



DURHAM REGION PUBLIC WORKS ASSOCIATION

THE CONSTITUTION OF THE DURHAM REGION PUBLIC WORKS ASSOCIATION

1 – GENERAL

- **Name:** the name of this Association shall be the “Durham Region Public Works Association (DRPWA)”.
- **Head Office:** the head office of the Association shall be located at the office of the Secretary / Treasurer.

2 – OBJECTIVES

The objectives of the Association shall be as follows:

- To acquire and disseminate information concerning municipal public works operations to its members.
- To identify and explore opportunities for improvement through “best management practices” within the areas of operations, maintenance, new technology and the use of human resources.
- To promote the training and development of experienced and efficient personnel for the construction and maintenance of municipal public works.
- To study and review legislation, standards, specifications, methods and procedures affecting municipal public works operations.
- To promote good public relations related to the various municipal public works operations throughout the Regional Municipality of Durham.
- To promote good working relationships amongst the members of the Association.
- To not become a bargaining agency between members and their employers for any purpose whatsoever.

3 – MEMBERSHIP

a) Regular Members

All active Municipal Management personnel with supervisory responsibilities, or has achieved and maintains a CRS designation through the Association of Ontario Road Supervisors (AORS), involved in the maintenance, construction and / or administration of public works operations for the municipalities within Durham Region, including an area representative from the Ministry of Transportation, are eligible for membership in the Association.

b) Honorary Members

Upon retirement from a Member Municipality, Regular Members in good standing and having been a Member for a minimum of 10 years, or having served on each position of the executive (a 4 year commitment and a Member in good standing) would then automatically become Honorary Members.

The Executive Committee is to review the list of Honorary Members annually. Honorary Members must attend at least one general meeting during the calendar year (excludes social events) to maintain their Membership in good standing.

c) Retired Members

Retired Members who do not meet the minimum requirements for Honorary Membership may apply in writing to the Executive Committee and will be required to pay their own annual membership dues.

d) Corporate Members

Corporate Members shall not be allowed.

e) Guests

One Municipal guest per Regular Member shall be permitted to attend meetings and social events of the Association only when advance notice is given to the Program Convenor. Guests shall be the responsibility of the Regular Member who invites them.

4 – ANNUAL MEMBERSHIP DUES

The dues of the Associations shall be subject to an annual review by the Association and will be payable to the Durham Region Public Works Association in care of the Secretary / Treasurer.

- a) Regular Members – as determined by the Association
- b) Retired Members – as determined by the Association
- c) Honorary Members – shall not be required to pay annual membership dues to the Association.

5 – EXECUTIVE COMMITTEE

The structure of the Executive Committee shall be as follows:

- a) PAST PRESIDENT: whose duty it shall be to assist the President at all times and to fill the office of any absent Executive position if needed.
- b) PRESIDENT: whose duty it shall be to call and preside over all meetings of the Association and to generally perform the duties normally designated to the President. The President shall be an ex-officio member of all committees. He/she becomes the next year's Past President.
- c) SECRETARY / TREASURER: whose duty it shall be to keep the books of the Association, to keep a record of the proceedings at all meetings of the Association, to receive all dues, membership fees and other monies payable to the Association, to pay all bills and accounts owing by the Association, and to be responsible for and keep an account of all monies received by him/her on behalf of the Association in a Canadian Chartered bank. He/she becomes the next year's President.
- d) PROGRAM CONVENOR: whose duty it shall be to coordinate each meeting program and to coordinate the outside activities. He/she becomes the next year's Secretary / Treasurer.
- e) AORS REPRESENTATIVE: sits as a Director, on the Board of Directors, of the Association of Ontario Road Supervisors (AORS) and acts as a liaison for the Durham Region Public Works Association. As an AORS Director it is the responsibility of the representative to attend three annual Director meetings and report back to the local Association as outlined in the roles and responsibilities of an AORS Director.

6 – ELECTION / VOTING

At the last meeting of each year, elections shall take place to elect the new Program Convenor and AORS Representative. The other three (3) positions will advance to the next level of Executive Responsibility. Should more than one member stand for nomination, elections shall be held by ballot. Only Members of the Association, in good standing, shall be eligible to cast a ballot and hold office on the Executive Committee.

All questions shall be decided by simple majority vote. Votes will normally be by a show of hands only by Members in good standing. A ballot shall be used if so requested by any one Member present at the meeting.

7 – REGULAR / EXECUTIVE MEETINGS

- a) Any three (3) of the five (5) Executive Committee Members shall constitute a quorum at the regular and executive meetings. A minimum of one third of the Membership must be present at regular meetings to constitute a quorum.
- b) Meetings of the Association shall be held, whenever possible, as per the schedule approved at the inaugural meeting.
- c) A minimum of four (4) each, General and Executive, meetings shall be held within each calendar year.

8 – AMENDMENT OF CONSTITUTION

In case of change in the constitution, notice of motion shall be given at a meeting immediately preceding the one of which the vote will take place.

A full comprehensive review of the constitution shall be undertaken by a Committee of the Association every four (4) years. Other amendments may be recommended as necessary.

9 – COMMITTEES OF THE ASSOCIATION

Committees of the Association shall consist of volunteer Members in good standing as required by the Association. The Chairperson of such Committees shall be appointed by the Committee.

10 – FINANCIAL ADMINISTRATION

All cheques and other negotiable instruments signed or endorsed on behalf of the Association shall require the signatures of the Secretary / Treasurer and the President, whom shall be the signing officers for the Association.

Unless otherwise ordered by the Executive, the fiscal year of the Association shall terminate on the 31st day of December in each year. Auditing of the Association's books and records shall be carried out annually by two (2) volunteer Members in good standing. These individuals shall report back to the Membership at the first meeting of the New Year.

11 – BY-LAWS / CONDUCT OF ASSOCIATION BUSINESS

Where any matter of procedure is not provided for in the Constitution or the By-laws, the rules contained in Bourinot's Rules of Order shall govern the deliberations of the Association.

Revised as per the approval of the minutes on the 5th day of December 2013

Craig Breen, President

Brent Drew, Secretary / Treasurer

Amended section "3a" as per the approval of the minutes on the 17th day of March 2016



