

CONSTITUTION OF The University of Waterloo Retirees' Association

ARTICLE 1: NAME

The Name of this organization shall be **THE UNIVERSITY OF WATERLOO RETIREES ASSOCIATION, (UWRA)**.

ARTICLE 2: AIMS AND OBJECTIVES

1. To encourage retirees of the University of Waterloo to renew and/or continue friendships and acquaintanceships begun at their place of employment and to foster good fellowship among the members of the Association without regard to their former occupation or rank.
2. To observe and to study proposed changes in any pension/benefits arrangements and strive to insure that the best interests of University of Waterloo retirees are reflected by such changes.
3. To assist members to understand any changes or improvements in pensions/benefits for which they may qualify and to provide a forum for discussion of all such matters with members so that any misunderstandings or misinterpretations may be satisfactorily resolved.
4. Officers of UWRA, through their liaison with the University of Waterloo administration, shall keep members aware of changes in other University policies which may affect members, either favourably or otherwise.

ARTICLE 3: ELECTION OF OFFICERS

The Association shall, annually, in late April or early May, elect a group of officers who shall be referred to as the Board of Directors. This Board shall be charged with the efficient running and operating of the Association. The appointment of individual Board members to the various offices of the Association shall be the responsibility of that elected group in order that those with special experience or ability may be assigned to the position which best utilize their talents.

ARTICLE 4: DECLARATION OF INTENT WITH REGARD TO ANY MONEY WHICH MAY ACCRUE.

It is declared that the business of the Association shall be carried on without pecuniary gain to any elected Director and that any profits or other accretions to the Association shall be used to promote the activities of the Association and its objectives as enumerated above.

By-laws (as amended 21 May 2003)

1: Membership and Fees:

All retirees, UW pensioners as well as those who withdraw their money from the Pension Plan, will automatically become Associate members of the UWRA and will be registered as such.

Categories of membership:

- 1) Annual subscribing members - those retirees who pay the annual fee.
- 2) Lifetime subscribing members - those retirees who pay the lifetime fee.
- 3) Associate members - those retirees who elect not to pay either the annual or lifetime fee.

Fees :

The fees for annual and lifetime subscribing members will be set by the Board of Directors.

Rights and Privileges of Members:

- 1) Only subscribing members may serve on the Board of Directors.
- 2) Subscribing members will be entitled to certain privileges, such as reduced charges for special events, as determined from time to time by the Board of Directors.

2: Meetings:

All notices of annual meetings shall specify the time, date, and place of the meeting as designated by the Board of Directors.

Extraordinary general meetings of the Association may be called at the discretion of the President or by three or more Directors or by 30 or more subscribing members provided that 30 days notice has been given. No business shall be transacted at such meeting except that matter for which the meeting has been specifically called.

At every general meeting each subscribing member present shall have one vote. Subscribing members may delegate to any other subscribing member who attends the meeting the power to cast their vote by proxy. All proxy votes must be handed to the Secretary of the Association in writing before the start of the meeting. At any meeting, a resolution, motion or by-law shall carry or be amended by majority vote.

3: Board of Directors:

The Association shall be governed by a Board of Directors, which may exercise all the powers of the Association, subject to the Constitution and By-laws of the Association and any direction of the members by resolution passed at an annual or general meeting. It shall be the duty of the Board to promote the aims and objectives of the Association.

3.1 Composition of the Board:

The members of the Board of Directors, who constitute the Officers of the Association, shall be twelve in number and shall include a President, a Vice-President, a Secretary, a Treasurer, a Social Convenor, a Pension and Benefits Committee Representative, an Information Officer and five members at large. The Past-President shall be an ex-officio member.

3.2 Election of the Board:

The members of the Board shall be elected for three year terms staggered so that each year four members will be elected, except that the President and the Vice-President shall not become due for re-election in the same year. In the event that election of members for three years would result in more than four members having the same termination date, some directors may be elected for a period of either of one or two years. Members may serve more than one term. The members of the Board will be elected at the annual meeting by a simple majority vote of the members present.

4. Accounts:

The Board of Directors, through the Treasurer, may establish a bank account with a local bank or trust company- It may also have an account within the University of Waterloo financial accounts system for the payment of internal accounts. The Treasurer shall provide the Board with financial statements as required by the Board and shall provide a full financial statement at each annual general meeting of the Association-

5: Withdrawal from membership:

Any member may withdraw from membership in the UWRA by submitting their resignation in writing to the Secretary of the Board.

6: Repealing or Amending the Constitution and By-laws:

Amendments to the constitution must be approved by a vote of two-thirds of the subscribing members attending an annual or general meeting of the Association. Notice of any amendments must have been sent to the subscribing members at least four weeks prior to the date of the meeting.

Amendments to the By-laws must be approved by a simple majority of the subscribing members attending an annual or general meeting of the Association. Notice of any amendments must have been sent to the members at least four weeks prior to the date of the meeting.

7. Roberts Rules:

Roberts Rules of Order shall apply in any situation not covered by these By-laws.

8. Dissolution:

In the event of the dissolution of the Association, any or all of the remaining assets after payment of any liabilities shall be distributed to one or more recognized Canadian charitable organizations as determined by the Board.

DUTIES OF OFFICERS

President

1. Chairs all meetings of the membership and of the Board of Directors or delegates the Vice-President to do so.
2. Speaks for the Association to the public.
3. Delegates responsibilities and sees that these are carried out. Sees that all executive and committee members understand their duties.
4. Is responsible for ensuring that directives issued by a meeting of the general membership or of the Board of Directors are carried out.
5. Is an ex-officio member of all committees except the Nominating Committee.
6. Acts as Managing Director between meetings of the Board of Directors.

Vice-President

1. Acts for the President when asked to do so.
2. Assists the President as requested.
3. Serves on the Policy Committee.
4. Serves as Chairperson of the Membership Committee.

Secretary

1. Responsible for keeping a complete and accurate record of all business transacted at General and Board of Directors' Meetings.
2. Sees that the minutes of each meeting are approved and signed by the President.
3. Guards the Minute Books and Records of the Association other than the Treasurer's Books.
4. Prepares the Agenda for meetings in consultation with the President.
5. Has available at all Board Meetings:
 - (a) the minutes of the previous meetings;
 - (b) current correspondence;
 - (c) the By-laws of the Association;
 - (d) any other pertinent information, including a copy of Roberts' Rules.

6. Keeps:
 - (a) a copy of the Constitution and the By-laws;
 - (b) the names and addresses of all persons who are or have been Directors of the Board of the Association, with the dates at which each became or ceased to be a Director.
7. Writes letters as directed by the President or Board of Directors.
8. Keeps a file of all correspondence.
9. Notifies members of General Meetings and Directors of all Board Meetings
10. Serves on the Nominating Committee.

Treasurer

1. Keeps a record of all financial transactions.
2. Makes all payments by cheque. To avoid undue delays in processing cheques, there should be two alternate co-signers.
3. Prepares a simple financial statement for Board meetings, to be presented for information only.
4. Prepares an Annual Statement for circulation at the Annual General Meeting.
5. Prepares a Budget for the coming year and presents it to the General Meeting for approval.

Information Officer

1. Shares the responsibilities with the President as spokesman for the Association.
2. Prepares and issues Press Releases and is responsible for all Media liaison.
3. Writes or has written all articles and features about the Association.
4. Writes and prepares the Newsletter and other formal communications with the membership.

Directors-at-Large

1. Shall attend all meetings of the Board of Directors as requested by the President
2. Be available as Chairpersons of standing committees or ad hoc committees struck for any purpose.
3. Be knowledgeable about the Association and be willing to act as alternates for appointed officers as required.

Social Convenor

1. Is responsible for developing and organizing social events.
2. Obtains estimates of the expenses of such events and shall present them to the Board for its consideration and approval.
3. Is responsible for obtaining donations of door prizes and sees that the Information Officer publishes the names of all donors in the Newsletter.
4. Is responsible for officiating at social events either by acting as M.C. or by nominating a representative.
5. Is responsible for any transportation required for an event and for any tickets or special locations.

Pensions and Benefits Committee Representative

1. The Association's Representative on the Pension and Benefits Committee shall be a retiree of the University. This person may, or may not, be an elected member of the Board of Directors. If not elected, his/her appointment shall be ratified by the membership at large; he/she shall become an ex-officio member of the Board, and shall not be subject to the normal term of office of other Directors. His/her term as Representative shall be determined by mutual agreement between the Pension and Benefits Committee and the Board of Directors of the Association.
2. The Representative shall be the resource person regarding all inquiries by Association members with respect to matters dealing with pensions and benefits. He/she may, with the Board's approval, appoint additional persons (whether retirees of the University or not) to an ad hoc sub-committee to assist in this activity.
3. The Representative, from acquired knowledge of the deliberations and decisions of the Pension and Benefits Committee, shall keep the President and the Board of Directors informed of the circumstances which affect retirees and shall act according to the consensus of the Board.
4. The Representative shall keep the general membership informed, via the Newsletter, of the Pension and Benefits Committee's current deliberations concerning University of Waterloo retirees.