Article 4 – Officers and Executive Committee

A) Administration.

The administration of The Society shall be assumed by the board of directors, consisting of no more than 14 voting members: president; immediate past president; vice president, secretary and treasurer or secretary-treasurer; and a maximum of nine other directors.

B) Election of Board of Directors.

A nominating committee shall propose a slate of executive officers to be confirmed at The Society's annual general meeting. In addition, the committee shall propose a list of interested candidates for positions as directors on the board. A vote for the election of directors will be held if there are more candidates than vacant positions, otherwise these directors will be acclaimed. Nominations for a position as director or officers will be accommodated through an application form and/or nominations from the floor during the annual general meeting. All eligible candidate names will be presented at the annual general meeting for election by the membership. The nominating committee shall consist of no less than three voting members of The Society in good standing, one of whom not currently sitting on the board of directors. The nominating committee shall include the chairperson who shall be a past president and the vice-president.

C) Executive. There shall be an executive committee of the board consisting of the president, immediate past president and vice-president, secretary and treasurer or secretary-treasurer, whose role will be to administer the ordinary business and affairs of The Society between board meetings. The executive committee shall determine the procedure for calling and holding its meetings and three shall constitute a quorum.

D) Election of directors. No member shall be eligible to hold office on the board unless he or she has been a member in good standing for at least 12 months. This eligibility includes membership in other member societies of The National Society. A vote for the election of directors will only be held if there are more candidates than vacant positions, otherwise, incoming directors shall be acclaimed. Nominations for members of the board shall be made by a nominating committee appointed by The Society's board of directors.

E) President. The president shall serve for two years. No member shall be eligible for the presidency unless he or she has held a previous term as a director. This qualification can be waived at a unanimous vote of the board upon the recommendation of the nominating committee.

F) Board of Directors. The board of directors shall be elected to serve for a one-year term.

G) Board Vacancies. A member's term of office may be terminated by resignation and the board of directors may appoint qualified members to fill such vacancies.

Constitution and Bylaws for Canadian Public Relations Society, Hamilton

H) National Board. The president of The Society shall, in addition to his/her local duties, serve as a sitting member of the CPRS National president's council.

I) Quorum for Board of Director Meetings. Half of the number of the board of directors or greater, comprised of at least two executive members, shall constitute a quorum for meetings of The Society's board.

Article 5 – Meetings

A) Meetings of the Board. The board shall hold meetings at least once every two months for the transaction of the business and affairs of The Society on a day to be fixed by the board, or the president.

B) Year End and Annual General Meeting. The Society's fiscal year shall end on the 31st day of March in each year. The annual general meeting of The Society shall be held no later than 45 days following the conclusion of the fiscal year at a time and place designated by the president or executive committee. At least 10 days of notice shall be given in writing to the membership by the officers of the time and place of the annual general meeting. The annual general meeting shall be for the purpose of electing officers, receiving of financial reports and other reports from the officers and committees, and for any other business that may arise.

C) Special Meetings. The president shall call an extraordinary general meeting within 14 days of his/her receipt of a written request by one-fifth of voting members in The Society. The purpose of the meeting shall be stated in the correspondence. Except in emergencies, there shall be at least 10 days notice given in writing to the membership of the time and place of the meeting.

D) Meeting Quorums. One-fifth of the total membership of The Society shall constitute a quorum at all AGM and Special meetings, other than meetings of the board where 50 per cent or greater attendance is considered a quorum.

ARTICLE VII – COMMITTEES

Section (1)

Committees, standing or special, shall be appointed by the president of The Society and shall be ratified by the board.

Section (2)

Standing and special committees of The Society shall be defined in The Society's committee guidelines.

Section (3)

Standing and special committees of The Society will be added or deleted upon motion of the board of directors.

Section (4)

Directors shall be appointed to liaise with committees.

Section (6)

The terms of reference for each committee shall be provided to each committee chairperson after approval by the board. Terms of reference shall be included in The Society's committee guidelines.

Section (7)

All committees shall be responsible to the board and shall report to it through its chairperson and responsible director.

Constitution and Bylaws for Canadian Public Relations Society, Hamilton

Article 6 – Amendments of Bylaws

A) Amendments of Bylaws. These by-laws can be amended at any general meeting of The Society by a two-thirds vote of the members present provided that the amendment had been submitted in writing to the membership at least 14 days prior to the meeting.

B) Amendment Procedures. Proposed amendments must be submitted to the secretary or secretary-treasurer no later than one month prior to the meeting for consideration by the board. The motion must indicate the names of the mover and seconder.