

**ST. CLAIR COLLEGE RETIREES' ASSOCIATION**

**BYLAWS**

**A bylaw relating generally to the transaction of affairs of the**

**ST. CLAIR COLLEGE RETIREES' ASSOCIATION**

*April, 2018*

## TABLE OF CONTENTS

<b>1) ARTICLE 1 FUNCTION AND ROLE.....</b>	<b>3</b>
<b>2) ARTICLE 2: HEAD OFFICE.....</b>	<b>3</b>
<b>3) ARTICLE 3: MEMBERSHIP.....</b>	<b>3</b>
A) DEFINITIONS.....	3
<b>4) ARTICLE 4: CONDUCT OF BUSINESS.....</b>	<b>4</b>
A) FISCAL YEAR.....	4
B) MEETINGS .....	4
C) STRUCTURE .....	4
D) EXECUTIVE BOARD .....	4
E) VOTING. ....	5
F) OFFICERS.....	5
G) ELECTION OF OFFICERS .....	5
H) COORDINATORS / APPOINTEES .....	5
I) VACANCIES .....	5
J) FINANCIAL .....	6
<b>5) ARTICLE 5: AMENDMENT TO BYLAWS.....</b>	<b>6</b>

**1) ARTICLE 1      FUNCTION AND ROLE**

- a) The St. Clair College Retirees' Association is an organization whose function is to provide members with fellowship, pertinent information, opportunities for service and response to their concerns.
- b) Its role will include liaison with St. Clair College and its organizations, as well as with other colleges and/or college retirees.  
Examples of this function and role may include:
  - i) fellowship:            social events, excursions, speakers, tours;
  - ii) information:        pensions, benefits;
  - iii) liaison:            providing retiring personnel with support and information.
  - iv) service:            to St. Clair College specifically, and to our fellow retirees and the community at large.
- c) The Association shall not participate in, nor support, any action which could be deemed to be political or commercial in nature unless, in the opinion of the Executive, such action is of direct benefit to our retirees.

**2) ARTICLE 2:      HEAD OFFICE**

- a) The Head Office and the mailing address of the St Clair College Retirees' Association shall be:
  - St. Clair College Retirees' Association
  - 2000 Talbot Road West, Box 41
  - Windsor, Ontario, Canada, N9A 6S4
  - Telephone: (519) 972-2727 ext. 4439

*Email – [retireeassociation@stclaircollege.ca](mailto:retireeassociation@stclaircollege.ca)*

**3) ARTICLE 3:      MEMBERSHIP**

- a) Definitions
  - i) "Retiree" means an individual formerly employed by St. Clair College of Applied Arts and Technology who is receiving a pension, or who is eligible to receive a deferred pension, or who has accepted a lump sum payment in lieu of a pension;
  - ii) "Member" means any St. Clair College retiree. (*Subject to item 3c. below*)
  - iii) "Associate Member" means a person specifically designated by the Executive Board from among the following categories:
    - a St. Clair College employee on long term disability;
    - the Spouse of a deceased St. Clair College employee or retiree;
    - a Retiree of another community college;
    - former employees of the College;
    - former full time employees of a contractor (eg. Cafeteria/Food Service or Bookstore).
  - iv) The "Executive Board" shall be made up of the elected Officers, designated Coordinators and Executive Appointees.
  - v) "Designated signing officials" shall be those members approved by the Executive Board and on file at our financial institution of record.

- b) Guests of members and associate members are welcome to social or recreational activities at any time, subject to space limitations where necessary
- c) There will be an annual membership fee covering the calendar year, for members and associate members, in an amount to be determined by the membership at a General Membership Meeting.

#### **4) ARTICLE 4: CONDUCT OF BUSINESS**

- a) Fiscal Year  
The fiscal year will be from January 1 to December 31.
- b) Meetings
  - i) The Annual Meeting will be held no later than May 15 each year.
  - ii) General Membership Meetings may be held at the call of the President, or upon the request of no less than ten members.
  - iii) Members and associate members will receive, in advance, a notice ~~and agenda~~ of the Annual Meeting or General Membership Meetings.
  - iv) All meetings will be chaired by the President. In the absence of the President, the Vice-President will act as Chair.
  - v) In the event that the Vice-President is not able to act, the members/associate members present will choose one of the members present as the Chair.
  - vi) The quorum for a general membership meeting shall be 20 members.
  - vii) The quorum for the Executive Board shall be 50% plus 1.
  - viii) For the conduct of Meetings not covered under the By-Laws then Roberts Rules of Order shall be the authority.
- c) Structure
  - i) The Association shall be governed by the policies approved by the membership at an Annual Meeting or General Membership Meeting.
  - ii) Between General Membership Meetings, the affairs of the Association shall be managed by the Executive Board (see 4 d. below).
- d) Executive Board
  - i) The Executive Board shall be empowered to appoint standing committees, ad hoc committees and/or task forces as required to accomplish the objectives of the association. The Chair of the committee shall be on the Executive Board for the duration of the appointment. (see item 4h. below).
  - ii) The Executive Board will meet no less than quarterly. Additional meetings shall be held at the call of the Chair.
  - iii) Prior notification of all meetings of the Executive Board shall be required for the actions of the Executive Board to be official.

- e) Voting
  - i) Motions at all meetings of the Association will be carried by a simple majority of the members and associate members present.
  - ii) The meeting Chair will vote only in the case of a tie vote.
  - iii) At General Membership meetings, each member and associate member will be eligible to vote.
  - iv) Proxy voting will not be permitted.
  
- f) Officers

The Officers of the Association shall be:

  - i) President – elected annually, shall act as the chair of all meetings of the Association and the Executive Board;
  - ii) Vice President – elected annually, shall assist the President and shall act in the absence of the President;
  - iii) Treasurer – elected annually, shall perform the duties that are usual to the office of Treasurer;
  - iv) Recording Secretary – elected annually, shall maintain and distribute, as appropriate, minutes of the Association meetings and Executive Board meetings;
  - v) Membership Secretary – elected annually, shall maintain or cause to be maintained the official membership rolls;
  - vi) Past President - shall remain in office until the retirement of the successor President;
  - vii) The term of office for all officers shall be one year.
  
- g) Election of Officers
  - i) The election of Officers shall occur at the Annual Meeting.
  - ii) A nominating committee will be appointed by the Executive Board and will be charged with the responsibility of presenting at least one nominee for each Officer position at the succeeding Annual Meeting.
  - iii) Additional nominations will be accepted from the floor at the Annual Meeting, subject to the approval of the nominee, in writing, or in person at the meeting.
  - iv) Election shall be by show of hands unless a poll is demanded, and if a poll is demanded, such election shall be by secret ballot.
  - v) Officers shall be elected in the order presented in 4.f. (above)
  
- h) Coordinators / Appointees
  - i) At the next scheduled Executive meeting following the election of the five Officers at a Annual General meeting, the elected Officers shall formally appoint individuals to fill specifically defined Coordinator roles.
  - ii) The appointed Coordinator positions can include, but not be limited to, Thames, Newsletter, Social, Communications, Goodwill, Education, Archives, OCRA, Board Observer, and/or Coordinator at Large.
  - iii) Coordinators shall participate as full members of the Executive Board.

i) Vacancies

In the event of any vacancy occurring in an Executive Board position, however caused, such vacancy may be filled by the Executive Board from among the qualified members of the St. Clair College Retirees' Association 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.

j) Financial

- i) All Cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange will be signed by any two of designated signing officials.
- ii) No expenditure will be made by the Treasurer unless the expenditure has been authorized, either in the approved budget or via formal resolution of the Annual Meeting or the Executive Board.
- iii) The Budget for the following year will be prepared by the Treasurer for review by the Executive Board prior to submission to the Annual Meeting for approval.
- iv) There will be a financial review prepared for presentation at the Annual Meeting. The review will be reported to the Annual Meeting.

**5) ARTICLE 5: AMENDMENT TO BYLAWS**

a) Amendments

These bylaws may be amended, repealed, or varied by a two-thirds majority vote of members present and voting at any general meeting of the Association, providing that indication that a bylaw revision will be presented is included in the notice calling the general meeting.

Passed by the St. Clair College Retirees' Association this \_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_.

- Revised – February, 2000 AGM
- Revised – May 8, 2002 AGM
- Revised – May 7, 2003 AGM
- Revised - May 5, 2004 AGM
- Revised – May 4, 2005 AGM
- Revised – May 9, 2007 AGM
- Revised – May 4, 2011 AGM
- Revised – April 4, 2018 AGM