

# Education Retirees Association of Ottawa (ERAO)

## CONSTITUTION

(Approved May 31, 2023)

### 1. Aims and Objectives

ERAO exists:

- To promote and maintain contact with retirees of Ottawa publicly-funded educational institutions.
- to promote its members' life-long learning,
- to provide camaraderie through social, recreational, and educational activities, and
- to provide and maintain communication system(s) for members.

### 2. Membership

Retired employees of a publicly-funded educational institution may be members of ERAO upon payment of the annual membership fee.

The spouse or partner of a member may be a member of ERAO upon payment of the annual Spousal membership fee.

Spouses of partners of deceased members may be members upon payment of the annual membership fee.

### 3. Annual General Meeting (AGM)

The AGM shall occur each year on or before the first Thursday of June.

Annual reports shall be submitted for approval at the AGM by the President, the Treasurer, the Secretary, the Social Committee Co-chairperson(s), the Chairperson Online Activities, the Nominating Committee Chair, and other reports as determined by the Executive.

The election of members of the Executive for the upcoming year shall take place.

A simple majority (50% + 1) of members in good standing present will accept or reject motions presented at the AGM.

The AGM may be held either in-person or on-line at the discretion of the Executive.

#### **4. Business Year**

ERAO's business year will be from September 1<sup>st</sup> to August 31<sup>st</sup> of the following year.

ERAO Executive members shall serve a one-year term immediately following the AGM. Members may be re-elected at the following AGM.

#### **5. The Executive**

The Executive shall consist of:

- The President
- The Vice-President
- The Secretary
- The Treasurer
- The Registrar
- The Social Committee Co-chairperson(s)
- Chairperson Online Activities
- The House Convenor
- The Past President
- Members-at-Large, to a maximum of 4.

#### **6. Decisions of the Executive**

- The quorum shall be the majority of the Executive members currently in office.
- A simple majority of the Executive members present shall carry a motion.
- The President shall not vote, but in the event of a tie, shall cast a deciding vote.
- Robert's Rules of Order shall be used at meetings of ERAO.

#### **7. Duties of the Executive**

The Executive shall:

- Meet at least five times a year, in August, October, December, February and April,
- meet at the call of the President, or by agreement of fifty percent of the elected members of the Executive,
- Executive meetings may be held either in-person or online at the discretion of the Executive,
- supervise and be responsible for the management of ERAO and for the establishment or amendment of ERAO Policies and Procedures as needed,
- be responsible for the finances of ERAO,
- establish the annual membership fees,
- establish ad hoc committees as necessary,
- appoint, on the recommendation of the Nominating Committee, a member in good standing to finish the term of an executive member who is unable to complete their term of office, and

- approve and monitor a plan submitted by the Chairperson ERAO Online Activities designed to ensure ERAO Events and Executive decisions are publicized in appropriate ERAO Online Conferences.

## **8. Duties of the President**

The President shall:

- Prepare the agenda and preside over the meeting of the Executive, and all general meetings of ERAO,
- be a signing officer of ERAO,
- serve as an ex-officio member of all committees,
- represent ERAO at functions as required,
- be the primary contact between ERAO and any other organization, and
- in consultation with the Executive, call, publicize and chair a general meeting of all members if ever it is appropriate or necessary. Such a general meeting must have no less than thirty days advance notice. A simple majority (50% + 1) of members in good standing present will accept or reject motions presented at a general meeting.

## **9. Duties of the Vice-President**

The Vice-President shall:

- Attend the meetings of the Executive,
- be a signing officer of ERAO,
- perform such duties as assigned by the President, and
- perform the duties of the President in their absence.

## **10. Duties of the Secretary**

The Secretary shall:

- Be responsible for booking the meeting location used by ERAO,
- attend the meetings of the Executive,
- record the minutes of all general meetings and meetings of the Executive, and keep an accurate file of the year's minutes,
- distribute the Executive minutes to the Executive at least two weeks before the next meeting,
- present the minutes of the previous AGM at the next year's AGM,
- file the minutes of each Executive meeting and the AGM electronically and in ERAO's filing cabinet, and
- perform other duties as determined by the Executive and the President.

## **11. Duties of the Treasurer**

The Treasurer shall:

- Attend the meetings of the Executive,
- be a signing officer of ERAO,
- prepare a draft budget for the August Executive meeting for revision and acceptance,
- receive all monies due, and deposit them into ERAO's bank account,
- pay all bills and disbursements by cheque or by e-transfer,
- keep an accurate and timely record of ERAO's financial status,
- present a financial report to each Executive meeting,
- prepare and present a Statement of Receipts and Expenditures for the previous fiscal year to the AGM,
- with the House Convenor, maintain an up-to-date inventory of ERAO property, and
- expenses over-budget must be approved by the Executive.

## **12. Duties of the Registrar**

The Registrar shall:

- Maintain an accurate, up-to-date record of all memberships and membership fees collected for ERAO,
- provide members of the Executive with membership information on a timely basis,
- be a signing officer of ERAO,
- organize and administer the process of membership renewal,
- in co-operation with the Treasurer, ensure the safe and timely deposit of membership fees,
- provide membership information and data as needed to the Chairperson of ERAO Online Activities and membership committees, and
- maintain a comprehensive electronic record that can be used to generate needed files and records (i.e., mailing lists and/or labels).

## **13. Duties of the Social Committee Chairperson(s)**

The Social Committee Chairperson(s) shall:

- Attend the meetings of the Executive,
- establish a committee of at least four members,
- prepare and present to the August Executive meeting a draft programme of activities for the coming year,
- prepare and present an annual budget to the Treasurer of ERAO to assist the Treasurer in the development of ERAO's annual budget,
- ensure that each activity has a convenor whose role is to organize and operate it,
- support convenors in any way reasonably necessary, and
- prepare and present an annual report to the AGM.

#### **14. Duties of the Chairperson of Online Activities**

The Chairperson of Online Activities shall:

- attend the meetings of the Executive,
- establish a committee of members in good standing who will be Coordinators of specific online activities,
- call meetings of the Coordinators from time-to-time during the year and when requested by two or more members of the committee,
- Coordinators of specific online activities shall report to the Chairperson,
- online activities will include but are not limited to Facebook, Mailchimp, the website and Zoom,
- Coordinators of specific online activities shall manage their respective online activity,
- Coordinators of specific online activities may be responsible for the operation of more than one online activity,
- prepare and present an annual budget to the Treasurer of ERAO to assist the Treasurer in the development of ERAO's annual budget, and
- prepare and present an annual report at the AGM.

#### **15. Duties of the House Convenor**

The House Convenor shall:

- Attend the meetings of the Executive,
- co-ordinate the housekeeping of the ERAO room,
- maintain a supply of consumable goods as needed,
- ensure that ERAO's property is in good repair,
- with the Treasurer, maintain an up-to-date inventory of ERAO property, and
- report to the Executive any deficiencies in the inventory.

#### **16. Duties of the Past President**

The Past President shall:

- Attend the meetings of the Executive,
- provide support and guidance to the incumbent President,
- chair the Nominating Committee,
- present the Nominating Committee's report to the Executive,
- present the slate to the membership at the AGM, and
- appoint scrutineers and conduct the election of members of the Executive.

#### **17. Duties of the Members-at-Large**

Members-at-Large shall:

- Attend the meetings of the Executive, and
- volunteer or be asked to support the activities and duties determined by the Executive.

## **18. Nominating Committee**

- The Nominating Committee shall consist of a maximum of four members plus the Past President,
- Members of the Nominating Committee shall be chosen by the Past President,
- the Past President will chair all meetings of the Nominating Committee,
- the Nominating Committee shall send out nomination notices one month prior to the AGM,
- the Nominating Committee shall prepare a list of possible candidates for each Executive position,
- the Nominating Committee Chair (Chair) will present the slate of candidates at the AGM,
- the Chair will call for other nominations from the floor,
- the Chair will present a motion for the acceptance of each position where there is one candidate, and
- where there are several candidates for one position, the Chair will hold elections for the position and the winner will be by simple majority of members in good standing at the AGM.

## **19. Amendments to the Constitution**

- An amendment shall be proposed and seconded by at least two members in good standing.
- The amendment shall be presented in writing to the Executive in time for review at the February Executive meeting.
- The amendment shall be presented to the membership in appropriate ERAO online conferences prior to the AGM.
- The amendment shall be voted on at the AGM and passed by a simple majority of members in attendance at the AGM.