

MANITOBA ASSOCIATION OF HOME ECONOMISTS

CONSTITUTION AND BYLAWS

Adopted January 1989

Updated to July 1992

Updated to October 1996

Updated to June 2000

Updated to June 2002

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CONSTITUTION

Article (1)

Name

- 1.1 The name of this organization shall be "Manitoba Association of Home Economists".
- 1.2 The Manitoba Association of Home Economists shall be comprised of members from across Manitoba.

Article (2)

Goals

The goals of the association shall be:

- 2.1 To make the profession of home economics of increasing service to individuals, families and the community as a whole by:
 - a) actively promoting improved quality of life for individuals, families and communities in Manitoba
 - b) encouraging the highest standards of excellence in research, education, extension and all other forms of public service
 - c) maintaining high standards of knowledge, integrity and ethics of members, so as to ensure the public at all times receives the services of proficient and competent home economists
 - d) facilitating greater coordination among members in the different fields of home economics/human ecology to advance the well-being of families
 - e) protecting individuals and families from exploitation by unqualified or fraudulent practitioners.
- 2.2 To encourage and support students of home economics/human ecology at undergraduate and graduate levels.
- 2.3 To study social issues with the primary focus and expertise of the home economics profession and make recommendations for action when appropriate.

Article (3)

Members

There shall be seven classes of members:

- 3.1 Active Practising
- 3.2 Interim Professional Home Economist
- 3.3 Retired
- 3.4 Student
- 3.5 Honourary
- 3.6 Conditional
- 3.7 Affiliate

3.1 Active Practising

- a) A person who holds a degree in home economics/human ecology or its equivalent designation from a recognized university, and
- b) Who maintains professional competence through continuing education and participation in professional activities.
- c) An active practising member who is employed for ten or less hours per week will qualify for reduced membership dues.
- d) Members outlined above shall be entitled to vote and shall be eligible to hold elective office.
- e) The active practising member would hold professional status as provided for under The Professional Home Economists Act including use of the title Professional Home Economist and the designation PHEC.

- 3.2 **Interim Professional Home Economist**
- a) A person who has the educational qualifications required for an active practising member and is in the process of completing the professional training program.
 - b) Upon completion of the IPHE Program, the individual can make application for active practising member status.
 - c) IPHE members shall be entitled to vote and to serve on committees, but shall not be eligible to hold elective office.
 - d) IPHE members may not use the professional title and designation.
- 3.3 **Retired**
- a) A former active practising member who has permanently retired from the active practise of home economics.
 - b) Such members shall be entitled to vote and shall be eligible to hold elective office.
 - c) Retired members may not use the professional title and designation.
- 3.4 **Student**
- a) A person who is in the process of completing the academic qualifications required to become an active practising member, and who
 - b) Is enrolled in an undergraduate university program in home economics/human ecology for a minimum of eighteen credit hours per academic year, or
 - c) Is enrolled in graduate study in home economics/human ecology for a minimum of six months of the membership year and to a maximum of four years.
 - d) Student members may hold appointive office, but are not entitled to vote, nor hold elective office, nor use the professional title and designation.
- 3.5 **Conditional**
An individual whose right to practise or hold herself or himself out as a professional home economist is subject to conditions and limitations set by the Board under the provisions of the Act.
- 3.6 **Honourary**
- a) May be awarded to individuals who may not be qualified to be members of the Association but who have made significant contributions to the profession of home economics or who have influenced the development of the profession.
 - b) By unanimous recommendation of the Board of Directors and the approval of the members at a general meeting of the Association.
 - c) Honourary members may attend meetings, but are not entitled to vote, hold elective office nor use the professional title and designation.
- 3.7 **Affiliate Members**
- a) An individual or organization who works in or has an interest in and supports the purpose and mission of the Association but who does not meet the criteria of the other membership classes.
 - b) Affiliate members may attend meetings, but are not entitled to hold elective office nor use the professional title and designation.
 - c) Affiliate members are entitled to vote, may contribute to any public or private MAHE committee, and must be held accountable to MAHE's Code of Professional Conduct.

Article (4)

Amendments

- a) Notice of any proposed changes must be given by written notice sent to all members in good standing, at least thirty days prior to the meeting at which the vote is taken.
- b) Amendments to the Constitution may be made by a two thirds vote of the members present or by proxy.

BYLAWS

Bylaw I Members

There shall be seven classes of membership:

Active Practising
Interim Professional Home Economist
Retired
Student
Honourary
Conditional
Affiliate

Bylaw II Board of Directors

1. The affairs of the Association shall be managed by a Board of Directors.

2. Composition

The Board of Directors shall consist of ten MAHE members in good standing and two Public Representative Directors appointed by the MAHE Board charged with the administration of the Act.

3. Election/Retirement/Appointment

- a) The Board of Directors will be divided into two groups.
- b) At each annual meeting one half of the Directors shall retire and new Directors shall be elected to fill their positions. The following year the other half of the group shall be retired and new Directors shall be elected.
- c) At each annual meeting one of the Public Representatives shall retire and a new Public representative will be appointed. The following year the other Public Representative shall be retired and a new Public Representative shall be appointed.
- d) Annually, the President will provide a complete listing of Board of Directors to the Minister responsible for the Act.

4. Term of Office

- a) The elected and appointed Board members shall hold office for a term of two years and may be eligible for re-election/re-appointment for a further term of two years.
- b) After completing two consecutive terms of office, Directors shall not be eligible for re-election/re-appointment to the Board of Directors until such Director has had one year out of office as Director.
- c) This bylaw does not apply to the Past President and President.

5. Meetings

There shall be at least two Board meetings per year with quorum, where voting may be done on major concerns of the Association.

6. Absences

- a) If a member of the Board is absent from two consecutive meetings of the Board without the consent of the President, the seat shall be declared vacant.
- b) This bylaw does not apply to the appointed Public Representatives.

7. Vacancies

- a) In the event an elected Board member is unable to fulfil a term of office the Executive shall, subject to Board approval, appoint an active practising member to act for the remainder of the term.
- b) If the office of President becomes vacant, the Vice President shall assume the duties of this office.
- c) In the event an appointed Public Representative is unable to fulfill a term of office the Executive shall, subject to Board approval, appoint an eligible person to act for the remainder of the term.

8. Removal

- a) The Association, at a special general meeting by a resolution of which notice has been given in the notice calling the meeting, may remove any Director of the Board before expiration of the term of his/her office, and may by resolution appoint another active practising member/appointed Public

- Representative.
- b) The member so appointed shall hold office during such time as the officer in whose place he/she was appointed would have held the same if he/she had not been removed.

9. **Meeting Procedures**

- a) The meetings of the Board of Directors shall be open, unless the Board of Directors decide that a meeting or portion of a meeting shall be closed.
- b) Only Directors shall be entitled to speak or vote. Observers/guests may be invited to speak at the discretion of the Chair.

10. **Simple Majority**

Except as otherwise provided, questions arising at any meeting of the Board of Directors shall be decided by a simple majority of votes of members present.

Bylaw III **Executive Committee**

1. **Composition**

The Executive Committee shall consist of President, President Elect, Vice President, Secretary, Director of Finance, Past President, and such other members as the Board may designate.

2. **Election**

The Executive Committee shall be elected to office every second year, as outlined in Bylaw II, #3, by the provincial membership at the MAHE annual general meeting.

3. **Term of Office**

- a) The Executive shall hold office for two years, or until their successors are elected or appointed as provided for in the regulations.
- b) Each member of the Executive Committee shall hold office for the length of her/his term or until removed by resolution of the Board of Directors.

4. **Responsibility**

The Executive Committee shall, subject to any regulation imposed by the Board of Directors by resolution, have the responsibility for day to day operations of the association and shall perform other duties as delegated by the Board.

5. **Meetings**

The Executive officers shall meet as least four times a year to carry on business of the Association, in addition to the Board meetings.

Bylaw IV **Standing and Special Committees**

1. **Objective**

The objective of the standing and special committees, except as herein otherwise provided, shall be to initiate and carry out the duties, functions and projects related to their respective assignments.

2. **Standing Committee**

- a) Subject to the Professional Home Economists Act the Board of Directors shall determine from time to time the standing committees of the Association.
- b) A standing committee shall be one, which performs a continuing function.
- c) The chairpersons of the standing committees shall be members of the Board elected by the membership.
- d) Each chairperson shall select her/his own committee members, all of whom shall be members of the Association.

3. **Special Committee**

- a) A special committee shall be one which carries out a specified task and automatically ceases to exist

- when that task is completed.
- b) Special committees may be established by the Board of Directors as required and the chairperson shall be appointed by the President upon consultation with the Executive.

4. **Nominating Committee**

The Past President and the President Elect shall co-chair the Nominating Committee. The Nominating Committee shall prepare a proposed slate of officers including the Executive Committee.

The report of the Nominating committee shall be presented to the President in April and shall be circulated to the membership with the notice of the MAHE annual general meeting.

Bylaw V **Meetings of the Association**

1. **Special Meetings**

- a) Special meetings of the Association may be called by the President, by a majority of the Directors, or when requested by twenty (20) members of the Association.
- b) Written notice of any special meeting shall state the purpose for which the meeting is called and shall be given to each member in good standing at least ten (10) days before the date of the meeting.

2. **Annual General Meeting**

- a) The annual general meeting shall be held at such time and place as decided by the Board.
- b) The annual general meeting shall provide the following:
- an up-dating on Association activities and decisions,
 - financial, and committee reports,
 - appointment of auditors, and
 - time for presentation and discussion of member concerns and resolutions.
- c) Notice of every annual general meeting of the Association shall be given to each member in good standing at least thirty (30) days before the date of the meeting.

Bylaw VI **Quorum**

1. A quorum of the Executive shall exist when fifty (50) per cent of its members are present.
2. A quorum of the Board shall exist when fifty (50) per cent of its members are present.
3. A quorum of the Association shall exist when twenty five (25) members in good standing are present.

Bylaw VII **Procedure at Meetings**

1. The Board shall have the power to set its own procedure by regulation; however, any procedural matter not governed by its own regulation shall be governed by Robert's Rules of Order and a copy of these shall be available at all meetings.
2. Any member may at any meeting move the suspension of any rule of procedure, but such motion shall not be effective unless it has the support of two-thirds of the members present at such meeting.

Bylaw VIII **Finance**

1. **Fiscal Year**

The fiscal year of the Association shall end on the 31st day of August each year.

2. **Signing Authority**

- a) All cheques require two signatures.
- b) The signing authority shall consist of two Board members as named by the Board.
- c) Cheques signed by the Registrar or Administrative Assistant, as agents or employees of the Association, shall require the second signature of an elected officer that is named by the Board.

3. **Annual Membership Dues**

- a) Each member shall pay the annual Manitoba Association of Home Economists membership fee as determined each year by vote of the members at the annual general meeting.
- b) Membership fees shall be due from all members upon receipt of billing each year.

4. **Lapsed Membership**

Re-application will be necessary if membership is allowed to lapse. Re-entry is subject to the current conditions for membership.

5. **Auditor**

An auditor shall be appointed by the members of the Manitoba Association of Home Economists at the annual general meeting. The auditor shall verify the financial statements submitted by the Director of Finance at the end of each fiscal year.

6. **Contracts**

Deeds, transactions, assignments, contracts and obligations on behalf of the Association shall be executed by the President or Vice President, and the Director of Finance; or in the absence of the Director of Finance, by one of the other Directors.

Bylaw IX **Voting**

1. Voting on major issues shall normally take place at the annual general meeting. If the Board wishes to conduct a vote by mail on any matter except amendments to the Constitution and Bylaws it shall be carried out as described in the regulations.
2. A member may appoint as proxy any member at the annual general meeting. The proxy shall be in a common form or as directed by the Executive. A member attending an annual general meeting may carry no more than ten (10) proxies. Proxies mailed will be carried by the Secretary.
3. For the purposes of voting, a person is considered to be a Member in Good Standing when all applicable membership dues and any outstanding fees are paid at least 30 days prior to a meeting where voting will be required. The eligibility to vote is based on class of membership (Article 3).

Bylaw X **Awards**

1. **Distinguished Home Economist**

- a) The title of Distinguished Home Economist shall be granted to honour a member for professional distinction and outstanding accomplishments in the profession of home economics.
- b) The title recognizes integrity, scholarship, breadth of knowledge, leadership, experience and service to the Association over a period of years.

Bylaw XI **Code of Professional Conduct**

Every member of the Association shall observe the Code of Professional Conduct as adopted in 1983-1984. (See attached)

Bylaw XII **Amendments**

1. The bylaws may be repealed, amended or re-enacted by a two-thirds vote of the members present in person or by proxy, at the annual general meeting, or special meeting, called for the purpose.
2. Written notice of the proposed amendment shall be sent to each member at least thirty (30) days prior to the meeting at which the proposed amendment is to be acted upon.

Bylaw XIII **Miscellaneous**

In these bylaws the singular shall include the plural and the plural the singular, and the feminine shall include the masculine.

Bylaw XIV **Reciprocity**

1. Effective May 1, 1998, the Manitoba Association of Home Economists (MAHE) will mutually recognize and accept registered members from other provincial associations granting registered professional status, and who have signed the reciprocity letter of agreement. Such a registered member will be accepted as a registered member

of the Manitoba Association of Home Economists by:

- a) filing of a Manitoba Association of Home Economists membership application form, and
 - b) provision, by the Registrar of the registered member's original province of membership of an affidavit confirming the member's current registered status in good standing as well as a copy of the member's file, including a copy of transcripts, and
 - c) payment of appropriate membership fees
 - d) such accepted members are obliged to adhere to the membership requirements of all registered members as described by the legislation and by-laws governing MAHE, including those for maintaining registered status.
2. Effective May 1, 1998, MAHE will endeavour to harmonize standards with other professional associations who grant professional status and have signed the reciprocity letter of agreement.

CODE OF PROFESSIONAL CONDUCT

Home economics is a profession dedicated to the purpose of improving the quality of people's daily lives. It imposes upon its practitioners the responsibility of observing the standards of professional conduct.

It is the duty of the profession to make known and enforce such rules of conduct as will serve the best interest of the public and of the profession, and enhance the public esteem of the profession. For the furtherance of these aims, the home economist will observe the rules of professional conduct set out in this code in the spirit as well as in the letter.

1. **Integrity**

The home economist must discharge her duties to clients, employers, employees, members of the public and associates in the profession with integrity. Integrity comprises soundness of moral principle, especially in relation to truth and fair dealing, uprightness, honesty and sincerity.

2. **Competence & Quality of Service**

- (a) The home economist will provide competent and responsible service on behalf of employers, clientele and the community.
- (b) The home economist will practice only in those fields of the home economics profession for which she is qualified.

3. **Confidential Information**

The home economist must regard as confidential and will not divulge other than to appropriate professionals, information entrusted to her by the client served.

4. **Conflict of Interest**

- (a) The home economist will not act in a matter in which there is, or is likely to be, a conflict of interest.
- (b) The home economist who engages in another profession, business, or occupation concurrently must not allow such outside interest to jeopardize professional integrity, independence or competence.

5. **The Profession & The Public**

The home economist will work towards the betterment of society by encouraging public respect for, and by trying to improve, the quality of life of the individual, the family and the community.

6. **Fees**

The home economist will charge or accept a fair and reasonable remuneration for services provided.

7. **Responsibility to the Profession**

The home economist will assist in maintaining the integrity of the profession, will support local, provincial and national professional associations and participate in their activities to insure maintenance of a strong, independent and useful profession.

8. **Professional Growth**

The home economist will recognize as an obligation maintenance of personal professional competence and will seek continuous professional growth.

9. **Responsibility to Professionals**

The conduct of the home economist towards other professionals should be characterized by courtesy and good faith. The home economist should assist in the professional growth of colleagues through the sharing of ideas and information.

10. **Practice by Unauthorized Persons**

The home economist will assist in preventing unauthorized persons from practising home economics, in order to protect the public.

The feminine gender includes the masculine, and the masculine includes the feminine.

Manitoba Association of Home Economists

Adopted 1983-1984