

# Family Maintenance Agency (FMA) Chapter

## Constitution and Bylaws

### Article I – Name

The name of the organization shall be the Family Maintenance Agency **(FMA)** Chapter of the Professional Employees Association **(PEA)**.

### Article II – Objectives

Family Maintenance Agency Chapter objectives are:

- To function as a chapter of the Professional Employees Association.
- To provide a forum for the discussion of employment issues.
- To determine the needs of the **FMA** members regarding compensation and working conditions and to assist the Professional Employees Association in negotiating collective agreements covering members of the **FMA**.
- To carry out other functions consistent with the Professional Employees Association Constitution as may be desirable for the welfare of **FMA** members.

### Article III – Membership

Membership shall be open to all employees who are members of the bargaining unit at the Family Maintenance Agency or its successor for whom the Professional Employees Association is certified.

### Article IV – Executive Committee

The Executive Committee of the **FMA** shall consist of **no less than three members** ~~three members~~, elected annually. The Executive Committee shall appoint from among its members **a Chair, a Vice-Chair** ~~Chairperson, a Vice-Chairperson~~ and a Secretary-Treasurer.

The Chairperson shall preside over **FMA** meetings and, in **their** ~~his/her~~ absence, the Vice-Chairperson shall preside.

A quorum of the Executive Committee shall be **three** ~~two~~ members and shall have the authority to take such measures in carrying out **FMA** objectives as are consistent with the Professional Employees Association Constitution.

Should a vacancy occur on the Executive Committee, the remaining members may appoint a replacement from the **FMA** membership for the remainder of the instant term of office.

Decision of the Executive Committee shall be by majority vote, ~~except that the Chairperson shall only vote in the case of a tie.~~

The **FMA** shall rotate its entitlement to appoint an Association Executive member with other Association chapters as determined by the Association Executive, on an annual basis. When it is entitled to do so, the Executive Committee shall appoint by motion an Association Executive member from among the members of the Executive Committee. The term of appointment shall be one year, **effective at start of each calendar year.** ~~the close of the Association Convention in odd-numbered years, and effective on June 1 in even-numbered years.~~

## Article V – Executive Elections

**The Executive Committee shall request an expression of interest from members who may be interested in joining the FMA Executive Committee no less than 35 day prior to the Annual General Meeting.**

**Nominations may be put forward to the Executive Committee or to the PEA Office by any member of the FMA Chapter.**

**The Executive shall put the list of standing candidates to the general membership for their vote at the Annual General Meeting. Voting shall be conducted through the electronic or verbal means. Newly elected members of the Chapter Executive shall assume office at the close of the Annual General Meeting.**

~~The Executive Committee shall appoint a Nominating Committee consisting of two members not later than 35 days prior to the Annual Meeting.~~

~~The Nominating Committee shall prepare a list of candidates who have signified that they are willing to stand for Executive office. Nominations may be put forward to the Nominating Committee by any members of the FMAC.~~

~~The Nominating Committee shall put the list of standing Candidates to the general membership for their vote. Ballots shall be delivered to each member or mailed to his/her last known address not later than 21 days prior to the Annual Meeting. The date by which the ballot is to be returned shall precede the Annual Meeting, and newly elected members of the Executive shall assume their duties at the ensuing Annual Meeting, except that the first Executive Committee shall assume office at the time of its election.~~

## Article VI – Meetings

There shall be an Annual Meeting not later than **December 10.** ~~November 30.~~

Other general meetings can be called by the Executive Committee **or by**, ~~or, on a~~ written request from at least four members. When a meeting is called by at least four members, it shall take place within one calendar month of the request being received by the Executive.

A quorum in any general meeting, including the Annual Meeting, shall be not less than 33 percent of the membership.

Except as herein provided, FMA meetings shall be conducted in accordance with **the current version** of Robert's Rules of Order.

## Article VII – Notice of Meetings

A notice of meeting other than the Annual Meeting shall be delivered to each member **via email** ~~or mailed to his/her last known address~~ not less than **seven** 7-days before the meeting is to be held.

Notice of meeting shall state the business to be transacted at the meeting.

## Article VIII – Adoption and Amendment of the Constitution

This Constitution shall come into effect when approved by a membership vote. This Constitution may be amended by a two-thirds majority of **FMA** voting members.

## Article IX – Election of Association Convention Delegates

**Expressions of interest for delegates to the PEA Triennial Convention shall be requested by the PEA Office. The PEA Office shall forward the names of the interested members to the FMA Chapter Executive. FMA Delegates shall be selected by the FMA Chapter Executive prior at least 80 days prior to the Association Convention.**

~~Delegates to the Biennial Association Convention shall be elected by the general membership in a vote to take place at least 80 days prior to the Association Convention.~~

