

Durham College of Applied Arts and Technology

Retirees' Association

By-Laws

By-laws relating generally to the transaction of affairs of the

Durham College Retirees' Association

**Prepared: Oshawa
April 18, 2005**

Revision 1 June 9, 2009

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Article I: Mission Statement

- 1.1 The Durham College Retirees' Association (hereafter referred to as the "Association") is an organization whose function is to provide members with companionship, pertinent information, opportunities for service and response to their concerns.
- 1.2 Its role will include liaison with Durham College and its organizations, as well as with other colleges, the Province of Ontario Ministry responsible for the C.A.A.T.'s and the Ontario Colleges Retirees' Association (OCRA).

Article II: Mailing Address

- 2.1 The mailing address of the Association shall be:
Durham College Retirees' Association
Durham College of Applied Arts and Technology
c/o Human Resources
PO Box 385
2000 Simcoe Street North
Oshawa, Ontario
L1H 7L7

Article III: Membership

3.1 Definitions

- 3.1.1 “Retiree” means an individual formerly employed by Durham College of Applied Arts and Technology who is receiving a C.A.A.T. pension, or who is eligible to receive a deferred pension, based on his or her time of employment with the College, or who has accepted a lump sum payment in lieu of a pension;
- 3.1.2 “Member” means any Durham College **employee** who has applied for and been granted membership in accordance with the by-laws of the Association **and has paid the annual membership fee.** (Rev 1)
- 3.1.3 **An “Associate Member” is a member who has elected not to pay the annual fee. Associate members will continue to receive all communications from the College and the Association.** (Rev 1)
- 3.1.4 Associate Members cannot be on the Executive Committee.
- 3.1.5 **Associate Members will be invited to all Association events and will be required to pay the guests fee where applicable. Guests of Members and Associate Members are welcome to all social and recreational events, the applicable event fee will apply.** (Rev 1)
- 3.1.6 **An annual membership fee of \$25.00 will be levied to all members. The fee will be for one year starting September 15th.** (Rev 1)

Article IV: Conduct of Business

4.1 The **fiscal year** will be from April 1 to March 31.

4.2 Meetings

4.2.1 The Annual Meeting will be held in the spring of each year.

4.2.2 General Membership Meetings may be held at the call of the President, or upon request of no less than ten members.

4.2.3 Members will receive one month in advance, a notice of the Annual Meeting or General Membership Meeting,

4.2.4 All meetings will be chaired by the President. In the absence of the President, the Vice President will act as Chair. In the event the Vice President is not able to act, the members present will choose one of the members present as the Chair.

4.3 Voting

4.3.1 Motions will be carried by a simple majority of the members present. The Chair will vote only in the case of a tie vote.

4.3.2 Each member will be eligible to vote. In the event a member cannot attend the meeting, a proxy vote in writing is permissible either by notifying the Secretary or a member in good standing. A member may carry one proxy vote only. Associate members are not eligible to vote.

4.4 Structure

4.4.1 The Association shall be governed by the polices approved by the Annual or General Membership Meetings.

4.4.2 Between General Meetings, the affairs of the Association shall be managed by the Executive Committee.

4.4.3 The Executive Committee shall be empowered to appoint standing committees, ad hoc committees or task forces as required to accomplish the objectives of the Association.

4.4.4 The Executive will meet no less than quarterly. Additional meetings shall be held at the call of the President.

4.4.5 Any member is welcome to attend the Executive Committee meetings.

4.5 Officers

- 4.5.1 President shall act as the Chair of all meetings of the Association and the Executive Committee;
- 4.5.2 Vice President shall assist the President and shall act in the absence of the President. The Vice President shall maintain or cause to be maintained the membership roll and mailing list;
- 4.5.3 Treasurer shall perform the duties that are usual to the office of Treasurer.;
- 4.5.4 Secretary shall maintain and distribute, as appropriate, minutes of the Association meetings and Executive meetings;
- 4.5.5 Director of Communications shall be responsible for publishing and distributing the Association newsletter and other communication as required;
- 4.5.6 Director of Social/Recreational Events shall be responsible for overseeing and coordinating the social and recreational events of the Association;
- 4.5.7 Past President shall remain in office until the retirement of the successor President;
- 4.5.8 A Director with no specific responsibilities whose function will be to assist the Executive.
- 4.5.9 The term of office for all officers shall be two years, no individual holding a single office for more than two consecutive terms
- 4.5.10 In the event of any vacancy in the Executive, however caused, such vacancy may be filled by the Executive from among the qualified members of the Association if they shall see fit to do so; otherwise such vacancy will be filled at the next annual meeting, and any officer appointed or elected to fill any such vacancy will hold office for the unexpired term of the officer who ceased to be an officer and who caused such vacancy.

4.6 Elections

- 4.6.1 The election of officers shall occur at the Annual Meeting.
- 4.6.2 A nominating committee, consisting of no less than three members, will be appointed by the Executive and will be charged with the responsibility of presenting at least one nominee for each executive position.
- 4.6.3 Additional nominations will be accepted from the floor at the Annual Meeting, subject to the approval of the nominee, in person or in writing.
- 4.6.4 Election shall be by a show of hands unless a poll is demanded, and if a poll is demanded, such election shall be by secret ballot.
- 4.6.5 Officers shall be elected in the order listed in 4.5 above.

4.7 Quorum

4.7.1 A quorum for annual or general meetings shall be 20 members. For Executive meetings a quorum shall be three officers as detailed in 4.5.

4.8 Financial

4.8.1 All cheques, drafts or money orders for payment of money shall be signed by any two of the President, Vice President or Treasurer.

4.8.2 No expenditure will be made by the Treasurer unless it has been authorized either via formal resolution at any Association meeting or by the Executive Committee. This includes the use of the bank ATM card.

4.8.3 There will be an audit prepared for presentation at the Annual Meeting.

4.9 Conduct of Meetings

4.9.1 For the conduct of meetings not covered under the by-laws the Roberts Rules of Order shall be the authority.

Article V: Amendments to the By-Laws

5.1.1 These by-laws may be added to, amended, or repealed by two-thirds majority vote of those members present at any membership meeting provided that such amendments were included in the notice calling the meeting. Changes to the by-laws must be submitted to the Executive Committee before the announcement of any meeting to be included in the notice of the meeting.

Approved by the Executive Committee on April 18, 2005

President

Vice President

Secretary

Treasurer

Presented to the Membership of the Durham College Retirees' Association

this _____ day of _____, 2005