

**The Humber College Retirees'
Association**

BY-LAWS

AFFILIATED WITH HUMBER COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

205 Humber College Boulevard

Toronto, Ontario, Canada. M9W 5L7

Revised June 6, 2023

ARTICLE I: FUNCTION AND AIM

- 1.1 Humber College Retirees' Association (HCRA) is an organization whose function is to provide members with pertinent information, social activities, raise funds for student bursaries, and respond to members' concerns.
- 1.2 The Association supports Humber students by raising funds for the Humber Retirees' Association Bursary(#2808). The Humber Retirees' Scholarship (formerly the Doris Tallon Scholarship) (#6401) is financially self sustaining.
- 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.
- 1.4 Humber College Retirees' Association is the legal name of the association and will be used for all financial transactions with the Humber College Retirees' Association non-profit bank account that has been set up with the TD Bank. Humber Retirees' Association (HRA) name and logo has been established and will be used for marketing purposes. The HRA name and logo will be deployed on the association website, used on HRA publications such as the Membership Brochure and the Memorandum of Understanding, and on official association correspondence.

ARTICLE II: MAILING ADDRESS

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

Humber College Retirees' Association

Main Receiving Office, Room NB-130

HUMBER INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING,

205 Humber College Blvd.,

Toronto, Ontario M9W 5L7

PHONE: 416-675-6622 X2799

EMAIL: Humber.retirees@gmail.com

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

ARTICLE III: MEMBERSHIP

3.1 Membership is open to:

Membership is open to anyone who has worked at Humber College including full-time, part time and short term. Anyone who left Humber but did not retire from Humber is also eligible, as well as retirees from 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 HCRA 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 a complete description of the Humber Human Resources 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 1st To June 30th for all social and other activities.

4.2 Meetings

4.2.1 The General Meeting will be held at the Humber College 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 5.13. 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; for the Board meetings 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 The HCRA has financial accounts established with both Humber's Financial Services and the TD Bank. All e-transfer and cheque payments from members are deposited in the TD Account. Occasionally cheques are written on the TD account to deposit money to the HCRA account at the College. The HCRA college account is used to cover Chartwells catering invoices and petty cash expenditures. The HCRA TD account is used to cover expenditures for contractors and professional speakers.
- 4.6.3 The treasurer provides a monthly summary of the revenue and expenditures of both the HCRA college account and the HCRA TD account at each board meeting and presents a year-end financial summary covering both accounts at the General Membership meeting. The year-end financial summary report follows the College’s April 1st to March 31st Financial year.
- 4.6.4 The treasurer is also responsible for monitoring and reporting the 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 held at the call of the Chair.
- 5.5 Meetings of the general membership will be held at the call of the Chair and will be confirmed by the Board.
- 5.6 The specific duties of each Board member and committee are described in the Job Descriptions document.
- 5.7 **Chair**
- The Chair will have the powers and perform the duties incumbent on officers of like name in similar organizations, subject to these bylaws,
- 5.8 **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
- 5.9 **Past Chair**
- The Past Chair assists and advises when necessary in the transition of the Vice Chair to Chair. Other duties will be negotiated with the Chair.
- 5.10 **Treasurer**
- The Treasurer will perform the duties that are usual to the office of treasurer.

5.11 **Recorder**

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

5.12 The term of office for Board members will be two years, after which time a member who wishes to run for another term must stand for re- election at the next General Meeting.

5.13 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.

5.14 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.

5.15 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.

5.16 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 6th DAY OF JUNE 2023

Chair: Jane Clifton

Vice Chair: Lynne Bentley

Recorder: Sharon Lee