

BY-LAWS
OF THE
DUNCAN AND DISTRICT
BRANCH
OF THE
FEDERAL SUPERANNUATES NATIONAL ASSOCIATION

1. TITLE

- 1.1 The title of this body shall be: Duncan and District Branch Federal Superannuates National Association (Duncan and District FSNA, BC03).

2. BOUNDARIES

- 2.1 The boundaries of the Branch, for membership purposes, shall be the areas encompassed within the following points: North to include Ladysmith, Chemainus and Thetis Island; West to include Youbou; East to include Saltspring Island; South to include Cobble Hill and Mill Bay.

3. BRANCH OBJECTS

- 3.1 To advocate measures beneficial to 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 Association.
- 3.2 To oppose measures inimical to said annuitants and potential annuitants.
- 3.3 To promote the general welfare of those mentioned above.
- 3.4 To inform and assist annuitants and potential annuitants mentioned above with regard to their rights as annuitants.
- 3.5 To cooperate with other organizations in furtherance of mutual objectives.
- 3.6 To make recommendations to the Association regarding any matters considered appropriate and/or beneficial to annuitants individually or as a group.

4. MEMBERSHIP

- 4.1 The membership year shall be the calendar year for members paying annually; from 1 April to 31 March for members paying by dues deduction at source.
- 4.2 Any person in receipt of an annuity, pension or annual allowance in his or her own name under the Public Service Superannuation Act, the Canadian Forces Superannuation Act, the Royal Canadian Mounted Police Superannuation Act, or from a pension plan of a federal agency or body deemed appropriate by the National Board of Directors of the Association, is qualified to be a regular member.
- 4.3 The spouse or surviving spouse of any former contributor who qualifies or qualified above is qualified to be a regular member. The spouse of a surviving spouse is not entitled to be a member unless otherwise qualified.
- 4.4 Any contributor to a pension plan, the pensioners from which are eligible to join the Association, and not in receipt of a pension or allowance, is qualified to be an associate member.

5. VOTING ENTITLEMENT

- 5.1 Regular members shall be entitled to vote on any matters placed before them by the Branch Executive.
- 5.2 Associate members have no voice or vote and may not hold any Branch or National Office nor be a delegate to a Convention, Annual General Meeting or Special General Meeting.

6. CONVENTION DELEGATES

- 6.1 Branch delegates to a FSNA convention shall be elected by a simple majority of regular members at a regular general meeting.
- 6.2 Only regular members are eligible to be delegates to a Convention; other conditions may be established by the National Constitution.

7. FINANCE

- 7.1 The fiscal year shall be from 1 January to 31 December.
- 7.2 The Executive Committee is authorized to spend monies for routine Branch expenses. Extraordinary expenses require prior approval at a general meeting.

7.3 A Branch Annual Internal Review shall be conducted by two Internal Reviewers appointed by vote at a Branch General Meeting. The Annual Internal Review for the preceding year, shall be presented by the Executive Committee at the Annual General Meeting and shall be forwarded to the National Office within 60 days of that meeting..

8. DUES AND ASSESSMENTS

8.1 Membership dues are established by the FSNA at the annual convention.

8.2 Dues shall be payable on or before 31 March of each year.

8.3 Any member whose dues are in arrears in excess of three months may, after notice by the Branch, be dropped from the membership roll. Any member whose dues are in arrears in excess of twelve months shall, after notice by the Branch, be dropped from the membership roll.

8.4 Additional assessments may be recommended by the Executive Committee at any time. Such assessments shall be subject to prior Notice of Motion and approval by the membership.

9. OFFICERS

9.1 The officers of the Branch are: President, immediate past-president, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer, and a minimum of four Directors-at-large.

9.2 Officers shall be elected at the January General Meeting and shall be installed at the AGM in April.

10. DUTIES OF OFFICERS

10.1 The President shall be the chief executive officer of the Branch; shall preside at all meetings; shall have signing authority on all documents and shall be a member of all committees.

10.2 The 1st Vice-President shall perform the duties of the President in the absence of the President and shall chair the Branch Membership Committee (if established).

10.3 The 2nd Vice-President shall perform the duties of the President in the absence of the President and the 1st Vice-President. The 2nd Vice-President shall chair the Meetings and Program Committee (if established).

10.4 The Secretary shall give notice of, and attend all meetings, and shall keep and

maintain a record of the proceedings; shall be responsible for the safekeeping of the records of the branch; shall have other such powers and duties as may be assigned by the Executive Committee.

- 10.5 The Treasurer shall maintain all financial records, account for all monies and deposit same in a chartered bank, trust company or credit union as designated by the Executive Committee. A financial update shall be presented quarterly with a complete audited financial statement for the year presented at the AGM in April.
- 10.6 Financial signing authority shall be vested in any two of the following four officers: President, 1st Vice-President, 2nd Vice-President and Treasurer.
- 10.7 Specific responsibilities of individual Directors-at-large shall be decided at the first meeting of the Executive Committee after elections and noted in every issue of the branch newsletter.
- 10.8 Every Officer of the Branch and his/her heirs, executors and administrators, and estate and effects, respectively, shall, with the consent of the Officers of the Branch, from time to time and at all times, be indemnified and saved harmless out of the funds of the Branch from and against all costs, charges and expenses whatever that such Officer sustains or incurs in or about any action, suit or proceedings that is brought, commenced or prosecuted against him/her, for and in respect of any act, deed, matter or thing whatever, made done or permitted by him/her, in or about the execution of the duties of his/her office; and all other costs, charges and expenses that he/she sustains, or incurs, in or about or in relation to the affairs thereof, except such charges or expenses as are occasioned by his/her own willful neglect or default.

11. EXECUTIVE COMMITTEE

- 11.1 The Executive Committee shall manage the business of the branch, subject to the directions given by a simple majority of members at a regular meeting; and shall appoint chairmen/women and members of committees.
- 11.2 The Executive Committee shall consist of the officers specified in Article 9.1.
- 11.3 The Executive Committee may make temporary appointments to fill vacancies subject to confirmation by a simple majority of all members at a regular meeting.
- 11.4 The Executive Committee shall keep minutes which shall be open to the membership of the branch.

12. STANDING COMMITTEES

- 12.1 The following Standing Committees may be appointed:

- 12.1.1 Membership
- 12.1.2 Meeting and programs
- 12.1.3 Finance
- 12.1.4 Member services
- 12.1.5 Newsletter
- 12.1.6 Telephone

13. MEETINGS

- 13.1 Regular quarterly general meetings shall be held during the months of January, April, July, and October, normally on the third Thursday of the month.
- 13.2 If the Executive Committee considers that there are compelling reasons to change the date of meetings, that shall be done after adequate notice is given to the membership.
- 13.3 The Executive Committee shall meet at least one week prior to the regular quarterly meeting, as called by the President.
- 13.4 Persons chairing Standing Committees may attend meetings of the Executive Committee on designation by the President. Such persons not already members of the Executive Committee shall have a voice in the proceedings but no vote.
- 13.5 The Annual General Meeting of the Branch shall be held in April of each year, at which time the officers elected in January shall be installed for the year.
- 13.6 A Nominating Committee shall be appointed by the President prior to the January General Meeting.
- 13.7 Following the report of the Nominating Committee to the October General Meeting and before the elections are held, nominations may be received from the floor.
- 13.8 All questions and elections shall be decided by a simple majority of the votes cast by all members present.

14. QUORUM

- 14.1 The Quorum at any general meeting of the branch shall be the lesser of ten percent of the voting membership or 25 voting members in good standing.
- 14.2 The Quorum for Executive Committee meetings shall be not less than 50 percent of the members.

15. ORDER OF BUSINESS

- 15.1 The order of business for branch meetings shall be:
 - 15.1.1 Call to order
 - 15.1.2 Roll call of officers
 - 15.1.3 Confirm attendance/introduce guests and new members
 - 15.1.4 Adoption of minutes of preceding meeting
 - 15.1.5 Business arising from minutes
 - 15.1.6 Treasurer's report
 - 15.1.7 Correspondence
 - 15.1.8 Committee reports
 - 15.1.9 Unfinished business
 - 15.1.10 New business
 - 15.1.11 Elections
 - 15.1.12 Program
 - 15.1.13 Adjournment

16. GENERAL

- 16.1 Bourinot's Rules of Order shall govern in all matters not regulated by the FSNA Constitution or these By-Laws.
- 16.2 Copies of these By-Laws shall be forwarded to the FSNA National Office and the Regional Services Officer of the B.C. Coastal Islands Region.

17. AMENDMENTS

- 17.1 These By-Laws may be amended following a notice of motion given at a regular Branch meeting. Amendments shall become effective on approval by a two-thirds majority vote of all members at a regular meeting following the notice of motion.

18. DEFENCE OF BENEFITS EMERGENCY FUND

- 18.1 The Branch shall maintain a Fund, in the accounts of the Branch, known as the Defence of Benefits Emergency Fund, withdrawals from which are to be used only for the protection or promotion of major pension or health care benefits. The Branch may invest any portion of the Fund in highly secure and immediately redeemable investments.
- 18.2 The Executive Committee shall determine by a two-thirds majority vote when action is required for the protection or promotion of major pension or health care benefits. In making its decision, the Executive Committee shall consider, but not be limited to considering:
 - a) the extent to which the interests of all members of the Branch are affected,
 - b) the distribution of such effects among members of the Branch,
 - c) the likelihood of achieving a result favourable to members of the Branch,
 - d) the expected costs to the Branch of defending or promoting the pension or

health care benefit.

- 18.3 At the discretion of the Branch, the Fund can be used for either local measures consistent with the policies of the Federal Superannuates National Association, including the Communication Policy, or for augmenting national campaigns, should the national funds appropriated for this purpose be inadequate or exhausted.
- 18.4 The Fund shall be accumulated by transfer to the Fund of an amount to be decided by the Executive Committee at the start of each fiscal year.
- 18.5 The maximum amount to be held in the Fund shall be as determined from time to time, on the recommendation of the Executive Committee, by a majority vote at an Annual General Meeting.
- 18.6 An amount not to exceed half (50%) of the Fund may be withdrawn for the purposes stipulated in 18.1 when authorized by a two-thirds majority vote of the Executive Committee.
- 18.7 Amounts in excess of half (50%) of the Fund may be withdrawn for the purpose stipulated in 18.1 when authorized by a two-thirds majority vote at a General Meeting.

Above By-laws contain the amendments approved in accordance with the By-laws by the members present at the Branch General Meeting held in Duncan on October 15th, 2009.

Christine Van Ham

Karin Laurie

SECRETARY
DUNCAN AND DISTRICT
FSNA

PRESIDENT
DUNCAN AND DISTRICT
FSNA