

NEW BRUNSWICK DEVELOPMENT OFFICERS ASSOCIATION

CONSTITUTION AND BYLAW

ARTICLE I - NAME

1. The name of the organization shall be the "New Brunswick Development Officers Association" (NBDOA).

ARTICLE II - PURPOSE

1. The purpose of the Association shall be:
 - a) to promote and advance the status of persons engaged in the field of land use planning;
 - b) to advance the quality of land use planning throughout the province of New Brunswick;
 - c) to encourage the interchange of ideas and experiences among the members;
 - d) to encourage standards of performance for the members;
 - e) to co-operate with government and other agencies to continually improve the quality of service of members through continuing education; and
 - f) to engage government and other agencies in identifying difficulties in administering existing legislation and promoting recommended amendments.
2. This Association is not organized for profit and no part of the earnings shall benefit any member or officer, except as compensation for services rendered or for necessary expenses actually incurred and which are approved by the Executive Committee.

ARTICLE III - MEMBERSHIP

1. The membership shall consist of the following:
 - a) Regular membership may be extended by the Executive Committee to a person who is actively involved in administering land use planning as defined by the Community Planning Act;
 - b) Associate membership may be extended by the Executive Committee to a person associated with some form of land use planning, i.e. clerks, planners, surveyors, lawyers, etc.
2. Application for membership shall be made on application forms supplied for that purpose and submitted to the Executive Committee for approval.

3. Every member, upon admission, shall agree to comply with the Constitution and bylaws of the Association.
4. Only *Regular members* in good standing shall have the right to hold office, the right to be on the Executive Committee, and the right to vote on matters relating to the Constitution, finances, and bylaws of the Association.
5. Every member in good standing shall have the right to vote on all other matters.
6. (a) Every member shall receive a document of membership, and such document shall designate if the membership is regular or associate;
(b) Such document shall be issued upon payment of the prescribed fees.

ARTICLE IV - FINANCES

1. The annual dues shall be determined by a majority vote (50% + 1) of all members present, entitled to vote, at the annual general meeting (AGM), and may be changed in the same manner following due notification given by thirty (30) day notice in writing to all members.
2. Dues are payable annually in advance. Any member having dues in arrears for a period of one (1) year shall cease to be a member in good standing. Such members shall not again be eligible for membership in the Association until all arrears have been paid up, or waived by official action of the Executive Committee, or by a majority vote (50% + 1) of the membership.
3. It shall be the duty of the Executive Committee to prescribe by resolution the method of handling all financial matters.
4. The fiscal year of the Association shall be from the first day of April to the thirty-first day of March of the following year.

ARTICLE V - OFFICERS AND EXECUTIVE COMMITTEE

1. The governing body of the Association shall be the Executive Committee, consisting of:
 - a) The President, Vice-President, Secretary and Treasurer, whom shall be regular members of the Association, and their term of office shall last two (2) years;
 - b) Two (2) regular members of the Association shall also be elected to serve as Directors on the Executive Committee. Each shall serve a term of office lasting two (2) years, but with elections staggered so that one (1) Director is elected every year.
2. Four (4) members shall constitute a quorum of the Executive Committee.

3. In the event of a vacancy on the Executive Committee, the remaining Executive members shall have the power to appoint a member possessing the qualifications specified in Article III, Section 4, to fill the unexpired term of office.
4. A regular member shall chair the Nominating Committee and will present a slate of officers for the ensuing year. After presentation of the report of the Nominating Committee, the meeting shall be at the liberty to present further nominations prior to the election of any officer or member of the Executive Committee.
5. The Executive Committee shall be elected in the following order:
 - President
 - Vice-President
 - Secretary
 - Treasurer
 - Directors (2)

* Any unsuccessful candidate may be nominated for any other office unless he/she declines.

ARTICLE VI - DUTIES OF OFFICERS

1. The President shall be the Chief Executive Officer of the Association. The President shall preside at all meetings and shall be Chairperson of the Executive Committee. The President shall issue the call for regular or special Executive Committee meetings. The President shall appoint standing Committees and act as an ex officio member of each Committee. The President shall see that these Committees shall function and shall co-operate with the Committee Chairperson to that end. The President shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee or by other members.
2. In the absence or inability of the President to act, the Vice-President shall perform the duties and have the power of the President.
3. In the absence of the President and the Vice-President at a duly called meeting, a Chairperson shall be appointed by the members present.
4. The Secretary shall keep all records and conduct all correspondence of the Association. The Secretary shall give notice and keep minutes of all annual meetings and Executive Committee meetings. The Secretary shall attest all necessary instruments and forward all data and information to the members.

5. The Treasurer shall collect the Association dues and receive all monies, depositing them in a bank account in the name of the Association. All cheques and vouchers must be signed by the Treasurer and countersigned by the President or Vice-President. The Treasurer shall have custody of all funds and securities. The Treasurer shall prepare and submit financial reports annually to the Executive Committee and at other times as requested by the Executive Committee.
6. A Director shall represent the Executive Committee by sitting on committees (education, etc.) and shall assist in the coordination of conferences, and other duties as required. A Director shall also act as an internal auditor once a year reviewing the Association’s financial transactions.

ARTICLE VII - COMMITTEES

1. Special committees may be appointed by the Membership of the Association at any annual or special meeting, by the Executive Committee, or by the President at any time.

ARTICLE VIII - MEETINGS

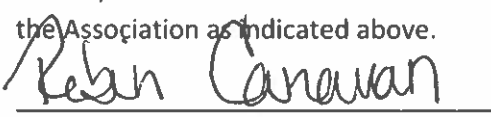
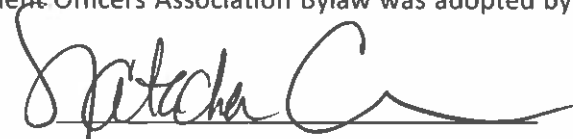
1. The Annual Meeting of the Association shall be held by the end of each calendar year at such time and place as the Executive Committee may decide. The Executive Committee shall have its Annual Meeting immediately following the Annual General Meeting of the Association.
2. Special meetings of the Association shall be held on the request in writing of any three (3) regular members, or as called by the Executive Committee upon notice in writing to members seven (7) days prior to the meeting.
3. The Membership of the Association shall be notified at least one (1) month in advance of the date and place of the Annual General Meeting.
4. A minimum of twelve (12) regular members in good standing shall constitute a quorum.
5. Special meetings of the Executive Committee shall be held on the call of the President, or on the request in writing to the President of any two (2) members of the Committee.

ARTICLE IX - AMENDMENTS

1. This Bylaw may be amended or repealed by a resolution of not less than one-half the regular members in good standing at the Annual General Meeting of the Association, provided that notice of any proposed amendments or repeal shall have been sent to all members not less than thirty (30) days prior to the Annual General Meeting. Where a member is not able to attend the Annual General Meeting, his/her vote by proxy shall be permitted.
2. Any member may propose an amendment to the Bylaw, or the repeal of a bylaw and such proposal shall be in the hands of the Secretary at least forty-five (45) days prior to the Annual General Meeting of the Association.
3. When deemed necessary, the regular members may, by majority vote (50% + 1), direct that a ballot on the matter of the Constitution or Bylaw amendment be taken through polling the regular members by email.

ARTICLE X

1. Parliamentary procedure shall be as per Roberts Rule of Order.

Date of Adoption:	<u>May 31, 2017</u>
Revisions:	<u>April 2018, October 2018 and December 7, 2022</u>
Date of Amendment:	<u>December 7, 2022</u>
I certify that this New Brunswick Development Officers Association Bylaw was adopted by the Association as indicated above.	
	
President	Secretary