

UNIVERSITY OF SASKATCHEWAN RETIREES ASSOCIATION BY-LAWS

Preamble

These By-laws shall be appended to the Constitution of the Association and shall be used to regulate the affairs of the Association, together with the USRA Policies and Procedures.

1. Membership in the Association

Membership in the Association shall consist of Ordinary, Associate and Honorary members, as defined in the USRA Constitution.

2. Membership Fees

- 2.1 Membership fees payable to the Association shall be as prescribed by a General Meeting.
- 2.2 Fees are not refundable upon termination of membership, regardless of cause.

3. Conduct of General Meetings

- 3.1 A notice of the time and place of a General Meeting, together with a preliminary agenda, shall be sent to members not less than 30 days prior to the meeting.
- 3.2 A member may submit notice of any matter that the member proposes to raise at the meeting. Such matters shall be included as items in the final agenda for the meeting, if received 48 hours before the meeting, with the exception of changes to the Constitution and By-laws, in which case 30 days notice is required.
- 3.3 The General Meeting shall be chaired by the President, or in that officer's absence, by the Vice-President.
- 3.4 The meeting shall be conducted in accordance with the rules of order as outlined in ***Procedures for Meetings and Organizations, M.K. Kerr and H.W. King.***
- 3.5 The quorum for a General Meeting shall be twenty (20) ordinary members.
- 3.6 Voting shall be by show of hands or written ballot. In the latter case, the Secretary shall be responsible for preparing the ballots and appointing two scrutineers to aid in the counting of votes.
- 3.7 Except for resolutions to change the Constitution or By-laws, which require a two-thirds majority to approve, all motions shall be carried or lost by a simple majority of ordinary members present and voting. In case of a tie, the chairperson of the meeting shall cast the deciding vote.
- 3.8 The Board may conduct a vote of the membership by mail or electronic means on issues related to the conduct of the Association's affairs. The quorum for such votes shall be twenty (20) votes received from eligible members.

4. The Board of Directors

- 4.1 The Board shall be elected annually at the Annual General Meeting (AGM) and the elected members (the "officers") shall assume office immediately following their election.

- 4.2 Officers shall be elected for a one-year term and shall be eligible for re-election.
- 4.3 The Board consists of the Executive comprising the President, Vice-President, Secretary and Treasurer, additional officers as the Association requires and the immediate Past-President.
- 4.4 A majority of officers shall constitute a quorum at a meeting of the Board.
- 4.5 Additional details on the operation of the Board are found in the Policies and Procedures.

5. The President

- 5.1 The President is the chief executive officer of the Association and shall preside at all meetings of the membership and of the Board.
- 5.2 Additional details on the President's role and responsibilities are provided in the Policies and Procedures.

6. The Vice-President

- 6.1 The Vice-President assists the President in the performance of the duties of that office and acts as the chief executive officer of the Association whenever the President is absent or is unable to carry out those duties.
- 6.2 Additional details on the Vice-President's role and responsibilities are provided in the Policies and Procedures.

7. The Immediate Past-President

- 7.1 The immediate Past-President is a member of the Board.
- 7.2 Additional details on the immediate Past-President's role and responsibilities are provided in the Policies and Procedures.

8. The Secretary

- 8.1 The Secretary shall be responsible for minutes of meetings of the Board and of General Meetings.
- 8.2 The Secretary shall receive and respond to correspondence directed to the Association unless it is more fitting for another Officer to do so.
- 8.3 The Secretary shall refer requests for amendments to the Constitution or the By-laws, or for the calling of a special General Meeting to the President.
- 8.4 The Secretary shall prepare ballots for voting if and when such a procedure is required, shall appoint scrutineers to assist with the counting of votes and shall report the results of a vote to the President.
- 8.5 Additional details on the Secretary's role and responsibilities are provided in the Policies and Procedures.

9. The Treasurer

- 9.1 The Treasurer shall ensure the proper administration of the financial affairs of the Association.
- 9.2 The Treasurer shall prepare a financial statement for presentation at the Annual General Meeting (AGM) and shall report on the Association's financial affairs to the Board at such intervals as that body shall instruct.
- 9.3 Additional details on the Treasurer's role and responsibilities are provided in the Policies and Procedures.

10. Fiscal Year

The Association's fiscal year shall be July 1 to June 30.

11. Nomination and Election of Board of Directors

- 11.1 The Board shall appoint a Nominating Committee before the end of each fiscal year to propose, for consideration by the membership at the Annual General Meeting (AGM), a list of candidates to serve on the Board of Directors, including candidates for the Executive positions.
- 11.2 The list of candidates put forward by the Nominating Committee shall be circulated to members of the Association at least thirty (30) days prior to the Annual General Meeting.
- 11.3 Members may nominate candidates other than those recommended by the Nominations Committee. A nomination form accepted by the nominee and signed by a minimum of three (3) members shall be submitted to the Secretary to be received not later than fifteen (15) days prior to the date of the Annual General Meeting.
- 11.4 In the event that no additional nominations are received by the due date, the list of candidates shall be considered elected by acclamation.
- 11.5 For those positions having more than one candidate nominated, an election shall be conducted by secret ballot.
- 11.6 Candidates elected or acclaimed shall be confirmed at the meeting and shall assume office immediately following adjournment of the meeting.
- 11.7 In the event that an insufficient number of candidates is elected to the Board, the Board may appoint up to six persons to serve on the Board until the next Annual General Meeting.

12. Standing Committees and Ad Hoc Committees

- 12.1 At its discretion, the Board may establish Standing Committees and Ad Hoc committees with terms of reference, duties and powers, in order to carry out the operations of the Association.
- 12.2 Each committee shall have at least one Board member on its membership.
- 12.3 The Board shall ensure that information on the membership, roles, responsibilities and outcomes of Standing Committees and Ad Hoc committees is regularly updated in the Policies and Procedures.
- 12.4 The Board shall ensure that USRA members are apprised of the membership and activities of Standing and Ad Hoc committees.

June 2, 1991
Revised September 1996
Revised September 2001
Revised September 2007
Revised September 2009
Revised September 2017
Revised October 2021