

FSNA – Ottawa Valley Branch Bylaws
FEDERAL SUPERANNUATES NATIONAL ASSOCIATION
OTTAWA VALLEY BRANCH

Branch By-Laws

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ARTICLE 1 - TITLE

1.1 - The title of this organization shall be the Federal Superannuates National Association, Ottawa Valley Branch.

ARTICLE 2 - OBJECTS

2.1 - To advocate measures beneficial to the annuitants and potential annuitants of the Public Service of Canada, the Canadian Forces, the Royal Canadian Mounted Police and other federal agencies or bodies deemed appropriate by the National Board of Directors of the Federal Superannuates National Association.

2.2 - To oppose legislation, rules and regulations inimical to the interests of annuitants and potential annuitants.

2.3 - To promote the general welfare of said annuitants and potential annuitants.

2.4 - To inform and assist said annuitants and potential annuitants with regard to their rights as annuitants.

2.5 - To cooperate with other organizations in furtherance of mutual objectives.

ARTICLE 3 - MEMBERSHIP

3.1 - Any person in receipt of an annuity, pension or annual allowance in his or her name under the Public Service Superannuation Act, the Canadian Forces Superannuation Act, the Royal Canadian Mounted Police Superannuation Act, or under Acts relating to federal agencies or bodies deemed appropriate by the National Board of Directors, is qualified to be a member.

3.2 - The spouse or surviving spouse of any annuitant or former annuitant who qualifies or qualified in accordance with **3.1**, is qualified to be a member.

3.3 - The spouse of a surviving spouse is not entitled to be a member unless otherwise qualified.

3.4 - Associate membership may be offered to future superannuates upon payment of the appropriate fee. Such person shall not hold any elected office in the Branch nor be entitled to vote.

ARTICLE 4 - DESIGNATED AREA OF JURISDICTION

4.1 - The designated area of jurisdiction for the Ottawa Valley Branch is defined as commencing at the north-east corner of the area at a point on the Ottawa River west bank near, and exclusive of, Castleford. The northern boundary then runs south-west in a line south of Renfrew to Shamrock, then direct to the west boundary of Hastings County, east of Silent Lake. It then follows the Hastings County west boundary in a southerly direction to where it crosses Highway 7 near Blairton. From there, it proceeds in an easterly direction along, and generally to the north of Highway 7, to the Frontenac/Lanark County boundary near Maberly. It then follows the Lanark County boundary south-west, east and south, crossing the Rideau River north of Newboro. From there, it runs along and to the south of the Rideau River to a point east of Merrickville at the corner of the Lanark County/Regional Municipality of Ottawa-Carleton boundary, then northward along that regional boundary to the Ottawa River west bank and along the river to the point of commencement.

4.2 - In the event of a boundary dispute between Branches, the matter will be referred to the Regional Director who will negotiate a settlement between the Branches.

ARTICLE 5 - DUES AND ASSESSMENTS

5.1 - Membership dues shall be as fixed by the national triennial convention of the Association. Dues may be pro-rated for new members.

5.2 - Associate Membership dues shall be fixed by the Board of Directors, subject to the approval of an Annual General Meeting.

5.3 - Renewal membership dues shall be payable on or before January 31st of each calendar year or may be deducted at source.

5.4 - Additional assessments may be requested, at any time, by the Board of Directors, if considered necessary, subject to the approval of a general meeting.

5.5 - Any member whose dues are in arrears in excess of three months may be dropped from the rolls.

ARTICLE 6 - OFFICERS

6.1 - The officers of the Branch shall be a President, Immediate Past President, Vice President, Secretary and Treasurer.

6.2 - The administrative year of the officers shall commence on the first day of June each year.

6.3 - Each elected officer shall be a member of the Federal Superannuates National Association, Ottawa Valley Branch.

ARTICLE 7 - BOARD OF DIRECTORS

7.1 - The Board of Directors shall consist of a minimum of six members in good standing elected in accordance with **Article 7.8**, plus the Immediate Past President (ex-officio).

7.2 - The President, with the approval of the Board of Directors, shall assign the duties and responsibilities of the directors.

7.3 - The Board of Directors may make appointments at any time to fill vacancies that occur during the administrative year; such appointees to hold office for the unexpired term.

7.4 - The Board of Directors shall appoint an auditor to audit the books of account for the current administrative year and report to the next Annual General Meeting.

7.5 - A majority of the members of the Board of Directors shall constitute an quorum.

7.6 - Special committees shall be appointed by the President, with a majority consent of the Board of Directors, whenever it may be necessary or advisable.

7.7 - Special committees shall perform such duties as may be authorized by the Board of Directors.

7.8 - Each Annual General Meeting shall elect sufficient directors to fill the expired two-year terms, as well as any vacant unexpired terms

7.9 - A special meeting of the Board of Directors shall be held within two weeks after each Annual General Meeting for the purpose of electing Branch officers as designated in Article 6, Section 1. The Board of Directors shall agree on a chair for this meeting.

7.10 - No remuneration shall be paid to a Director in any capacity whatsoever; but reasonable expenses incurred in carrying out Branch duties may be claimed and paid. Mileage rates for the use of personal cars in carrying out such duties shall be set by an approved motion of the Board or Directors, as and when required.

ARTICLE 8 - MEETINGS

8.1 - The Fiscal and Membership year shall be the calendar year.

8.2 - The Board of Directors shall meet at the call of the President not less than three (3) times annually.

8.3 - The Annual General Meeting shall be held between the 1st of May and the 30th of September each year.
(Amendment 5)

8.4 - Special general meetings may be called:

(a) by the Board of Directors; or

(b) on written request of any 25 members in good standing, provided 30 days notice is given to all members along with the purpose of the meeting.

ARTICLE 9 - MINUTES

9.1 - A copy of the minutes of the Annual General Meeting, and a copy of the audited financial statement for the fiscal year, shall be forwarded to the National Office and the Regional Director, for information.

ARTICLE 10 - QUORUM

10.1 - A quorum for decisions at annual and special general meetings will consist of the members in good standing in attendance at the start of the meeting, except in situations where the National Association's By-Law 12.16 would apply.

ARTICLE 11 - PROXY

11.1 - No voting by proxy shall be allowed.

ARTICLE 12 - DUTIES OF OFFICERS

12.1 - PRESIDENT - He/she is the chief executive officer of the Branch and is responsible for the execution of its policies and efficient functioning.

(a) - He/she shall preside at all meetings of the Board of Directors and general meetings and is an ex-officio member of all committees.

(b) - He/she shall interpret the National and Branch by-laws whenever it is necessary.

12.2 - VICE PRESIDENT - In the absence of the President, or in the event of his/her disability, the Vice President shall perform the duties of the President.

12.3 - SECRETARY - shall:

(a) Have charge of all papers and correspondence and shall keep a true and correct record of all proceedings of all general meetings and meetings of the Board of Directors;

(b) Perform such other duties as may be required by the Board of Directors.

12.4 - TREASURER - shall:

(a) Receive all monies of the Branch and issue receipts for all monies received;

(b) Deposit all monies of the Branch in a chartered bank, trust company or credit union as designated by the Board of Directors;

(c) Make payments and disbursements by cheque as directed by the Board of Directors and co-signed by the President or other designated officer;

(d) Provide, to the Board of Directors, a report of receipts and disbursements and provide audited financial statements for the Annual General Meeting each year.

12.5 - MEMBERSHIP CHAIRPERSON - shall:

(a) Maintain accurate membership records;

(b) Send out dues statements to members not having dues deducted at source;

(c) Complete the requisite returns for the National Office;

(d) Maintain a list of membership dues, paid or unpaid;

(d) Prepare and send out membership cards.

ARTICLE - 13 AMENDMENTS TO BY-LAWS

13.1 - Branch By-laws may be amended by a majority of those voting at an Annual General Meeting, or at a Special General Meeting called for the purpose of amending the By-laws provided that thirty (30) days notice of such meeting has been given to all members.

ARTICLE 14 - ORDER OF BUSINESS - ANNUAL GENERAL MEETING

14.1 - The order of business at the Annual General Meeting shall be as follows unless varied by the chairperson or by a motion from the floor.

Recording of members present

Call to order

Minutes of previous annual meeting

Business arising from the minutes

Reports of officers

Reports of committees

Correspondence

Unfinished business

New business

Report of nominating committee

Election and installation of officers
Adjournment

ARTICLE 15 - PARLIAMENTARY AUTHORITY

15.1 - Bourinot's Rules of Order shall govern procedures at all formal meetings.

THESE BY-LAWS WERE APPROVED AND ADOPTED AT THE ANNUAL GENERAL MEETING OF THE OTTAWA VALLEY BRANCH HELD IN CARLETON PLACE ON THE 26TH DAY OF MAY, 1993.

AMENDMENTS, WHICH HAVE BEEN INCORPORATED, WERE APPROVED AT ANNUAL GENERAL MEETINGS HELD AS FOLLOWS:

AMENDMENT 1 MAY 31, 1994
AMENDMENT 2 MAY 31, 1995
AMENDMENT 3 MAY 27, 1997
AMENDMENT 4 MAY 16, 2000
AMENDMENT 5 SEPTEMBER 29, 2004