

Carleton University Retirees Association Constitution

Article 1 Name

The name of the Association shall be Carleton University Retirees Association (CURA) hereinafter referred to as the Association.

Article 2. Purpose

It is the purpose of the Association to promote the welfare of its retired staff and faculty and to support the educational programs of Carleton University. It shall also strive to enhance the reputation of Carleton University locally, provincially, and in general.

Examples of the kinds of activities envisaged include:

1. To provide opportunities for social and other interaction amongst Carleton University retirees.
2. To hold discussions about the direction of the University and higher education generally, with a view to contributing to the interests of both from our particular perspective.
3. To seek support for the University in the wider community.
4. To provide encouragement for members with the inclination, time and resources to contribute appropriately to University activities, including possibly pursuing further careers within the University.
5. To inform the University and its various employee groups about concerns and needs of retirees as these may arise.
6. To facilitate interaction with other comparable retiree associations.
7. To provide the university Administration with a sounding board and possible advice.

Article 3. Membership

Membership in the Association is open to all retirees of Carleton. Active Members, referred to herein as Members are those who have paid the authorized annual membership fee. Spouses and partners are to be included with Members. A Member may be carried for no more than one year without payment of dues, after which the Member shall become an Inactive Member.

Article 4. Executive Committee

The Executive Committee shall consist of 9 directors made up of the 5 designated officers listed below and no more than 4 directors at large. The officers of the association shall be:

1. President, responsible for policy coordination and executive administration of the Association.
2. Vice-President, to act for the President when the latter is absent and to fulfill any other duties assigned by the President or the Executive Committee.
3. Immediate Past-President, to advise the President and fulfill such other duties as may be assigned.
4. Secretary, to keep proper minutes of general meetings of members and meetings of the Executive Committee, and to maintain a register of members.
5. Treasurer, to keep proper record in a form that can be audited of all monies received and paid out. The Treasurer shall report on the Association's finances at the Annual General Meeting.

The Executive Committee shall meet immediately after each Annual General Meeting to appoint the above-mentioned officers, apart from the Past-President, from amongst themselves. These appointments will be reported to the general membership as soon as possible. Provided they remain members of the Executive Committee, officers may be reappointed.

Members of the Executive Committee shall normally serve for a three-year term but, may be re-elected for a maximum of one additional term or longer if necessary, under special circumstances.

The Executive Committee will determine by mutual agreement which of its three members should stand aside, or run for re-election, based on their length of service on the committee. A Nominations Committee may be appointed to seek out candidates for election. At each Annual General Meeting of the Association these three positions shall be filled by an election with votes cast by those members present at the meeting (see Quorum). The names of candidates for election/re-election shall be circulated with the notice of the meeting, though nominations from the floor will be accepted.

If for any reason, positions on the Executive Committee become vacant during the membership year, they may be filled by appointment. Such appointments will last until the next Annual General Meeting, when the appointment must be confirmed or filled by election.

Article 5. Elections and Voting

Officers of the Executive Committee shall be elected at a General Meeting of the Association. Only Active Members shall be eligible to vote in elections.

Article 6. Committees

Committees (ad hoc or standing) may be formed on the recommendation of the Executive Committee or the general membership. Standing Committees shall be chaired by members of the Executive.

Article 7. Meetings

1. There shall be an Annual General Meeting of the Association to be held in the spring at a time and place decided by the Executive Committee.
2. Notice of the Annual General Meeting shall be sent to all members not later than four weeks prior to the given date.
3. Quorum for the Annual General Meeting shall be 10 Active Members.
4. Quorum for any other General Meeting called by the Executive Committee shall be 10 Active Members.
5. The Executive Committee shall meet at least twice a year at the call of the President or at the written request of any three members of the Executive Committee. Quorum for meetings of the Executive Committee shall be five voting Members.

Article 8. Finances and Fees

An annual membership fee (\$30 in 2020-21) shall be charged, the amount to be revised on the recommendation of the Executive Committee and approval at the Annual General Meeting. The Executive shall appoint an Auditor who shall not be a member of the Executive. This appointment must be ratified each year at the Annual General Meeting. In order to coincide with the academic year, the fiscal year and membership year shall be from September 1st to August 30th.

Article 9. By-Laws

1. The Executive Committee may make by-laws for the administration and government of the Association.
2. The Executive Committee may amend or repeal any such by-laws.
3. The Executive Committee shall report the adoption or change of any by-laws at

the next Annual General Meeting of the Association.

Article 10. Amendment of the Constitution

This Constitution may be amended at any Annual General Meeting of the Association.

1. Constitutional amendments may be recommended by the Executive Committee or by any five Active Members of the Association.
2. Active Members wishing to propose an amendment to the Constitution shall submit it in writing to the Executive Committee at least 60 days prior to the Annual General Meeting.
3. The Executive Committee shall present such an amendment to the Annual General Meeting indicating whether it supports or does not support the amendment.
4. Recommended amendments shall be included in the notice of the Annual General Meeting.
5. A two-thirds majority of Active Members present and voting at the meeting is required for a constitutional change.

Article 11. Dissolution

In the case of the dissolution of the Association, all funds shall be transferred to the general scholarship fund of Carleton University.