

ST. LAWRENCE COLLEGE OF APPLIED ARTS AND TECHNOLOGY  
RETIREES ASSOCIATION CONSTITUTION  
(Including latest amendments passed at AGM 2022)

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## ARTICLE I: FUNCTION

- 1.1 The St. Lawrence College Retirees Association is an organization whose function is to provide members with fellowship, pertinent information, response to their concerns.
- 1.2 Its role will include liaison with St. Lawrence College as well as with other colleges, and the Province of Ontario Ministry responsible for the C.A.A.T.s. 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.

## ARTICLE II: HEAD OFFICE

- 2.0. In the absence of a physical “head office” for the Association, this section has been removed.

## ARTICLE III: MEMBERSHIP

- 3.0 There shall be four categories of membership:
  - 3.0.1. **Full Member:** means an individual formerly employed by St. Lawrence 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. **Associate Member:** means a person designated by the executive from among the following categories:
    - St. Lawrence College employees on long term disability
    - Retirees of other community colleges
    - Former employees of the College.
    - Retired full time employee of a contractor for college services (e.g. Food Services, Bookstore)
    - Partners of deceased member
  - 3.0.3 **Life Member – Voting:** means any Full member who pays for a life long membership.
  - 3.0.4 **Life Member – Non-voting:** means any Associate member who pays for a life long membership.
- 3.1 There will be an annual membership fee covering the calendar year, 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 May 1 to April 30.
- 4.1. Meetings.
  - 4.1.1. The Annual Meeting will be in May of 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 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, Full 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 Full members present. The Chair will vote only in the case of a tie vote.
  - 4.2.2. Each Full member will be eligible to vote. In the event a member cannot attend the meeting, a proxy vote in writing is permissible either by notifying the Secretary or a member in good standing. A member may carry one proxy only.
- 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.
  - 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.
  - 4.3.4. The Executive Committee will meet no less than two times a year. 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/Membership Coordinator - shall perform the duties that are usual to the office of Treasurer and shall maintain or cause to maintain the membership roles and mailing list;
  - 4.4.4. Secretary - shall maintain and distribute, as appropriate, minutes of the Association meetings and Executive meetings.
  - 4.4.5. Webmaster- shall be responsible for maintaining the Association website:  
([www.slcretirees.weebly.com](http://www.slcretirees.weebly.com)).
  - 4.4.6. Executive Members at Large – shall assist in the operation of the Association, as needed.
  - 4.4.7. Only Full members are eligible to become President, Vice-president and Treasurer.
  - 4.4.8. Past President - shall remain in office until the retirement of the successor President;
  - 4.4.9. The term of office for all officers shall be one year, with no individual holding a single office for more than three consecutive terms with the exception of the Treasurer/ Membership Coordinator and the Webmaster.
  - 4.4.10. Retiring officers will continue in office until their successors have been duly elected or appointed.
  - 4.4.11. 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. Lawrence 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. Nominations will be accepted from the floor at the Annual Meeting, including those of current Executive members, subject to the approval of the nominee, in writing or in person at the meeting.
- 4.5.3. 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.
- 4.5.4. Officers shall be elected in the order presented in 4.4. (above).

4.6. **Quorum**

A quorum for a general membership meeting shall be 10% of paid up members, and for the Executive a quorum shall be two 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 **Conduct of meetings**

- 4.8.1. 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.