

The Constitution of The Association of Retired UPEI Employees

1. **Name.** There shall be an association known as “The Association of Retired UPEI Employees”, hereinafter referred to as “the Association”.
2. The **Goal of the Association** shall be to establish a forum for all University of Prince Edward Island retirees.
3. The **Objectives of the Association** shall be:
 - a. to be a pro-active group in which the benefits and interests of retirees are upheld, promoted and enhanced;
 - b. to act as a communication link between UPEI Retirees and the University Board, Administration, Faculty Association and Unions, particularly on matters pertaining to retirement;
 - c. to be a source for retirement information so that current and prospective retirees have a foundation on which to plan;
 - d. to provide a base of expertise that the University may tap from time to time; to initiate and support University related activities;
 - e. to provide for social group activities.
4. **Membership in the Association** shall be open to all persons who have retired from the University of Prince Edward Island, including those from Prince of Wales College and St.Dunstan’s University and those University Employees who retained pension privileges through the government of P.E.I.
5. **Associate Membership in the Association.** At the discretion of the Executive upon receiving a request, a person may receive Associate Member status. Such requests are open to all persons who are former employees of the University of Prince Edward Island or to all persons who are spouses/partners of a UPEI retiree.
6. Associate Members shall **not** have the right to vote or to serve on the Executive of the Association. Associate Members can attend and speak at general meetings of the Association; request to have items placed on the agendas of general meetings of the Association and receive electronic and/or written communications from the Association.
7. There shall be an **annual membership fee**, determined annually at the AGM and payable by December 1 of each year, to confer and maintain standing as a member or associate member of the Association.
8. The **Officers of the Association** shall be the President, who assumes a two-year position having been the previous Vice-President, the Vice President, the Secretary, and the Treasurer.

Duties

President: The President shall chair all meetings of the Association. The President shall be, ex officio, a member of all Association committees.

Vice-President: The Vice-President shall have such powers and duties as may be assigned by the President. In the absence of the President at meetings, the Vice-President shall perform all duties of the President.

In the absence of the President and the Vice-President at Association meetings, the Past President shall perform all duties of the President.

Secretary: The Secretary shall schedule with the Executive, all Association meetings and prepare with the President and distribute agendas and minutes for such meetings. The Secretary shall attend all such meetings and keep accurate minutes of the proceedings. In the absence of the Secretary, an acting secretary may be appointed by the Executive. The Secretary shall have charge of all the correspondence of the Association and be under the direction of the President and the Executive. The Secretary shall also keep a record of all members of the Association and their contact information and send them all notices of the various meetings as required.

Treasurer: The Treasurer shall be the custodian of all assets and financial records of the Association. The Treasurer shall deposit all funds of the Association in a Bank or Trust Company designated by the Executive. The Treasurer shall collect all monies, keep complete accounts, arrange for payment of all indebtedness of the Association, and keep receipts for such payments. The Treasurer shall submit an annual financial report and any other financial reports as required by the Executive.

9. The **Executive of the Association** shall be the President, the Vice President, the Secretary, the Treasurer, the Past-President and four to six directors.

During the Annual General Meeting, an election for vacant executive positions will be conducted. Each is from and elected by the voting membership for a two-year term. If the President offers for another term, then an election will be held for both the President and Vice President positions.

10. The Executive shall be empowered to conduct the business of the Association between meetings of the Association and to fill vacant Executive positions between Annual General Meetings. The Association shall strike committees as needed, including a nominating committee. Generally, the Past President chairs the nominating committee.

11. There shall be an **Annual General Meeting** held once a year, normally in November. The business of this meeting shall include but not be limited to: a President's report, minutes of the previous AGM, a Treasurer's report, other business, and the election of officers and directors for the next year.
12. **Special meetings** may be called at any time by the President and shall be called within three weeks upon the written request of fifteen members; notice of Association meetings shall be distributed not less than fourteen days prior to the meeting.
13. A **quorum** for a meeting of the Association shall be ten members; a quorum for an Executive meeting shall be five members.
14. **Meeting Rules of Order**
 - a. Motions can be made by any member of the meeting. A "second" is not needed, unless the Chair senses there may be no other supporters of the motion, discussion will continue.
 - b. There will be no votes on Procedural decisions. Meeting flow (moving to the next order of business will be at the discretion of the Chair).
 - c. Decisions on motions will normally be made by "consensus".
 - d. The process is:
 - Once the motion is clearly stated, the Chair will ask "Does anyone object to approving this motion?"
 - If no-one voices an objection to approving the motion, the Chair will declare the motion carried.
 - If someone does object, the Chair will decide whether to continue discussion or to call for a formal vote.
For a formal vote, persons physically at the meeting will be asked to vote by show of hands.
 - e. However, a decision of the Chair may be challenged before the meeting moves on to another agenda item.
 - The chair then may retract the decision and allow the discussion to continue or call for a formal vote (show of hands).
15. The **signing authority** of the association shall be two Officers of the Association with one normally being the Treasurer.
16. This **constitution** may be amended by a two-thirds majority of the members present at an AGM or at a special meeting called for that purpose, provided the members have been sent notification of the amendments fourteen days prior to the meeting.

Adopted at founding meeting: October 31, 1997,

Revised: 2005, 2017, 2024 AGM

Amendment December 2, 2005: Increase Directors from 3 to 5

Amendment November 24, 2017: Concept of Staggering with 2- year terms.

2 or 3 Directors elected each year (Executive has minimum of 4, maximum of 6 Directors)

Amendment November 22, 2024: Insert item (14) “Meeting Rules of Order” was unanimously accepted at 2024 AGM.

Notes:

1. *Any member of the executive can re-offer for his/her position or another position at an election (with the exception of the Past President who will serve as long as the prior President remains in office).*
2. *The Concept of Staggering*
 - a. *Staggering of Officers –The positions of President and Vice President shall expire in the same year. The Secretary and Treasurer positions shall expire in offsetting years.*
 - b. *Staggering of Directors –Since there are between four and six Directors, half of the Directors will be elected at the Annual General Meeting. In other words, each year two or three directors can be elected to serve a two-year term.*
3. Meeting Rules of Order
 - a. Business meetings of the Association of Retired UPEI Employees need not be too formal provided the business decisions are clearly stated, and the decision process is understood by all.
 - b. These business meeting rules follow from a new Canadian not-for-profit reference guide Call to Order. This consensus process was adopted by the CURAC/ARUCC Corporation in May 2023.