

# BYLAWS

## PART I. INTERPRETATION

In these Bylaws, unless the context otherwise requires, the following definitions shall prevail:

A. "executive" means the members of the executive;

B. "association" means The Quebec Association of Retired Teachers, an association incorporated under the Company's Act.

C. "chapter" means a regional group of QART members recognized by the association as a subdivision of the association.

## PART II. MEMBERSHIP

The association shall consist of four categories of members:

**A. Regular Active Members:** They are retired educators who have, upon request, been granted by the chapter Regular Active membership in the association, and who pay the annual membership fee as set in accordance with these By-Laws.

**B. Members At Large:** They are retired educators or other persons who have, upon request, been granted by the chapter Member At Large status in the association, and who pay an annual fee as set in accordance with these By-Laws.

**C. Associate Members:** are spouses of regular members, or other persons granted by the chapter Associate membership in the association. They shall pay an annual fee as set in accordance with these By-Laws.

**D. Honorary Members:** They are retired educators who have been Regular Active Members of the association for at least 25 (twenty-five) years, or other persons who have distinguished themselves in the field of education and who have been granted Honorary membership in the association. They shall not have to pay an annual fee.

## PART III. PRIVILEGES OF MEMBERSHIP

A. Regular Active Members in good standing and Honorary Members shall have the right to hold office in the association, to speak and to vote at meetings. They shall be entitled to receive a copy of the Newsletter, and to participate in the social activities of the association.

B. Associate Members shall have the right to speak at meetings but shall not have the right to hold office or the right to vote. They shall be entitled to receive a copy of the Newsletter, and to participate in the social activities of the association.

C. Members at Large shall be entitled to receive a copy of the Newsletter. They shall not be entitled to attend meetings or social activities unless by special invitation.

## PART IV. MEMBERSHIP YEAR

A. The membership year is from July 1 to June 30.

B. The fiscal year is from April 1 to March 31.

## PART V. FEES

A. The annual association fees for Regular Active members, Members At Large, and Associate members shall be set at the Annual General Meeting.

B. No annual fee will be charged to an Honorary Member.

C. The annual association fee shall be paid before November 30.

## PART VI. CHAPTERS

A. The association may establish chapters throughout Quebec.

B. Each chapter shall operate under the Bylaws of the association.

C. The chapter shall be administered by an executive consisting of a maximum of 5 (five) officers, including at least a President, a Secretary and a Treasurer.

D. The chapter secretary shall send to the association, by June 30 of each year, a list of names and addresses of the officers of the chapter for the coming year.

E. The chapter shall collect fees on behalf of the association and the chapter shall remit such fees (50%) to the association by October 31 of each year, or in the case of fees received after that date, within 60 (sixty) days of their receipt.

F. (1) The chapter treasurer shall submit a financial report for the past year to the association within 10 (ten) days of the chapter's AGM.

(2) The chapter secretary shall submit a report on the activities of the chapter for the year to the association within 10 (ten) days of the chapter's AGM.

G. The association shall be financially responsible for the attendance of chapter representatives at the Annual General Meeting, and the attendance of the president, or designate, in accordance with association policy on the payment of expenses.

## PART VII. MEETINGS OF MEMBERS

A. General meetings of the association shall be held at the time and place that the executive decides.

B. (1) The executive may, as it deems fit, convene an extraordinary general meeting.

(2) On a written request of 10 percent or more of the members of the association, the executive must convene an extraordinary general meeting. The request shall state the purpose of the meeting.

C. (1) Notice of a meeting shall specify the place, day and hour of the meeting, and in case of special business, the general nature of the business.

(2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.

D. An annual General Meeting shall be held at least once in every calendar year but not more than 15 months after the holding of the preceding Annual General Meeting.

## PART VIII. PROCEEDINGS AT GENERAL MEETINGS

A. Special Business is:

(1) All business at an extraordinary general meeting except the adoption of the rules of order.

(2) All business transacted at an annual general meeting, except:

(a) the adoption of rules of order,

(b) the consideration of the financial statement,

(c) the reports of the executive and all committees,

(d) the report of the auditor,

(e) the appointment of the auditor for the next fiscal year,

(f) the election of the executive

(3) The notice convening the A.G.M. must include any special business to be transacted.

B. (1) No business other than the election of a chairperson and the adjournment or termination of the meeting, shall be conducted at a general meeting when a quorum is not present.

(2) If at any time during a general meeting there ceases to be a quorum, business then in progress shall be suspended until there is a quorum or until the meeting is adjourned or terminated.

(3) A quorum shall consist of at least 5 (five) percent of the members or 10 (ten) members, whichever is greater, present and entitled to vote at the meeting.

C.(1) A regular member is good standing, present at a meeting of members, is entitled to one vote.

(2) Voting at a general meeting may be by a show of hands unless voting by secret ballot is chosen by the members present.

(3) Associate Members and Members At Large do not have a vote.

#### **PART IX. EXECUTIVE AND OFFICERS**

A. (1) The executive of the association shall comprise at least 6 (six) officers, namely: the president, first vice-president, second vice-president, immediate past president, treasurer, secretary, and the president, or his/her delegate, of each chapter.

(2) Each member of the executive shall be elected for a two-year term, except under extraordinary circumstances.

(3) The election of a member of the executive may be by acclamation; otherwise it shall be a ballot.

A. The executive shall be responsible for carrying out policies set at the annual general meeting and any general meeting of the association.

B. No member of the executive shall be remunerated for being on the executive or acting as an officer, but a member of the executive shall be reimbursed for all expenses necessarily and reasonable incurred while engaged in the affairs of the association, in accordance with the association's policy on the payment of expenses.

#### **PART X. DUTIES OF OFFICERS**

A. (1) The president is the chief presiding officer of the association and shall have general supervision of all matters and affairs of the association.

(2) The first vice-president shall carry out the duties of the president during the absence of the president, or any other duty assigned by the executive.

(3) The second vice-president shall carry out the duties of the president during the absence of the president and the first vice-president, or any other duty assigned by the executive.

B. The treasurer shall

(1) render financial statements to the executive, members, and others as directed; and

(2) be responsible for all receipts and expenditures of the association.

C. The secretary shall keep the minutes of all meetings of the association and any other duty assigned by the executive.

#### **PART XI. AUDITOR**

A. At each annual general meeting the association shall appoint an auditor.

B. No member of the executive shall be the auditor.

C. The auditor shall prepare an annual report.

#### **PART XII. BYLAWS**

Each member is entitled, without charge, to a copy of a Constitution and Bylaws of the association.

#### **PART XIII. RULES OF ORDER**

Robert's Rules of Order of Parliamentary Procedure will govern the conduct of all meetings of the association.

#### **PART XIV. COMMITTEES**

Ad hoc committees will be established as required. The committees are responsible to the executive.

#### **PART XV. AMENDMENTS TO THE CONSTITUTION AND BY-LAWS**

Amendment(s) to the Constitution and By-Laws of the association shall be made only at the Annual General Meeting of the Association, and will require a two-thirds majority vote in order to be adopted.

The proposed amendment(s) must be submitted in writing to the executive no less than 60 (sixty) days prior to the Annual General Meeting, and the executive must give notice of the amendment(s) to the members no less than 30 (thirty) days prior to the Annual General Meeting

#### **QUEBEC ASSOCIATION OF RETIRED TEACHERS**



## **CONSTITUTION AND BYLAWS**

( as amended on May 29, 2002)

## **CONSTITUTION**

### **I. NAME**

The name of the association shall be The Quebec Association of Retired Teachers, hereinafter known as the association (Q.A.R.T.).

### **II. PURPOSE**

**The purposes of the association are:**

- A. To promote the interests and to guard the welfare of its members.
- B. To provide information and advice to individual members and their beneficiaries on retirement programs and benefits.
- C. To communicate to members on the activities of the association and issues of common interest.
- D. To maintain a liaison with the appropriate teachers' associations.

**QUEBEC ASSOCIATION OF RETIRED TEACHERS**