

UNIVERSITY OF SASKATCHEWAN RETIREES ASSOCIATION (USRA) POLICIES AND PROCEDURES

Preamble

These Policies and Procedures supplement the USRA Constitution and By-laws and provide detailed guidance on USRA operations. They may be changed by the Board of Directors as needed to ensure the Board follows best practices and achieves its objectives.

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1. THE BOARD OF DIRECTORS

1.1. The Board of Directors is elected annually, from the membership and by the membership, at the Annual General Meeting (AGM).

- **Officers:** is the term used for the President, Vice-President, Secretary and Treasurer, who collectively comprise the **Executive Committee**. While there is provision for this committee, the Board has not seen the need to utilize it as of yet. If the Board feels there is a necessity for this committee to operate, the Board will develop terms of reference for it.
- **Directors:** is the term used for the other members of the Board, including the immediate Past-President, who is automatically considered a Director for the year ahead. The Board may appoint additional Directors as the Association requires.

1.2. The Board of Directors guides the operations of the USRA with the aim of achieving the Association's objectives.

1.2.1. **Keeps records and accounts:** of all business and transactions of the Association.

1.2.2. **Establishes membership fees:** in the first instance and thereafter recommends to a General Meeting any changes in fees.

1.2.3. **Determines the rights and privileges:** of each class of membership.

1.2.4. **Organizes and directs a program of activities:** consistent with the purpose and objectives of the Association.

1.2.5. **Communicates:** regularly with members by means of newsletters, reports and other correspondence.

1.2.6. **Appoints members to standing and ad hoc committees:** including the chairpersons, to undertake activities to achieve the purpose and objectives of the Association.

1.2.7. **Memorandum of Understanding with the University (MOU):** the Board works to ensure that the spirit, objectives and outcomes of the MOU are realized.

1.3. **Term:** Board members are elected for a one-year term of office and are eligible for reelection.

1.4. **Quorum:** majority of Directors constitutes a quorum at a meeting of the Board of Directors.

1.5. **Notice:** Directors can expect to be given at least five (5) days' notice of every meeting of the Board, by email, telephone call, or otherwise.

1.6. **Regular meetings:** Directors may decide to hold regular meetings by adopting a resolution stating the date, time and place of regular meetings of the Board, and no further notice of those meetings is required.

1.7. **Attendance:** Directors aim to attend all Board meetings but may send regrets for medical, travel or other reasons.

1.8. **Vice-President University Relations:** or designate, will attempt to attend on behalf of the University, at least two (2) meetings of the Board annually to facilitate ongoing dialogue, as outlined in the Memorandum of Understanding.

2. GENERAL MEETINGS

2.1. **Annual General Meeting (AGM):** normally held in late September or early/mid-October. Special General Meetings may be held at other times as determined by the Board and/or at the request of a minimum of twenty-five (25) members.

2.2. **Notice:** of the time and place of a General Meeting, together with a preliminary agenda, shall be sent to members not less than thirty (30) days prior to the meeting.

- 2.3. **Amendments and agenda items:** may be initiated by the Board or any member of the Association. Such matters shall be included as items in the final agenda for the meeting, if received in sufficient time, normally fifteen (15) days or as determined by the President.
- 2.4. **Chair:** General Meetings are chaired by the President, or in that Officer's absence, by the Vice-President.
- 2.5. **Quorum:** for a General Meeting is twenty (20) ordinary members.
- 2.6. **Rules of order:** for General Meetings follow "Procedures for Meetings and Organizations", M.K. Kerr and H.W. King.
- 2.7. **Voting:** will be by show of hands or written ballot. In the latter case, the Secretary is responsible for preparing the ballots and appointing two scrutineers to aid in the counting of ballots.
- 2.8. **Motions:** Except for resolutions to change the Constitution or By-laws, which require a two-thirds majority to approve, all motions will be carried or lost by a simple majority of Ordinary members present and voting. In case of a tie, the chairperson of the meeting, normally the USRA President, will cast the deciding vote.
- 2.9. **Alternative voting:** the Board may conduct a mail or electronic vote by the membership 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.

3. THE PRESIDENT

- 3.1. **Role:** is considered the chief executive officer (CEO) of the Association and presides at all meetings of the membership and of the Board.
- 3.2. **Committees:** invited to attend all committee meetings *ex officio*.
- 3.3. **Signatories:** in the absence of the President, the Vice-President shall be the other signatory with the Secretary. In the absence of the Secretary, the Treasurer shall be the other signatory with the President or the Vice-President.
- 3.4. **Strategic directions:** as CEO of the Association, the President will, in consultation with the Board, and the membership as appropriate, determine and guide the implementation of strategic directions of the Association.
- 3.5. **Special projects/initiatives:** may coordinate special projects and initiatives.

4. THE VICE-PRESIDENT

- 4.1. **Role:** 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.
- 4.2. **Attendance and chairing:** attends all Board and General Meetings when possible and presides over these in the absence of the President.
- 4.3. **Committees:** normally chairs the Education, Social and Recreation Committee (see below) and may chair or serve as a member on other committees.

5. THE IMMEDIATE PAST-PRESIDENT

- 5.1. **Director:** the immediate Past-President is automatically a member of the Board for the coming year.
- 5.2. **Role:** provides support and advice as needed to the President and undertakes special projects/initiatives that may arise.
- 5.3. **Nominations Committee:** normally chairs this committee.

- 5.4. **Other responsibilities:** may serve on additional standing and ad hoc committees, as determined by the Board, including serving as chair of committees.

6. THE SECRETARY

- 6.1. **Minutes:** records, distributes and maintains minutes of the Board of Directors and of General Meetings.
- 6.2. **Correspondence:** receives and responds to correspondence directed to the Association unless it is more fitting for another Officer to do so.
- 6.3. **Refers to President:** requests for amendments to the Constitution or the By-laws, or for the calling of a special General Meeting to the President.
- 6.4. **Ballots:** prepares ballots for voting when this is required, appoints scrutineers to assist with the counting of ballots, and reports the results of the vote to the President.
- 6.5. **Documents:** together with the USRA Webmaster, is responsible for electronically maintaining all documents of the USRA; and also certain print documents, which are stored in the USRA office in the Williams Building.

7. THE TREASURER

- 7.1. **Role:** ensures the proper administration of the financial affairs of the Association.
- 7.2. **Association Funds:** ensures that all funds received by the Association are deposited in the name of the Association at a chartered bank, trust company or credit union. As of this date, funds are held at the Teachers Credit Union (TCU Financial), Ludlow Street branch. Funds may be invested in term deposits or other financial instruments, as approved by the Board.
- 7.3. **Accounting records:** maintains records of all receipts and expenditures.
- 7.4. **Financial statements:** prepares a financial statement for presentation at the Annual General Meeting and reports on the Association's financial affairs to monthly meetings of the Board.
- 7.5. **Funds from University:** facilitates, as per the MOU, the transfer of annual operating funds from the University to the USRA.
- 7.6. **Signing authority:** any one of the Treasurer, the President, the Vice-President and the Secretary (the Executive Committee) are signing authorities for all accounts at accredited financial institutions and for other financial instruments.
- 7.7. **Budgets:** If directed by the Board, the Treasurer will prepare a budget for consideration by the membership at the Annual General Meeting. If the Treasurer's report is accepted by the members, the budget is considered approved.
- 7.8. **Auditing:** an independent audit of the Association's finances may be moved at the Annual General Meeting. Alternatively, the Treasurer may propose a motion to dispense with an audit.

8. NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS

- 8.1. **Appointment:** Board appoints a Nominating Committee before the end of each fiscal year to propose a list of candidates for consideration by the membership at the AGM.
- 8.2. **Composition:** a minimum of three (3) current directors. It may be supplemented by other members of the Association, such as the three (3) most recent Past-Presidents, to achieve representation from a cross-section of the Board and membership.
- 8.3. **Chair:** is normally the Immediate Past-President.
- 8.4. **Directors required:** Chair checks with the current Directors to see who would like to continue on the Board and in what positions and determines if new Directors are required.

- 8.5. **Number of Directors:** there is no set limit on the number of Directors; however, the Board functions well with 12-13 members at present, a number that fits into the USRA Retirees Lounge and seems to be a good number to fulfill USRA objectives.
- 8.6. **Identifying potential Directors:** Chair surveys current Directors and a notice is placed in the August newsletter for suggestions of potential Board members as needed, and with the aim of diversity on the Board in terms of backgrounds (ie, faculty, administration, ASPA, CUPE, gender).
- 8.7. **Recommending Directors:** Nominating Committee meets to consider names of potential Directors and decides on an order of priority in contacting the individuals.
- 8.8. **Contacting potential Directors:** Chair contacts the individuals, in order of priority, until the number of vacancies is reached, describes the role of a Director and asks if the individuals agree to let their names stand for election to the Board.
- 8.9. **Approval of nominees:** Chair reports the names of nominees to the Board and asks for approval.
- 8.10. **Announcement of nominees:** the list of candidates put forward by the Nominating Committee is circulated to members of the Association at least thirty (30) days prior to the AGM.
- 8.11. **Additional nominees:** Ordinary 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 AGM.
- 8.12. **Acclamation:** In the event that no additional nominations are received by the due date, the list of candidates, following a vote of the members, shall be considered elected by acclamation.
- 8.13. **Election:** for those offices having more than one candidate nominated, an election shall be conducted at the AGM by means of a secret ballot.
- 8.14. **Term beginning:** candidates elected or acclaimed will be confirmed at the AGM and assume office immediately following adjournment of the meeting.
- 8.15. **Additional members:** In the event that insufficient numbers of candidates are elected to the Board, the Board may appoint up to six (6) persons to serve until the next AGM.

9. STANDING COMMITTEES

As of April 5, 2022, the standing committees of the USRA Board are as follows.

- 9.1. **Determination of committees:** there will be standing committees, with terms of reference, duties and powers, as the Board shall decide in order to carry out the operations of the Association.
- 9.2. **Composition:** standing committees are comprised of members of the Board, appointed by the Board, on the recommendation of the President. Other standing committee members are appointed by the Board on the recommendation of the Chairperson. Non-Board members may be invited to join the committees.
- 9.3. **CURAC representative:** may be from the Board or an Ordinary Member. While not a committee, this representative attends Board meetings and reports on CURAC activities alongside the standing committees.
- 9.4. **Updates on committees:** President ensures that information on the membership, roles, responsibilities and outcomes of standing committees is regularly updated in the Policies and Procedures.
- 9.5. **Reporting to Board:** standing committees are expected to report on their activities at Board meetings, at the AGM and in Newsletters.
- 9.6. **Reporting to membership:** President ensures that USRA membership is regularly apprised of the membership, activities and outcomes of standing committees.

10. AWARDS COMMITTEE

- 10.1. **Call for nominations:** Chair arranges for the call for nominations for awards through the entire membership, the Board and the University, which emails this call to all units on campus.
- 10.2. **Determines awardees:** Chair receives nominations and calls together the Awards Committee to determine which nominees should receive which awards.
- 10.3. **Board approval:** Chair takes the committee's recommendations to the Board for approval.
- 10.4. **Notifying awardees:** Chair notifies the awardees and asks if they will accept the award and provide a photograph, to be used in the Awards Program.
- 10.5. **Awards Banquet:** Chair invites awardees to attend the Annual Banquet to receive their awards. The cost of the Banquet for awardees and one guest each is covered by the USRA. The awardees may purchase tickets to the Banquet for families and friends.
- 10.6. **Award certificates:** Chair, together with the USRA Secretary, arranges for the preparation of awards certificates and the presentation of these at the Annual Banquet.
- 10.7. **Awards program:** Chair arranges for the preparation of the Awards Program, including photos and biographical information of the awardees, for distribution at the Annual Banquet.
- 10.8. **Award presenters:** The Chair arranges for the award nominators to present the awards to awardees at the Annual Banquet and asks the awardees if they would like to say a few words to the assembled.
- 10.9. **Award announcements:** Chair arranges with the University to publicize USRA award recipients to colleges/units and announce and celebrate recipients in University publications.

11. THE COLLEGE AND UNIVERSITY RETIREE ASSOCIATIONS OF CANADA (CURAC)

- 11.1. **Relationship of USRA to CURAC:** College and University Retiree Associations of Canada (CURAC/ARUCC) is a not-for-profit federation and an umbrella organization of 37 retiree organizations at colleges and universities across Canada, currently representing 15,000 retirees. CURAC coordinates activities that promote communication among member associations; shares information about activities of member organizations; provides mutual assistance; and speaks publicly on issues of concern to college and university retirees across Canada. CURAC also provides USRA provides a number of benefits to its members, which include all USRA members. A small/member fee to CURAC is paid annually by member organizations, including USRA. See www.curac.ca.
- 11.2. **USRA Representative to CURAC:** may be a Board member or an Ordinary Member represents the USRA (and the University) on CURAC, a not-for-profit federation of retiree organizations at colleges and universities across Canada. Our Representative contributes to CURAC's objectives to coordinate activities that promote communication among member associations; to share information about activities of member organizations; to provide mutual assistance, and to speak publicly on issues of concern to the over fifteen thousand individual college and university retirees across Canada.
- 11.3. **CURAC Board:** USRA Representative is not necessarily a member of the CURAC Board of Directors but may be elected to the Board at an Annual CURAC General Meeting.
- 11.4. **Role:** USRA Representative attends Annual Conferences whenever possible; shares USRA initiatives, issues and questions to CURAC and reports back to the Board and membership and provides invitations to CURAC-related events the membership and information on CURAC benefits for USRA members. If USRA representative has been elected to CURAC Board, then attends CURAC Board meetings.
- 11.5. **CURAC membership:** the USRA Representative provides the USRA Treasurer with the annual membership invoice from CURAC to arrange payment.
- 11.6. **CURAC committees:** from time to time the USRA Representative, together with the USRA Board, may appoint USRA Board members or Ordinary Members to serve on committees initiated by CURAC to tackle, advise and advocate on specific issues of importance to retirees. Currently, the USRA has a representative on the Health Policy Committee and on the Later-Life-Learning Committee.

12. COMMUNICATION COMMITTEE

- 12.1. Role:** responsible for the development and distribution of communication in print and electronic form to inform the membership of events and issues affecting them.
- 12.2. University communication to USRA Members:** the Communications Committee, as per the MOU, encourages and assists the University to ensure that USRA members receive University publications that are distributed to current employees, whether by post or by email.
- 12.3. USRA Newsletter:** develops and distributes a regular publication, in the form of three (3) issues of the USRA Newsletter (typically in March/April, August and November). The Newsletter usually includes the President's message, committee reports, notices, messages, special recognitions, information about members and members no longer with us and such other material deemed helpful to the membership. Procedures related to the Newsletter:
- An Editor is appointed from within the committee. The Editor, in consultation with the Board, sets deadlines for receipt of articles and distribution to members. The Editor reviews articles submitted.
 - If the Editor is not able to compile the Newsletter, another committee member performs this task.
 - The compiled Newsletter is reviewed by all committee members and by the authors of the articles submitted.
 - Printing and distribution of Newsletter: the USRA Secretary prints the newsletter for the members who specify receipt by mail; the USRA webmaster uploads the electronic version of the newsletter to the website and sends an email message to the list of members who specify receipt by email.
 - Archives: the USRA Secretary reserves one print copy of the newsletter for our archives. The webmaster uploads the electronic version of the newsletter to Cabinet.
- 12.4. Events Sponsored By Sister Retiree Organizations:** USRA will advertise in the newsletter, on the website and by email notification events organized by or sponsored by associations dedicated to retirees or seniors held in-person in Saskatoon or online. Examples of sister retiree organizations include but are not limited to the following: College and University Retiree Associations in Canada (CURAC) [Later-Life-Learning](#) online classes and presentations, Saskatoon Seniors Continued Learning (SSCL) , Saskatoon Council on Aging (SCOA).
- 12.5. Events Involving USRA Members:** Many retirees continue to contribute to their professional communities in retirement and/or volunteer for organizations which sponsor events of interest to retirees. USRA will assist in promoting events involving current USRA members.
- USRA will forward email notifications of in-person events in Saskatoon or online about members who are on our membership list.
 - If the events will be held immediately after distribution of a newsletter issue the events may also be advertised in the newsletter.
 - Note: These events will not be advertised on the website.
- 12.6. Communications About Non-Member University Retirees:** USRA will publish newsletter articles about retirees in the following cases: information about awards given to University retirees whether or not they are members in good standing, articles written by members in good standing about University retirees who may or may not be members, Email communications may be sent to members on behalf of non-members at the discretion of the President(s).

12.7. *University presence:* works with the University to ensure that the USRA has a prominent place on the University's website. A member of the committee, or designate, serves as the USRA Webmaster. Procedures regarding the website:

- The Webmaster uses the Web Guide to Cascade, the University's web development software.
- The Webmaster maintains a manual detailing procedures for Cascade, Google Analytics, and all services used for seminars offered online and recorded (currently Zoom, Handbrake, and YouTube).

12.8. *USRA files:* works with the USRA Secretary to maintain electronic files on a designated university server, currently Cabinet, as a record of all activities relating to USRA. This includes the minutes of the AGM, minutes of Board meetings, membership records, electronic copies of the newsletters. Current board members will be given access to Cabinet.

13. EDUCATION, SOCIAL AND RECREATION COMMITTEE

13.1. *Education, Social and Recreation Committee* is responsible for the educational, social and recreational activities (eg, tours) that foster a continuing and enjoyable association among members in appropriate settings. The committee determines if these activities shall be provided in-person, online or a combination of both. The activities include the social events described below, educational seminars/lunches, tours and other presentations. Procedures for the seminars, tours and presentations include:

- Contact speaker or tour contact
- Ask for his/her biography
- Arrange for a USRA moderator of seminar or host for the tour (may be the Vice-President or an individual who knows the speaker or the general subject area)
- Make arrangements for the venue, including set-up, audio-visual (eg, data projector, screen) and refreshments if applicable.
- Prepare report for each Newsletter to whenever possible advertise the upcoming speakers and any social or recreational events. Note: USRA events are advertised in the newsletters so that members who have not provided an email address are made aware of all upcoming events when they receive their print copies of the Newsletters and ask these members to RSVP for upcoming events/activities.
- Send an invitation by email to the USRA members email list and receive the RSVPs, and plan accordingly with the venue.
- Welcome the speaker and introduce to moderator.
- Invite speaker to order meal if in-person lunch event and pay for speaker's lunch.
- Send a thank you plus gift card to the speaker. and the policy that we pay for presenter(s) meals for in person events.
- Coordinate with the Treasurer to receive monies when participants pay a set fee for an event and for a gift for the presenter.
- Prepare a summary of the event/activity to include in the next USRA Newsletter and in the Committee's report to the Annual General Meeting.

13.2 *Joint programs with the University:* facilitated by the Committee, the USRA and the University collaborate in the development and delivery of programming that seek to grow retiree engagement in the USRA and in support of University priorities.

- 13.3 **USRA events:** responsible for organizing an Annual Banquet in conjunction with the AGM, one spring event, as well as monthly educational presentations, workshops, tours and other events as suggested by the Board, members and University partners.
- 13.4 **University events:** works with University to ensure that the USRA receives formal invitations to events such as Convocation and the Employee Appreciation Picnic.
- 13.5 **Alumni Association:** works with the Executive Director of the University of Saskatchewan Alumni Association (USAA) or designate to enhance collaboration between both groups. The USAA recognizes retirees who are not graduates, as Associate Alumni in its bylaws, and wishes to engage with and support the USRA to the best of its abilities.
- 13.6 **CURAC connection:** a member of this Committee serves as USRA representative on the CURAC Lifelong Learning Committee. This person receives invitations to online learning events offered at other CURAC affiliated institutions and forwards the invitations to the Secretary for distribution to members.
- 13.7 **Additional Lifelong learning opportunities:** ensures USRA members are aware of lifelong learning opportunities offered by the Saskatoon Seniors Continued Learning Inc. (SSCL) and the Saskatoon Council on Aging (SCOA) through our website.

14. ENGAGEMENT COMMITTEE

- **Relationship with University:** works to strengthen the USRA's relationship with the University in order to provide benefits for the University and USRA members. This is facilitated through the implementation and ongoing continuance of the MOU and other initiatives as appropriate, including the recent work of an *Ad Hoc Committee Determining Future Priorities of USRA*. This committee worked with University Relations to develop and administer surveys of current and future retirees. The work of this Ad Hoc Committee has been concluded, a report was submitted to the Board and the Committee has been disbanded.
- **MOU Coordinating Committee:** Engagement Committee appoints two representatives to the MOU Coordinating Committee to manage the relationship represented by the MOU and reviews the MOU on an ongoing basis to ensure continued benefits for both parties. See 21.1 below.

15. MEMBERSHIP COMMITTEE

- 15.1 **Recruitment:** Membership Committee promotes membership in the Association, actively recruits new retirees and oversees the collection of annual membership fees.
- 15.2 **Membership information:** maintains the membership list, when asked identifies potential project volunteers or members to serve on USRA committees, provides membership information to other committees as requested, related to recognizing members (ie, Awards, Honorary Degrees), and attends to illness and bereavement communications.
- 15.3 **Contacting retirees:** as per the MOU the University and the USRA collaborates to facilitate effective communication with existing, new and prospective retirees by ensuring that both parties have access to accurate, up-to-date contact information.
- 15.4 **University's CRM Engage database:** as per the MOU, the USRA and the University work together to host and update USRA members' contact information in the University's CRM Engage database.

16. HONORARY DEGREES COMMITTEE

- 16.1 Role:** Honorary Degrees Committee works with the Board and the membership to identify deserving nominees for Honorary Degrees, which is the highest honour the University can bestow. Acceptance of an Honorary Degree by a candidate brings honour to both the recipient and the University. Honorary degrees are considered by the Senate Honorary Degrees Committee, approved by Senate, and awarded at a Convocation Ceremony.
- 16.2 Nomination preparation:** Committee facilitates the preparation of nominations and supporting documentation and provides these to the University Secretary. Nominations are accepted year-round.

17. NOMINATIONS COMMITTEE

The work of this Committee is outlined in item 8. above.

18. AD HOC COMMITTEES

As of April 5, 2022, there is one Ad Hoc Committee in operation (see 19.).

- 18.1 Establishment:** from time to time, as the need arises, the Board may establish an ad hoc committee, appoint a chair and designate Board members to serve. An ad hoc committee may or may not be related to a purpose has been achieved.
- 18.2 Chair and members:** the chair of an ad hoc committee shall be a member of the Board, and Board and non-Board members may be invited to join the committees.
- 18.3 Reporting to the Board and membership:** chair of an ad hoc committee is responsible for ensuring that the USRA Board and membership are apprised of the committee's role, membership, activities and outcomes at Board meetings, at the AGM and in Newsletters.

19. AD HOC COMMITTEE ON CAMPUS HERITAGE

19.1 Goals: the goals of the Ad Hoc Committee on Campus Heritage are to:

- Provide input, support and advocacy to the University regarding preserving heritage buildings, cornerstones, memorials and other historical elements and artifacts on campus, recognizing that academic repurposing is key to viable preservation.
- Provide input, support and advocacy to the University regarding preserving heritage buildings, cornerstones, and other historical elements and artifacts on campus.
- Provide input to the University regarding the final stages of the Campus Master Plan.
- Bring together other interested parties, as noted below, and develop a "focus" on heritage issues, and follow through on related ideas/initiatives (i.e., make a stepwise plan).
- Aim to ensure ongoing support for current museums/galleries and for unofficial collections of artifacts in possession of colleges and departments (e.g., Physics collection of artifacts, Pharmacy MacAulay Memorial Collection, etc.) Support the creation of an inventory database of undocumented artifacts, photos, documents, in conjunction with University Archives.
- Support the offering of public tours of historical buildings, in conjunction with the Diefenbaker Center and Alumni Relations.

- Support the consolidation of current written materials on heritage buildings, cornerstones, and other historical elements, along with stories/folklore about the campus and its heritage buildings.
- 19.2. Consultation:** the ad hoc committee consults with senior University leaders to contribute to the work of the committee. These may include the President, the Vice-President Finance and Resources, the Chief Strategic Officer, and the Vice-President University Relations, and others as appropriate.
- 19.3. Reporting to Board and membership:** the ad hoc committee reports its activities/recommendations to the Board at its monthly meetings and to the AGM.

20. USRA OBJECTIVES FACILITATED THROUGH AGREEMENTS

At the October 2021 USRA AGM, the following Article was added to the USRA Constitution:

3.2 The objectives of the Association may be facilitated through agreement(s) with the University of Saskatchewan and other organizations.”

At present, there is one agreement in place, the MOU described below. In future there may be agreements with other organizations, such as the Saskatoon Council on Aging (SCOA).

21. MEMORANDUM OF UNDERSTANDING (MOU)

MOU signed: on March 26, 2021, following a year in development, and spearheaded by the USRA Engagement Committee, University President Peter Stoicheff and USRA President Brad Steeves signed a MOU to formalize the elements of a mutually beneficial relationship between the University and the USRA. The MOU can be found on the USRA website at <https://usra.usask.ca>.

- 21.1 MOU intention:** MOU reflects the mutual intention of the parties to foster greater involvement of retirees in the University community without altering existing rights and obligations, including legal agreements between the University and its employee groups.
- 21.2. MOU Coordinating Committee:** has been established with its primary role being to manage the MOU and the relationship represented by the MOU. The committee includes the USRA President, Chair of the USRA Engagement Committee, and representatives from the Office of the Vice-President, University Relations, Office of the Provost and other senior University leaders.
- 21.3. University services for retirees:** MOU confirms Articles of Agreement that the University agrees to provide the USRA at no cost, and services for individual retirees.
- 21.4. Involvement of retirees in the University:** University welcomes membership and participation of retirees in the University community and agrees to promote and support their continued scholarly, creative, professional or volunteer activities.
- 21.5. USRA liaison to retirees and University:** USRA agrees to act as the official liaison between the University and its retirees, and to consult with the University about retirees’ issues and concerns. To the best of its abilities, the USRA agrees to represent the perspectives of all retirees and to keep them informed of opportunities to engage with the University.
- 21.6. University representative to USRA Board:** Vice-President, University Relations, or designate is the University’s point of contact with the USRA and will attend at least two (2) regular meetings of the USRA board annually to facilitate dialogue.
- 21.7. USRA members as Associate Alumni:** University of Saskatchewan Alumni Association (USAA) recognizes retirees who are not USask graduates as **Associate Alumni** in its bylaws, including the provision of benefits, and wishes to engage with and support the USRA to the best of its abilities. The Executive

Director of the University of Saskatchewan Alumni Association or designate will work with the USRA and the Vice-President, University Relations, to enhance collaboration between both groups.

***Policies and Procedures Adopted by the USRA Board on April 5, 2022
Revised May 4, 2023***