

# Niagara College Retirees' Association Constitution

Adopted 4 June 2014

## **Article 1 – Name**

The name of the organization shall be The Niagara College Retirees' Association and shall hereafter in this Constitution and in the By-Laws be known as the "Association".

## **Article 2 – Goals/Mission**

The purpose of this Association is to:

1. promote the social and recreational opportunities for retired former employees of Niagara College
2. advocate for Niagara College Retirees Association
3. provide formal communication to the membership through all appropriate means
4. provide support to Niagara College and its students
5. liaise with other community college retirees' associations and the Ontario Colleges Retirees' Association (OCRA)

## **Article 3 – Membership**

The following may become a member of the Association:

- any former employee of Niagara College who is now retired
- any former employee of any of the Colleges of Applied Arts and Technology who is retired and now resides in the Niagara Region
- partners of deceased Association members

A "member" of the Association is defined as someone who has met the above criteria and paid his or her membership fee for the current year.

## **Article 4 – Membership Fee**

There will be an annual membership fee in an amount determined by the Executive and approved by the membership at the Annual General Meeting. The membership

year shall run concurrently with the operating year, from September 1<sup>st</sup> to August 31<sup>st</sup>.

### **Article 5 – Officers**

- a. The elected members of the Association Executive are the President, Vice-President, Secretary, Treasurer, Membership Convenor, Communications Convenor/Website Administrator, and Activities Convenor.
- b. The previous Association President is an ex-officio member of the Executive Committee in the role of Past-President and will have full voting rights on the Executive.

### **Article 6 – Annual General Meeting**

The Annual General meeting of the Association shall be held within the month of June.

### **Article 7 – Amendments**

This Constitution may be amended at the Annual General Meeting, providing that a notice of the wording and the proposed amendment is included in the notice of the Annual General Meeting.

Amendments to the constitution will require a two-thirds majority of the votes cast in favour of each of the respective resolutions at the Annual General Meeting.

## By-Laws

### **Article 1 – Head Office**

*Alumni Foundations Office  
Niagara College of Applied Arts & Technology  
300 Woodlawn Rd  
Welland, ON  
Canada L3C 7L3*

### **Article 2 – Officers**

Duties: Officers shall have the powers and perform the duties incumbent on officers of like name in similar organizations, subject to these by-laws

#### President

- Carry out all the responsibilities related to overall guidance and leadership of the Association and perform all duties customary to the office
- Chair all meetings of the Executive and of the Association
- Is an ex officio member of all other Association committees and subcommittees
- Liaise with College; invite College personnel and other officials to Association events, etc.
- Represent the Association on the College Alumni Council

#### Vice-President

- Assist the president in his/her duties, as needed
- Fill in for the President at such times as the President cannot be present
- Perform all duties customary to the office
- Co-chair Committees
- Fill in for the Treasurer when not present

#### Treasurer

- Keep the financial records of the Association
- Fulfill all financial transactions
- Receive and pay out monies when authorized by the Executive by motions passed at Association meetings
- Maintain a chequing account at a financial institution

- Prepare and submit a Treasurer's Report at each meeting of the Executive
- Prepare and submit a brief summary of the Association's finances at each meeting of the Association

#### Secretary

- Keep the minutes of all Association meetings
- Prepare and distribute the minutes to the Executive, after approval by the President
- Store and organize all submitted data and correspondence of the Association in print and electronic format), including but not limited to:
  - Minutes of meetings
  - Event Flyers and Newsletters
  - Financial reports
  - Master lists of event locations and facilities
  - Annual Program brochures

#### Membership Convenor

- Maintain up-to-date database of retiree data, including retiree contact information and membership status
- Maintain an email distribution list
- On occasion of a retiree's death, notify Association retirees, update the membership database and ensure condolences are sent to the family
- Maintain name tags for distribution at events
- Prepare statistical reports related to membership as requested by the Executive

#### Communications Convenor and Website Administrator

- Through all appropriate means, communicate to the membership information and reminders regarding upcoming Association events
- Co-chair the Newsletter Committee
- Set up and administer online registration for non-pay events
- Set up online satisfaction surveys for Association events, tabulate results and report to Executive
- Administer the Association website

### Activities Convenor

- Co-chair the Activities Committee
- In conjunction with the Activities Committee, plan all Association activities for the current year
- Prepare and print the Program Brochure for distribution at the Annual General Meeting
- Assign, give guidance to, and follow up with Event Planners for each Association event
- Provide an annual report to the Executive in advance of planning activities for following year program
- Provide a summary report of the previous year's activities prior to planning for the following year's program

### Past President

- Serve as an ex officio member of the Executive during the term of the next president
- Provide background information to the Executive as requested
- Chair the nominating committee

## **Article 3 – Membership**

All membership in the Association is a full membership

All members may hold office and have the right to vote

Free first-year Association membership is given to new retirees

## **Article 4 – Committees**

### Executive Committee

- a. The Executive Committee shall consist of the officers of the Association
- b. The Executive Committee shall have the power to carry on day-to-day operation of the Association, incur obligations, disburse monies as authorized and appoint committees
- c. The Executive Committee shall report all of its actions to the Association members.

### Subcommittees of the Association

Subcommittees are to include the following 1) Activities, 2) Newsletter, 3) Nominating, and 4) ad hoc subcommittees as determined necessary by the Executive

### **Article 5 – Nominations and Elections**

- a. Elections will be held at the Annual General Meeting
- b. Length of the term of office is two years
- c. Officers may stand for a maximum of two consecutive terms in the same office
- d. The Past-President assumes the role of Chair of the Nominating Committee
- e. A slate of nominations will be prepared for presentation at the Annual General Meeting
- f. Nominations will be accepted from the floor at the AGM and must be accompanied by a seconder
- g. Members of the nominating committee are responsible for counting the votes
- h. Any vacancies which occur during the term of office may be filled by the Executive Committee, subject to approval by the membership at the next regular meeting

### **Article 6 – Meetings**

Association Meetings shall be held monthly, from September to June at a location to be determined by the Executive.

Executive shall meet no less than quarterly. Additional Executive meetings shall be held at the call of the President. Time and place of meetings to be determined by the Executive or the President.

An Annual General Meeting of the Association will be held each year.

Upon a request in writing from a minimum of 10% of the members, the Association shall convene a general meeting of the Association. The request shall express the object of the proposed meeting and should be delivered to the President or designate. Such meeting shall take place within 30 days of the receipt of the request.

A quorum must be present in order to vote on a motion.

Voting on motions, with the exception of Constitution Amendments, will be carried by a simple majority of the members present at the meeting.

### **Article 7 – Quorum**

A quorum of the Membership shall be 15% of the membership for a membership meeting and 50% +1 of the Executive officers for an Executive meeting.

### **Article 8 – Rules of Procedure**

For the conduct of Meetings not covered under the By-Laws, then Roberts Rules of Order shall be the authority.

### **Article 9 – Financial**

All cheques, drafts, or orders for the payment of money will be signed by the Treasurer and either the President or Vice President.

Ongoing administrative costs (e.g. mailings, printing expenses, greeting cards) must be duly approved by the executive

### **Article 10 – Amendments to the By-Laws**

By-laws 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 indication of a bylaw revision to be presented is included in the notice calling the meeting.