

GENERAL BY-LAWS OF THE OTTAWA REGIONAL SOCIETY OF ARCHITECTS

(drafted: September 2007)

1. INTERPRETATION

In these By-Laws:

- [a] "OAA" means the Ontario Association of Architects,
- [b] "Society" means the Ottawa Regional Society of Architects, of the Ontario Association of Architects,
- [c] "Council" means the Council of the OAA,
- [d] "Member" means member of the society, but does not include affiliates of the society,
- [e] "Affiliate" means an affiliate of the society who is not a member of the OAA, but is not limited to, persons who are within the classes of persons whose interests are related to those whose interests are related to those of the OAA, namely; associates, intern architects, students, honorary members, life members and retired members, as set out in Regulation 27, section 24.

2. The Society shall be called the Ottawa Regional Society of Architects.

3. EXECUTIVE COMMITTEE

The affairs of the society shall be managed by an Executive Committee consisting of the following officers: a Chair, a Vice-Chair, a Secretary and Treasurer, provided that the officers of Secretary and Treasurer may be held by one person.

In addition, the immediate past Chair of the society shall be a member of the Board Members.

The OAA shall be informed of any change in Chair and Secretary.

The officers of the society shall be elected by the members and certain affiliates as specified below, from amongst the members of the society and one such officer may be elected from amongst the affiliates of the society provided, in accordance with the By-Laws of the OAA, that an

affiliate so elected is an intern architect of the OAA. The elections shall take place at each annual meeting of the society and the officers shall be proposed and seconded and elected by open floor.

Officers shall hold office until the next annual meeting when they shall retire, but shall be eligible for re-election from year to year.

4. VACANCIES

A vacancy on the Executive Committee shall be filled by a member, intern architect, or student of the society who is appointed by the remaining members of the Executive Committee, where a quorum of the committee remains in office, where no quorum remains in office, elected in accordance with these By-Laws at a special meeting duly called for this purpose.

5. QUORUM

A majority of the members on the Executive Committee constitutes a quorum.

6. COMMITTEES

The Executive Committee may appoint such committees as it considers necessary and may name the Chief of each such committee.

7. CATEGORIES OF MEMBERSHIP

7.1 MEMBER

All persons licensed by the Ontario Association of Architects who are resident or practicing within the boundaries of the society shall be eligible to become members of the society.

7.2 AFFILIATES

The society may elect as affiliates such persons not being members, but registered with the OAA (i.e. intern architects or student associates) as the society may determine who are resident within the boundaries of the society.

Affiliates shall, upon application and upon payment of the appropriate fees, be entitled to receive general information issued by the society, attend annual general meetings of the members of the society, but shall not be entitled to vote at such meetings (with the exception of intern architects and student associates). With the exception that affiliates may vote on motions which do not concern the practice of architecture, provided such motions are framed in such a way so as to refer the matter to the Society's Executive Committee for review and final approval.

Affiliates who are intern architects and student associates of the OAA are entitled to vote at annual and general meetings, and are eligible to run for office on the society Executive Committee but no more than one such affiliate in each category shall be elected to office during any one term.

8. MEETINGS

An annual meeting of the society shall be held on the some day in the month of MAY in each year to be determined by the Executive Committee. The business of such meeting shall be the election of the officers, appointment of auditors, and receiving the annual statement of accounts and any other business of which notice shall have been given to the Secretary before the **30th** day of **April** preceding such meetings.

The Executive Committee may at any time and shall on the requisition of any members stating the business for which it is required, convene a special meeting for any specific purpose.

9. NOTICE OF MEETINGS

Notice of the time and place of each meeting shall be given to all members and affiliates of the society not less than seven days before the date on which the meeting is to be held. Notice of a special meeting of members shall state the general nature of the business which is to be transacted at it.

10. VOTING

Subject to the provisions made under Section 7.2, only members shall be entitled to vote at such meeting.

11. DUTIES OF THE OFFICERS

Chair: It shall be the duty of the Chair to:

- [a] preside at all meetings of the society,
- [b] sign, when confirmed, all minutes of the meetings as presented by the Secretary,
- [c] provide a written report of society activities to the OAA on or before **May 31st** in each calendar year,
- [d] give notice of all meetings of the society

Vice-Chair: In absence of the Chair, it shall be the duty of the Vice-Chair to perform all duties of the Chair.

Secretary: It shall be the duty of the Secretary to:

- [a] attend and record in a book provided for the purpose the minutes of the proceedings at all meetings of the society and of the Executive,
- [b] conduct all correspondence under the direction of the Executive of the society,
- [c] keep all minute books and other records or property of the society,
- [d] perform such further and other duties as usually appertain to the office of Secretary.

Treasurer: It shall be the duty of the Treasurer to:

- [a] pay all accounts as authorized by the Executive,
- [b] keep a book provided for the purpose to record all receipts and expenditures,
- [c] make up the annual statement of accounts and balance sheet of the society to the **30th** day of **April** in each year,
- [d] perform such further and other duties as usually appertain to the office of Treasurer.

12. AUDITORS

Two members shall be appointed auditors at the annual general meeting. They or one of them shall audit the annual statement of accounts and balance sheet, and shall certify the same.

13. DUES

The annual dues payable on or before the **1st** day of **May** in each year shall be prescribed by the Executive with the approval of the members.

14. ARREARS OF DUES

No members or affiliate whose annual due is in arrear shall be eligible to hold office in the society and no such member shall be entitled to vote at any meeting of members. Any member whose annual due remains unpaid on the **15th** day of **May**, shall cease to be a member of the society, but may be reinstated by the Executive Committee upon payment of all arrears.

An affiliate of the society who is in arrear in payment of any fee due, the society shall automatically cease to be affiliated with the society as the case may be and may only be reinstated by the Executive Committee upon complying with any terms by such Committee.

15. ABSENCE ABROAD

A member absent from the society area for the whole of any year shall not be liable for any annual due for that year, provided that person shall have given the Secretary previous notice in writing of his/her intention to be so absent.

16. AMENDMENTS TO BY-LAWS

These By-Laws may be amended by a vote of two-thirds of the members of the society present at a meeting of the society, of which due notice, including notice of the proposed amendments has been given in writing to all members not less than two (2) weeks prior to such meeting, provided such amendments is within the terms of the Architects Act, and its Regulation and By-Laws. Such amendment comes into force when approved by the Council of the Ontario Association of Architects.

17. EFFECTIVE DATE

These By-Laws shall come into force when approved by the Council of the Ontario Association of Architects..