

**The Humber College Retirees'
Association**

BY-LAWS



HUMBER INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

205 Humber College Boulevard, LRC6012

Toronto, Ontario, Canada. M9W 5L7

June 7, 2017

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ARTICLE I: FUNCTION AND ROLE

- 1.1 The Humber College Retirees' Association is an organization whose function is to provide members with fellowship, pertinent information and response to their concerns.
- 1.2 The role will include liaison with Humber College, and its organizations, as well as with other colleges and the Province of Ontario Ministry responsible for the CAAT's through the College Employer Council.

Examples of this function and role may include:

- 1.2.1 Fellowship: Social events, excursions, speakers and tours
- 1.2.2 Information: Financial planning, health, fitness and benefit packages
- 1.2.3 Liaison: Providing retiring personnel with support and information
- 1.2.4 Service: To Humber College specifically and to our fellow retirees and the Community at large, the awarding of the Humber College Retirees' Association Bursary, and the Humber Retirees' OTSS Scholarship (Doris Tallon Scholarship).

ARTICLE II: HEAD OFFICE

- 2.1 The Head Office and mailing address of Humber College Retirees' Association will be:

Humber College Retirees' Association

Humber Institute of Technology and Advanced Learning

205 Humber College Boulevard, Room LRC6012

Toronto, Ontario M9W 5L7

PHONE: 416-675-6622 X2799

EMAIL: Humber.Retirees@gmail.com

Web site: <http://retirees.humber.ca>

ARTICLE III: MEMBERSHIP

3.1 Membership is open to:

- 3.1.1 Retired employees of Humber College
- 3.1.2 Humber College employees on long-term disability
- 3.1.3 Retirees of other community colleges
- 3.1.4 Former employees of the College

Guests of members are welcome to social or recreational activities at any time and will be charged the same as members.

3.2 Membership Year and Fee:

There will be an annual membership fee in an amount determined by the Board and approved by the membership of the Annual General Meeting (AGM). The membership year will run concurrently with the operating year.

3.3 A member shall be considered in good standing and have all the benefits of HCRA membership once the membership fee is paid in full. The benefits of membership are outlined in the HCRA brochure and on the website.

ARTICLE IV: YEAR, MEETINGS AND CONDUCT OF BUSINESS

4.1 **Operating Year**

The operating year of the Humber College Retirees' Association will be July 1st To June 30th for all social and other activities as well as for financial matters.

4.2 **Meetings**

- 4.2.1 The Annual General Meeting will be held in June at Humber Institute of Technology and Advanced Learning.
- 4.2.2 General membership meetings may be held at the call of either or both of the Co-Chairs or upon request of no less than twenty members.
- 4.2.3 Members will receive one month in advance, a notice and agenda for the Annual General Meeting or general membership meetings when possible. Minutes will be taken and will be published on the website or other accessible media as the board may determine to be appropriate.

4.2.4 Retired members who want to attend as an observer are welcome to board meetings but must advise a co-chair in advance and their attendance is at the discretion of the co-chairs.

4.3 Voting

4.3.1 Motions will be carried by a simple majority of the members present, except with respect to by-law 5.9. The presiding Co-Chair votes in the case of a tie-vote.

4.3.2 Each paid-up member will be eligible to vote.

4.3.3 Members may vote by proxy, provided a proxy vote form is completed via an approved format and is received by one of the co-chairs prior to the posted scheduled meeting (proxy voting may be used in all HCRA meetings).

4.4 Elections

4.4.1 The election of Board members will occur at the Annual General Meeting. The Board will consist of 15 – 20 duly elected Board members.

4.4.2 Additional nominations will be accepted from the floor at the Annual General Meeting, subject to approval of the nominee, in writing or in person at the meeting.

4.4.3 The nominating committee will consist of at least 2 Board members. Following the procedures manual the nominating committee will present a list of names for ratification as new Board members at the Annual General Meeting.

4.4.4 Election of a board will be as a motion to elect a nominee, or a specified slate of nominees, which must be carried by a simple majority. Elections will be by show of hands unless a poll is demanded and, if a poll is demanded, such election will be by ballot, indicating “for or against” a motion to elect individual nominees.

4.5 Quorum

4.5.1 A quorum for a general membership meeting will be a minimum of twenty (20) paid-up members and, for the Board, a quorum will be 50% plus one of current board members.

4.6 **Financial**

- 4.6.1 All cheques, drafts or orders for the payment of money and all notes, acceptances and bills of exchange will be signed by the Treasurer and any one of the Co-Chairs. Other than administrative costs (i.e. mailings), all other payments must be duly approved by motions of the Board.
- 4.6.2 The budget for the following year will be prepared by the Treasurer for review by the Board prior to the Annual General Meeting for approval. The budget should endeavour to meet the operating expenses of the Association and be self sustaining and independent of the operational costs of the College.
- 4.6.3 The financial statements will be reported at the AGM.

4.7 **Rules of Meeting**

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

ARTICLE V: ORGANIZATIONAL STRUCTURE

- 5.1 The Association will be governed by the policies approved by the Annual General Membership meetings
- 5.2 Between Annual General Meetings, the affairs of the Association will be managed by the Board.
- 5.3 From the duly elected Board members, the Board shall be empowered to appoint the executive officers of the Board and the Chairs and members of the various standing committees, and ad hoc committees or task forces as required to accomplish the objectives of the Association. The term of office for the co-chairs will be two (2) years and can be re-elected for two (2) additional terms giving them a maximum term of six (6) years.
- 5.4 The Board will meet no less than quarterly. Additional meetings will be at the call of the Co-Chairs.

- 5.5 The two Co-chairs will alternatively act as the Chair of all meetings of the Association and the Board. The duties of the co-chairs will be as follows:
- prepares agenda
 - chairs meetings (Board & AGM)
 - looks after the correspondence
 - makes contact with external and the college as needed
 - has signing authority
 - delegates duties (i.e. – academic duties, awards, chairs the AGM, Christmas fest)
 - acts as a representative for the Humber retirees
 - establishes committees
 - looks after supplies
 - works with parking dept. for arrangement of parking at meetings and other functions
 - in the absence of the Recorder will take over recording the minutes.
- 5.6 The Treasurer will perform the duties that are usual to the office of Treasurer. The duties of the treasurer are as follows:
- 50/50 draws
 - raffles
 - oversees the scholarship and bursary funds
 - has signing authority with the co-chairs
 - reports at monthly meetings and at the AGM
 - handles petty cash
 - prepares the yearly statement of finances for the AGM.
- 5.7 The Recorder will maintain and distribute as appropriate, all minutes of the board and AGM meetings.
- 5.8 The term of office for board members will be two years, after which a member must stand for election at the next AGM.
- 5.9 Should any board member lose the confidence of other board members, the board co-chairs may initiate a vote of no confidence. If passed by 2/3 of the board members, the board member in question will be deemed to have been removed from the board, until the next AGM. At least a one week notice of a "vote of no confidence" shall be communicated to all board members before such a vote takes place.
- 5.10 Chairs of various committees:
- At the beginning of each term, the Board will determine the number of standing committees required to effectively carry out the affairs of the Association.
 - From the duly elected Board members, Chairs and members of each committee will be appointed.

- Each duly elected Board member will actively serve on at least one committee set up by the Board. Such committees may include members at large at the discretion of the Board.
- From time-to-time, the Board may also appoint task forces and /or ad hoc committees in order to carry out specific affairs of the Board. Such committees may include members at large at the discretion of the Board.

5.11 In the event of a vacancy occurring on the Board, however caused, such vacancy may be filled by the Board from among qualified members-at-large, and such an appointee shall fill the vacancy position until the next AGM.

5.12 All members of the association are accountable to uphold these bylaws.

ARTICLE VI: AMENDMENT TO THE BY-LAWS

6.1 These Terms of Reference and Procedures may be amended, repealed or varied by a two thirds majority vote of those members in good standing present and voting at any general meeting of the Association providing that:

6.1.1 At least one month's notice in writing of the proposed amendment has been given to the Humber College Retirees' Association and such amendment has been signed by at least two (2) members thereof, - and-

6.1.2 Notice of the proposed amendment is included in the notice calling the meeting.

PASSED BY THE HUMBER COLLEGE RETIREES'S ASSOCIATION

THIS 18 DAY OF JUNE 2015

Co-Chairs: Wayne Debly

Maryann Jefferies

Recorder: Helen Gawryk