

**The Humber College Retirees'  
Association**

**BY-LAWS**



HUMBER INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

205 Humber College Boulevard LRC 6<sup>th</sup> Floor Reception

Toronto, Ontario, Canada. M9W 5L7

June 8, 2022

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## **ARTICLE I: FUNCTION AND AIM**

- 1.1 Humber College Retirees' Association (HCRA) is a volunteer organization that is dedicated to providing a variety of social, recreational and learning opportunities to our members.
- 1.2 The Association supports Humber students by raising funds for two awards: the Humber College Retirees' Association Bursary and the Humber College Retirees' OTSS Scholarship (formerly the Doris Tallon Scholarship).
- 1.3 HCRA Liaises with various departments and academic schools within the College, as well as with the CAAT Pension Plan, the Ontario Colleges Retirees' Association (OCRA) and other individual Ontario college retiree associations.

## **ARTICLE II: MAILING ADDRESS**

- 2.1 The mailing address of Humber College Retirees' Association will be:

Humber College Retirees' Association

Humber Institute of Technology and Advanced Learning

205 Humber College Boulevard, LRC 6<sup>th</sup> Floor reception

Toronto, Ontario M9W 5L7

PHONE: 416-675-6622 X2799

EMAIL: [Humber.retirees@gmail.com](mailto:Humber.retirees@gmail.com)

Web site: <http://retirees-humber.ca>

## **ARTICLE III: MEMBERSHIP**

### 3.1 Membership is open to:

- 3.1.1 Retired employees of Humber College
- 3.1.2 Retirees of other community colleges

Guests of members are welcome to social or recreational activities at any time and will be charged the same as members.

### 3.2 Honorary membership

An Honorary Membership may be awarded to a person who has been recommended by an HCRA member to the board. The board will have final approval of this recommendation. The recipient will be presented with the HCRA Honorary Member Certificate at a member event. (e.g. General Meeting, Social Event)

### 3.3 Membership Year and Fee:

There will be an annual membership fee in an amount determined by the Board and approved by the membership of the General Meeting (GM). The membership year will run concurrently with the operating year.

### 3.4 A member shall be considered in good standing and have all the benefits of HCRA membership once the membership fee is paid in full. The benefits of membership are outlined in the HCRA brochure and on the website.

### 3.5 HCRA is committed to ensuring a civil and respectful environment free of any form of harassment, discrimination or abuse. This commitment requires that all HCRA Board members and Retiree members actively demonstrate, at all times, a respect for others and an appreciation of differences. For the complete Humber Harassment Policy please refer to: <https://humber.ca/legal-and-risk-management/policies/human-resources/human-rights-policy.html> or google "Humber College Human Rights Policy".

## **ARTICLE IV: YEAR, MEETINGS AND CONDUCT OF BUSINESS**

### 4.1 Operating Year

The operating year of the Humber College Retirees' Association will be July 1<sup>st</sup> To June 30<sup>th</sup> for all social and other activities.

## **4.2 Meetings**

- 4.2.1 The General Meeting will be held at the Humber Institute of Technology and Advanced Learning.
- 4.2.2 General membership meetings may be held at the call of the Chair or upon request of no less than twenty members.
- 4.2.3 Members will receive one month in advance, a notice and agenda for the General Meeting or general membership meetings when possible. Minutes will be taken and will be published on the website or other accessible media as the board may determine to be appropriate.
- 4.2.4 Retired members who want to attend as an observer are welcome to board meetings but must advise the chair in advance and their attendance is at the discretion of the chair.

## **4.3 Voting**

- 4.3.1 Motions will be carried by a simple majority of the members present, except with respect to by-law 5.12. The presiding Chair votes in the case of a tie-vote.
- 4.3.2 Each paid-up member will be eligible to vote.
- 4.3.3 Members may vote by proxy, provided a proxy vote form is completed via an approved format and is received by the chair prior to the posted scheduled meeting.

## **4.4 Elections**

- 4.4.1 The election of Board members will occur at the General Meeting. The Board will consist of 15 – 20 duly elected Board members.
- 4.4.2 Additional nominations will be accepted from the floor at the General Meeting, subject to approval of the nominee, in writing or in person at the meeting.
- 4.4.3 Following the procedures manual the membership and communication committee will present a list of names for ratification as new Board members at the General Meeting.
- 4.4.4 Election of a board will be as a motion to elect a nominee, or a specified slate of nominees, which must be carried by a simple majority. Elections will be by show of hands unless a poll is demanded and, if a poll is demanded, such election will be by ballot, indicating “for or against” a motion to elect individual nominees.

#### **4.5 Quorum**

4.5.1 A quorum for a general membership meeting will be a minimum of twenty (20) paid-up members and, for the Board; a quorum will be 50% plus one of current board members.

#### **4.6 Financial**

4.6.1 Membership revenue supports the operation of the Association. HCRA is financially self-sustaining and is independent of the operational costs of the College.

4.6.2 All of HCRA's financial accounts are integrated with the College's online finance system. Humber's Financial Services and Planning staff handle the deposit of cheques and the payment of invoices and generates financial reports on the status of the HCRA accounts at the request of the Treasurer.

4.6.3 The treasurer reports on the status of the financial accounts at each board meeting and presents a year-end financial summary report at the General Meeting. The year-end financial summary report follows the College's April 1<sup>st</sup> to March 31<sup>st</sup> financial year.

4.6.4 The treasurer is also responsible for monitoring and reporting petty cash expenditures.

#### **4.7 Rules of Meeting**

For the conduct of Meetings not covered under the By-Laws, then Roberts Rules of Order will be the authority.

### **ARTICLE V: ORGANIZATIONAL STRUCTURE**

5.1 The Association will be governed by the policies approved by the General Membership meetings.

5.2 Between General Meetings, the affairs of the Association will be managed by the Board.

5.3 From the duly elected Board members, the Board shall be empowered to appoint the executive officers of the Board, the Chair, the Vice Chair and members of the various standing committees, and ad hoc committees or task forces as required to accomplish the objectives of the Association. The term of office for the Chair will be two (2) years and this person can be re-elected for two (2) additional terms giving them a maximum

term of six (6) years. The term of the Vice Chair will coincide with the length of the Chair's term(s).

5.4 The Board will meet no less than quarterly. Additional meetings will be at the call of the Chair.

5.5 Meetings of the Board and the general membership will be held at the call of the Chair and will be confirmed by the Board. The specific duties of each board member and committee are described in the document "**Job Descriptions**".

5.6 **Chair**

The Chair will have the powers and perform the duties incumbent on officers of like name in similar organizations, subject to these bylaws,

5.7 **Vice Chair**

In the absence of the Chair, the Vice -Chair will chair meetings.

If during the term of the Chair's office the chair resigns, the Vice Chair will assume the position of the Chair

Upon completion of the Chair's term of office the Vice Chair will assume the position of Chair

Other duties will be as negotiated with the Chair

5.8 **Past Chair**

Will assist and advise when necessary in the transition of the Vice Chair to Chair  
Other duties will be negotiated with the Chair

5.9 **The Treasurer** will perform the duties that are usual to the office of Treasurer.

5.10 **The Recorder** will maintain and distribute as appropriate, all minutes of the board and GM meetings.

5.11 The term of office for board members will be two years, after which time a member must stand for re- election at the next General Meeting.

5.12 Should any board member lose the confidence of other board members, the board Chair may initiate a vote of no confidence. If passed by 2/3 of the board members, the board member in question will be deemed to have been removed from the board, until the next GM. At least a one week notice of a "vote of no confidence" shall be communicated to all board members before such a vote takes place.

5.13 Chairs of various committees:

- At the beginning of each term, the Board will determine the number of standing committees required to effectively carry out the affairs of the Association.
- From the duly elected Board members, Chairs and members of each committee will be appointed.
- Each duly elected Board member will actively serve on at least one committee set up by the Board. Such committees may include members at large at the discretion of the Board.
- From time-to-time, the Board may also appoint task forces and /or ad hoc committees in order to carry out specific affairs of the Board. Such committees may include members at large at the discretion of the Board.

5.14 In the event of a vacancy occurring on the Board, however caused, such vacancy may be filled by the Board from among qualified members-at-large, and such an appointee shall fill the vacancy position until the next GM.

5.15 All members of the association are accountable to uphold these bylaws.

#### **ARTICLE VI: AMENDMENT TO THE BY-LAWS**

6.1 These Terms of Reference and Procedures may be amended, repealed or varied by a two thirds majority vote of those members in good standing present and voting at any general meeting of the Association providing that:

6.1.1 At least one month's notice in writing of the proposed amendment has been given to the Humber College Retirees' Association and such amendment has been signed by at least two (2) members thereof, - and-

6.1.2 Notice of the proposed amendment is included in the notice calling the meeting.

PASSED BY THE HUMBER COLLEGE RETIREES'S ASSOCIATION

THIS ? DAY OF JUNE 2021

Chair: Jane Clifton

Past Chair Maryann Jefferies

Recorder: Helen Gawryk