

FEDERAL SUPERANNUATES NATIONAL ASSOCIATION
VICTORIA - FRED WHITEHOUSE BRANCH

By-laws and Regulations

September 2010

By-laws and Regulations

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By-laws

1 Name and Definitions

- 1.1 **Name and Location:** This Branch shall be known as the Federal Superannuates National Association (FSNA), Victoria Fred Whitehouse Branch, and it shall be located within its delineated area of the British Columbia Coastal Island Region (BCCIR) of the FSNA.
- 1.2 **Definitions:** In these by-laws, unless the context requires otherwise, terms used herein shall have the meaning ascribed to such terms in the by-laws and in addition:
- 1.2.1 “AGM” is the Annual General Meeting of the Branch;
- 1.2.2 “Annuitant”, “Pensioner” or “Retiree” means an individual in receipt of an annuity, pension or survivor’s allowance under the superannuation acts of the Public Service, the Canadian Forces and the Royal Canadian Mounted Police and the Judges Act;
- 1.2.3 “Associate member” means a person with associate membership in the FSNA assigned to the Branch and in good standing.
- 1.2.4 “Region” means the British Columbia Coastal Islands Region (BCCIR) of FSNA;
- 1.2.5 “Association” is the Federal Superannuates National Association (FSNA) also known as the National Association of Federal Retirees;
- 1.2.6 “BOD” means the Board of Directors of the Branch, composed of the elected officers and appointed directors, and responsible for the ongoing management of the Branch;
- 1.2.7 “Branch” means the Victoria Fred Whitehouse Branch of FSNA;
- 1.2.8 “Branch Area” means the area lying south of a west to east line across the Saanich Peninsula of Vancouver Island commencing where the BC Hydro transmission line crosses Finlayson Arm and easterly to the coastline at Cordova Bay and including the Sooke Area and the Western Communities;
- 1.2.9 “Officer” means the Branch president, 1st vice-president, 2nd vice-president, treasurer, secretary and immediate Branch past-president;
- 1.2.10 “Member” means a person with membership in the FSNA assigned to the Branch and in good standing;
- 1.2.11 “NBOD” means the National Board of Directors of FSNA;

2 Objects and Organisation

2.1 Objects of the Branch

The Branch is non-profit. The objects of the Branch are to:

- 2.1.1 protect and enhance the benefits for those in receipt of pensions under the superannuation acts of the Public Service of Canada, the Canadian Forces, the Royal Canadian Mounted Police, and the Judges Act;
- 2.1.2 prevent the acceptance of proposals detrimental to pensioners’ interests;
- 2.1.3 protect and enhance benefits of seniors in general;
- 2.1.4 inform and assist members and associate members with regard to their rights as pensioners; and,
- 2.1.5 cooperate with other seniors’ and pensioners’ organisations on common objectives.

2.2 Location of Operations

- 2.2.1 Branch operations may be carried on throughout the Branch Area.

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2.3 Membership

- 2.3.1 Membership is in accordance with the Association's by-laws.
- 2.3.2 Branch Life Membership may be granted by the BOD for "exceptional meritorious service" to the Branch in accordance with the criteria set out in the Association's regulations.

2.4 Branch Responsibilities

- 2.4.1 The Branch is responsible for managing its own affairs and shall have full autonomy to do so provided that its by-laws are not at variance with the Association's by-laws and have been approved by the National Office.
- 2.4.2 The Branch may execute these by-laws through regulations adopted by the BOD and approved as provided in 3.1.1.1.
- 2.4.3 In order for the Branch to be in good standing and keep its charter, it shall:
 - 2.4.3.1 send a copy of its by-laws, regulations, or administrative procedures, if any, to the Executive Director of the Association and to keep the copy updated;
 - 2.4.3.2 remit quarterly the national portion of any membership dues collected by the Branch;
 - 2.4.3.3 have at least one AGM of the membership, that shall be held not later than 1 May, and at least one meeting of the BOD each year.
 - 2.4.3.4 send a copy of the minutes, including the annual financial report, of the AGM, signed by the president, to the Executive Director of the Association.
- 2.4.4 The main obligations of the Branch include, but are not limited to:
 - 2.4.4.1 adhering to the national policies, by-laws and regulations;
 - 2.4.4.2 initiating, administering, and cancelling memberships in accordance with rules, regulations and guidelines as may be established, from time to time, by the NBOD;
 - 2.4.4.3 participating at meetings convened by the relevant national director (ND) or regional services officer (RSO);
 - 2.4.4.4 representing the Association at functions within the Branch area;
 - 2.4.4.5 meeting with local members of municipal, provincial and federal elected bodies to discuss issues affecting the Association;
 - 2.4.4.6 keeping good and frequent communications with Branch members through Branch meetings, reports and the Branch website;
 - 2.4.4.7 providing services to members as defined by the Branch regulations;
 - 2.4.4.8 maintaining and administering the Branch membership database.

2.5 Members of the Board of Directors (BOD)

- 2.5.1 The BOD is composed of officers - president, 1st vice-president, 2nd vice-president, immediate past-president, treasurer, secretary - and directors.
- 2.5.2 Officers are elected in accordance with article 2.6. Directors are appointed by the BOD.
- 2.5.3 Every member of the BOD, in exercising his or her powers and discharging their duties, shall:
 - 2.5.3.1 act honestly and in good faith with a view to serve the best interests of the Branch, and
 - 2.5.3.2 exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 2.5.4 Every member of the BOD shall comply with these by-laws, the regulations and any decisions of the BOD.

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2.5.5 Every member of the BOD must be a member of the Branch.

2.6 Election of Officers

2.6.1 The election of the Branch Officers shall take place at the Branch AGM.

2.7 Terms of Office of Officers.

2.7.1 Officers are elected to serve a one-year term.

2.8 Roles and Responsibilities of Officers

2.8.1 **Branch President** - The Branch president is the chief executive officer of the Branch and the chairperson of the BOD and is responsible for the execution of the Branch's policies and efficient functioning.

2.8.2 The responsibilities of the Branch president include but are not limited to:

2.8.2.1 chairing all meetings of the BOD, general meetings, the AGM and any special meetings;

2.8.2.2 assigning functional responsibilities to members of the BOD;

2.8.2.3 arranging and determining the agenda for meetings;

2.8.2.4 preparing each year a report on actions taken by the Branch and tabling it at the AGM;

2.8.2.5 monitoring all Branch activities and acts;

2.8.2.6 ensuring continuity among BOD members through regular communications;

2.8.2.7 interpreting the by-laws whenever necessary, subject to the interpretation being approved, if challenged, by a majority of the members of the BOD; and

2.8.2.8 representing the Association at official functions.

2.8.3 **Acting Branch President** - In the absence of the Branch president, or in the event of the Branch president's inability to perform his/her duties, the Branch 1st vice-president shall in the interim perform the duties of the Branch president and have all of the authorities of the Branch president. If the 1st Branch vice-president is unable, then the 2nd Branch vice-president shall perform the duties of the Branch president and have all the authorities of the Branch president. If the 1st and 2nd vice-presidents are unable, the members of the BOD present shall elect a chairperson who shall perform the duties of the Branch president and have all the authorities of the Branch president.

2.8.4 **Vice-Presidents** - The 1st and 2nd Branch vice-presidents:

2.8.4.1 assist the Branch president in all areas as delegated to them individually by the Branch president; and

2.8.4.2 understudy the Branch president and prepare to be elected as Branch president, in due course.

2.8.5 **Past-President** - The immediate past-president shall be an ex-officio and voting member of the BOD and shall assist the president.

2.8.6 **Branch Treasurer** - The Branch treasurer is accountable to the Branch president and responsible to the membership for the financial activities and financial management of the Branch.

2.8.7 The responsibilities of the Branch treasurer include, but are not limited to:

2.8.7.1 maintaining Branch financial records;

2.8.7.2 preparation and upkeep of Branch budgets;

2.8.7.3 collection of all monies due to the Branch;

2.8.7.4 the control of petty cash;

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- 2.8.7.5 management of Branch bank accounts and investments;
- 2.8.7.6 issuance of cheques and other means of payment for Branch expenditures;
- 2.8.7.7 presenting financial reports at general meetings and tabling a financial statement on the affairs of the Branch at the Branch AGM.

2.8.8 **Branch Secretary** - The Branch secretary's responsibilities include, but are not limited to:

- 2.8.8.1 handling of incoming and outgoing correspondence; and
- 2.8.8.2 recording and distributing minutes of meetings.

2.9 Termination of Office

2.9.1 A Branch Officer or Director ceases to be a member of the BOD:

- 2.9.1.1 at the time specified in a written resignation received by the BOD;
- 2.9.1.2 when a majority of the members of the BOD are satisfied that a member is no longer capable of performing the duties of his office;
- 2.9.1.3 by a majority vote of the BOD when the member has missed three consecutive meetings without due notice or just cause;
- 2.9.1.4 by reason of death;
- 2.9.1.5 by removal from office by a two-thirds majority of the members voting at a meeting (AGM, general or special); or
- 2.9.1.6 at the adjournment of the meeting at which the member's successor takes office.

2.9.2 Where an officer ceases to be a member of the BOD between AGMs, the BOD may select a replacement to hold office until the next AGM.

3 Meetings of the Branch

3.1 Annual General Meeting

3.1.1 The governing body of the Branch is the AGM and it is responsible for, but not limited to:

- 3.1.1.1 approving, amending or rescinding regulations passed by the BOD during the year;
- 3.1.1.2 receiving, from the President, a report on the activities of the Branch during the past year and on the activities proposed for the following and future years;
- 3.1.1.3 voting on the adoption or rejection of all resolutions submitted to the AGM;
- 3.1.1.4 electing the Officers; and
- 3.1.1.5 voting on the financial report presented.

3.1.2 The quorum at an AGM is a simple majority of the Branch members in attendance.

3.2 General Meetings

3.2.1 The Branch shall hold a minimum of five general meetings each year. Two of these general meetings may have an abbreviated agenda and may include a social function.

3.3 Special General Meetings

3.3.1 The Branch shall hold special general meetings as required and in the manner prescribed by the Association's by-laws and regulations.

4 Resolutions

4.1 Resolutions originating from members of the Branch or from the BOD shall be voted on by the Branch at a properly constituted meeting of the Branch and, if approved by a majority vote, shall be signed by the president and the secretary of the Branch.

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5 Administration - Financial

- 5.1 The financial year is the calendar year.
- 5.2 The budget for the next financial year shall be approved at a general meeting held in the Fall.
- 5.3 The Branch shall not have any authority to borrow money.
- 5.4 The Branch shall carry out its operations without pecuniary gain to its members, and any profits or other accretions to the Branch are to be used in promoting Branch objectives.
- 5.5 The BOD is authorized to make:
 - 5.5.1 expenditures approved in the Branch budget;
 - 5.5.2 expenditures not included in the Branch budget up to an amount approved by the Branch members, from time to time; and
 - 5.5.3 expenditures not included in the Branch budget and in excess of the amount approved by the Branch members, from time to time, if approved by the Branch members at a Branch meeting.
- 5.6 The members of the BOD shall serve without remuneration or compensation other than as authorized by the BOD under Regulation 2.

6 Dissolution

- 6.1 The Branch may withdraw from the Association with the approval of at least two-thirds of its voting members attending either the AGM or a special general meeting as prescribed in 3.3.1 called for the purpose of voting on withdrawal.

7 Discipline and Suspension

- 7.1 A member of the BOD may be suspended or removed from office by the BOD or at a general meeting, for cause as defined in Regulation 5. A member so removed ceases to be a member of the BOD.
 - 7.1.1 The member suspended or removed shall not exercise any of the responsibilities and authorities of the position.
 - 7.1.2 A suspension or removal may be appealed by the member suspended or removed within a period of thirty days starting with the date the notice confirming such decision is received by the member. An appeal will be heard within sixty days following receipt of a Notice to Appeal. The appeal process is outlined in Regulation 5.
 - 7.1.3 Once removed, the individual ceases to be a member of the BOD.
 - 7.1.4 The BOD, by a two-thirds majority recorded vote may, for cause, suspend or remove a member of the BOD.
 - 7.1.5 A two-thirds majority of the members present at a Branch general meeting may also, for cause, suspend or remove a member of the BOD.
 - 7.1.6 The cause for the removal or suspension must be specified by the BOD and be conveyed in writing signed by the Branch President. In the case of a suspension, the duration of the suspension shall not be longer than the remainder of the individual's current term of office.
- 7.2 The BOD may recommend to the Branch members the suspension or revocation of the membership of any member of the Branch whose actions are considered prejudicial to the welfare of the Association.
 - 7.2.1.1 Following a recommendation, from the BOD to suspend or revoke the membership of one of its members for conduct deemed prejudicial to the welfare of the Association, approved by a two-thirds majority of the members present at a Branch general meeting, the BOD shall request that the NDOB suspend or revoke, as recommended, the membership of such person.

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8 General

- 8.1 Robert's Rules of Order are the authority on procedure at all meetings of the Branch or BOD.
- 8.2 The president shall not vote unless there is a tie vote, in which case the president shall vote to break the tie.
- 8.3 Signature and Certification of Documents
 - 8.3.1 Any contract entered into by the Branch shall be signed by the president or one of the vice-presidents and the secretary or treasurer, and all contracts so signed shall be binding upon the Branch without any other authorization or formality.

9 Amending the By-laws

- 9.1 The by-laws of the Branch may be repealed or amended by a majority vote of Branch members in attendance at an AGM, a Branch meeting, or a special general meeting called for the purpose of amending the by-laws.
 - 9.1.1 A proposal to amend the by-laws may be raised by any Branch member and must be seconded by at least one other Branch member.
 - 9.1.2 Proposals to amend the by-laws shall be filed with the BOD at least two months before an AGM, a Branch meeting, or special general meeting at which they are to be considered.
 - 9.1.3 The president shall give one month's notice to all official participants of an AGM, a Branch meeting, or special general meeting of proposed amendments to the By-laws.
 - 9.1.4 Notwithstanding the advance notice requirement of By-laws 9.1.2 and 9.1.3, the AGM may consider an emergency resolution to amend the by-laws proposed with less than such advance notice, provided not less than seventy-five percent of the votes of the official voting participants at the AGM concur that the nature of the circumstances constitute an emergency that warrants the waiver of the prescribed advance notice. Such a resolution shall be submitted in writing to the president of the AGM.

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Regulations

1 Branch meetings.

- 1.1 Branch meetings are held on the second Tuesday of January, March, May, September, October and December.
- 1.2 All Branch meetings, except for May, are held at the Trafalgar Pro-Patria Branch #292 of the Royal Canadian Legion.
- 1.3 The May meeting incorporates a luncheon. The venue for the May meeting will be announced in the Branch newsletter.
- 1.4 The December meeting incorporates a Christmas festivity and light lunch.

2 Administration – Financial

2.1 Expenditure Limit

- 2.1.1 By motion at a meeting the BOD may spend up to a maximum of twelve hundred dollars (\$1200.00) for an item not specifically authorized in the budget.

2.2 BOD Members Compensation

- 2.2.1 BOD members may be compensated for attendance at BOD meetings at the rate of fifteen dollars (\$15.00) per meeting.

2.3 Expenses

- 2.3.1 Branch members may be reimbursed for expenditures they incur on behalf of the Branch and in accordance with national office expense regulations.

3 Administration – Charitable Donations

3.1 Funding Donations

- 3.1.1 Annual Branch budgets shall include an amount to be dispensed by the BOD for the purpose of furthering our Branch objective “to protect and enhance benefits of seniors in general”.
- 3.1.2 The amount for any one year shall be proposed by the Treasurer and recommended by the BOD and presented to the Branch members for their approval in accordance with by-law 5.2 (approval of next fiscal year’s budget at a general meeting in the Fall).
- 3.1.3 In proposing the amount of funding for these purposes, the Treasurer shall take into consideration the Branch’s overall financial health and the Branch’s contingency accounts.

3.2 Criteria for Donations

- 3.2.1 An organisation or program receiving a donation from the Branch shall be one from which members are eligible to receive benefits if the need arises.
- 3.2.2 Donations must be to an organization or a program that mainly benefits seniors.
- 3.2.3 Donations must be for a specific purpose and not to an organisation’s general revenue.
- 3.2.4 The donation must be recognized with a plaque, signage or similar acknowledgement on or near the object of the donation with suitable media coverage.

3.3 Proposals for Donations

- 3.3.1 Proposals should be limited to organizations or programs that promote and support the well-being and independence of seniors and/or provide medical, long term, chronic or other specialized care in community facilities.
- 3.3.2 A request for a donation may be proposed by a Branch member on behalf of an organization with reference to a sponsoring member.

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- 3.3.3 The proposal should clearly specify the purpose of the request.
- 3.3.4 The following background information on the organization submitting the request should be provided.
 - 3.3.4.1 Type of services provided.
 - 3.3.4.2 Number of clients served with percentage of seniors involved.
 - 3.3.4.3 Impact of donation on clients, staff or others.
 - 3.3.4.4 Level of recognition that Branch could expect.
 - 3.3.4.5 If necessary, a benefit analysis should be provided for new programs.

3.4 Approval of Donations

- 3.4.1 A committee of the BOD shall screen proposals and make recommendations to the Board. If possible the committee shall include members with experience in health, social work or similar disciplines.
- 3.4.2 Donations shall be recommended by the Board and approved by the members at a Branch meeting.

4 Duties and Responsibilities of Directors and Committee Chairpersons

- 4.1 The BOD shall undertake specific responsibilities under the following heads: Welfare and Pensions; Bereavement & Condolences; Membership; Web-based Membership System (WMS); Health Benefits Officer; Telephone; Speakers; Reception & Supplies; Publicity; Newsletter; Retirement Seminars; Archives; Donations; and, Insurance.
- 4.2 Job descriptions for the afore-mentioned committees may be found at Annex A to these regulations.

5 Discipline

- 5.1 The words “for cause”, as used in by-law 7, shall include the following actions:
 - 5.1.1 fails to carry out his or her fiduciary responsibilities;
 - 5.1.2 violates any provision of Branch or Association by-laws and related regulations;
 - 5.1.3 obtains or solicits membership by misrepresentation;
 - 5.1.4 other than through proper Branch channels, advocates or attempts to bring about the withdrawal from the Association of a member or group of members.
 - 5.1.5 publishes or circulates erroneous or false reports or misrepresentations;
 - 5.1.6 violates the published policy of the Association in dealing with representatives of elected bodies;
 - 5.1.7 slanders or libels the Association, its Branches or its members;
 - 5.1.8 fraudulently receives or misappropriates any monies due to the Association or any of its Branches;
 - 5.1.9 uses the name of the Association for soliciting funds or advertising without the consent of the BOD.
 - 5.1.10 furnishes without prior authority a list of any information on the membership of the Branch to any person or persons other than those whose official position in the Association would entitle them to have such information;
 - 5.1.11 deliberately interferes with an official of the Association in the discharge of his or her duties; and
 - 5.1.12 engages in any other conduct prejudicial to the interests, good order and discipline of the Association.

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6 Appeals in Respect of Suspensions and Removals

- 6.1 Appeals relating to suspensions and removals in by-law 7 shall be dealt with as follows:
 - 6.1.1 The appeal will be heard within sixty days of receipt of the notice of suspension or removal, unless extended upon agreement of both parties, and heard by an Appeal Board comprising:
 - 6.1.1.1 A member of the Branch who will be selected by the member who has been suspended or removed;
 - 6.1.1.2 A member of the Branch who will be selected by the Branch president; and
 - 6.1.1.3 A member of the Branch who will be selected by mutual agreement of the first two selected Branch members and who shall chair the Appeal Board. In the event that the two selected members cannot agree within a seven day period of their appointment, they may each submit two names to the Branch president who shall select one of the four members.
 - 6.1.2 The Appeal Board shall consider all available evidence and its decision shall be irrevocable and implemented.

7 Deduction of Dues at Source (DDS)

- 7.1 The Branch requests that members that can pay dues by DDS for an automated continuing membership do so in order to reduce workload on Branch volunteers and associated postage costs. Payment by cheque for an annual membership by those members that can pay by DDS is acceptable but does not provide the member with the benefits and convenience of a continuing membership.

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ANNEXES

1 **Annex A - Duties and Responsibilities of Committees and Chairpersons**

- 1.1 BOD members are assigned the duties and responsibilities associated with various Branch activities and committees that are described below.
- 1.2 The current assignments of individual members of the BOD are listed on the executive page of the Branch website – www.fsna-nvi.com/victoria/vic_pages/vic_exe.htm
- 1.3 **Bereavement and Condolences** – The assigned BOD member is responsible to:
 - 1.3.1 monitor media for notices of deceased members;
 - 1.3.2 monitor funeral home website for obituaries;
 - 1.3.3 send condolences to the deceased members' family or survivors;
 - 1.3.4 send Branch information checklist, if applicable; and
 - 1.3.5 send follow-up letter to spouse regarding membership in the Association, if applicable.
- 1.4 **Membership** – Three BOD members share membership duties.
 - 1.4.1 The committee chairperson coordinates Branch membership policy, procedures, and materials and assigns membership administration workload among the committee.
 - 1.4.2 Committee members are responsible for administering to members with surnames beginning with "A" to "G", "H" to "O", and "P" to "Z", respectively.
- 1.5 **Web-based Membership System** – Four BOD members are assigned WMS duties that include:
 - 1.5.1 posting dues received;
 - 1.5.2 entering data on new members;
 - 1.5.3 updating data on members;
 - 1.5.4 cancelling membership;
 - 1.5.5 communicating with the Association's national office on WMS related matters; and
 - 1.5.6 remaining current on WMS procedures.
- 1.6 **Health Benefits Officer** – The assigned BOD member is responsible to:
 - 1.6.1 be cognizant of publications pertaining to the PSHCP, PSDP and other health related documents and the information therein that is pertinent to Branch members;
 - 1.6.2 assist members to understand their benefits, coverage and claim procedures.
 - 1.6.3 maintain current contact numbers for all related service providers - plan administrators and insurers, pension administrators, etc.
 - 1.6.4 assist members during times of bereavement, sickness, etc., and guide them through the associated steps in dealing with the appropriate organisation; and
 - 1.6.5 keep the BOD apprised related issues.
- 1.7 **Branch Telephone** – The Branch shares a voice mail box with another Branch. A minimum of three BOD members are assigned to this committee and are responsible to:
 - 1.7.1 take scheduled turns checking the mail box regularly for messages; and
 - 1.7.2 respond to callers and/or forward messages to appropriate members of the BOD.
- 1.8 **Speakers** – The assigned BOD member is responsible to:
 - 1.8.1 arrange for speakers at Branch meetings;

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- 1.8.2 arrange for someone to introduce and thank speakers; and
- 1.8.3 send a thank-you letter to speakers.
- 1.9 **Reception and Supplies** – The assigned BOD member is responsible to:
 - 1.9.1 receive members at Branch meetings;
 - 1.9.2 record attendance at Branch meetings;
 - 1.9.3 provide information material at Branch meetings;
 - 1.9.4 conduct draws at Branch meetings, when required;
 - 1.9.5 maintain Branch office supplies;
 - 1.9.6 maintain stocks of Association brochures; and
 - 1.9.7 maintain supplies of parking vouchers.
- 1.10 **Publicity** - The assigned BOD member is responsible to:
 - 1.10.1 recruit new members by;
 - 1.10.2 advertising in local publications associated with organisations whose employees are entitled to membership in the Association;
 - 1.10.3 advertising in local media serving seniors;
 - 1.10.4 advertising at local job fairs and trade shows, if appropriate;
 - 1.10.5 maintain stocks of promotional materials – pens, calendars, lapel pins, etc.
 - 1.10.6 order name tags for members, as required; and
 - 1.10.7 keep the information on the Branch website current.
- 1.11 **Newsletter** – The Branch newsletter is published four times per year and is sent to members via On Guard, the Association’s newsletter. The BOD member assigned as Editor of the newsletter is responsible to:
 - 1.11.1 compile each issue and forward it to the president for approval and onward forwarding to the national office;
 - 1.11.2 solicit articles and photographs;
 - 1.11.3 compile the newsletter; and
 - 1.11.4 forward compiled newsletter to the president for approval; and
 - 1.11.5 send approved newsletter to the Association’s national office before associated deadlines.
- 1.12 **Retirement Seminars** – The assigned BOD member is responsible to:
 - 1.12.1 recruit new members by briefing on the Association at appropriate retirement seminars arranged for potential members of the Association.
- 1.13 **Archives** – The assigned BOD member is responsible to:
 - 1.13.1 collect photographs and articles of events and activities pertaining to the Branch;
 - 1.13.2 collate collected material into albums; and
 - 1.13.3 maintain a chronological numbered and labelled library of albums.
- 1.14 **Donations** – The assigned BOD member is responsible to:
 - 1.14.1 receive requests for donations and evaluate them in accordance with Association and Branch criteria for donations;

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- 1.14.2 make recommendations for donations to the BOD;
- 1.14.3 arrange for approved donations to be made to the respective organisation;
- 1.14.4 advise requesting organisations of the outcome of their request.
- 1.15 **Insurance** – The assigned BOD member is responsible to:
 - 1.15.1 be current on insurance provided under LTCI and MEDOC plans; and
 - 1.15.2 keep BOD and Branch members apprised of changes to insurance plans.
- 1.16 **Nominations** - Two months prior to the AGM, the president will appoint a Chair and members of a Nominations Committee that will:
 - 1.16.1 notify Branch Members of the upcoming election, solicit and accept nominations;
 - 1.16.2 verify the eligibility of nominees and ascertain their willingness to accept the duties and responsibilities of the position for which they are nominated; and
 - 1.16.3 assist the Branch president with the conduct of the elections at the AGM.