



BY-LAW NO. 7 – STANDING COMMITTEES OF COUNCIL

By-law No. 7

A By-law relating to the Standing Committees of Council of the Association of Professional Geoscientists of Ontario as approved by the Council on September 7, 2001.

BE IT ENACTED

as a By-law of the Association of Professional Geoscientists of Ontario (hereinafter called the “Association”).

STANDING COMMITTEES

1. In addition to the committees stipulated in the Act, the Association shall have the following standing committees:
 - (a) an Executive Committee;
 - (b) a Finance Committee;
 - (c) a Nomination Committee;
 - (d) a Non-Member Appointment Committee;
 - (e) an Insurance Advisory Committee;
 - (f) a Governance Committee; and
 - (g) a Professional Practice Committee.

GENERAL

2. The business of all standing committees shall be conducted in accordance with By-Law No. 1.
3. Unless otherwise specified by Council, appointments to standing committees shall be for a term of two (2) years.
4. The chair of each committee shall ensure that the minutes of all meetings are distributed with the agenda for the next meetings of Council.
5. All actions and decisions of the committees are subject to review at the next meeting of Council.
6. Council may assign additional duties and responsibilities to the committees from time to time.

EXECUTIVE COMMITTEE

7. Council shall appoint an Executive Committee to:

- (a) implement policy decisions of Council;
- (b) manage the Association on behalf of Council;
- (c) initiate proposals for submission to Council;
- (d) be responsible for the annual or periodic review of the executive director and/or senior management;
- (e) take any interim action required in the event of an emergency where time does not permit the meeting of Council provided such action is not contrary to the Act, Regulations and By-laws;
- (f) appoint committees to deal with management and administrative related matters that may arise from time to time; and
- (g) other duties and responsibilities that may be assigned by Council from time to time.

8. The Executive Committee shall be composed of the following members, but not limited to:

- (a) the president;
- (b) the vice president;
- (c) the past president;
- (d) the treasurer;
- (e) one councillor who is a non-member appointee; and
- (f) the executive director (sitting as ex-officio).

9. In the event that a councillor who is a non-member appointee is unable to sit on the Executive Committee, Council shall appoint an elected councillor to represent the non-member appointees.

10. The president shall be the chair of the committee.

FINANCE COMMITTEE

11. Council shall appoint a Finance Committee to:

- (a) ensure that the financial policies and procedures of the Association are followed;
- (b) supervise the annual audit of the Association;

- (c) review operating budgets of the Association and make recommendations to the Executive Committee;
 - (d) review and recommend changes to fees and dues of the Association;
 - (e) review and recommend compensation for Association staff;
 - (f) develop investment policies and strategies for consideration to Council; and
 - (g) assume other duties and responsibilities that may be assigned by Council or the Executive Committee from time to time.
12. The Finance Committee shall be composed of the following but not limited to:
- (a) one (1) elected councillor;
 - (b) one (1) councillor who is a non-member appointee; and
 - (c) the treasurer.
13. In the event that a councillor who is a non-member appointee is unable to sit on the Finance Committee, Council shall appoint an elected councillor to represent the non-member appointee.
14. The treasurer shall be the chair of the committee.

NOMINATION COMMITTEE

15. Council shall appoint a Nomination Committee as required to:
- (a) determine the need to fill vacancies on Council;
 - (b) actively solicit and receive nominations for potential candidates from the membership of the Association; and
 - (c) prepare and recommend a slate of nominees, giving due consideration to the composition of Council as required by the Act, the Regulations and these By-laws, and the geographical distribution and field of geoscience practice of the nominees.
16. The Nomination Committee shall be composed of the following but not limited to:
- (a) the past-president;
 - (b) two (2) members of the Association who are not members of Council;
 - (c) one (1) elected councillor; and
 - (d) the executive director (sitting ex-officio).

17. The chair of the Nomination Committee shall be the past-president.
18. Nominations shall be conducted in accordance with By-law No. 8.

NON-MEMBER APPOINTMENT COMMITTEE

19. Council shall appoint, as required, a Non-Member Appointment Committee to:
 - (a) determine the need to fill non-member vacancies on Council;
 - (b) review recommendations received from interested parties and evaluate the suitability of the non-member recommendations; and
 - (c) prepare a slate of non-member appointees giving due consideration to the non-member component of Council.
20. The Non-Member Appointment Committee shall be composed of but not limited to:
 - (a) the non-member councillors appointed by this By-law;
 - (b) the non-member appointed by the Lieutenant Governor in Council; and
 - (c) the executive director (sitting as ex-officio).
21. Non-members shall be appointed for a term of two (2) years or as decided by Council from time to time. A non-member shall not serve on Council for longer than three (3) consecutive terms.
22. An appointment to Council by the Non-Member Appointment Committee shall be by unanimous decision. The chair of the Non-Member Appointment Committee shall notify Council of its decisions.
23. Council may request that the Non-Member Appointment Committee reconsider its decision.
24. All non-member appointments shall be residents of Ontario.
25. The Non-Member Appointment Committee shall submit to Council the following:
 - (a) the curriculum vitae of the non-members; and
 - (b) written consent of the non-member nominated to serve on Council.

INSURANCE ADVISORY COMMITTEE

26. Council shall appoint an Insurance Advisory Committee to oversee:
 - (a) access to group policies for professional liability insurance plans;
 - (b) access to group policies for secondary professional liability insurance plans;

- (c) access to group policies for household and vehicle insurance plans;
- (d) access to group policies for medical/dental/health insurance plans; and
- (e) other insurance-related matters as may arise from time to time.

27. The Insurance Advisory Committee shall be composed of but not limited to:

- (a) one (1) Councillor who is a member of the Finance Committee;
- (b) two (2) members who are not members of Council; and
- (c) the Executive Director (sitting ex-officio).

GOVERNANCE COMMITTEE

28. Council shall appoint a Governance Committee to:

- (a) monitor the overall functioning of Council and the Association;
- (b) ensure compliance with the Act, Regulations and By-laws; and
- (c) make recommendations for consideration of Council.

29. The Governance Committee shall be composed of but not limited to:

- (a) two (2) elected councillors;
- (b) one (1) councillor who is a non-member appointee; and
- (c) the president (sitting as ex-officio).

PROFESSIONAL PRACTICE COMMITTEE

30. Council shall appoint a Professional Practice Committee to:

- (a) develop guidelines and standards for the practise of professional geoscience;
- (b) develop an ongoing program of professional development;
- (c) maintain standards of professional ethics; and
- (d) undertake other professional practice related matters as may arise from time to time.

31. The Professional Practice Committee shall be composed of but not limited to:

- (a) the past president;

- (b) one (1) elected Councillor;
- (c) two (2) members of the Association who are not Councillors; and
- (d) Registrar (sitting as ex-officio).