

**RULES OF
NATIONAL CAPITAL REGION/NUNAVUT OF
THE CBC PENSIONERS NATIONAL ASSOCIATION**

1.0 Interpretation

In these rules:

- 1.1 National Capital Region/Nunavut means the National Capital Region and the Nunavut Region of the CBC Pensioners National Association. Unless the context otherwise indicates, Board means Board of Directors
- 1.2 National Association means the CBC Pensioners National Association.
- 1.3 Any reference to one gender shall be deemed to include the other gender.
- 1.4 Interpretation of the rules and conduct of meetings shall be covered by Roberts Rules of Order.

2.0 Head Office

The head office of the National Capital Region shall be situated in an area defined as being part of the National Capital Region.

3.0 Responsibilities of the NCR/Nunavut Region

The National Capital Region/Nunavut thru its Board of Directors is responsible for:

- 3.1 Executing the policies and decisions of the Association throughout the Region;
- 3.2 Reflecting the views and wishes of the Members in that Region to the Board;
- 3.3 Planning and organizing activities for its members, including activities encouraging camaraderie; and
- 3.4 Providing service to all Members in the Region.

4.0 Structure and Jurisdiction

The National Capital Region/Nunavut is established as a region pursuant to Article 6 of the Charter of the National Association.

5.0 Members

- 5.1 The National Capital Region/Nunavut shall consist of active members in respect of whom the National Capital Region/Nunavut receives a subscription from the National Association.

- 5.2 The Board of Directors may, from time to time, select a person, whether retired or not, to be made an honorary member in recognition of such person's exceptional contribution to the National Capital Region/Nunavut.

6.0 Board of Directors

- 6.1 The Board shall consist of no more than twelve (12) directors.
- 6.2 Each director shall be elected for a three year term which shall start immediately at the end of the Annual General Meeting at which the election took place.
- 6.3 A vacancy on the Board exists when a director:
- a) Submits a written resignation which is accepted by the Board;
 - b) Is absent without valid reason for three (3) consecutive regular meetings of the Board;
 - c) Is removed from office by a two-thirds (2/3) majority of the members at a special meeting called for that purpose.
- 6.4 A vacancy on the Board may be filled by resolution of the Board for the balance of the term of the director so replaced.
- 6.5 Directors are not entitled to remuneration. Directors may be reimbursed for out-of-pocket expenses incurred in the course of exercising their duties. Reimbursement shall be in accordance with the expense policy of the Pensioners National Association.
- 6.6 The Board shall meet as necessary, but not less than three (3) times annually at the request of the President or a majority of its members. The date, time and place of a meeting shall be either shown in the notice of meeting or determined at the end of the previous meeting.
- 6.7 A notice of meeting, together with an agenda, shall be sent to each director by the President or Secretary at least five (5) days before the date of the meeting.
- 6.8 At a meeting of the Board a quorum shall consist of fifty per cent (50%) of its members.

7.0 Board of Directors (Board) Duties and Powers

The Board shall carry out the duties and exercise the powers delegated to them by these rules and in particular shall:

- 7.1 Manage the property and business of the National Capital Region/Nunavut;
- 7.2 Manage its finances;
- 7.3 Ensure that the objectives of the National Capital Region/Nunavut are achieved and, if necessary, create temporary or permanent committees to achieve them;

- 7.4 Ensure that regular contact is maintained with all members of the National Capital Region/Nunavut;
- 7.5 Perform such further and specific duties and exercise such additional powers as may be conferred at the Annual General Meeting.

8.0 Executive Committee

- 8.1 The Executive Committee shall consist of the President, the Vice-president, the Secretary and the Treasurer.
- 8.2 Immediately following the Annual General Meeting, the Board of Directors shall elect, from among its members, a president, a vice-president, a secretary and a treasurer.
- 8.3 The President shall perform the following duties:
 - a) Exercise responsibility for the implementation of the policies and the efficient exercise of the activities of the National Capital Region;
 - b) Represent the National Capital Region on the Board of Directors of the National Association;
 - c) Act as sole spokesperson for the National Capital Region;
 - d) Preside over general meetings, special meetings as well as meetings of the Board. The President maintains order, directs deliberations, ensures compliance with the rules and determines questions of procedure;
 - e) Ensure that the duties assigned to other members of the Executive Committee and Board are carried out satisfactorily;
 - f) Co-sign (with Treasurer) all cheques and other financial documents.
- 8.4 The Vice-president shall perform the following duties:
 - a) Act in the place of the President in his absence or in such cases as the Board deems the latter incapable of discharging his duties;
 - b) Provide such assistance to the President in discharging his/her duties as may be required.
 - c) When necessary, co-sign (with Treasurer) cheques and other financial documents of the National Capital Region.
- 8.5 The Secretary shall perform the following duties:
 - a) Exercise responsibility for the secretariat and keep records of the National Capital Region/Nunavut;
 - b) Ensure timely follow up of correspondence;
 - c) Prepare all meeting notices and agendas in consultation with the President;

- d) Keep minutes of members meetings and meetings of the Board;
- e) Assist the President during meetings in assuring proper procedure and conformity with rules;
- f) Keep an attendance register of members meetings.

8.6 The Treasurer shall perform the following duties:

- a) Manage the financial affairs of the National Capital Region/Nunavut;
- b) Maintain all financial records in good order;
- c) Prepare a financial report at the end of each fiscal year as well as a proposed budget for the next following year;
- d) Co-sign, with the President or Vice-president, all cheques and other financial documents.

9.0 Members Meetings

9.1 There shall be two types of members meetings: the Annual General Meeting and special meetings.

9.2 All active members present at a members meeting shall have the right to vote.

9.3 Voting by proxy is not permitted at members meetings.

9.4 The National Capital Region shall hold one (1) Annual General Meeting a year. Such meeting shall take place at a date, time and place as determined by the Board and during the sixty (60) days following the end of the fiscal year, that is between October 1st and December 31st.

9.5 The agenda of the Annual General Meeting shall include the following items:

- 1) The annual financial report;
- 2) A report on the activities of the National Association;
- 3) The election of Directors.

9.6 A quorum at the Annual General Meeting shall be 10% of the active members.

9.7 Election Procedures:

- 1) An election chairman shall be chosen by the annual general meeting to be responsible for conducting the election;
- 2) An election secretary and ballot assistants shall be chosen to assist the election chairman;
- 3) All candidates must signify acceptance of their candidacy;
- 4) If the number of candidates equal the number of positions to be filled the election chairman shall declare such candidates elected;

- 5) If the number of candidates is greater than the number of positions to be filled, the chairman shall hold an election by secret ballot.
- 6) Candidates shall be elected by a plurality vote. In the event of a tie, the election shall continue with those members only who are subject to a tie

9.8 A special meeting may be called in the following cases:

- a) At the request of the President;
- b) At the request of two thirds (2/3) of the members of the Board of Directors;
- c) By written petition setting out an agenda and the reason for the proposed meeting, signed by at least five per cent (5%) of the active members. A quorum at any such meeting so called shall be five per cent (5%) of the active members.

At a special meeting, only those matters which are on the agenda may be discussed.

9.9 All Members Meeting. A notice of meeting for all members meetings shall be sent by the Secretary to all members by ordinary post, mailed at least thirty (30) days before date of the meeting. Such notice shall include an agenda and shall indicate the date, time and place of the meeting.

10.0 Permanent and Temporary Committees

10.1 The Board may, from time to time, set up a temporary committee to carry out a particular task, and may establish a permanent committee to carry out tasks which are of an ongoing nature.

10.2 A committee shall, at all times, be responsible to and report to the Board. In carrying out its duties a committee shall abide by the rules, its mandate and the directions of the Board.

10.3 Any committee having an operational budget shall designate one of its members to be responsible to and report to the Treasurer.

11.0 Representation at the National Association Convention

The Board shall, from time to time, and in accordance with the Charter/Rules of the National Association, appoint from among the members, delegates to attend a National Convention of the National Association.

12.0 Rules

12.1 These National Capital Region/Nunavut Rules are consistent with the Charter of the Association;

12.2 Any changes to these Rules must be approved by the National Association Board

13.0 General

- 13.1 All members may have access, at reasonable times and places, to the minutes of members meetings and meetings of the Board of Directors.
- 13.2 The fiscal year of the National Capital Region/Nunavut ends on September 30th of every year.