

BCITRA

BCIT Retirees' Association

Approved September 29, 2004
Revised March 12, 2008

Definition of Titles

1. The association is known as the British Columbia Institute of Technology Retirees' Association (BCITRA) referred to as the Association.
2. The Board of Directors shall be referred to as the Board.
3. The Annual General Meeting shall be referred to as the AGM.

I. Objectives

1. To preserve and promote the spirit of friendship formed by members while employed at BCIT.
2. To provide a supportive bond, while publicizing information beneficial to those who have retired.
3. To provide a medium by which members may assist each other in retirement.
4. To support the values and objectives of BCIT.

II. Membership **A – Ordinary**

1. a) Persons who were previously employed at BCIT or at a predecessor Institution, and who are eligible for a pension through superannuation.

b) Spouses or common-law partners of persons who meet the requirements stated in a).
2. a) The membership dues of the Association shall be determined from time to time at the AGM.

b) Upon retirement, all BCIT employees shall be offered membership without dues to last until the end of the current membership year.
3. The membership year shall be from January 1 to December 31.

4. A membership card shall be provided to each paid-up member.

B - Honorary

1. a) Honorary memberships shall be conferred on an individual basis, as recommended by the Board and approved by a majority vote at an AGM;

b) Honorary members shall have all the rights and privileges of an Ordinary member, except an Honorary member shall be exempt from dues and shall not have voting privileges.

III Board of Directors

1. The Board shall consist of an Executive (President, Vice-President, Past President, Recording Secretary, Corresponding Secretary, Treasurer), and seven (7) Directors. Except for the immediate Past President, the Board shall be elected at the AGM and shall hold office until the next AGM.
2. Should a vacancy occur in an elected office during a current term, the Board may appoint a member to that office.
3. The Board shall, at their discretion, appoint ex-officio advisors.
4. The Board may establish Special Committees as required.

IV Duties of the Officers

1. a) The President shall be the official head of the Association and ex-officio member of all committees except the Nomination Committee;

b) To be eligible for the position of President, he/she must have served at least one year on the Board immediately prior to the AGM;

c) The President shall serve no more than two consecutive years. After serving as Past President, he/she shall be eligible for election to the office of President, subject to (b) above;

d) Subject to paragraph 5 below, the President shall appoint Directors or other members to chair the Standing Committees, subject to ratification by the Board.
2. a) The Vice-President shall assist the President and, in the latter's absence, assume his/her duties;

b) Should the President and Vice-President be absent from a Board meeting, Board members present shall elect a member from among themselves to chair that

meeting.

3. a) The Recording Secretary shall keep a complete record of proceeding at all meetings of the Association;
- b) The Corresponding Secretary shall keep all incoming and outgoing correspondence on file in the Board office.
4. The Treasurer shall be responsible for all monies of the Association and deposit funds in the account(s) designated. The designated account(s) shall be maintained in financial institution(s) as authorized by the Board.
5. The Past President shall chair the Nomination Committee with preference given to the immediate Past President. If no Past President is available, the Board will appoint a Chairperson.

V Financial Review

1. The Treasurer shall present a written Financial Report of the account(s) and statements of the Association at the AGM. The Financial Report shall be reviewed and an opinion expressed at the AGM by two Board members other than the Treasurer.

VI Finances

1. The Board shall be responsible for general supervision of financial matters. The Treasurer shall prepare and present a financial statement at scheduled Board meetings.
2. The President, Vice-President, Treasurer and a director appointed by the Executive will be the Signing Officers. All cheques for disbursement of funds shall be signed by any two of the Signing Officers, one of which must be the Treasurer. Signing Officers must not be closely related.
3. The fiscal year of the Association will be January 1 to December 31.

VII Standing Committees

A. Procedures

1. The chairs shall recruit members for the committees, using volunteers as required.

B. Committees

1. Fellowship:

Shall be responsible for:

- a. dining;
- b. local events.

2. Travel

Shall be responsible for:

- a. travels.

3. Communications

Shall be responsible for:

- a. the web page;
- b. the newsletter;
- c. the Update;
- d. other media.

4. Membership

Shall be responsible for:

- a. promotion and recruitment of members;
- b. attending BCIT retirement functions;
- c. keeping membership records;
- d. providing support for members who are ill or distressed;
- e. recognizing members' achievements.

5. Benefits and Liaison

Shall be responsible for:

- a. establishing a liaison with the Faculty and Staff Association, the Alumni Association, and BCIT;
- b. supporting activities which promote the welfare of the Association
- c. maintaining liaison with provincial and federal groups such as COSCO, and organizations with objectives similar to those of the Association.

6. Nominations

Shall be responsible for:

- a. presenting a full slate of candidates for election to the Board at the AGM.

VIII Meetings

1. The AGM of the Association shall be held within ninety (90) days from the end of the fiscal year and notice of it shall be mailed to all members at least twenty-one (21) days before the meeting.
2. The Board shall prepare and present the agenda for the AGM.
3. The members present shall constitute a quorum for the transaction of business at the AGM.
4. Amendments or additions to the Constitution and By-Laws will be made by a majority vote at the AGM. Notice of motion on any proposed change(s) must be filed in writing and received by the Board at least thirty (30) days prior to the AGM. Such a motion will be distributed to the membership with the notice concerning the AGM.
5.
 - a) The Board may call a Special General Meeting when deemed appropriate;
 - b) Twenty (20) members in good standing may call a Special General Meeting;
 - c) Notice for Special General Meetings shall be as for AGMs.
6. Board meetings shall be held at least quarterly.
7. Seven (7) voting members shall constitute a quorum of the Board for transaction of business.
8. Board members who absent themselves from scheduled meetings for a period of time without reasons that satisfy the Board, will be asked to withdraw from the Board.
9. Where not otherwise addressed in these By-Laws, the Associations affairs shall be conducted according to Robert's Rules of Order newly revised.