



**The CBC Pensioners
National Association**

**L'Association nationale
des retraités de la SRC**

**DURHAM CHAPTER
BYLAWS**

December 6, 2019

ARTICLE ONE - MISSION STATEMENT

The purpose of the Durham Chapter of the CBC Pensioners National Association is to promote, maintain and foster social relations among former CBC employees or their surviving spouses currently drawing a pension from the CBC Pension Plan and former CBC employees who have opted for a deferred pension; to facilitate and promote the dissemination of information of interest to CBC Pensioners in order to keep them informed of important activities and services which may affect them financially or socially; to represent the interests of CBC Pensioners and to advocate on their behalf; to further the understanding of retirement pension arrangements and provide a conduit for information, when necessary, between the Canadian Broadcasting Corporation and its Pensioners.

The aim of this Chapter is to work on behalf of CBC Pensioners who are members of the CBC Pensioners National Association and to invite them to take advantage of the full benefits available through the CBC Pensioners National Association.

ARTICLE TWO - DEFINITIONS

2. In these Bylaws, the following terms are to be interpreted as follows:

2.1 Chapter

The Durham Chapter of the CBC Pensioners National Association.

2.2 Ontario Region

The Ontario Region of the CBC Pensioners National Association.

2.3 National Association

The CBC Pensioners National Association.

2.4 Bylaws

The Bylaws of the Chapter.

2.5 CBC Pensioners

Those persons in receipt of a pension from the CBC Pension Plan who reside within the region bounded by the Chapter including, but not limited to, Pickering, Ajax, Whitby, Oshawa, Courtice, Bowmanville, Newcastle, Port Hope, Cobourg, Colborne, Port Perry.

ARTICLE THREE – OBJECTIVES

3. Chapter Objectives include but are not limited to:

3.1 representing, promoting and defending the interests of CBC Pensioners, regardless of race, creed, sex, age, colour, national origin, physical or other disability, sexual orientation, lifestyle or political affiliation and to share in the full benefits of the CBC Pensioners National Association.

3.2 maintaining effective relations with the Ontario Region in order to pursue matters of interest to its members.

3.3 planning and organizing activities for its members, including activities that promote camaraderie.

3.4 in order to be inclusive, in all cases where gender pronouns are relied upon, the singular “they” and its other grammatical forms (them, themselves and their) will be used in place of he or she.

ARTICLE FOUR – STRUCTURE & JURISDICTION

4. The Chapter is a part of the Ontario Region.

4.1 The Ontario Region is mandated to deal with the National Association with regard to any and all matters of interest to its members.

4.2 Regional Representation

The Chapter is represented on the Board of Directors of the Ontario Region by the Chapter President or designated member of the Chapter Executive and as outlined in the bylaws of the Ontario Region.

ARTICLE FIVE – MEMBERS

5. A member is any person for whom the Chapter receives a share of dues from the CBC Pensioners National Association.

ARTICLE SIX – CHAPTER EXECUTIVE

6.1 Administration of Business

The Chapter Executive manages all business aspects of the Chapter.

6.2 Make-up of the Chapter Executive

The Executive is composed of a maximum of four (4) Officers elected according to the procedures set out in these Bylaws. The Chapter Executive is composed of the President, the Vice-President, and the Secretary-Treasurer. At its discretion, the Chapter Executive may divide the roles of Secretary and Treasurer and cause an election to be held for each position. The elected Officers of the Chapter will have both voice and vote. Additional Chapter Directors may volunteer to assist the Executive and will have voice but no vote.

6.3 Term of Office

Chapter Executives are elected for a term of three (3) years at the Annual General Meeting. The term begins at the end of the Annual General Meeting at which they were elected.

6.4 Eligibility

Only members in good standing are eligible to occupy positions in the Chapter Executive.

6.5 Nominations

Prior to or at the Annual General Meetings at which elections are to be held, candidates may nominate themselves or be nominated by other members. Each nominee must be seconded by another member of the Chapter.

6.6 Elections

6.6.1 Should a candidate for an Officer position lose the election for that position, the candidate may stand for another Officer position on the Chapter Executive at the same election.

6.6.2 All candidates are required to signify acceptance of their candidacy, either in writing if they were nominated in writing, or orally if they were nominated from the floor on the day of the election.

6.6.3 If only one (1) candidate is nominated for any Officer position, that candidate shall be declared elected by acclamation.

6.6.4 The election for each position shall be decided by a simple majority of those members present at the Annual General Meeting where the election is being held.

6.6.5 In the event of a tie, the person chairing the election meeting will have the deciding vote.

6.7 Vacancy

A vacancy in the Chapter Executive is created when an elected Officer resigns, passes away, or is removed from office by two-thirds (2/3) majority of the members who vote at a Special General Meeting called for that purpose.

When a vacancy occurs, the Chapter Executive may appoint a replacement to serve until the next Annual General Meeting. When a new Officer is elected to fill a vacancy part way through a term of office, that Officer will serve out the remainder of the term.

ARTICLE SEVEN – EXECUTIVE ROLES AND RESPONSIBILITIES

7.1 Meetings of the Chapter Executive

The Chapter Executive will meet as frequently as necessary, but not less than two (2) times annually. Meetings are called by the President or by a majority of the Chapter Executive Officers. The date, time, and place of the meeting shall either be indicated in the notice of the meeting or determined at the end of the previous meeting.

7.1.1 At least five (5) days prior to the date of the meeting, the President or Secretary shall send a notice of meeting, including an agenda and minutes of the previous meeting, to the members of the Chapter Executive Officers and Directors by mail or other means.

7.1.2 Quorum

For any meeting of the Chapter Executive, a majority of the elected Executive Officers will constitute a quorum.

7.1.3 Decision-making

The Chapter Executive and Directors will use a consensus approach to making decisions whenever possible. Should a consensus not be reached, the elected Officers will vote following the processes laid out in Robert's Rules of Order. Any motion requires a simple majority to pass.

All decisions related to Chapter spending must be recorded in the form of a motion and voted on by the elected Officers of the Chapter. Directors may voice their opinions during the discussion of a motion but have no power to vote

7.2 Elected Officers perform the following duties and functions:

7.2.1 President

- i) is the principle director of the Chapter. They are responsible for implementation of the policies of the Chapter and the efficient conduct of its activities.
- ii) serves on the Board of Directors of the Ontario Region.
- iii) maintains communication between the Chapter and the Ontario Region and makes official statements on behalf of the Chapter.
- iv) presides over meetings of the Chapter Executive as well as General Meetings and Special Meetings. The President maintains order, directs deliberations, ensures adherence to the Bylaws, and determines questions of procedure. They are an ex-officio member of all committees.
- v) ensures that duties and functions assigned to other members of the Executive are carried out effectively.
- vi) may delegate some of their duties to another member of the Chapter Executive.
- vii) is authorized to co-sign cheques and other financial documents on behalf of the Chapter.
- viii) may be assisted in the discharge of his/her duties by Chapter Directors.

7.2.2 Vice-President

- i) acts for the President when the President is absent or temporarily unable to perform duties outlined in the Bylaws.
- ii) assists the President in the performance of their duties.
- iii) is authorized to co-sign cheques and other financial documents on behalf of the Chapter.

7.2.3 Secretary

- i) is responsible for maintaining the records of the Chapter.
- ii) ensures the follow-up of correspondence in collaboration with the President.
- iii) assists, in collaboration with the President, meeting notices for all meetings related to Chapter business, meeting agendas and other documents related to the meeting, and distributes those documents in advance of the meeting.
- iv) takes and maintains the minutes of meetings of Chapter members and of the Chapter Executive.
- v) during meetings, assists the President by ensuring proper procedure and conformity to the Bylaws.
- vi) maintains an attendance register for events of the Chapter.

7.2.4 Treasurer

- i) records and reports on financial affairs of the Chapter.
- ii) maintains financial records in good order and in accordance with generally accepted accounting procedures.
- iii) prepares and presents at the Annual General Meeting of the Chapter a financial report for the year just ending as well as a budgetary forecast for the following year.
- iv) is authorized to co-sign cheques and other financial documents on behalf of the Chapter.

7.3 Responsibilities of Chapter Directors

- 7.3.1 supports or assists in the maintenance of communications between the membership and the Chapter Executive.
- 7.3.2 assists the members of the Chapter Executive as required.
- 7.3.3 attends all meetings of the Chapter Executive.

7.4 Duties and Powers

In addition to the management of the business of the Chapter, the Chapter Executive exercises the powers vested in it by these Bylaws, including but not limited to:

- i) enacting its own internal policies and rules of conduct.
- ii) managing its finances, particularly dues transferred from the National Association.
- iii) collecting and managing all other kinds of revenue.
- iv) interpreting and enforcing these bylaws
- v) ensuring that contact is maintained with all members of the Chapter.

7.5 Remuneration

Chapter Executive Officers and Directors serve without remuneration. They are entitled to reimbursement for out-of-pocket expenses incurred in the course of carrying out their duties and responsibilities. They will be reimbursed in accordance with standards established by the National Association and/or policies of the Ontario Region.

ARTICLE EIGHT – MEETINGS OF MEMBERS

8.1 Types of Meetings

There are three types of meetings for members of the Chapter. There are General Meetings, Annual General Meetings, and Special Meetings.

8.2 Voting

Members of the Chapter have the right to vote at all meetings that they attend. In addition, voting by proxy is permitted. The Chapter Executive may develop a proxy form for certain purposes or any member may provide a letter to the Chapter Executive giving another member authority to vote at a specific meeting.

8.3 General Meeting

The President may invite Chapter members to a General Meeting at any time. The purpose of such meetings is to update the membership on issues deemed to be of significant interest, as well as provide progress reports on activities at the National or Regional level.

Guest speakers may be invited to provide information and facilitate discussion. Other events, such as luncheons or coffee gatherings, may also be used for these purposes.

8.4 Annual General Meeting

The Chapter must hold one Annual General Meeting each year. This meeting must take place between the first week of September, following Labour Day, and December 31. The agenda of the Annual General Meeting must include the report of the Treasurer and the presentation of the Financial statements for the year ended.

The agenda of this meeting may also include, but is not limited to:

- i) an account of the activities and achievements of the Chapter for the year ended.
- ii) recommendations for the adoption or amendments of the Bylaws.
- iii) discussion of matters of interest or importance to the members.

8.4.1 Notice of the Annual General Meeting

The Notice of Meeting will be sent to all members of the Chapter electronically or through the Chapter Newsletter or through normal postal channels at least thirty (30) days in advance of the meeting date. The notice will include the agenda, date, time, and place of the meeting as determined by the Chapter Executive.

8.4.2 Quorum for the Annual General Meeting

A quorum at an Annual General Meeting consists of at least ten percent (10%) of the total membership, including proxies.

8.5 Special Meeting

A Special Meeting of members will be called for the following reasons:

- i) at the request of the President of the Chapter
- ii) at the request of two-thirds (2/3) of the members of the Chapter Executive
- iii) by written petition signed by at least ten (10) members of the Chapter.

8.5.1 Agenda

There must be a specific purpose in order to call a Special Meeting. The purpose will be clearly outlined in an agenda. The agenda must be provided by the party, or parties, requesting the Special Meeting.

8.5.2 Notice of Special Meeting

Once a Special Meeting has been called, the Secretary shall send a notice to all Chapter members either electronically or by regular mail at least fourteen (14) days prior to the appointed date. This notice shall include the agenda and the date, time, and location of the meeting.

8.5.3 Quorum

A quorum at a Special Meeting consists of at least ten-percent (10%) of the total membership of the Chapter, including proxies.

8.6 Procedures

All membership meetings will be conducted according to Robert's Rules of Order.

Members in attendance will sign the register prepared by the Secretary who will ensure they are eligible to vote based on the most recent membership list supplied by the National Association.

ARTICLE NINE – DOCUMENTS

9.1 Signing of Documents

All contracts, deeds or any other documents requiring the signature of the Chapter shall be signed by the President and one (1) other Officer of the Chapter Executive, or with the recorded consent of a majority of elected Officers, and, having been signed, shall commit the Chapter without any other formality.

9.2 Minutes

The minutes of meetings of the Chapter Executive shall be made available to any members of the Chapter upon request.

9.3 Records

The Secretary-Treasurer or Secretary will maintain in good order the records of the Chapter, as required by these Bylaws, as well as the bylaws of the Ontario Region and the National Association, as well as any other applicable law.

ARTICLE TEN – BYLAWS AMENDMENTS

10.1 Effective Date

Any amendments or additions to these Bylaws come into effect immediately after being approved by a two-thirds (2/3) majority of the Chapter members present at the Annual General Meeting where they are presented.

10.2 Procedure

10.2.1 The Chapter Executive or any individual Chapter member may propose an amendment to the Bylaws.

10.2.2 All proposed amendments must be submitted in writing, either electronically or by regular mail, to the Chapter Executive no later than fifteen (15) days in advance of the Annual General Meeting. Any proposed amendments will be sent to all members of the Chapter electronically or through the Chapter Newsletter or through regular mail at least ten (10) days in advance of the meeting.

10.2.3 Any amendments to any bylaw proposals during debate may not change the intent of the proposed bylaw and must be approved by at least two-thirds (2/3) of the Chapter members present and voting (including proxies) at the Annual General Meeting.

ARTICLE ELEVEN – FINANCES

11.1 Fiscal Year

The fiscal year of the Chapter begins on September 1 and ends August 31 of the following year.

11.2 Financial Documents

Any two (2) Officers of the Chapter Executive are authorized to sign all cheques, notes, and other financial documents on behalf of the Chapter.

11.3 Records

The Secretary-Treasurer or Treasurer will ensure all Chapter financial records including but not limited to bank statements, Financial Statements, and Budgets are maintained electronically. These records will be reviewed and accepted at each meeting of the Chapter Executive and made available to any Chapter member upon request.