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# SHERIDAN COLLEGE RETIREES' ASSOCIATION (SRA)

## BYLAWS

Bylaws relating to the transaction of affairs of the SHERIDAN COLLEGE RETIREES' ASSOCIATION

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July 2, 2018 draft for membership feedback.

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Website: [retirees.sheridancollege.ca](http://retirees.sheridancollege.ca)

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## **1. PURPOSE AND ROLE**

1.1 The Sheridan College Retirees' Association is an organization which functions to provide members with sociability, pertinent information and opportunities, and to provide responses to their concerns.

1.2 Its role will include liaison with Sheridan College and its organizations, as well as with other colleges and/or college retirees. Examples of this function and role may include:

1.2.1. Sociability: social and recreational events, excursions, speakers, and interest groups

1.2.2. Liaison: providing retiring and retired personnel with support and information, facilitating communication between retirees and Sheridan, requesting support from the College for members (e.g. use of facilities, discounts, assistance for activities)

1.3. The Association shall only support actions that are political or commercial in nature in cases where the Board of Directors deems them to be of direct benefit to members.

## **2. MEMBERSHIP**

2.1 "Member": an individual formerly employed by Sheridan College who has joined the Association. Members hold voting privileges at all general meetings of the membership and may be elected to the Board of Directors.

2.2 "Associate Member": an interested person with a connection to Sheridan, approved by the Board of Directors; for example, the partner of a deceased Sheridan retiree, former employees of contractors to Sheridan (e.g. Cafeteria/Food Service or Bookstore, etc.) Associate Members hold voting privileges at all general meetings of the membership and may be elected to the Board of Directors.

2.3 Guests of members/associate members are welcome to attend Association social events, subject to space limitations.

2.4 Members and associate members may need to meet specific eligibility requirements for some activities or discounts.

2.5 The requirement of an annual membership fee will be reviewed at the Annual General Meeting and changes will require membership approval.

## **3. GOVERNANCE**

3.1 The Association shall be governed by the policies approved by the membership at an Annual General Meeting or General Membership Meeting.

3.2 Between General Membership Meetings, the affairs of the Association shall be managed by the Board of Directors.

### **3.3 BOARD OF DIRECTORS**

The Association shall be governed by a Board of Directors comprised of Officers elected by the Association's members and associate members. A maximum of two Associate Members may hold Officer positions. Terms of office are 1 year, renewable to 2. In addition to the responsibilities outlined below, each member of the Board of Directors will be responsible for recruiting new members. The Officers of the Board shall be:

#### **3.3.1 CHAIR AND CO-CHAIR**

3.3.1.1 Set the agendas and chair meetings.

3.3.1.2 Liaise with the Ontario Colleges Retirees' Association (OCRA) & other Retirees' Associations.

#### **3.3.2 TREASURER**

3.3.2.1 Maintains financial records.

3.3.2.2 Ensures that for all expenditures two designated signing official signatures are present (Chair/Co-Chair & Treasurer).

3.3.2.3 Requests Board approval for unanticipated expenditures and those over \$100.00.

3.3.2.4 Arranges for, and reports on an annual financial statement and prepares an annual budget.

3.3.2.5 Collects and records annual dues and issues receipts.

#### **3.3.3 SECRETARY/COMMUNICATIONS DIRECTOR**

3.3.3.1 Records and distributes minutes of meetings and agendas.

3.3.3.2 Arranges for circulation of material for the Annual General Meeting and General Membership Meetings.

3.3.3.3 Coordinates with Sheridan Liaison about SRA business, and to maintain records, update website and ensure regular and consistent communications occur with membership.

#### **3.3.4 MEMBERS-AT-LARGE (MINIMUM 2)**

3.3.4.1 In conjunction with the Board, a member-at-large plans, executes and reports on activities that will appeal to the membership and coordinates with the SRA Secretary/Communications Director to maintain related records.

3.3.4.2 Members-at-large may be asked to assist other Officers from time to time.

#### **3.3.5 SHERIDAN COLLEGE LIAISON (EX OFFICIO)**

3.3.5.1 Maintains the membership database.

3.3.5.2 Updates the Association website.

3.3.5.3 Serves as liaison between Board and College and may attend Board meetings

3.3.5.4 Arranges for mailings and other communications with members.

### **3.4 APPOINTMENT OF ADDITIONAL INDIVIDUALS/COMMITTEES**

3.4.1 The Board shall be empowered to appoint individuals, standing committees, ad hoc committees and/or task forces as required to accomplish the objectives of the Association.

## **4. CONDUCT OF BUSINESS**

### **4.1 FISCAL YEAR**

4.1.1 The fiscal year will be from April 1 to March 31.

### **4.2 MEETINGS**

4.2.1 An Annual General Meeting will be held each fiscal year. The Association fiscal year shall correspond with the College fiscal year of April 1 – March 31 to facilitate College support of Association activities. The Annual General Meeting would normally be held in the Fall to correspond with College budget timelines.

4.2.2 General Membership Meetings may be held at the call of the Chair, or upon the request of no less than 10% of the membership.

4.2.3 Members and associate members will receive a notice and agenda of the Annual Meeting or General Membership Meetings in advance of the meeting.

4.2.4 The Board will meet as required at a minimum on a quarterly basis. Meetings shall be held at the call of the Chair. Prior notification of all meetings of the Board shall be required for the actions of the Board to be official.

4.2.5 All meetings will be chaired by one of the Co-Chairs. In the event that neither of the Co-Chairs is able to act, the members/associate members present will choose an alternate member of the Board of Directors present to perform the role of Chair.

4.2.6 Those voting members attending a general membership meeting shall constitute a quorum.

4.2.7 The quorum for the Board of Directors shall be 50% plus one, of voting members of the Board.

4.2.8 As required, Robert's Rules of Order shall be consulted for the conduct of meetings.

### **4.3 VOTING**

4.3.1 Motions at all meetings of the Association, including Board meetings, will be carried by a simple majority of the members and associate members present.

4.3.2 The non-presiding co-Chair at any meeting may vote on any motion, but the presiding meeting Chair will vote only in the case of a tie vote.

4.3.3 At General Membership meetings, each registered member and associate member present will be eligible to vote.

4.3.4 Proxy voting will not be permitted.

### **4.4 ELECTION OF OFFICERS**

4.4.1 The election of Officers shall occur at the Annual General Meeting.

4.4.2 Board Members are elected by the membership at the AGM from a list of nominees to be placed before the membership prior to the date of the AGM. Additional nominations will be accepted from the floor at the Annual Meeting, subject to the approval of the nominee, in writing, or in person at the meeting.

4.4.3 Nominees are to be members or associate members in good standing.

4.4.4 In the event there are more nominees than vacancies, the position(s) is/are to be filled based on majority vote.

4.4.5 Election shall be by a show of hands unless a request for secret ballot is made prior to the start of the meeting in which case the request will be added to the agenda and agreed to by a majority vote.

4.4.6 To provide continuity and effective orientation of new officers, the first Board meeting following the AGM elections shall include outgoing and incoming officers.

### **4.5 VACANCIES**

4.5.1 Should a Board member be unable to fulfill their term, the Board may:

- i. Fill the position with a nominee who was not elected
- ii. Select a replacement from the membership at large

4.5.2 The replacement person will fulfill the remaining term, and may stand for reelection.

### **4.6 REPORTING AND FINANCES**

4.6.1 All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange will be signed by any two of the designated signing officials on file at the Association's financial institution. Designated signing officials are: Chair; Co-Chair; Treasurer.

4.6.2 No expenditure will be made by the Treasurer unless the expenditure has been authorized, either in the approved budget or via formal resolution of the Annual General Meeting or the Board of Directors.

4.6.3 A Financial Statement for the previous fiscal year and a Budget for the upcoming fiscal year will be prepared by the Treasurer and reviewed by the Board prior to presentation at the Annual General Meeting.

## **5. AMENDMENT TO BYLAWS**

5.1 These bylaws may be amended or repealed by a simple majority vote of members present and voting at any general meeting of the Association, provided that advance notice is given to the membership.

## **6. MAILING ADDRESS**

6.1 The mailing address of the Sheridan College Retirees' Association shall be:

Sheridan College Retirees' Association (SRA)  
Sheridan College Institute of Advanced Learning and Technology  
1430 Trafalgar Road  
Oakville, Ontario L6H 2L1  
Attn: Chair, c/o Advancement

Passed by the Sheridan College Retirees' Association this \_\_\_ day of \_\_\_\_, 20\_\_.