



BYLAWS

IABC Canada Western Region International Association of Business Communicators

Proposed Bylaw Amendments June 18, 2024

ARTICLE 1

NAME AND LOCATION

Section 2. Affiliation. IABC Canada Western Region is a region of the International Association of Business Communicators (IABC), with headquarters in San Francisco, California, USA.

Proposed Amendment: IABC Canada Western Region is a region of the International Association of Business Communicator (IABC), a not-for-profit organization incorporated in the Commonwealth of Pennsylvania, USA

Rationale: Change to match IABC Bylaws, Article 1, Section 1

Section 3. Geographic Area. The geographic area served by IABC Canada Western Region includes IABC Canadian Chapters West of the Province of Ontario as may be defined from time to time by the IABC International Executive Board.

Proposed Amendment: The geographic area served by IABC Canada Western Region includes IABC Canadian Provinces (Manitoba, Saskatchewan, Alberta, and British Columbia) and Territories (Northwest Territories and Yukon) West of the Province of Ontario as may be defined from time to time by the IABC International Executive Board.

Rationale: Clarifying the geographic area of that the region covers.

ARTICLE 2

PURPOSE

Section 1. Mission. IABC Canada Western Region supports the IABC mission as stated in the IABC bylaws and Policy Manual by: (1) serving Region members, primarily through providing guidance,

support, and development opportunities for Chapter leaders; (2) fostering Region growth; and (3) serving as a communication conduit between Chapters and the IABC Executive Board as a representative on the Council of Regions or other representative body as may be defined from time to time by the IABC Executive Board.

Proposed Amendment: IABC Canada Western Region supports the IABC mission as stated in the IABC bylaws and Policy Manual by: (1) serving Region members, primarily through providing guidance, support, and development opportunities for Chapter leaders; (2) fostering Region growth; and (3) **serving as a communication and administrative conduit between Members, Communities, Chapters and the IABC Executive Board or other representative body as may be defined from time to time by the IABC Executive Board.**

Rationale: Council of Regions will cease to exist in June 2024.

ARTICLE 4

REGION STRUCTURE

Section 2. Organization. The Region Board may recommend establishment of Chapters, special interest groups, affiliates, and other organizational units that serve the interests of the Association, in accordance with policies and procedures established by IABC.

Proposed Amendment: The Region Board may recommend establishment of Chapters, **Communities**, special interest groups, affiliates, and other organizational units that serve the interests of the Association, in accordance with policies and procedures established by IABC.

Rationale: add Communities to align with this new structure defined by IABC internationally

Section 4. New Chapters.

(a) A group of 15 or more Regular Members, meeting the requirements outlined in IABC's bylaws and policy manual, may apply to the Region Board for affiliation as an IABC Chapter.

Proposed Amendment: **A group of Professional Members and five board executive members**, meeting the requirements outlined in IABC's bylaws and policy manual, may apply to the Region Board for affiliation as an IABC Chapter.

Rationale: to align with international IABC bylaw Article 3, Section 5 (a)

Section 6. Disciplinary Action. Any Chapter, special interest group, affiliate, or other organizational unit within the Canada West Region that fails to comply with IABC or Region bylaws, policies, or rules may be subject to disciplinary action by a two-thirds vote of the Region Board.

Proposed Amendment: Any Chapter, **Community**, special interest group, affiliate, or other organizational unit within the Canada Western Region that fails to comply with IABC or Region bylaws, policies, or rules may be subject to disciplinary action by a two-thirds vote of the Region Board.

Rationale: to add Community to the this bylaw

ARTICLE 5

OFFICERS

Section 1. Officers. The officers of the Region shall be a Chair; Vice Chair; Past Chair; Secretary; and Finance Director. These officers shall perform the duties necessary to the office or as prescribed by the Region Board, these bylaws, and the parliamentary authority adopted by the Region. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Region Board or the Chair otherwise directs.

Proposed Amendment: The officers of the Region shall be a Chair; Vice Chair; Past Chair; Secretary; and Finance Director. **All other board members shall be determined by the Region Board of Directors based on the needs of the Region.**

These officers shall perform the duties necessary to the office or as prescribed by the Region Board, these bylaws, and the parliamentary authority adopted by the Region. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Region Board or the Chair otherwise directs.

Rationale: to allow the Regional Board of Directors the discretion to add, remove, or modify Director positions as necessary, based on the needs of the Region.

- (a) Chair. The Chair shall be the chief elected officer of the Region; exercise general supervision over executive affairs of the Region; preside at all Regular, Annual, and Special Meetings of the Region; preside at all Region Board and Executive Committee meetings; serve as primary liaison between the Region and the IABC Executive Board; ~~serve as Region representative to the IABC Council of Regions~~; serve as the Region delegate to the IABC International Executive Board Nominating Committee; appoint and serve as an ex officio member of all Region committees; represent or appoint a representative of the Region at meetings of other organizations and at public affairs. The Chair shall serve a single one-year term.

Proposed Amendment: delete the role of Region representative to Council of Regions

Rationale: Council of Regions will cease to exist in June 2024.

- (b) Vice Chair. The Vice Chair shall have duties assigned by the Chair and by these bylaws; act in the absence of the Chair; oversee long-range planning activities for the Region; **serve on**

the International Membership Committee; represent the Region in the absence of the Chair; serve on the Region Nominating Committee; serve as Nominating Committee delegate to the IABC Executive Board; serve as an ex-officio member of all standing committees; and serve on the Region Executive Committee.

Proposed Amendment: add “serve on the International Membership Committee”

Rationale: this is a new role for all Regional Vice-Chairs as of 2023/24

- (c) Past Chair. The Past Chair shall have duties assigned by the Chair and by these bylaws; serve on the International Executive Board; on the International Nominating Committee; chair the Region’s Nominating Committee; or oversee the selection of said Nominating Committee delegate; provide strategic council to the Chair and other Region Board members; help identify members to participate on International-level committees and work groups; and serve on the Region’s Executive Committee.

Proposed Amendment: add “serve as Regional representative on the International Executive Board; on the International Nominating Committee”

Rationale: this is a new role for all Regional Past-Chairs as of 2024/25

- (d) Secretary. The Secretary shall keep a record of all the proceedings of the Region; sign all certified copies of acts of the Region; maintain official Region record books, bylaws, policies, procedures, and other documents; prepare meeting notices and orders of business; assist with administrative duties as assigned by the Chair; and serve on the Executive Committee. The Secretary shall serve a two-year term.
- (e) Finance Director. The Finance Director shall serve as chief financial officer for the Region; serve on the International Finance Committee; be responsible for deposit, safekeeping, and disbursement of the funds of the Region; maintain records concerning receipts, expenditures, and assets of the Region; prepare an annual budget and dues recommendations for the Region; prepare full and interim financial reports as directed by the Region Board; and serve on the Executive Committee. The Finance Director shall serve a two-year term.

Proposed Amendment: add “serve on the International Finance Committee”

Rationale: this is a new role for all Regional Finance Directors as of 2023/24

Section 3. Officer Nomination.

- (a) The Regional Board shall appoint a Nominating Committee, consisting of the immediately available Past Chair, who chairs the committee; the Vice Chair; and the Chair selected by the Region Board. The Nominating Committee shall nominate candidates for the offices of Vice Chair,

Secretary, and Finance Director. Nominees may be drawn from submissions by any source, including self-nomination.

- (b) The Vice Chair automatically succeeds to Chair and is selected by the International Executive Board's Nominating Committee.
- (c) The Nominating Committee shall develop its own procedures for screening nominees, under guidelines adopted by the Region Board, with consideration for Chapter representation; and shall present its slate to the Region Board for approval. Notice of the Annual Meeting and copies of the approved slate shall be delivered to all Delegates and Alternates in the manner specified by Article 6, Section 4, Paragraph (b), at least 15 working days before the Annual Meeting.

Proposed Amendments: Remove Vice-Chair position from the list of Director roles to be nominated by the Regional Nominating Committee in (a), add language to (b)

Rationale: to align regional bylaws with Article 8 of the International IABC Bylaws - starting in 2023/24, the Regional Vice-Chair is recruited through the IEB Nominations Process. Future Regional Vice-Chairs will serve on the IEB in their Past-Chair year.

ARTICLE 8

EXECUTIVE COMMITTEE

Section 1. Authority and Responsibility. The Executive Committee may act on behalf of the Region Board between Region Board meetings on all matters, pursuant to delegation of authority to such committee by the Region Board. Actions of the Executive Committee shall be reported to the Region Board by ~~mail~~ e-mail or at the next Region Board meeting.

Proposed Amendment: change "mail" to "e-mail"

Rationale: Regional Board of Directors communication is conducted primary via e-mail