

Branch Manual

Association of Professional Engineers and Geoscientists of New Brunswick

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info@apegnb.com

PURPOSE OF THIS DOCUMENT

This manual contains the terms of reference APEGNB Branches use to govern themselves, the roles and responsibilities of the Branch executive, and the procedures and guidelines for conducting Branch business.

As Branch executive members change, the Branch manual provides continuity and operational standardization across all Branches year over year.

INTERPRETATION

Unless the context otherwise requires:

- *“Branch” means the District Branch of the Association of Professional Engineers and Geoscientists of the Province of New Brunswick as defined in the APEGNB By-Laws;*
- *“Association”, “APEGNB” and “APEGNB/AIGNB” mean the Association of Professional Engineers and Geoscientists of the Province of New Brunswick;*
- *Council means the Council of the Association*
- *Members means members of the Association*
- *Branch Members means members of the Branch*
- *Executive refers to the Executive members of the Branch*

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1.0 INTRODUCTION - ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF NEW BRUNSWICK

Founded in 1920, the Association of Professional Engineers and Geoscientists of New Brunswick (APEGNB) took responsibility of regulating New Brunswick's engineering profession and in 1999 assumed the regulation of the geoscience profession. APEGNB has over 6,000 engineers, geoscientists, engineers-in-training, and geoscientists-in-training registered.

Our registrants work in more than 16 different engineering/geoscience disciplines – from designing and creating energy-efficient buildings and faster computers to ensuring New Brunswickers have access to clean drinking water and have safe and responsible mining practices.

Our Mission

To protect the public interest by regulating practice and to maintain public confidence in the professions.

Our Vision

The Association of Professional Engineers and Geoscientists New Brunswick leads the professions as a trusted, integral resource in regulatory matters.

GOVERNANCE

APEGNB is governed by the *Engineering and Geoscience Professions Act*. The Act gives the Association the right to:

- Regulate the practice of engineering and geoscience, and to govern these professions in accordance with the Act and By-Laws.
- Establish and maintain standards of knowledge and skill among its members.
- Establish and maintain standards of professional ethics among its members, in order that the public interest may be served and protected.

PROTECTING THE PUBLIC

APEGNB protects and serves the public interest by:

- Ensuring all licensed professional engineers and geoscientists are qualified.
- Disciplining professional engineers and geoscientists found guilty of professional misconduct or incompetence.
- Acting against unlicensed individuals or entities who illegally describe themselves as engineers or geoscientists or provide these services.
- Preparing performance standards in regulation.

DIVERSITY, EQUITY & INCLUSION

To APEGNB, diversity means engaging the best minds of the profession, which includes women, Indigenous peoples, and internationally educated professionals, to name a few. The APEGNB statement on diversity, equity and inclusion is as follows:

The Association of Professional Engineers and Geoscientists of New Brunswick is committed to fostering a culture of equity, diversity, and inclusion within our professions as we work to protect the public interest. Together, we share

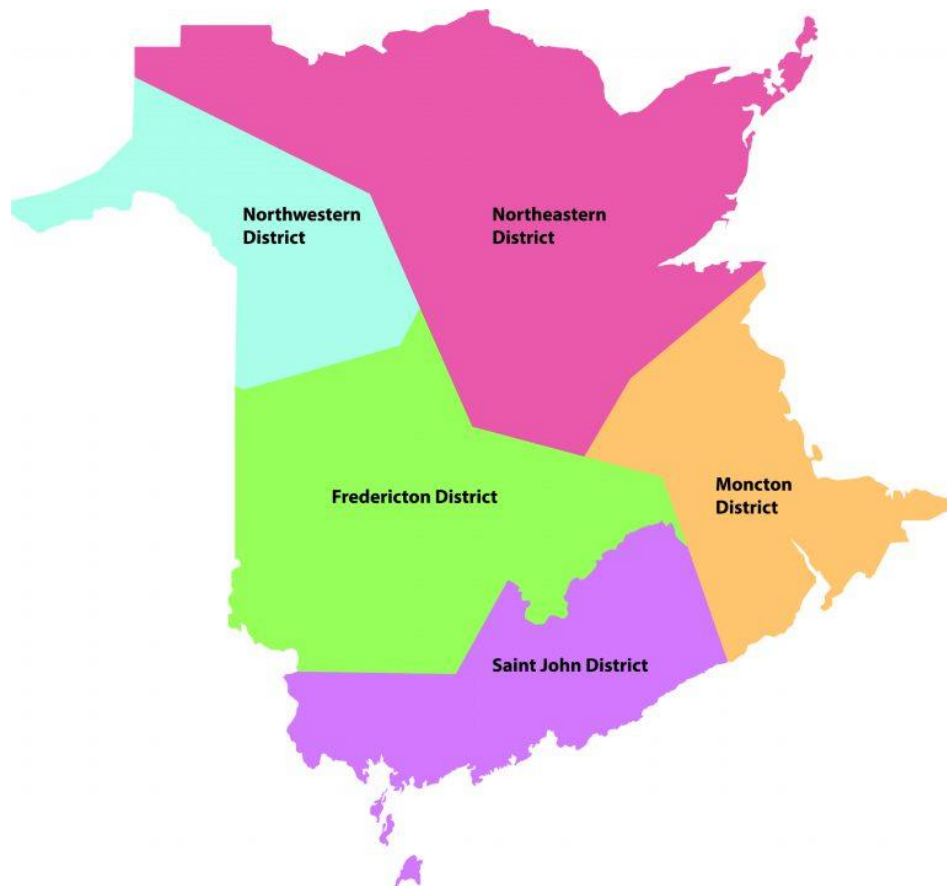
responsibility for creating a sustainable, equal-opportunity environment where everyone can achieve their full academic and professional potential.

2.0 BRANCH PURPOSE

APEGNB Branches are the local presence for the Association at large. APEGNB Branches encompass five districts across the province. They work with the Association to promote the value of engineering and geoscience to local communities and provide an important link between licence holders, MITs and Council. They perform a range of functions including hosting seminars and social events; providing a forum for members to exchange knowledge and ideas; and offering professional networking opportunities.

For purposes of Council representation, the province is divided into the following five districts – otherwise known as Branches:

1. Northeastern Branch – the Counties of Restigouche, Gloucester, and Northumberland
2. Northwestern Branch – the Counties of Victoria and Madawaska
3. Saint John Branch – the Counties of Saint John, Charlotte, and Kings (except the Parish of Havelock), and that part of Queens County south of the St. John River, the Canaan River, and Washademoak Lake
4. Moncton Branch – the Counties of Kent, Albert, and Westmorland, and the Parish of Havelock in Kings County
5. Fredericton Branch – the Counties of York, Sunbury, and Carleton, and that part of Queens County north of the St. John River and the Canaan River and Washademoak Lake.



2.1 BRANCH ACTIVITIES

The Main Activities of APEGNB Branches Are:

- support Professional Development relevant to the members;
- foster student interest in engineering and geoscience through participation in science fairs and career days;
- enhance public awareness of engineering and geoscience in the local community;
- coordinate networking opportunities for Branch members;
- encourage engineers and geoscientists to participate in regulatory roles at APEGNB;
- facilitate two-way communication between Members, Members-in-Training and APEGNB Council.

2.1 A

EVENTS AND ACTIVITIES

To further each Branch's purpose, Branches may choose to hold various events and activities in their region. These events and activities should be accounted for in the annual Branch budget.

What constitutes as professional development activity must adhere to Provincial Association guidelines. This includes advertising of professional development activities. If there are questions around this, please contact the APEGNB Director of Professional Affairs for more details.

2.1 B

OUTREACH

- a. The Branches are an integral part of APEGNB's Outreach initiatives, which aims to attract youth to the professions and to grow their passion and technical competence in geoscience and engineering.
- b. APEGNB focuses on two main areas of educational outreach: Grades 6-12 (middle and high school) and university/college students.
- c. Branches that have a college or university within its jurisdiction with an engineering or geoscience program should hold at least **one (1)** event during the school year with a purpose of engaging post-secondary students with a goal of networking and sharing the value of licensure.
 - a. **NEW EVENTS:** If a Branch is planning a brand-new event that has not been previously held, the idea must be presented to the Branch members and the Executive at a scheduled branch meeting. Once approved, it must be presented to APEGNB Council at their next meeting for corporate approval.
 - b. **Established events:** For established events, any assistance with the activities themselves, including communication requirements must be requested to the Director of Communications, or designate, no later than four weeks before the activity is scheduled.

2.1 C

INSURANCE

Branches should ensure participants do not encounter undue risk at Branch events. Therefore, appropriate insurance coverage must be obtained in advance of the event, and a copy of the certificate must be given to APEGNB head office. Contact the CEO or Director of Administration to discuss this further.

2.2 BRANCH RULES

As per the Association of Professional Engineers and Geoscientists of New Brunswick **COUNCIL RULES** under the **ENGINEERING AND GEOSCIENCE PROFESSIONS ACT**:

3.1.0 Any ten members residing within one district as defined in the By-Laws may apply in writing to the Council for the formation of a Branch within their district. After approval by Council has been received, proposed by-laws shall be drawn up and submitted to Council for approval. After approval by Council, they shall be voted upon by letter ballot or other secure method of voting of members in good standing in that district. A two-thirds affirmative vote of the ballots cast is necessary for approval.

3.2.0 Branches shall receive an operating sum yearly from the Association as approved by Council and adjusted from time to time. The total amount approved by Council is to be divided proportionately among the Branches according to their membership.

3.3.0 A Roster of all existing Branches approved by Council shall be maintained by the Director of Administration or such other person appointed by Council.

3.4.0 A copy of all By-Laws approved by Council and Branches shall be maintained by the Director of Administration or such other person appointed by Council.

2.3 NAMING

The Branch shall be called “The 'xxx' Branch of The Association of Professional Engineers and Geoscientists of the Province of New Brunswick”, which may be shortened for general use to 'xxx' Branch APEGNB/Section 'xxx' AIGNB.

EXAMPLE: *The Saint John Branch of the Association of Professional Engineers and Geoscientists of New Brunswick OR Saint John Branch – APEGNB/Section Saint John AIGNB.*

2.4 ACCOUNTABILITY

Each Branch is governed by by-laws as per Council Rules, under the *Engineering and Geoscience Professions Act* (section 2.2).

It is important to note that Branches are considered a division of the provincial Association and are accountable to the head office of APEGNB, namely the CEO or designate. They are to abide by by-laws, which, according to the Council Rules under the *Engineering and Geoscience Professions Act*, are to be approved by Council.

3.0 MEMBERSHIP

Branch Members and Branch Executive membership are limited to professional members and members-in-training— as defined by APEGNB and the *Engineering and Geoscience Professions Act*.

Each Branch's geographic area is determined by postal code in APEGNB's member database.

The membership of the Branch shall consist of the following:

- registered members in good standing of the Association residing within the district, and that have paid their dues for the current year;
- enrolled engineers-in-training and geoscientists-in-training of the Association residing within the district that have paid their dues for the current year.

No fee shall be charged for Branch Membership. Only Branch Members shall have voting privileges at Branch meetings.

3.1 EXCEPTIONS

- Members whose dues have been abated by the APEGNB or are not in good standing shall not be considered a member of their Branch until this has been resolved. To determine which members are in good standing, APEGNB will provide the most updated list possible quarterly to each Branch Chair or their designate.

3.2 MANAGEMENT

The Branch Executive consists of the following positions (where applicable):

- Chairperson
- Vice-Chairperson
- Past- Chairperson
- Secretary
- Treasurer
- Communications officer

The positions of Secretary and Treasurer and Communications Officer may be combined.

The Executive of the Branch shall be elected at the Branch Annual Meeting.

In addition, the Branch can create relevant positions within their Branch members-at-large based on Branch size and focus. These positions can be (but are not limited to) the following:

- MIT liaison
- P.Geo. Representative
- Signature Event Chair
- Professional Development Coordinator
- Social Event Chair
- Consulting Engineering Representative

The Branch Executive shall conduct the affairs of their Branch in a manner which conforms to the By-Laws of the Branch and ultimately those of the Association.

3.3 Executive Duties (if applicable)

THE DUTIES OF THE CHAIR are as follows:

- a. Chair all Branch and Executive meetings and Branch Annual Meeting.
- b. Ensure all members of the Executive are familiar with their responsibilities.
- c. Instruct the Secretary, or designate to call all Executive, Branch and Branch Annual Meetings.
- d. Appoint the necessary committees to perform Branch duties and fulfill Branch responsibilities upon agreement by the Executive.
- e. Submit written reports on Branch activities and other issues to APEGNB Council as requested.
- f. Submit a report on Branch activities for inclusion in the APEGNB Annual Report.
 - a. An annual Branch Report is due to APEGNB head office at least 45 days before the APEGNB Annual General Meeting and is to include an updated Branch membership list of all the Executive and Councillor members.
- g. Participate on the APEGNB Nominating Committee.

THE DUTIES OF THE VICE-CHAIR are as follows:

- a. Assist and/or fill in for the Chairperson at the direction of the Chairperson.
- b. Organize and supervise such special activities as the Executive may direct.
- c. Organize the Branch Annual Meeting.
- d. Participate on the APEGNB Awards Committee.

THE DUTIES OF THE TREASURER are as follows:

- a. See that all monies due to the Branch are collected and deposited in a registered bank with the funds of the Branch.
- b. If applicable, issue cheques against the Branch funds to be signed by two authorized Members of the Branch Executive on behalf of the Branch.
- c. Have charge of the books and accounts of the Branch and be authorized to make petty cash disbursements as directed by the Branch Executive.
- d. Prepare an interim statement showing the receipts disbursements, assets and liabilities of the Branch and submit same for presentation to the Branch Annual Meeting, or any time when deemed necessary by the Executive.
- e. Remit financial statements to APEGNB on an annual basis or as requested.
- f. Participate on the APEGNB Finance & Audit Committee.

THE DUTIES OF THE SECRETARY and/or COMMUNICATIONS OFFICER are as follows:

- a. Conduct the correspondence of the Branch and keep a full record of same. The Secretary shall call meetings of the Executive on instruction of the Chair and keeps records of the proceedings. The Secretary shall prepare and distribute notices for all Meetings.
- b. The Secretary shall also call special meetings of the Executive at the request, in writing, of two Members of the Executive.
- c. Shall be *ex-officio* members of all Committees and shall help in organizing sub-committees but is not expected to undertake the detailed secretarial work relating to these Committees.
- d. Shall, with the approval of the Branch Executive, employ such help as may be necessary to properly conduct the affairs of the Branch.
- e. Report on the membership of the Branch at the Branch Annual Meeting.

- f. If the Branch in question does not have a Communications Officer, the Secretary, or designate, shall ensure that their Branch Executive contact list is regularly updated and that Branch email accounts are regularly checked for messages.
 - a. This would entail connecting with the APEGNB Director of Communications on a regular basis as deemed appropriate.

3.4 DUTIES OF BRANCH MEMBERS

Branch Members will participate on or with Branch committees, which may include the Program Committee, the Communication Committee and other special event committees that the Branch Executive may from time to time convene. Upon assignment, Councillors may:

- a. Find speakers for meetings and arrange for any visual aids (projectors, screens, etc.) which speakers may require.
- b. Arrange for Branch meeting or social venues, including any refreshments and/or gratuities required as outlined by the Executive.
- c. Provide to the Secretary, or designate, information on all social functions and Branch meetings for inclusion on notice mailings at least four weeks prior to date of the event and ensure that it aligns with the adopted budget of the Branch.
- d. Councillors acting as chairperson of program and social committees shall submit respective reports at the Branch Executive Meeting and Annual Meeting.

4.0 MINUTES

The Executive shall forward minutes of the Branch Annual General Meeting to APEGNB head office, namely the Director of Communications or designate, no later than one month following the meeting.

5.0 FINANCIAL

The Branch shall submit a financial report for the preceding year to the APEGNB Director of Finance and Administration at the beginning of each fiscal year of the Association (October 1). Further details can be found in the Branch By-Laws.

6.0 CONFLICT OF INTEREST

A conflict of interest is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in many different situations.

- Professional conflicts are those where the interests of one Branch conflicts with another Branch, or where the professional member acts in two different roles for the same Branch.
- Personal conflicts are those where the personal interest of a Branch member conflicts with their professional ones.

For example, a potential conflict of interest exists if a Branch executive of APEGNB is also a board member of an association/ committee that has interactions with APEGNB's Branches. If a Branch Executive encounters a conflict of interest, it must be declared to the Branch chair, and the Branch Executive is required to recuse themselves from the discussion/activity that presents a conflict of interest.

7.0 COMMUNICATION AND MEDIA

Content **MUST** relate directly to APEGNB, to Branch activities, or to the engineering and geoscience professions. General content of messages relayed by Branches should consist of the following, if/when applicable:

- the date and time of the event
- the speaker's name and APEGNB professional designation
- a short description of the event and food offered
- social links to more information or contact information
- promotional photos
- Provide information in both official languages, if applicable

Any content or messages that are asked to be relayed through head office is at the discretion of the Director of Communications who may edit all messages for brevity, clarity, and consistency with APEGNB's corporate communications policies and style.

Please provide head office the information at least four weeks prior to any event or session occurring.

APEGNB head office circulates communications in the language they are received. Each Branch is responsible for sourcing their own translation services. Documents such as meeting minutes would be circulated to all applicable members and would reflect the language of the meeting.

7.1 BRANCH EMAIL

Each Branch has its own email address that the Branch must monitor. If requested, APEGNB has created a shared Outlook inbox for incoming emails for each branch to utilize if they see fit. The email address is *BranchlocationBranch@APEGNB.com*.

For example, the email address for the Moncton Branch is monctonBranch@apegnb.com

The Branch chair or designate is responsible to check and respond to Branch related messages relayed by this inbox, managed by the Director of Communications, or designate, in the Branch email account. APEGNB is not responsible for sending out responses on behalf of the Branch.

7.2 ONLINE PRESENCE

Each Branch has a dedicated page on the APEGNB website to communicate information. Each Branch page consists of an updated list of the Branch executive and ways to connect with the Branch.

It is the responsibility of the Branch chair or designate to provide the APEGNB Director of Communications, with the most recent versions of this content. An annual review of the content must occur each fiscal year to ensure that the latest information on the Branch is posted.

7.3 MEDIA RELATIONS

The **official spokesperson** for APEGNB as a provincial association is the President or designate.

Please advise APEGNB and the Director of Communications, or designate, as soon as possible whenever a reporter contacts a Branch or a Branch representative.

7.4 SOCIAL MEDIA

APEGNB runs five social media accounts:

- LinkedIn
- Facebook
- Instagram
- Twitter
- YouTube channel

These channels are used to educate, inform, and engage our followers with the work APEGNB, and our members do. It is key to our continued success that you, as an ambassador of the APEGNB brand, represent the integrity and values that APEGNB is known for.

The expectations of your Branch's online presence and actions are that you remain **professional** and **nonpartisan** in all engagements. This includes, but is not limited to the following:

- That you do not misrepresent your opinions as APEGNB's.
- That you maintain complete confidentiality of APEGNB's proprietary information and that of its membership.
- That you are respectful in all engagements with APEGNB, other members, and the public.
- That you comply with the Code of Ethics.

It is imperative that APEGNB does not take or advance positions on subjects that fall outside our mandate as regulator. While we acknowledge that anyone has the right to freedom of thought, belief, opinion, and expression, including freedom of the press and other forms of communications, it is not part of our regulatory obligations to advocate or defend areas that fall outside of our mandate.

8.0 BRANCH SUPPORT

The Association provides funding to the Branch based upon a per capita amount for each Branch Member.

The Association shall cover the expenses of the Branch chair or designate to attend Council meetings or other events at Council's request.

The Branch may request funding, above and beyond their standard yearly amount from the Association for special events. These requests must receive prior approval from Council at least 3 months prior to the formal commitment of the Branch for the initiative or event.

The designated Provincial Councillor of the Association may be used by the Branch as their point of contact on Council.

9.0 EXCEPTIONS

Understanding that not all regions are made up of equal numbers of Branch members, Branch Executive must refer to these by-laws as a guide for procedures and for consistency. Should a procedure not be applicable, or an exceptional circumstance occur beyond what is laid out in these by-laws, the Branch Executive may contact the Association and APEGNB will guide you on how to proceed.