

**REGULATIONS
Of
THE CANADIAN PUBLIC RELATIONS SOCIETY (CALGARY)**

PART I		INTRODUCTION AND INTENT
<i>Preamble</i>	Sec. 1	The Canadian Public Relations Society (Calgary), hereinafter referred to as the Calgary Society, defines public relations as the management function which evaluates public attitudes, identifies the policies and procedures of an individual or organization with the public interest, and plans and executes a program of action to earn public understanding and acceptance.
<i>Interpretation</i>	Sec. 2	These Regulations shall be read in conjunction with the Bylaws of the Calgary Society.
	Sec. 2.1	In the event of a conflict between the Bylaws and the Regulations, the Bylaws will take precedence.
	Sec. 2.2	The Board of Directors of the Calgary Society should be contacted in all matters pertaining to the interpretation of the Bylaws and Regulations.
PART II		MEMBERSHIP
<i>Classification of Members</i>	Sec. 1	The membership classifications are defined in Bylaw Article III (2).
<i>Uniformity of Qualifications</i>	Sec. 2	The Membership Committee of CPRS Calgary shall maintain on behalf of the National Society a uniformly high standard of entrance qualification on behalf of all Members.

Voting Member Categories Sec. 3

Voting Members are Members, Individual Members, Accredited Members, Fellows and Life Members.

1. Members

Applicants for the Member category shall be considered by CPRS Calgary's Membership Committee on the following basis:

- a) The applicant devotes most of his/her work-for-pay time to the practice of public relations and/or has the responsibility for management of public relations; or
- b) The applicant is a career teacher or administrator engaged in public relations/public communications education at an accredited post-secondary institution; and
- c) The applicant agrees to be bound by the National Society's Code of Professional Standards, and Bylaws and Regulations.

2. Accredited Members

Accredited Members are members who have been granted accreditation by the National Society's Council on Accreditation. Members are eligible to become accredited by meeting the requirements set by the National Society's Council on Accreditation.

3. Fellows

Terms of entry are established by the National Board of Directors.

4. Life Members

Life membership may be granted by the Calgary Society to Voting Members who have made outstanding contributions to the advancement of either the Calgary or the National Society in particular and to public relations in general.

Life Members of the Calgary Society shall remain on the register of the Calgary Society regardless of their places of residence.

*Non-voting Membership
Categories*

Sec. 4 Non-Voting Members are Retired Members, Associate Members, Inactive Members and Students.

1. **Retired Members**

Voting Members may apply to transfer to the Retired Members category, provided

(1) the applicant has been a member for a total period of not less than 10 full years, of which not less than five years have been at Voting Member status, and

(2) he or she has retired from full time employment in public relations.

2. **Associate Members**

Associate Members or applicants must have some or all responsibility for the public relations function within their organization and yet not be employed full time in the practice of public relations, or have completed a Member Society recognized course in public relations. Associate Members who become employed full time in the practice of public relations shall become Voting Members on completion of one year as an Associate.

3. **Affiliate Members**

Under authority granted by the National Board of Directors, the Calgary Society may accept Affiliate Members. These members shall be individuals who have an interest in public relations and do not qualify for membership in the categories of Member, Individual Member, Accredited Member, Fellow or Life Member. Affiliate Members admitted by the Calgary Society are aligned with the Calgary Society alone and are not part of the National Society. Individuals may remain as Affiliate Members for unlimited periods, subject to annual approval by the Board of Directors of the Calgary Society.

4. **Inactive Members**

Voting Members may apply for transfer to the Inactive Member category provided:

(1) they have been Voting Members for a total of three (3) full years; and

(2) they have withdrawn from full-time employment in the practice of public relations.

5. **Student Members**

Student Members are individuals who do not qualify for Voting Member status and who are enrolled full-time in a course of studies that would lead them to a career in public relations. Upon graduation from their course of

study, Student Members may maintain their Student membership status for a period of 12 months and are eligible to pay the Student membership dues for that period of time. Student Members admitted by the Calgary Society are aligned with the Calgary Society alone and are not part of the National Society.

ADMISSION

- Sec. 5 a) All applications for membership in the Calgary Society shall be made to the Calgary Society.
- b) The Membership Committee of CPRS Calgary has the right to reject an application after fair and reasonable consideration. An applicant may appeal a Membership Committee rejection to the CPRS Calgary Board of Directors, and ultimately to the National Board of Directors.

BASIS FOR MEMBERSHIP

- Sec. 6 Membership in the Calgary Society is granted to individuals only and may not be used by companies and organizations.

METHOD OF PROCESSING APPLICATIONS

- Sec. 7 a) Each membership application must be accompanied by a cheque or money order payable to the Canadian Public Relations Society, Inc. in an amount covering annual dues and registration fees as required by the National Society and the Calgary Society.
- b) Applications shall be on the forms provided by the National Society.
- d) The Calgary Society, following thorough investigation of the prospective member's qualifications, shall forward the application to the National Society's head office for processing.
- d) Applications forwarded directly to the National Society shall be returned to the Calgary Society for processing.

RIGHT OF REFUSAL

- Sec. 8 a) The Calgary Society has the right to reject an application after fair and reasonable consideration, and after a two-thirds vote of the Calgary Society's Board of Directors upholding the rejection decision.
- b) No applicant rejected by the Calgary Society shall be considered by the National Board of Directors for membership. All such applications shall be maintained in the records of the Calgary Society for reference purposes.

PROCEDURE FOR REINSTATING MEMBERSHIP

- Sec. 9 The National Board of Directors may reinstate a former Calgary Society or Member Society member on the recommendation of the Calgary Society or an Individual Member. Applications shall be on the forms provided by the National Society and must be made to the Calgary Society and

processed in the same manner as any other membership application, and forwarded to the National Society, accompanied by a cheque.

PART III

MEMBERSHIP DUES

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| ANNUAL MEMBERSHIP DUES | Sec. 1 | All members except Affiliate and Student Members shall pay their membership dues annually to the National Society. Affiliate and Student membership dues are payable directly to the Calgary Society at rates set annually by the Calgary Society's Board of Directors. |
| CALGARY DUES | Sec. 2 | Calgary Society membership dues shall be decided annually by the Calgary Society Board of Directors and approved at a general meeting or by proxy. The Calgary Society shall review the Affiliate and Student membership dues annually as a Board and make changes as necessary. |
| CONFIRMATION OF DUES | Sec. 3 | Calgary Society dues will be confirmed by written notice from the National Society's head office 30 days before the notice of dues is sent to all members. |

PART IV

ELECTIONS

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| NOMINATING COMMITTEE | Sec. 1 | Nominations for elective members of the Board shall be made by a Nominating Committee appointed by the Board, composed of no less than the President and the President-Elect and/or the Past-President. All representatives of the Nominating Committee must be Voting Members in good standing of the Calgary Society. |
| NOMINATING COMMITTEE REPORT | Sec. 2 | <p>a) The nominating committee shall nominate at least the number of candidates required to fill the vacancies which exist on the Board of Directors at the end of the program year.</p> <p>b) The report of the Nominating Committee shall be delivered to the Secretary or Secretary-Treasurer at least one month prior to the Annual General Meeting.</p> |
| NOTIFICATION OF ELECTION | Sec. 3 | <p>a) The Secretary or Secretary-Treasurer of the Calgary Society shall send a copy of its report to each member in good standing together with the notice calling the Annual General Meeting, not later than three weeks prior to the Annual General Meeting;</p> <p>b) Ballots shall be sent to each member in good standing at least one week prior to the Annual General Meeting.</p> |

OTHER NOMINATIONS	Sec. 4	<p>a) Nominations for the Board of Directors also may be made up to two weeks before the Calgary Society’s Annual General Meeting. Members in good standing may nominate themselves.</p> <p>b) Such nominations shall be made in writing, signed by the nominator, as necessary, and nominee, and submitted to the Secretary or Secretary- Treasurer no later than two weeks prior to the Annual General Meeting.</p>
BALLOT	Sec. 5	<p>a) The Secretary or Secretary-Treasurer shall prepare a ballot containing the names of all members nominated for the Board and shall, at least one week prior to the Annual General Meeting, mail, email or fax a copy thereof to each member of the Calgary Society in good standing.</p> <p>b) Such ballot and no other shall be used for recording the vote of each Member for the election of Directors. The form of the ballot used and the rules governing its use shall be determined by the Board of Directors.</p> <p>c) If, however, on a ballot there are marked more votes than the number required to be elected to office, then that ballot will be declared void.</p>
SCRUTINEERS	Sec. 6	<p>a) Not less than three days prior to the Annual General Meeting, the Board shall appoint a Committee of Scrutineers, composed of at least three Voting Members in good standing who will be strictly governed in their procedure by instructions laid down by the Board.</p> <p>b) Neither members of the retiring Board nor members nominated for the incoming Board shall be eligible to serve as scrutineers.</p>
DELIVERY OF BALLOTS	Sec. 7	The completed ballots shall be delivered to the scrutineers, prior to the opening of the Annual General Meeting, for the purpose of ascertaining which members have been elected to the Board.
SCRUTINEER’S REPORT	Sec. 8	The reading of the report of the Committee of Scrutineers shall be the last item of business of the Annual General Meeting.

PART V**DUTIES OF OFFICERS****PRESIDENT**

- Sec. 1 a) The President shall be the chief executive officer of the Calgary Society.
- b) He or she shall preside at all meetings of the Board, of the Executive Committee of the Board and of the Calgary Society.
- c) He or she shall see that the Bylaws of the Calgary Society are enforced, and shall perform all other duties that may be assigned from time to time by the Board of Directors.
- d) He or she shall be a member ex-officio of all committees.

PRESIDENT-ELECT

- Sec. 2 The President-Elect shall act as assistant to the President and in his or her absence shall assume the duties and exercise the authority of the President. He or she shall have such further and specific duties as may be prescribed by the Board.

**SECRETARY OR
SECRETARY/
TREASURER**

- Sec. 3 The Secretary or Secretary-Treasurer shall, under the direction of the Board, perform such duties as usually appertain to this office, such as keeping minutes, conducting correspondence, issuing notice of meetings and other such duties as may be assigned by the Board.

**TREASURER OR
SECRETARY/
TREASURER**

- Sec. 4 a) The Treasurer or Secretary-Treasurer shall have charge of all the funds of the Calgary Society and shall deposit them in an incorporated bank approved by the Board.
- b) Out of such funds he or she shall pay amounts approved by the Board, keep a regular account of the income and expenditures of the Calgary Society, submit an audited statement thereof for presentation to the Annual General Meeting covering the year's financial transactions, or at any other time required by the Board, and perform other duties as may be assigned by the Board.

SEAL

- Sec. 5 The Secretary or Secretary-Treasurer shall have charge of the Seal of the Society which whenever used shall be authenticated by the signature of the Secretary or Secretary-Treasurer and the President, or in the case of death or inability of either to act, by the Past-President.

PART VI		COMMITTEES
COMMITTEES	Sec. 1	To assist the President and the Board in the management of the business and affairs of the Calgary Society, there shall be appointed annually certain standing committees such as Membership, Awards and Recognition, Accreditation, Hotwire (membership newsletter), Website, and Programs and Professional Development. Other committees may be appointed as deemed necessary by the Board.
COMMITTEE CHAIRPERSONS	Sec. 2	The chairpersons of these committees shall be determined by the President and must be members of the Board of Directors in either a Voting or Non-voting capacity. Terms of reference shall be furnished to chairpersons of all standing committees.
COMMITTEE VOLUNTEERS	Sec. 3	Committee volunteers must be Members in good standing of the Calgary Society.
DUTIES, POWERS OF COMMITTEES	Sec. 4	These committees shall perform the duties assigned to them within the time specified, and will report to the Board
COMMITTEE QUORUM	Sec. 5	A majority of any committee, either standing or special, shall constitute a quorum for the transaction of business. The members of all committees shall be appointed by the respective chairpersons.
COMMITTEE EXPENDITURES	Sec. 6	Proposed expenditures for any committee activities shall be submitted in budget form and approved by the Board before the expenditure is incurred.
REMUNERATION	Sec. 7	Board and committee members shall not receive remuneration for their services.
PART VII		MEETINGS OF THE CALGARY SOCIETY
NOTIFICATION OF MEETINGS	Sec. 1	Notification of the Annual General Meeting or any Special General Meeting sent via email to the last known email address of each member in good standing not later than three weeks prior to the Annual General Meeting, shall be deemed sufficient.