CONCORDIA UNIVERSITY PENSIONERS' ASSOCIATION

CONSTITUTION & BY-LAWS (2002)

1. TITLE

The official name shall be Concordia University Pensioners' Association/Association des Retraité(e)s de l'Université Concordia (CUPA/ARUC), hereinafter to be referred to as "the Association".

2. OBJECTIVES

The objectives of the Association shall be:

a) In general, to promote the welfare of all persons drawing a pension from Concordia University, hereinafter referred to as "the University".

b) Within this broad context, to ensure that the needs and concerns of members of the Association are appropriately formulated and brought to the attention of the University through formal representation on such University bodies as the Benefits Committee of the Board of Governors.

c) To ensure that members are kept regularly informed about University decisions which affect them, as well as the general evolution of the University, in which they may be expected to have an interest.

d) To provide a channel whereby the expertise of members may be made available to the University for consulting or volunteer work.

e) To provide a milieu for the maintenance and enhancement of social contact between the members.

3. MEMBERSHIP

Membership is open to any Non-Active Member of the Concordia Pension Plan, i.e. those drawing a pension from the University Pension Plan, as well as persons no longer employed by the University not drawing a pension but who have pension funds vested in the Plan.

4. OFFICERS

The Officers of the Association shall be the President, the Vice-President, the Past-President, the Secretary and the Treasurer.

The President - The President shall preside over all Association meetings and shall vote only in the event of a tie. He/she shall also be an ex-officio member of all Committees. The President will have general supervision of the affairs of the Association and shall report regularly at General Meetings. The President shall have signing authority for payment of indebtedness, to be exercised in the absence of the Treasurer.

The Vice-President - The Vice-President shall preside over meetings in the absence of the President, and shall generally assist the President in carrying out all Association business.

The Past President - This office shall be filled by the immediate past President. The Past-President shall assist the Officers in the carrying out of Association business. In the absence

or incapacity of the President and Vice-President, the Past President shall be the presiding officer.

The Secretary - The Secretary shall keep Minutes of General and Executive Committee Meetings. He/she shall receive and respond to all correspondence and shall be responsible for the safekeeping of files and records and other Association documents. He/she will be responsible for the CUPARUC Newsletter mailings and other documents such as notices from time to time.

The Treasurer - The Treasurer shall be responsible for the financial management of the Association and be the authorized signing officer for the payment of indebtedness approved by the Executive Committee. He/she shall submit a financial report to the Annual General Meeting. The Treasurer will be responsible for maintaining the Membership list. He/she will also assist the Secretary in mailings of the CUPARUC Newsletter and other documents such as notices as required.

5. THE EXECUTIVE

The Executive of the Association shall be made up of the Officers of the Association, at least three members-at-large, and the member of the Association representing the non-active members* of the Pension Plan on the University Pension and Benefits Committees.

6. TERM OF OFFICE AND METHOD OF ELECTION

Members of the Executive shall be elected by the members present at the Annual General Meeting, for a two-year term, renewable twice. Notwithstanding the foregoing, the terms of the first slate of Executive members shall be staggered, to ensure continuity. A Nominating Committee may be formed to draw up a list of candidates. Appointments shall take effect on June 1st of each year. Nominations must have the support of at least two members and the nominee must have agreed to stand.

A member of the executive may be removed from office if removal is deemed to be in the best interests of the Association. Removal shall only take place by a 2/3 majority vote of those present at a Special Meeting called for this purpose

If a vacancy in the Executive should occur before the completion of a member's normal term of office, the Executive shall fill that vacancy by an appointment from the membership.

7. MEMBERSHIP DUES

A small annual membership fee shall be levied, the exact amount to be determined each year at the Annual General Meeting, to look after unavoidable administrative expenses, such as postage, stationery, printing, meeting-room rental, etc.

Annual membership dues will be payable at the commencement of the fiscal year.

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* As defined in the text of the Concordia University Pension Plan

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In the event that the payment of membership dues represents a financial hardship for a member, the member should so advise the Treasurer (in confidence) who will arrange to cover the cost of the fees out of a fund established by a benefactor for this purpose.

Any member who has not paid their annual dues for two consecutive fiscal years will be so advised in writing by the Treasurer and given three options as follows:

a) To pay the dues in arrears to maintain the membership; or

b) That if such payment represents a financial hardship, then to so advise the Treasurer (in confidence) who will arrange to cover the cost out of a fund established by a benefactor for this purpose; or

c) To advise the Treasurer that they are no longer interested in remaining a member and to strike their name from the membership list.

If, within a reasonable delay, such a member fails to respond to the above notice, that member's name will be dropped from the membership list with the approval of the Executive Committee.

8. MEETINGS

General Meetings of the Association shall be held at least twice a year. A Fall meeting shall be held not later than November 30 of each year, and a Spring meeting, which shall be designated the Annual General Meeting, shall be held not later than May 31 of each year.

A General Meeting may be called for a specific purpose on written request by a minimum of ten (10) members or by a decision of the Executive Committee.

9. QUORUM

The quorum for a General or Special Meeting shall be 15 members in good standing (i.e., those who have paid their membership fee prior to the start of the meeting).

The quorum for an Executive Committee Meeting shall be one-half of the membership of the Executive.

10. REPRESENTATION ON UNIVERSITY BODIES

It is the responsibility of the Association to nominate persons to sit on the Pension and Benefits Committee of the University. The Executive will ensure that such a nomination is sent forward to the University.

In the event that a representative is not already an elected member of the Executive, he/she shall be an ex-officio member of the Executive.

11. COMMITTEES

The Association may create any standing or other committee that it sees fit, in order to expedite
its business.

12. FINANCIAL YEAR

The financial year of the Association shall be from June 1 of each year to May 31 of the following year.

13. BY-LAWS

The Association may adopt such By-Laws as may be expedient, and make such changes to existing By-Laws as may prove to be necessary. The adoption of new By-Laws or the modification of existing By-Laws must take place at a General or Special Meeting of the Association, by a majority vote of the members present. All members shall be advised of such proposals in writing, not less than thirty (30) days before the holding of the General Meeting.

14. AMENDMENTS TO THE CONSTITUTION

The Association may amend this Constitution at a General or Special Meeting with the approval of at least 2/3 of the members present. All members shall be advised of proposed Constitutional amendments in writing, not less than thirty days before the holding of the General or Special Meeting.

Text amended as approved during the Annual Meeting held on May 8, 1991 (sections 4 & 5) during the Annual Meeting held on May 6, 1992 (section 10) during the Annual Meeting held April 26, 1995 (sections 5, 7 & 9) during the General Meeting held October 20, 1998 (sections 3 & 7) during the Annual Meeting held April 27, 2000 (section 6) and the General Meeting held October 25, 2001 (section 4).

