

# **RETIREEES' ASSOCIATION of LAKEHEAD UNIVERSITY**

## **CONSTITUTION**

Approved by the Dec 2011 meeting of RALU Executive and adopted at the General Meeting on April 24, 2012.

1. The NAME of the ASSOCIATION shall be the RETIREEES' ASSOCIATION of LAKEHEAD UNIVERSITY, the mnemonic RALU being used.
2. The OBJECTIVES of the ASSOCIATION are to foster the relationship of LAKEHEAD UNIVERSITY retirees to the University, to promote their interests and welfare and, through its activities, to contribute to the advancement of the University.

These objectives include, but are not limited to:

1. Maintaining an association between the University and its academic, administrative and staff retirees, their spouses and others.
  2. Making the intellectual and academic resources of the members available to the University, including participation in research.
  3. Encouraging intellectual and social interactions among members.
  4. Providing a forum to discuss and pursue matters of common interest.
  5. Seeking to obtain benefits and considerations consistent with the best practices of other post-secondary institutions for its members.
  6. Maintaining contact with and monitoring the activities of similar organizations and associations in Canada, and elsewhere. Exploring financial arrangements for members in areas such as supplemental health, insurance, and organized purchasing, and comparing to those offered by Lakehead University.
3. MEMBERSHIP in the Association is open to all retirees, their spouses or partners, academic and non-academic, on application and the payment of a modest annual fee, as specified in the Bylaws. It is intended that the term "retirees" be interpreted in the broadest possible manner, and include those who have previously been in the employ of Lakehead University and have an interest in joining the Association. There shall be one class of membership, retirees, spouses or partners being individual members. Membership may be extended to other groups by the Association.

4. There shall be an EXECUTIVE of the Association composed of:

1. President
2. Immediate Past President
3. Vice President
4. Corresponding Secretary
5. Membership Secretary
6. Treasurer
7. Chairs of Standing Committees.

The Executive shall meet at least every two months, as called by the President or Vice President when acting in the President's place.

5. There shall be at least two GENERAL MEETINGS of the membership in each fiscal year, as called by the Executive, one of which will be designated the ANNUAL GENERAL MEETING.

1. Additional General Meetings shall be called by the Executive on petition by at least 5 members of the Association.
2. Notice of Meetings shall be provided to all members as specified by the Bylaws at least 14 days before the meeting date, and shall include a proposed Agenda.
3. A Quorum for all General Meetings shall consist of one-quarter of the membership except that, if a quorum is not initially present, the President may recess the proceedings for 15 minutes, at the end of which time those remaining shall constitute a quorum.

6. There shall be STANDING COMMITTEES named the NOMINATING COMMITTEE, the COMMUNICATIONS COMMITTEE and the PROGRAM COMMITTEE.

1. Members of the Executive, Nominating, Communications and Program Committees, shall be elected at the Annual General Meeting by a majority vote in the case of uncontested positions, or by a ballot vote for contested positions.
2. Elected members of the Executive, Nominating, Communications and Program Committees shall serve for periods of one year, renewable, except that the President and other Executive members may not hold office for more than three consecutive terms.
3. Vacancies in the Executive, Nominating, Communications and Program Committees may be filled by the Executive for unexpired terms.
4. Each Standing Committee, other than the Executive Committee, shall choose its own chair. The Chairs of Standing Committees shall be members of the Executive Committee.

5. The President shall be an ex-officio member of each Standing Committee, and shall chair the Executive Committee.
  
7. The NOMINATIONS COMMITTEE shall be responsible for nominating members for vacant positions on the Executive, Communications and Program Committees.
  1. The Nominating Committee shall consist of the President (ex-officio) and three members of the Association, nominated and elected from the floor at a General Meeting.
  2. The Nominations Committee shall meet as required, as called by the Chair.
  3. Nominations from other members shall be accepted at a General Meeting provided they are nominated and seconded, agreed upon by the nominee, and are submitted to the Secretary at least 7 days before the Annual General Meeting. Nominations from other members shall be accepted at a general meeting, provided they are seconded, and the nominee(s), being present, agree(s) to allow their name(s) to stand.
  
8. The COMMUNICATIONS COMMITTEE shall be responsible for maintaining an up-to-date list of members (and their pertinent information such as email and postal addresses), which will be available to members, for the confidentiality of the list outside the Association, for writing and distributing occasional newsletters to the members, for maintaining a web site for the Association and for public relations.
  1. The Communications Committee shall consist of at least five members, including the President, and may co-opt additional members to achieve its objectives.
  2. The Communications Committee shall meet at least every two months, as called by the Chair.
  
9. The PROGRAM COMMITTEE shall be responsible for arranging a program of social, educational and entertaining activities through the year, in coordination with meeting dates approved by the Executive Committee, for selecting suitable speakers and for ensuring their well-being at the meetings, for arranging refreshments at meetings, for providing pertinent information to the Communications Committee for the purpose of advertising upcoming meetings, and for providing transportation to meetings for members requiring that service.
  1. The Program Committee shall consist of at least five members, including the President, and may co-opt additional members to achieve its objectives.

2. The Program Committee shall meet at least every two months, as called by the Chair.

10. The FINANCES of the Association shall be managed by the Treasurer.

1. The fiscal year shall end on August 31<sup>st</sup>.
2. The signing officers of the Association shall be the Treasurer and/or the President.
3. The Treasurer shall present an annual report at the Annual General Meeting.
4. Individual meetings of the Association will be supported by a modest charge to cover rental and refreshment expenses.

11. The CONSTITUTION may be amended at a General Meeting by resolution for which at least 30 days notice of motion is to be given to the Secretary. A motion to amend must be passed by two-thirds of members present and voting at a General Meeting.

## II BYLAWS

1. RESPONSIBILITIES OF THE EXECUTIVE AND ITS MEMBERS. The Executive shall exercise the powers of the Association for day to day operation, as required, including:

Setting and collecting of membership dues, to be ratified at the Annual General Meeting.

Communicating regularly with the members.

Preparing and implementing of a program of activities.

The PRESIDENT shall oversee the business of the Association, call meetings of the Association and the Executive, chair such meetings and attend the meetings of Standing Committees as an ex-officio member. The Vice President shall assume the duties of the President, when required.

The CORRESPONDING SECRETARY shall send notices of Executive Committee meetings, make Executive Committee meeting arrangements, keep and distribute minutes of Executive meetings, receive and respond to email and postal mail from outside parties on behalf of the Association and be responsible for the archives of the Association.

The MEMBERSHIP SECRETARY shall receive applications for membership and maintain membership records

The TREASURER shall take charge of, keep records of, and provide statements on the finances of the Association. She/he will issue receipts and mail cards to members.

[changes reflect actual evolution of the association's functioning].

CHAIRS OF STANDING COMMITTEES shall be members of the Executive Committee during their term of office and shall report on their committee activities at Executive committee meetings and, where appropriate, shall seek the approval of the Executive Committee for the activities of their committees.

2. Unless provided herein, meetings shall be governed by ROBERT'S RULES OF ORDER.
3. There shall be two means to AMEND OR ESTABLISH BYLAWS. First, such proposals may be presented by the Executive at a General Meeting. Second, motions may be made from the floor at a General Meeting provided the Executive has been notified of the motion by the mover and seconder in time to include it in the agenda. All such motions, to be accepted, must be passed by a simple majority of members present and voting at a General Meeting.
4. The Executive Committee may establish or appoint 'AD HOC' COMMITTEES, as required, for specified terms and purposes. Chairs of these committees shall report to the Executive Committee, may be asked to attend an Executive Meeting and shall be prepared to give reports on their activities at a General Meeting

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Ian Dew, Corresponding Secretary RALU  
Retirees' Association of Lakehead University  
May 1, 2012