

5. MEETINGS

Shall be changed to read:

- (a) Regular Meetings of the Executive shall be held as the Executive may determine, or at the call of the President. Six (6) members shall constitute a quorum at such meetings. For time sensitive decisions and when a quorum is not met for a regular meeting, voting may be conducted amongst a quorum of the executive by email or other electronic means.

6. EXECUTIVE

Shall be changed to read:

- (vi) Five (5) Zone Representatives & One Representative at Large. An unfilled zone will be opened up as a Representative at Large position for the designated term.

7. OFFICERS

Shall be changed to read:

(d) The Treasurer

- (vi) Some of the above duties may be assumed by the executive assistant

(e) The Secretary

- (v) Some of the above duties may be assumed by the executive assistant

(g) Zone Representatives & Representative(s) at Large:

(i) The five (5) Zone Representatives shall be elected to represent the following regional areas of the province:

(a) Zone 1: Westmorland, Albert and part of Kings Counties (Moncton, Sackville, Shediac, Dieppe, Sussex)

(b) Zone 2: Charlotte, Saint John, Queens, and part of Kings Counties (Saint John, Hampton, St. Stephen, St. Andrews, Chipman)

(c) Zone 3: York, Sudbury, Carleton, and part of Victoria Counties (Fredericton, Oromocto, Woodstock, Plaster Rock)

(d) Zone 4: Madawaska and Restigouche and part of Victoria Counties (Edmundston, Grand Falls, Dalhousie, Campbellton)

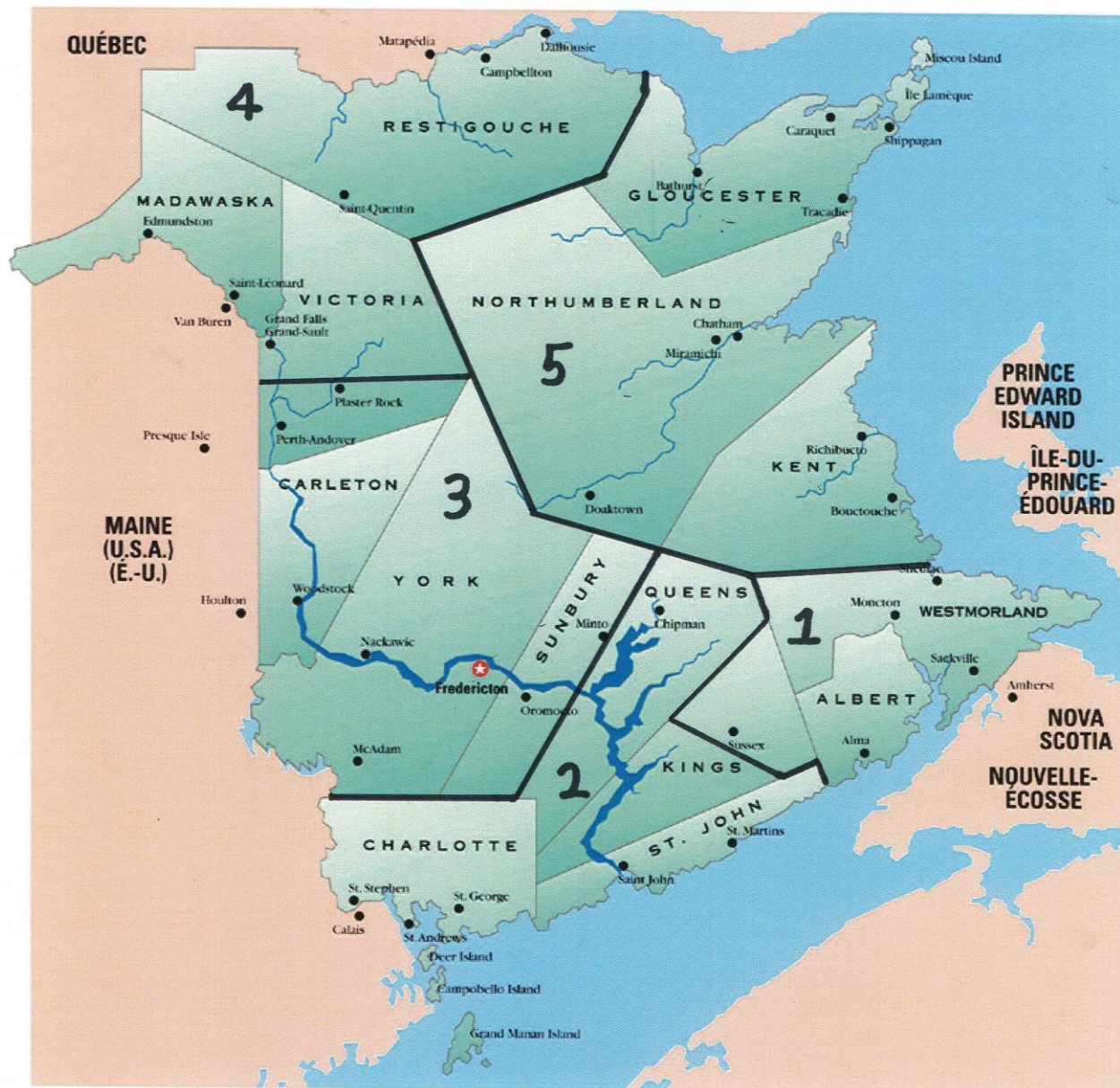
(e) Zone 5: Kent, Northumberland and Gloucester Counties (Bouctouche, Miramichi, Bathurst)

(ii) The Zone Representatives shall be responsible for calling and conducting meetings of the members of the Zone for the purpose of carrying out the objectives of the Association.

(iii) Zone meetings shall have no authority to commit the Association at large. (See Map on next page)

(iv) The Representative(s) at Large shall be elected to represent the membership as a whole in all regional areas of the province and can reside in any zone. They will be available for contact by any member from any Zone.

(see map)



8. COMMITTEES

Shall be changed to read:

- (b) The Executive shall appoint:
 - (i) **An Education Committee**
 - (ii) **A Complaints / Discipline Committee**
 - (iii) **A Membership Committee**
 - (iv) **A Certification Committee**
 - (v) **An Audit Committee**
 - (vi) **Any such other Committees as may be necessary**
- (c) The Education Committee shall develop and maintain a professional studies program as per the bylaws of the NBBOA. The Education Committee shall set guidelines and develop policies for training and development programs leading to certification.
- (d) The Complaints / Discipline Committee shall be responsible for administering and upholding the association's code of ethics and shall act in accordance with the mandate of the Act.
- (e) The Membership Committee shall admit members based on the criteria set out in Section 2 – Membership of this Constitution and bylaw. The Membership Committee may make recommendations prescribing the qualifications of all membership categories and to promote and encourage membership in the association.
- (f) The Certification Committee shall make recommendations to the executive on who should be within the provincial certification program and at what stage.
- (g) Each committee shall file and present a written report on its activities at each Annual General Meeting.

13. INSPECTION

The books and accounts of the Association shall be kept by the Treasurer or **executive assistant** and will be produced upon an order of the Executive.

Amy called the meeting to order at 8:18.

MOTION: To accept the changes of the bylaws made by Jason and seconded by George. Motion carried.

CURRENTLY READS

5. MEETINGS

(a) Regular Meetings of the Executive shall be held as the Executive may determine, or at the call of the President. **Seven (7) members** shall constitute a quorum at such meetings;

6. EXECUTIVE

(a) The Executive shall consist of:

- (i) President**
- (ii) 1st Vice President**
- (iii) 2nd Vice President**
- (iv) Secretary**
- (v) Treasurer**
- (vi) Six (6) Zone Representatives**
- (vii) Immediate Past President**

7. OFFICERS

(d) The Treasurer:

(i) The Treasurer shall have charge of all contracts, securities and finances belonging to the Association.

(ii) The Treasurer, or designate, shall receive all fees or dues payable to the Association and keep the funds of the Association deposited in a Chartered Bank.

(iii) The Treasurer shall pay all accounts owing by the Association. All cheques issued by the Treasurer shall be signed by him or her and by another officer with delegated signing authority.

(iv) The Treasurer shall report periodically to the Executive, or upon the Executive's request. The Treasurer shall report on the receipt and disbursement of the Association funds and shall prepare an Annual Report for the Annual General Meeting.

(v) The Treasurer's Annual Report shall be distributed to all members of the association not less than fifteen (15) days prior to the Annual General Meeting.

(e) The Secretary:

(i) The Secretary shall be responsible for Association correspondence and shall report thereon to the Executive.

(ii) The Secretary shall give due notice of all meetings of the Executive and of the Association.

(iii) The Secretary shall keep the Minutes of all Executive, Annual General and Special Meetings of the Association.

(iv) The Secretary shall assume such other duties as required by the Executive

(g) Zone Representatives:

(i) The six (6) Zone Representatives shall be elected to represent the following Regional Areas of the Province:

(a) Zone 1: Westmorland, Albert and Kent Counties (Moncton, Sackville, Bouctouche)

(b) Zone 2: Charlotte, Saint John and part of Kings Counties (Saint John, Hampton, St. Stephen, St. Andrews)

(c) Zone 3: York and Carleton Counties (Fredericton, Woodstock)

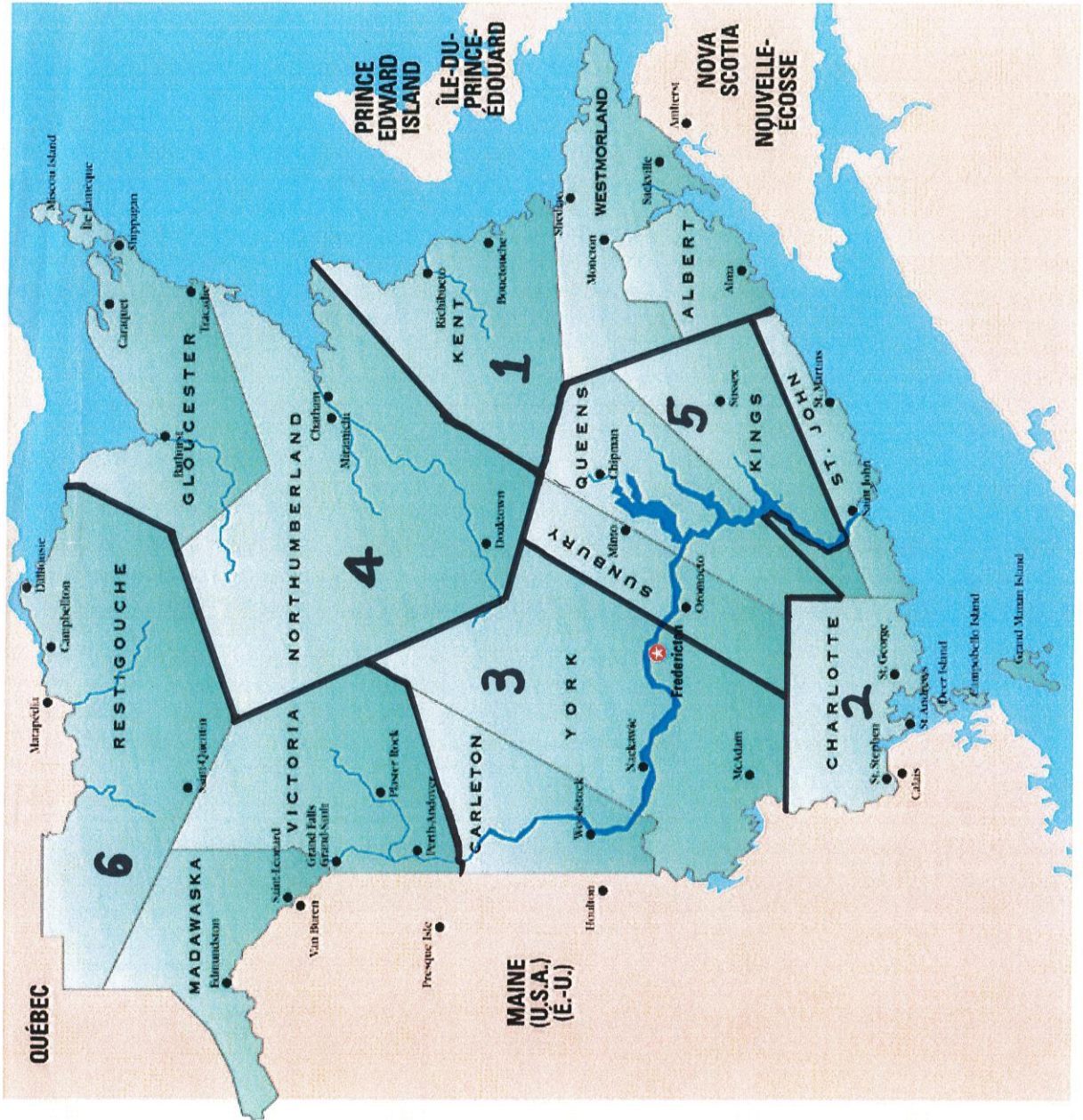
(d) Zone 4: Northumberland and Gloucester Counties (Miramichi City, Bathurst)

(e) Zone 5: Kings, Queens and Sunbury Counties (Oromocto, Sussex, Minto, Chipman)

(f) Zone 6: Victoria, Madawaska and Restigouche Counties (Edmundston, Grand Falls, Dalhousie, Campbellton)

(See map)

A - Current Zones



8. COMMITTEES
(b) The Executive shall appoint:

- (i) an Education Committee;**
- (ii) a Publicity Committee;**
- (iii) a Complaints/Discipline Committee;**
- (iv) a Membership Committee**
- (v) a Website Committee**
- (vi) a Certification Committee**
- (vii) an Audit Committee**
- (viii) any such other Committees as may be necessary**

(c) The Education Committee shall develop and maintain a professional studies program as per the By-Laws of the NBBOA. The Education Committee shall set guidelines and develop policies for training and development programs leading to certification.

(d) The Publicity Committee shall be responsible for the marketing and promotion of the Association. In this respect, the Publicity Committee shall make every effort to bring the work of the Association to the attention of the building industry, the government and the general public.

(e) The Complaints/Discipline Committee shall be responsible for administering and upholding the Association's Code of Ethics, and shall act in accordance with the mandate of the Members Bill.

(f) The Membership Committee shall admit members based on the criteria set out in Section 2 - Membership of this Constitution and By-Law. The Membership Committee may make recommendation prescribing the qualifications of all membership categories and to promote and encourage membership in the Association.

(g) The Web Site Committee shall be responsible for updating and maintaining the web site of the NBBOA. They shall also make recommendations to the Executive with respect to a service provider and policy respecting web site content.

(h) The Certification Committee shall make recommendations to the Executive on who should be within the provincial certification program and at what stage.

(i) Each Committee shall file and present a written report on its activities at each Annual General Meeting.

13. INSPECTION

The Books and Accounts of the Association shall be kept by the Treasurer and will be produced upon an order of the Executive.