

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

RETIRES ASSOCIATION

BY-LAWS

A By-Law relating generally to the transaction of the affairs of the
ST. CLAIR COLLEGE RETIRES ASSOCIATION.

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ARTICLE I: FUNCTION AND ROLE

- 1.1 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.
- 1.2 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:
- 1.2.1. fellowship: social events, excursions, speakers, tours;.
 - 1.2.2. information: financial planning, health, fitness;
 - 1.2.3. Liaison: providing retiring personnel with support and information.
 - 1.2.4. service: to St. Clair College specifically, and to our fellow retirees and the community at large.

ARTICLE II: HEAD OFFICE

- 2.0. The Head Office and the mailing address of the St Clair College Retirees Association shall be:
- St. Clair College Retirees Association
 - St. Clair College of Applied Arts and Technology
 - 2000 Talbot Road West, Box 41
 - Windsor, Ontario, Canada, N9A 6S4
 - Telephone: (519) 972-2727 ext. 4439
 - Fax: (519) 966-2737

ARTICLE III: MEMBERSHIP

- 3.0 Definitions
- 3.0.1 “Retiree” means an individual formerly employed by St. Clair College College of Applied Arts and Technology who is receiving a 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;
- 3.0.2 “Member” means any St. Clair College retiree who has applied for and who has been granted membership in accordance with the Bylaws of the St. Clair College Retirees’ Association;
- 3.0.3. “Associate Member” means a person specifically designated by the Executive 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;
 - a former full time employee of a contractor (eg. Cafeteria/Food Service or Bookstore) who meets the following conditions:
 - employment was on a full time basis;
 - an application for membership is filed and accompanied by the appropriate fee.
- 3.1 Guests of members and associate members are welcome to social or recreational activities at any time, subject to space limitations where necessary
- 3.2 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.

ARTICLE IV: YEAR, MEETINGS AND CONDUCT OF BUSINESS

- 4.0 Fiscal Year
The fiscal year will be from January 1 to December 31.

- 4.1. Meetings
 - 4.1.1. The Annual Meeting will be held between May 1 and May 15 each year.
 - 4.1.2. General Membership Meetings may be held at the call of the President, or upon the request of no less than ten members.
 - 4.1.3. Members and associate members will receive, one month in advance, a notice and agenda of the Annual Meeting or General Membership Meetings, when this is possible.
 - 4.1.4. 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/associate members present will choose one of the members present as the Chair.
- 4.2. Voting
 - 4.2.1. Motions will be carried by a simple majority of the members and associate members present. The Chair will vote only in the case of a tie vote.
 - 4.2.2. Each member and associate member will be eligible to vote.
 - 4.2.3. Proxy voting will not be permitted.
- 4.3. Structure
 - 4.3.1. The Association shall be governed by the policies approved by the Annual or General Membership Meetings.
 - 4.3.2. Between General Meetings, the affairs of the Association shall be managed by the Executive Committee made up of the Association Officers , plus Committee chairs (see 4.3.3 and 4.4, below).
 - 4.3.3. 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. Appointed Committee chairs shall be members of the Executive Committee for the duration of their appointment.
 - 4.3.4. The Executive Committee will meet no less than quarterly. Additional meetings shall be held at the call of the Chair. General meetings will be held as required under 4.1 (above).
- 4.4. Officers
 - 4.4.1. President - shall act as the chair of all meetings of the Association and the Executive Committee;
 - 4.4.2. Vice President - shall assist the President and shall act in the absence of the President;
 - 4.4.3. Treasurer - shall perform the duties that are usual to the office of Treasurer;
 - 4.4.4. Recording Secretary - shall maintain and distribute, as appropriate, minutes of the Association meetings and Executive meetings;
 - 4.4.5. Membership Coordinator - shall maintain or cause to be maintained the membership rolls and mailing list;
 - 4.4.6. Past President - shall remain in office until the retirement of the successor President;
 - 4.4.7. Thames Representative - a resident of Chatham-Kent shall represent the views of the area and shall serve as the contact for Chatham Kent members;
 - 4.4.8. The term of office for all officers shall be one year.
 - 4.4.9. Retiring officers will continue in office until their successors have been duly elected or appointed.
 - 4.4.10. In the event of any vacancy occurring in the Executive, however caused, such vacancy may be filled by the Executive from among the qualified members of the St. Clair College Retirees' Association if they shall see fit to do so; otherwise such will be filled at the next annual meeting of members, 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.
- 4.5. Elections
 - 4.5.1. The election of Officers shall occur annually at the Annual Meeting (see 4.1.1.).
 - 4.5.2. A nominating committee will be appointed by the Executive and will be charged with the responsibility of presenting at least one nominee for each executive position at the succeeding Annual Meeting.
 - 4.5.3. 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.
 - 4.5.4. 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.
 - 4.5.5. Officers shall be elected in the order presented in 4.4. (above).

- 4.6. Quorum
A quorum for a general membership meeting shall be 20 members, and for the Executive a quorum shall be three Officers
- 4.7. Financial
 - 4.7.1 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 officers.
 - 4.7.2 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 General Meeting or the Executive.
 - 4.7.3 The Budget for the following year will be prepared by the Treasurer for review by the Executive prior to submission to the General Meeting for approval.
 - 4.7.4 There will be an Audit prepared for presentation at the Annual Meeting. The audit will be reported to the Annual Meeting.
- 4.8. For the conduct of Meetings not covered under the By-Laws then Roberts Rules of Order shall be the authority.

ARTICLE V: AMENDMENT TO BY-LAWS

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

Passed by the St. Clair College Retirees Association this _____ day of _____, 19____ .

Revised at the February, 2000 Annual Meeting

Revised at the May 8, 2002 Annual General Meeting

Revised at the May 7, 2003 Annual General Meeting

Revised at the May 5, 2004 Annual General Meeting

Revised at the May 4, 2005 Annual General Meeting