

Constitution of the University of Guelph Retirees Association

The **University of Guelph Retirees Association** is an autonomous organization with its members constituting a segment of the University Community. Where appropriate, any reference in this document to "retiree" or "retirees" implies the added meaning "surviving spouse of a retiree".

ARTICLE I: NAME:

The name of the Association shall be the **University of Guelph Retirees Association**.

ARTICLE II: OBJECTIVES:

The objectives of the Association shall be to:

1. Foster a mutually beneficial relationship with the University of Guelph, and
2. Promote the welfare of retirees in such matters as University and civil service pensions and health benefits, and access to the University and its facilities.

ARTICLE IIIA: MEMBERSHIP:

All persons retired from the University of Guelph and their surviving spouses are considered members of the Association and are encouraged to remit an annual donation to cover operating expenses. Anyone not wishing to be considered a member may so inform the secretary in writing.

ARTICLE IIIB: ASSOCIATE MEMBERSHIP:

Associate membership in the Association is open to all retired individuals who have achieved vesting rights in a pension plan at the University of Guelph but who do not receive retirement income from it. Associate membership is non-voting and assumes that the individual applying for it has an interest in fostering a mutually beneficial relationship between retirees and the University of Guelph and wishes to accomplish this end in association with UGRA members.

ARTICLE IV: OFFICERS AND DIRECTORS:

1. The Association shall have twelve directors including the following officers: President; Vice President (President Elect); Secretary; Treasurer; Immediate Past President.
2. Each Director will be elected at an Annual General Meeting for a two-year term. With re-election at subsequent Annual General Meetings, Directors may serve up to two additional two-year terms. After a six-year period, a member must be absent from the Executive for at least one year before seeking re-election to the Executive. The term of the Immediate Past President may be extended to permit him or her to complete the appropriate time as a Director. The two-year terms shall begin at the close of the Annual General Meeting at which their election occurs.
3. The President, normally, shall be the previous year's Vice-President and shall hold office for one year. He/she shall be responsible for the policy coordination and executive administration of the Association. In the absence of the President, the Vice-President shall act.
4. The Executive Committee of the Association, each year, shall establish a Nominations and Elections Committee consisting of the Immediate Past-President, if available, in the Chair, and two other members of the Association who are not presently officers. It shall be the duty of this committee to receive nominations and, during the Annual General meeting, to conduct any election necessary. If an election should be necessary, the Nominations and Elections Committee shall act as scrutineers. Should a vacancy in any office other than that of the President or Vice-President occur during a term of office, the Executive Committee may ask the Nomination and Elections Committee to name a member to serve in that position until the next Annual General Meeting, at which time the member may stand for election to a two year term. Should the Immediate Past-President not be available to chair the committee the Executive Committee shall appoint a former President to assume the Chair.

5. The Vice-President shall act for the President in the latter's absence and carry out any other duties assigned by the President or the Executive Committee. Should the Vice-President be unable to complete the term of office, the Executive shall appoint a new Vice-President to serve until the next Annual General Meeting.
6. The Secretary shall keep proper minutes of each general meeting of the members and of all meetings of the Executive Committee. In the absence of the Secretary, the Executive Committee shall appoint a secretary *pro-tem*.
7. The Treasurer shall keep proper record, in an appropriate format which can be audited, of all monies received and paid out.
8. The Immediate Past President shall guide and assist the President and fulfill such other duties as may be assigned.

ARTICLE V: EXECUTIVE COMMITTEE:

1. Shall consist of the officers and directors of the Association.
2. Shall be responsible for carrying out the policies and day-to-day activities of the Association subject to the provisions of this constitution, to the By-Laws of the Association and to such directives as the members may give at any General Meeting of the Association.
3. Shall meet at the call of the President or within one week of written notice to the President from any two members of the Committee.
4. A quorum of the Executive Committee shall be 50% plus one (1) of the number of members of the Executive at that time.
5. There shall be no voting by proxy at any meeting of the Executive.
6. In addition to the above, all officers and directors of the Association shall be members in good standing of the Association.
7. The Executive Committee may establish special committees with such specified terms of references as it sees fit.

ARTICLE VI: MEETINGS:

1. The Annual General Meeting of the Association shall be held in or near the City of Guelph in the month of June.
2. The President shall call other General Meetings of the Association:
 1. As directed by the members at the Annual General Meeting;
 2. As directed by the Executive Committee;
 3. At the written request to the President of ten members in good standing of the Association; the request to be accompanied by the proposed agenda. Such meetings shall be held within four (4) weeks of the date of receipt by the President of such a request.
3. A quorum for Annual or other General Meetings of the Association shall be twenty-one (21) members.
4. There shall be no voting by proxy at any General Meeting of the Association.
5. Notice of a General Meeting, including agenda and relevant reports, shall be received by members not less than seven (7) days prior to the meeting. Such notice shall be deemed to have been received if mailed to the last known address of the member by the Secretary at least fourteen (14) days prior to the date of the meeting.
6. Notwithstanding the above, emergency general meetings may be called at the discretion of the Executive Committee.
7. Bourinot's Rules of order, where not inconsistent with this Constitution and the By-Laws of the Association, shall govern the conduct of meetings of the Executive Committee and of General Meetings of the Association.

ARTICLE VII: FEES AND FINANCES:

1. The annual administrative fee shall be such sum as is proposed by the Executive Committee and approved at the Annual General Meeting of the Association by a majority of those present and voting.
2. The Executive Committee shall be kept informed of the finances of the Association. The proposed annual budget shall be drafted by the Treasurer and brought to the Executive Committee for review and approval prior to the Annual General Meeting. If it deems expedient, the Executive Committee may appoint a budget committee consisting of the Treasurer and two others to prepare such a submission.
3. All monies received by the Association shall be deposited to an account in its name. Such account shall be held in a chartered bank or recognized trust company. All cheques thereon shall carry two signatures. Those entitled to sign shall be the President, the Vice-President, the Treasurer and the Secretary.
4. The Treasurer shall present a financial statement to the Annual General Meeting. The fiscal year shall be from April 1 to March 31 of the succeeding year.

ARTICLE VIII: APPROVALS:

At each Annual General Meeting the members shall have an opportunity to scrutinize and approve the decisions and actions of their Executive.

ARTICLE IX: AMENDMENTS:

This Constitution may be amended at any Annual General Meeting of the Association, or any Special General Meeting called for that purpose, by a two-thirds majority of those present and voting at such General Meeting, provided that members receive notice of such proposed amendments with the notice of meeting.

APPENDIX:

As a means of realizing the objectives stated in **ARTICLE II: OBJECTIVES**, the **University of Guelph Retirees Association** proposes the following activities:

1. Participation of its members on University committees or task forces involved in the development of policies as they relate to retirees. The Association's involvement with the "Presidential Task Force on Pensions" is an example of this type of participation.
2. Consultative assistance to the University when specific areas of expertise or experience of UGRA members may be helpful.
3. Provision of information about the Association to all retirees (including those nearing retirement). This activity will be carried out in cooperation with the University of Guelph.
4. Maintenance of an informal liaison with other associations of retirees with a view to mutual benefit and support.

University of Guelph Retirees Association

University of Guelph, Guelph, ON N1G 2W1

June 1998

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