

**NEWFOUNDLAND AND LABRADOR ASSOCIATION OF
PROFESSIONAL PLANNERS BY-LAW**
**Ratified by Membership February 1, 1993 ; by API Council
February 26, 1993**
Amended November 30, 2017 and July 21, 2021

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NAME

1. Newfoundland and Labrador Association of Professional Planners (NLAPP) (**September 15, 2017**)

OBJECTIVES

2. The objectives of the Association are: (**July 21, 2021**)
 - 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.
 - "**Association**" means the Newfoundland and Labrador Association of Professional Planners (**September 15, 2017**).
 - "**Institute**" means the Atlantic Planners Institute (API).
 - "**Member**" means a member of the Association and Institute in good standing in any class unless otherwise specified within the context of these By-laws. (**July 21, 2021**)
 - "**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 Association are to be carried out in the Province of Newfoundland and Labrador. (**November 30, 2017**)

MEMBERSHIP CLASSES (July 21, 2021)

5. Membership in the Association is divided into the following classes as defined by API's Policy on Categories of Membership :
 - a. Regulated Members:
 - i. Full Member (includes Fellow)
 - ii. Candidate Member
 - iii. Non-Practicing Member
 - b. Non-Regulated Members:
 - i. Pre-Candidate Member
 - ii. Student Member
 - iii. Retired Member
 - iv. Subscriber Member

MEMBERSHIP RIGHTS, PRIVILEGES AND RESPONSIBILITIES (July 21, 2021)

6. A Full Member or a Non-Practicing Member may:
 - a. attend and take part in discussion at general meetings;
 - b. vote;

- c. be elected as an Officer of the Association;
 - d. serve on a committee;
 - e. receive Association publications; and,
 - f. enjoy the rights and privileges extended by the API.
7. Candidate Members have all the rights and privileges of other Members, but may not serve as President or Vice President of the Association. **(July 21, 2021)**
8. Non-Regulated Members have all the rights and privileges with the exception of the right to vote and to serve as an Officer of the Association. **(July 21, 2021)**

LEVIES

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

EXECUTIVE COMMITTEE

10. The Association Officers shall constitute the Executive Committee **(November 30, 2017)**.

OFFICERS

- 11.
- a. The Association Officers are:
 - i. President
 - ii. Vice President **(July 21, 2021)**
 - iii. Secretary
 - iv. Treasurer
 - b. The term of office of Association 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.

NOMINATION AND ELECTION

12. The Executive Committee shall appoint a Nominating Committee at least sixty (60) days prior to the election of Association Officers at an Annual General Meeting, **(July 21, 2021)**
13. The Nominating Committee shall nominate at least one person for election to each Association Officer position, **(July 21, 2021)**
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 Full Members, Non-practicing or Candidate 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. **(July 21, 2021)**
17. The Secretary shall:
 - a. Where there is more than one person nominated for an Association Officer position, prepare ballots showing the names of the nominees for that position, **(July 21, 2021)**
 - 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 Association Officer , a ballot may be held at any General Meeting of the Association to fill the vacant position for the remainder of the term of office. **(July 21, 2021)**

DUTIES OF EXECUTIVE COMMITTEE

21. The Executive Committee shall manage the affairs of the Association in accordance with the By-laws and conduct the daily business of the Association, 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 Association and meetings of the Executive Committee;
 - c. be ex-officio a member of all committees,
 - d. represent the Association; and
 - e. report to the Annual General Meeting. **(November 30, 2017)**

DUTIES OF VICE PRESIDENT (July 21, 2021)

23. The Vice President shall:
 - a. preside, in the absence of the President, at General and Annual General Meetings of the Association and meeting of the Executive Committee;
 - b. generally perform such other duties as may from time to time be prescribed by the President; and
 - c. report to the Annual General meeting. **(November 30, 2017)**

DUTIES OF SECRETARY

24. 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 Association;
- c. be responsible for keeping all records, minutes, documents, and correspondence of the Association;
- d. maintain a register of membership in the Association,
- 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

25. The Treasurer shall:

- a. perform the duties and discharge the responsibilities set forth in the By-laws;
- b. prepare an Association budget for presentation and approval of the membership at the Annual General Meeting; **(July 21, 2021)**
- c. monitor the implementation of the budget;
- d. collect fees, bank Association funds, make all authorized payments, and keep proper financial records;
- e. prepare statements on the financial affairs of the Association 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.

SIGNING OFFICERS

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

ANNUAL GENERAL MEETINGS (July 21, 2021)

27.

- a. Annual General Meeting of the Association, for which at least two weeks notice shall be given, shall be held each calendar year.
- b. Five members or fifty-one percent of the membership, whichever is the less, shall constitute a quorum of the Annual General Meeting of the Association.

28. At the Annual General Meeting the Membership shall: **(July 21, 2021)**

- a. elect or acclaim as is necessary Association Officers; **(November 30, 2017)**
- 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 Vice President's Report; **(November 30, 2017)**
- g. receive the report of all Committees active during the preceding year; and,

- h. receive the Auditor's Report and approve such action as is necessary based on that Report.

GENERAL MEETINGS (July 21, 2021)

29.

- a. General Meetings of the Association shall be held at the call of the President, or at the written request of at least three members of the Association.
- b. Five members or fifty-one percent of the membership, whichever is the less, shall constitute a quorum of a General Meeting.

CHAPTERS

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

SUPERSESSION OF BY-LAWS OF THE INSTITUTE

- 31. 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 Association shall prevail.

AMENDMENT OF BY-LAWS

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

REVOCATION

- 33. All other By-laws of the Association are rescinded.

COMING INTO EFFECT

- 34. These By-laws and subsequent amendments shall come into effect upon ballot or vote of the Association Members. **(July 21, 2021)**