

## Prince Edward Island Association of Planners By-laws

Name  
Objectives  
Definitions  
Geographical Area of Operation  
Official Languages  
Membership  
Associates  
Membership Rights, Privileges and Responsibilities  
Levies  
Executive Committee  
Election  
Duties of the Executive Committee  
Duties of the President  
Duties of Secretary/Treasurer  
Duties of the Councillor  
Signing Officers  
General Meetings  
Amendment of Bylaws  
Supersession of Bylaws of the Institute  
Ad Hoc Committees  
Coming Into Effect

### Name

1. Prince Edward Island Association of Planners.

### Objectives

2. The objectives of the Association are:

(a) to advance and contribute to the study and practice of Planning in Prince Edward Island;

(b) to encourage a high standard of professional competence and conduct in the practice of Planning;>

(c) to promote the association and professional interest of those engaged in the practice of Planning; and,

(d) to act as the Branch of the Atlantic Planners Institute in Prince Edward Island.

### Definitions

3. "Association" means the Prince Edward Island Association of Planners.

"Association Member" means a Member of the Prince Edward Island Association of Planners.

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

"Councillor" means a member of the Council of the Atlantic Planners Institute elected to represent the Association.

"Institute" means the Atlantic Planners Institute.

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

Geographical Area of Operation

4. The operations of the Association are to be carried out in the Province of Prince Edward Island.

Official Languages

5. French and English are recognized as the official languages of the Association.

Membership

6. All persons who hold any class of membership in the Atlantic Planners Institute and who are residents in the Province of Prince Edward Island, are Members of the Prince Edward Island Association of Planners.

Associates

7. Any person who is not a Member of the Atlantic Planners Institute may become an associate, and may participate in the activities of the Association, but may not vote on any issue or hold a position on the Executive Committee.

Membership Rights, Privileges and Responsibilities

8. An Association Member may, except as provided for in subsection 10.(2), and in accordance with these bylaws:

- (a) attend and take part in discussion at general meetings;
- (b) vote on any matter;
- (c) be elected to the Executive Committee of the Association;
- (d) be appointed to any committee and
- (e) receive all publications of the Association.

Levies

9. (1) The Members of the Association may levy upon themselves such amounts as may be agreed on by a majority vote at a general meeting.

(2) The Executive Committee may, by resolution, establish an annual fee for Associates.

Executive Committee

10. (1) The Executive Committee shall consist of the Association President, the Secretary/Treasurer, and the Association Councillor.

(2) Provisional, student or honorary Members of the Institute are not eligible to be elected as President or Councillor of the Association.

(3) The term of office of all members of the Executive Committee 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.

Election

11. (1) The election of the Executive Committee shall be by ballot circulated to all Association Members at least 2 weeks before the Annual General Meeting.

(2) Ballots shall show the names of the nominees and the positions for which they have been nominated.

(3) Nominations must be made in writing and signed by two Association Members in good standing.

(4) 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.

(5) Where a vacancy occurs in any of the positions on the Executive Committee, an appointment by the other members of the Executive Committee shall be made to fill that position

Duties of the Executive Committee

12. The Executive Committee shall manage the affairs of the Association in accordance with the Bylaws and shall meet at the call of the President.

Duties of the President

13. The President shall:

- (a) perform the duties and discharge the responsibilities set forth in the Bylaws,
- (b) preside at general meetings of the Association and meetings of the Executive Committee, and
- (c) be ex-officio to a member of all committees.

Duties of Secretary/Treasurer

14. The Secretary/Treasurer shall:

- (a) perform the duties and discharge the responsibilities set forth in the Bylaws;
- and,

- (b) present the business for meetings Committee and general meetings of the Association; and,
- (c) be responsible for keeping all documents, and correspondence of the Association; and,
- (d) maintain a register of membership and a roster of Associates; and,
- (e) collect fees, bank Association authorized payments, and keep proper financial records; and
- (f) prepare statements on the financial affairs of the Association for presentation to the Annual General Meeting; and,
- (g) generally perform such other duties as may from time to time be prescribed by the President.

#### Duties of the Councillor

15. The Councillor shall represent the Association on the Council of the Atlantic Planners Institute.

#### Signing Officers

16. For all transactions conducted in the name of the Association, any two members of the Executive Committee may be signing officers.

#### General Meetings

17. (1) Annual General Meetings of the Association shall be held each calendar year.

(2) General Meetings of the Association shall be called by the President at his/her discretion, at the request of the Executive Committee, or of at least five members of the Association.

(3) Auditors shall be appointed at the Annual General Meeting.

(4) A quorum at a general meeting shall consist of at least 6 Association Members.

#### Supersession of Bylaws of the Institute

18. Where any provision of these bylaws conflicts with any provision of the bylaws of the Atlantic Planners Institute, the bylaws of the Institute shall prevail.

#### Amendment of Bylaws

19. The bylaws may be amended by a majority vote through a mail ballot circulated to the Association Members or by a majority vote at an Annual General Meeting at which at least 10 Association members are present.

#### Ad Hoc Committees

20. Ad hoc committees shall be appointed by the Executive Committee.

#### Coming Into Effect

21. These bylaws and subsequent amendments shall come into effect upon ratification by the Council of the Atlantic Planners Institute.