

Constitution of the University of Ottawa Administrative Staff Retirees Association



The Association, formed of volunteers, is a bilingual, socio-cultural, and non-profit organization. This agreement will remain in force unless modified by mutual consent of the members of the ASRA.

ARTICLE 1

General Information: name, seal, office, objectives, jurisdiction, fiscal year.

1.1 Name

The association's official name is: Association du personnel administratif retraité / Administrative Staff Retirees Association. The abbreviation is APAR/ASRA.

1.2 Seal

The Association's official seal is the one found above.

1.3 Office

The Administrative Staff Retirees Association is located on the University of Ottawa campus.

1.4 Role and goals

The Association is the official representative of retired University of Ottawa administrative staff. In that capacity, it promotes the interests and well-being of its members while maintaining constructive working relationships with both the University and the Association of Professors Retired from the University of Ottawa (APRUO).

The Association achieves these goals by working to:

- Work with authorities in settling any problem related to the University pension plan, insurance, or other benefits
- Create and implement an activity program (social, cultural, etc.)
- Encourage retirees to take part in University activities
- Promote University of Ottawa interests
- Organize activities that help attain the above goals

1.5 Jurisdiction

The Administrative Staff Retirees Association comprises the following: *Administrative staff* retirees who contributed to, and are beneficiaries of, the University of Ottawa pension fund.

1.6 Fiscal Year

The Association's fiscal year ends on April 30.

ARTICLE 2

Membership, Dues

2.1 Membership

Members must comply with the eligibility requirements in section 1.5 and pay their dues, as specified in section 2.2.

2.2 Dues

Annual dues are set each year by the Board and are to be paid within 60 days of notice.

ARTICLE 3

General Meetings

3.1 Annual General Meeting (AGM)

A general meeting is held within 60 days of the start of the fiscal year to elect Board members and to discuss Association activities. An agenda, listing the items under discussion, as well as the date, time, and location of the meeting, is sent to members at least fourteen (14) days before the meeting. The Board submits to the members a report on the Association's management, operations, programs, and financial status. The quorum is 20 registered members.

3.2 Powers and Duties of AGM Attendees

AGM attendees

- Elect Board members according to the procedure in article 4.2.
- Suggest certain projects to the Board, if appropriate.
- Ratifies amendments to the Association's constitution.
- Receive the annual reports of the chair, the treasurer, and other Board members.
- Approve the budget estimates proposed by the Board.

ARTICLE 4

Management of the Association

4.1 Board

The Board, which has a minimum of five (5) and a maximum of nine (9) voting members, manages the Association's activities.

Five (5) members constitute a quorum for the Board.

Board Meetings

Meetings are held at least five (5) times per year.

Powers and Duties of the Board

The Board

- Performs the mandates received at the AGM and reports on progress.
- Ensures that the Association is professionally managed and exercises, in its name, the powers granted under the constitution.
- Approves and tables at the AGM the financial statements showing earnings and expenditures for the last fiscal year.
- Submits the Association's proposed budget for approval at the AGM.
- Proposes to the AGM the amount of annual dues.
- Creates committees, defines their mandates, approves their membership, and appoints their heads after conferring with those involved.
- Recommends to the AGM representatives on the University Pension Plan Committee.
- Names representatives to various committees (i.e. Selection Committee for the Bursary, etc.)
- Processes member registrations and resignations.
- Enacts, if necessary, internal rules to manage the Association's activities.
- Proposes the adoption, amendment or repealing of constitution articles.

4.2 Election of Board Members and Term of Office

Election and Voting Rights

Board members are elected by ballot at the Annual General Meeting. Only duly registered members are permitted to vote. Votes by proxy are not permitted.

Term of Office

Board members elected by the Association's duly registered members serve terms of two (2) or three (3) years. Members will be elected alternately and begin their duties at the end of the Annual General Meeting.

Re-election

Board members may be re-elected at the end of their term if they are duly nominated.

Vacancy/Resignation

Positions left vacant on the Board or on one of the sub-committees may be filled by the Board until the expiration of the mandate.

Board members who miss more than three (3) consecutive official meetings without good reason will be considered to have resigned.

4.3 Duties of Board Members

Chair (President)

- Oversees Association operations.
- Chairs general meetings and Board meetings.
- Signs all documents pertaining to the responsibilities of the Association.
- Casts the deciding vote in case of a tie at general meetings or Board votes.
- Calls Board members to meetings and prepares the meeting agenda.
- Maintains appropriate connections with the University.

Outgoing Chair (Outgoing President)

- Is an ex-officio member of the Board for one year, without voting privileges.

Vice-chair

- Assists the chair with his or her duties.
- In the chair's absence, represents him or her at the Board.
- Performs all duties the Board has assigned him or her.

Secretary

- Writes the minutes of Board meetings and prepares documents for the Annual General Meeting.
- Responsible for the printing and distribution of the Newsletter(s) to Association members.
- Sends the annual general meeting notice to all members at least fourteen (14) days before the meeting.

Treasurer

- Manages and updates the Association membership list.
- Manages the Association's funds and books.
- Deposits the Association's funds at a financial institution chosen by the Board.
- Presents an annual report at the general meeting.
- Co-signs the Association's checks; the other signer is designated by the Board.
- Ensures that the financial statements are checked annually by the outgoing or the past Treasurer, or other qualified person.
- Assumes the role of auditor at the end of his or her mandate.

Duties of the Advisors

The elected members share the following responsibilities or delegate them to other administrative staff retirees.

Archiving

- Receive and archive the Association's official documents
- Keep the Association's minutes and records.

Website

- Keep the Association's website up to date.

Recruitment

- Ensure an on-going link with Human Resources to obtain the monthly list of new retirees, the list of deceased administrative staff members, etc.
- Write and send correspondence to new retirees.
- Encourage retirees to join the Association or to renew their membership.
- Whenever possible, obtain the contact information of retirees to inform them of changes to benefits or of other newsworthy items.
- Compile a list of eligible candidates for the Board at the Annual General Meeting (AGM).
- When vacancies occur between AGMs, identify candidates eligible for appointment to the Board.

Communications and social activities

- Organize social events scheduled by the Board (reservations, logistics, etc.)
- Invite members to Association events by email (or by telephone for members who do not have email), as well as track registrations and participation.

Benefits

- Strive for constant improvement in retiree benefits

Pension

- Sit on the University Pension Plan Committee to represent the interests of retirees.

Scholarships

- Sit on the Scholarship Selection Committee to help choose recipients and to write scholarship-related material.

Relations with the University, Human Resources and the APRUO

- Maintain constructive working relationships with uOttawa and Human resources
- Maintain cooperative ties with the APRUO in an effort to coordinate efforts to improve retiree pensions and benefits where possible, relevant and worthwhile.
- Take part in the joint committees involving HR, APAR and the APRUO.

Systems

- Keep our systems updated and operating properly, including our member data base.

4.4 Executive Committee

The Executive Committee, which includes the retiring chair, the chair, the vice-chair, the treasurer and the secretary, is authorized to make decisions on behalf of the Board, if necessary. The Executive reports to the Board.

ARTICLE 5

Committees

5.1 Objectives

The Board creates committees to help with the Association's activities.

5.2 Authority

The committees report to the Board.

5.3 Expenditures

A committee needs the Board's written approval before committing the Association to any expenditure.

5.4 Reimbursement of expenditures

Board members and those of other committees may have their expenditures reimbursed upon presentation of proof.

5.5 Recruitment Committee

This Committee, chaired by the Recruitment Advisor and comprised of one or two other retirees chosen from among the Association's members, is responsible for communicating with retirees and encouraging them to either become members of the Association or to renew their memberships..

5.6 Communication and Social Events Committee

This Committee, chaired by the Communications and Social Events Advisor, and comprised of the webmaster and at least one other retiree chosen from among the members of the Association, is responsible for organizing social events as agreed upon by the Board, as well as inviting members to attend these events.

5.7 Special Projects Committees

From time to time, the Association may initiate special projects that have to be managed by a special committee. A project may require a certain sum of money or resources determined by the Board.

The chairs of special committees may be Board members or duly registered members of the Association and must be appointed by the Board. Chairs choose the members of their respective committees among Board members and members at large; appointments are subject to the Board's approval. During the Board meetings, the chairs of the special committees may be asked to present an activity report.

ARTICLE 6

Changes to the constitution

6.1 Changes to the constitution

The constitution may be modified as follows:

- A member wishing to propose a change must submit it to the Board at least thirty (30) days before the annual general meeting.
- The Board submits proposed changes at the general meeting.
- A two-thirds (2/3) majority is required at the general meeting to approve the constitution changes.
- The modified constitution takes effect upon approval by the general meeting (AGM).

Modified: April 30 1998; May 29 2002; May 20 2009; May 18 2011; May 15 2013; May 11 2015; May 11 2016; May 9 2018; Sep 16 2020.