



THE PERSONNEL SELECTION OFFICERS' ASSOCIATION (2004) **BY-LAWS**

(28 February 2012)

Purpose

1. The By-Laws of the Association are set forth to amplify the Constitution of the Association and may be amended as required at an Annual General Meeting.

Rights and Responsibilities of Members

2. At an Annual General Meeting all members in good standing shall have the right of taking part in the proceedings, including voting, with the exception that honorary members may not vote.

3. Members may at any time submit items in writing to the Executive Committee for inclusion in the agenda of the next Annual General Meeting at least thirty days prior to the Meeting. The Executive Committee will acknowledge receipt of the item to the author.

4. Only members in good standing shall be entitled to the rights and privileges as acknowledged in the Constitution. Members shall be entitled to mail-outs (including the PSOA Newsletter), a preferential price list at the PSOA Kit Shop, and any activity so designated by the Executive Committee.

5. Members have the right as well as the responsibility to contribute to the general welfare of the Association and its members. Members also have the responsibility to ensure that their annual dues are paid no later than 31 Mar of each membership year. The membership year commences 1 Jan of each year and ends 31 Dec of the same year. A member in good standing is one whose dues are paid for the current year by no later than 31 Mar.

Cancellation of Membership

6. A member may cancel his or her membership at any time, though the ordinary and ordinary life membership dues are not refundable.

7. The membership of any member can be cancelled for cause by a simple majority vote at an Annual General Meeting. Before a vote is taken, the individual concerned must be given the opportunity to present his/her case to the membership in writing, and may address the meeting in person.

8. Eligible Voters. All members in good standing, except honorary members, shall be entitled to vote.

Finances

9. Membership Dues:

- a. annual dues for ordinary and associate members shall be set from time to time at the Annual General Meeting;
- b. This membership category is no longer available as of November 2006;
- c. honorary members shall not be required to pay dues; and
- d. special life members shall not be required to pay membership dues.

10. Expenditures:

- a. Expenditure of funds shall be for the sole purpose of representing the Association as a whole and shall be authorized by the Executive Committee. Expenditures shall include the purchase of items to support the administration and purpose of the Association (e.g. gifts, flowers, membership cards, stationery, postage, etc) as required by duly authorized officers of the Association. Any single expenditure of more than three hundred dollars (\$300.00) shall require the authorization of the Executive Committee.
- b. Retirement Gifts: Those who have been members for three years and are current members of the PSOA retiring from the Branch shall receive a gift from the Association as follows:
 - (1) A member of the Association with any number of years of service a plaque from the PSOA Kit Shop with a suitably engraved plate or other gift not to exceed the cost of the plaque; or
 - (2) A member of the Association with any number of years of service - a retirement gift of personal choice/expenses such as a shadow box (containing career memorabilia) to be offset by the \$50 that would normally be paid towards the purchase of a PSOA plaque.

- c. Retirement Mess/Candlelight Dinners: A member of the association with five years of paid PSOA dues will be entitled to have their Mess/Candlelight Dinner paid for upon retirement if they are in attendance at the annual PSO Dinner.

NOTE: Retirement gifts apply to service in the Regular or Reserve Force or both, but a member shall receive only one retirement gift during his or her lifetime.

11. Subscription Schedule. The membership year commences 1 Jan of each year and ends 31 Dec of the same year. A member in good standing is one whose dues are paid for the current year by no later than the 31 Mar.

12. Financial Year. The financial year of the Association shall be from 1 Jan to 31 Dec.

Duties

13. The President shall

- a. ensure that the objectives of the Association are met and shall foster the development and spirit of the Association;
- b. preside over Annual General Meetings and Executive Committee meetings and ensures that action is taken on all matters arising from the business of those meetings;
- c. correspond with the membership and act on behalf of its members at special functions as required;
- d. with the agreement of the other members of the Executive Committee, appoint interim members of the Executive Committee in the event that a position becomes prematurely vacant; and
- e. preside over the Annual PSOA Dinner.

14. The Vice-President shall

- a. support the President in achieving the objectives of the Association;
- b. act for the President at his or her request, in his or her absence or inability to act; and
- c. at the request of the President, take action on projects/plans/developments relevant to the progress of the Association.

15. The Secretary shall

- a. attend all meetings of the Association and of the Executive Committee and keep minutes of the transactions of those meetings;
- b. maintain a current list of members and their addresses;
- c. at the direction of the Executive Committee, conduct the correspondence of the Association; and
- d. extend the Association's sentiments in the most appropriate form to a member or a member's spouse in the event of serious illness or death, birth, promotion or other significant personal or professional event.

16. The Treasurer shall

- a. deposit to the credit of the Association in a financial institution selected by the Treasurer and the President, all sums of money paid over to the Treasurer on behalf of the Association;
- b. pay all current expenses by cheque in accordance with the instructions of an Annual General Meeting or the authority of the Executive Committee;
- c. keep books of account in such a manner that will result in the following financial statements being presented to the Annual General Meeting:
 - (1) income statement;
 - (2) balance sheet; and
 - (3) bank cash flow statement;
- d. Prepare an annual budget to present to the Annual General Meeting based on projected income, expenditure and overall balance sheet; and
- e. keep a current list of paid-up members.

17. Nominations Committee. The Nominations Committee shall consist of the immediate past President and three (3) volunteer members in good standing. The Members shall elect or appoint their own Chair amongst them. The Committee is responsible for identifying appropriate members of the Association who agree to serve in the various Association positions including Executive Committee (if required), Communications Officer, Kit Shop Manager and Association Archivist, and recommending them to the Annual General Meeting (when applicable).

Functions of the Executive Committee

18. The Executive Committee shall
 - a. perform such functions as are allotted to it annually by the Annual General Meeting;
 - b. take action regarding new business which cannot wait until the Annual General Meeting;
 - c. report to the Annual General Meeting all actions taken;
 - d. meet not less than semi-annually, and otherwise at the call of the President; and
 - e. decide by simple majority vote on all motions and issues presented to it.
19. Three members shall constitute a quorum of the Executive Committee.

Annual General Meeting Order of Business

20. The following Order of Business will be observed at the Annual General Meeting:
 - a. review minutes of the previous AGM;
 - b. presentation of reports;
 - c. business arising from the reports;
 - d. ratification of honorary and associate memberships;
 - e. new business;
 - f. election of new officers; and
 - g. announcements.

Voting Procedures

21. All votes, other than amendments to the Constitution or By-Laws, shall be decided by a simple majority (51%) vote of the quorum.
22. All amendments to the Constitution or By-Laws shall be decided by a two-thirds (2/3) approval of the quorum.

23. The Annual General Meeting will accept a vote, in absentia, from any eligible member on items for which notice has been given, provided that the vote is received in writing by the Secretary prior to the meeting.

24. In the event of a tie on any vote, the President shall cast the deciding vote.

Minutes of Meetings

25. Minutes of all Executive Committee and General Meetings shall be taken by the Secretary of the Association, and of Regional Meetings by the Secretary of the Region.

26. Minutes of the Executive Committee meetings shall be distributed to the Committee.

27. Minutes of the Annual General Meeting shall be distributed to all members in good standing in the next issue of PSOA Newsletter.

Communications

28. The Executive Committee shall appoint a Communications Officer and a Webmaster, based on the advice of the Nominations Committee.

29. The Terms of reference for the Communications Officer are available at the Annex A and for the Webmaster at the Annex B.

Kit Shop

30. The Association will contribute to efforts to maintain the Branch identity through a Kit Shop.

31. The Kit Shop Manager will be established at the Personnel Selection training Centre at the Canadian Forces Training Development School in Borden.

32. The Terms of reference for the Kit Shop Manager are available at the Annex C.

Archives

33. The Association recognizes the importance of maintaining archival material related to both the Personnel Selection Branch and the Association, and therefore supports the archive maintained at CFTDC.

34. The Executive Committee shall appoint an Association Archivist based on the recommendation of the Nominations Committee.

35. The Terms of reference for the Branch Archivist are available at the Annex D.

Changes to the By-Laws

36. Changes to the By-Laws of the Association will be made only with the approval of two-thirds (2/3) of the Annual General Meeting.

37. Any proposed changes to the By-Laws must be received by the Executive Committee, in writing, thirty (30) days in advance of the Annual General Meeting.

38. Rules of Order. Except for the terms of the Association's Constitution and By-Laws, any National meeting shall be governed by Roberts' Rules of Order.

Annex A

Communications Officer

Main task: Provide the communications link for members of the PSOA and the Branch for the layout of new and upcoming activities and distribution on the website or by e-mail. The communications officer is under the responsibility of the executive committee and is accountable to the President.

Subtasks:

- Layout of the news received by members and submits them to the webmaster for posting on the website;
- Broadcast by e-mail any event announcement or upcoming special event;
- Ensure bilingual content on the website and e-mail; and
- Conduct regular liaison with the Webmaster and regional representatives to know what is happening in their area and assess the need of distribution information to members.

Annex B

Webmaster

Main task: Administer the PSOA website by updating, maintaining and managing a dynamic web environment. The webmaster is under the responsibility of the executive committee and is accountable to the Vice President.

Subtasks:

- Develop online content submitted by members of the executive or communications officer in a dynamic environment that meets the requirements / guidelines of the executive;
- Ensure that the content of the website is bilingual;
- Advise the executive of any problems with the maintenance, updating or management of the website;
- Respond to inquiries made via the website or send them to the executive; and
- Ensure that the website rights are paid (through the PSOA Treasurer).

Annex C

Kit shop manager

Main task: Managing the kit shop, for procurement, inventory and sale of products. The manager of the kit shop is under the responsibility of the executive committee and is accountable to the Vice President (Operations) and Treasurer (Finance).

Subtasks:

- Ensure that the products identified by the executive are available to members;
- Liaise with the different contractors for the supply;
- Identify, package and ship the items sold to members;
- Liaise with the Treasurer to ensure payment of items sold and those purchased from contractors;
- Ensure that an inventory account is made periodically or at the request of the executive or at least once a year;
- Liaise with the executive regarding the missing items, the most popular items, surplus inventory or any problems with the management of the kit shop; and
- Update the online catalogue and order forms.

Annex D

Archivist

Main task: Ensure the conservation, storage, archiving and cataloguing items, souvenirs and documents to be archived and suitable for Personnel Selection Branch, the PSOA and its history. The archivist is under the responsibility of the executive committee and is accountable to the President.

Subtasks:

- Store the memorabilia of the Branch;
- Keep historical records of the Branch and ensure its cataloguing;
- Ensure that the records are relevant and are transferable electronically on the website of the PSOA;
- Liaise with the Branch Advisor to ensure that relevant documents are archived; and
- Provide a periodic inventory of articles / documents / souvenirs under its responsibility.

Annex E

Regional Representatives

Main task: Act as a local point of contact for the PSOA members in the local area. The regional representatives are under the responsibility of the executive committee and are accountable to the Vice President.

Subtasks:

- Liaise with members of the local community to promote the PSOA;
- Know the PSOs in the region;
- If possible, organize / plan at least one social event per year with the PSOs in the region;
- Liaise with the communications officer when an event occurs in the region (social activity, wedding, promotion, special event, birth, death, etc.) or for the promulgation of the activity or to report what's going on in the region; and
- Liaise with the Treasurer for reimbursement of eligible expenses.