

**FEDERAL SUPERANNUATES NATIONAL ASSOCIATION  
FREDERICTON AND DISTRICT BRANCH (NB62)  
BY-LAWS**

**Preface**

1.1 The title of this organization shall be Fredericton and District Branch of the **Federal Superannuates National Association.**

1.2 In these By-Laws –

- a. Fredericton and District Branch shall be referred to as Branch; and
- b. **Federal Superannuates National Association** shall be referred to as National or National FSNA

1.3 The Branch is a component of the National FSNA.

1.4 The Branch is autonomous providing its By-Laws and activities are not at variance with the FSNA By-Laws and Regulations.

1.5 The Branch By-Laws reflect only those subject areas which concern the management and activities of the Branch and which are not covered by the FSNA By-Laws and Regulations.

1.6 The FSNA By-Laws and Regulations shall have force and effect within the Branch where they pertain either directly or by extrapolation to the activities of the Branch

**2. Management**

**2.1 Board of Directors.** A Board of Directors hereinafter referred to as the Board shall manage the Branch. The Board consists of members of the Executive and 6 additional Branch Directors.

**2.2 Executive.** The Executive consists of the **President, Immediate Past President, Vice President, Administrative Director, Treasurer, Health Benefits Officer, Special Events Director, and Membership Director.**

### **2.2.1 Executive Meetings**

- a. Executive Meetings are held at the call of the President.
- b. A quorum to conduct business at an Executive meeting shall be 50% plus one of the members of the Executive.

**2.2.2** Decisions made by the Executive Committee shall have force and effect until the next Board Meeting. At that time decisions shall cease to have force and effect unless ratified by the Board.

**2.2.3** Minutes of Executive Committee meetings shall be kept and circulated to Board members.

### **2.3 Board of Directors Meetings**

- a. Board meetings shall be held at the call of the President;
- b. The Branch President shall call a meeting of the Board at the request of any three (3) members of the Board;
- c. A quorum to conduct business at a Board of Directors meeting shall be 50% plus one of the members of the Board; and
- d. A majority vote of those present at a legally constituted meeting shall prevail.

**2.3.1 The Regional Services Officer** of the New Brunswick Region shall have a standing invitation to attend Board Meetings.

### **2.4 Nominating Committee**

- a. A nominating committee shall, each year at the Annual General Meeting, present a list of nominations to fill existing Board vacancies or for positions in which the incumbents terms are expiring prior to the next Annual General Meeting; and

- b. The nominating committee, chaired by the Immediate Past President, shall consist of two additional members of the Branch approved by the Board. Should the immediate Past President not be available, the Board shall appoint the Chair of the nominating committee.

## **2.5 Election of Board of Directors**

- a. The election of officers shall be held at the Annual General Meeting;
- b. Nominations may be made by the nominating committee or may be made by members from the floor. Nominations from the floor must be seconded; and
- c. All nominees shall indicate their willingness to serve prior to nomination.

### **2.5.1 Term of Office - Board Members**

- a. President's term of office is three years; may be re-elected for one consecutive term. All other Board Members, with the exception of the Immediate Past President, term of office is two years; may serve unlimited consecutive terms if re-elected; and
- b. Board members shall assume their Office immediately following the end of the meeting at which they were elected. The retiring President, on the election of the new President, shall immediately turn the gavel and office over to the new President.

## **2.6 Duties of Board Members**

**2.6.1 President.** The President presides at all Board and Executive meetings and generally supervises the business and affairs of the Branch.

**2.6.2 Vice-President.** In the absence of the President the Vice-President performs the duties of the President

### **2.6.3 Administrative Director**

- a. The **Administrative Director** will act as clerk, recording votes and minutes of all proceedings in the books kept for that purpose. Minutes shall be distributed to all board members; and

- b. The **Administrative Director** conducts correspondence, publishes notices, and performs such other duties as directed by the Board.

#### **2.6.4 Treasurer**

- a. The Treasurer shall have custody of Branch funds and shall keep full and accurate accounts of receipts and disbursements in a recognized accounting system approved by the Board;
- b. The Treasurer shall deposit all moneys received into an account in a chartered bank or approved financial institution designated by the Board in the name of and to the credit of FSNA *Fredericton and District Branch*;
- c. The Treasurer shall ensure receipts are completed for all dues received directly from members and submitted to the Membership Director;
- d. The Treasurer shall submit to National Office its share of membership dues as calculated on the Capital Remittance Form received from the Membership Director;
- e. The Treasurer shall prepare, with assistance from the executive officers, an annual budget for presentation at the Board meeting prior to the Annual General Meeting;
- f. The Treasurer shall prepare an annual financial statement and cause it to be audited. The audit report shall be presented at the Board meeting prior to being presented at the Annual General Meeting; and
- g. The Treasurer shall provide a financial report and the budget for approval at the Annual General Meeting.

#### **2.6.5 Membership Director**

- a. Shall update the FSNA membership data base for the Branch and mail out membership cards to those Branch members paying their dues by cheque;
- b. The capital Remittance Form will be completed on a quarterly basis, as required, and directed to the treasurer for action;

- c. Members not paying their dues by January 31<sup>st</sup> of the current year will be advised by letter that payment is due and if not received by Apr 30th their membership will expire; and
- d. **Provide a membership report at the Annual General Meeting.**

**2.6.6** Health Benefits Officer provides reliable information to members in regard to both the PSHCP and the PDSP.

### **2.6.7 Special Events Director**

The Special Events Director shall be responsible for organizing promotional and other events for the Branch including publicity for donations, the Spring and Fall dinners, membership recruiting and other events as determined by the Board.

### **2.6.8 Branch Directors**

The Branch Directors are responsible for assisting in the guidance of the business and affairs of the Branch. This includes serving on committees and accepting other responsibilities as identified by the Board.

**2.7 Replacement of Board Members.** In the event of Board members positions becoming vacant during the term of office:

- a. In the case of the President, Vice- President, **Administrative Director, Membership Director, Health Benefits Officer, Special Events Director** or Treasurer, the Board shall appoint a replacement to serve until the next Annual General Meeting.
- b. In the case of a Branch Director the Board may appoint a replacement to serve until the next Annual General Meeting.

### **2.8 General Meetings**

- a. Annual General Meetings shall be held in the Spring of the year;
- b. Other General Meetings will be held as directed by the Board; and
- c. Quorum of Meetings. A quorum for general meetings shall be forty members.

## **2.9 Financial**

- a. The Board shall designate a chartered bank or other financial institution to be bankers for the Branch funds;
- b. The Treasurer shall initiate all money transactions. Cheques issued by the Branch shall be signed by the Treasurer and any one of the President, the Administrative Director or the Vice-president. In the absence of the Treasurer, any two of the President, Administrative Director, or Vice President shall sign;
- c. Branch Dues shall be in harmony with the National rates; and
- d. The Branch fiscal year and membership year shall be the calendar year.

## **2.10 Remuneration**

Board members or designated members of the Branch will be remunerated for all reasonable expenses for attendance at National or Regional meetings and in support of their executive duties if such expenses are within the limits of an approved budget. Receipts must be provided or in the case of using PMV, reimbursement will be at the rate set by National Office.

## **2.11 Audit**

- a. An annual audited statement of the Branch finances as of the 31st day of December shall be presented *at a Board Meeting and for approval at the Annual General Meeting*;
- b. An auditor who *is* not a Board member shall be appointed *at the Annual General Meeting*;
- c. An honorarium may, at the discretion of the Board, be paid to auditors; and
- d. The Audit must be submitted to the FSNA Executive Director with a certified (signed by President) copy of the minutes of the Branch Annual General Meeting no later than 15<sup>th</sup> May annually.

## **2.12 Amendments - By-Laws**

- a. The Board may by resolution make, amend or repeal By-Laws provided the changes are not inconsistent with the FSNA By-Laws and Regulations. Such By-Laws may be applied in the management of the Branch prior to being ratified by the members;
- b. Such new or amended By-Laws shall cease to have force and effect unless ratified by the members at the next Annual General Meeting;
- c. Ratification vote by the members requires a 2/3 vote of the members present; and
- d. Members may submit a request in writing to amend the By-Laws a minimum of three months prior to the Annual General Meeting. Such request must be supported by signatures of not less than five Branch members in good standing. Requests for amendments to the By-Laws shall be submitted to the **Administrative Director**.

## **3. Bursaries**

**3.1** The Bursary or bursaries will be sponsored by members of the Fredericton and District Branch (NB62) of the **Federal Superannuates National Association** (FSNA) and shall be available to members, their children and their grandchildren; and

**3.2** Each Bursary shall be known as the 'FSNA Scammell-Quigley Memorial Bursary' in memory of the outstanding contributions of Jim Scammell and Bill Quigley to FSNA;

**3.3** Bursaries shall be awarded each year, if funds are available, to a deserving applicant(s) based on criteria approved by the Board and listed in the application and shall be used to further their education at any University or Community College. Bursary funds will be forwarded to the institution by the awarding committee.;

**3.4** Bursary Funding shall be identified each year based on available funds and money not awarded shall be carried over to the following year; and

**3.5** The Bursary Committee shall include the Branch Vice-President as Chair and two other members, one of whom must be from the general membership as recommended by the Chair and approved by the Board. The committee will be responsible for all aspects of awarding the bursary including:

- a. soliciting applications;
- b. identifying recipients;
- c. presenting bursary;
- d. publicity; and
- e. reports to the branch board as required.

#### **4. Resolutions**

**4.1** Resolutions affecting FSNA nationally may be submitted by any member for consideration at a meeting of the Board.

**4.2** Such resolutions must be received by the **Administrative Director** two weeks prior to such Board meeting.

**4.3** Resolutions received by the **Administrative Director** shall be brought before a meeting of the Branch Board for consideration and approval signed by the President and Administrative Director before being submitted to the Corporate Governance and Nominations Committee at National.

#### **5. By-Law Promulgation**

**5.1** The By-Laws shall be promulgated following acceptance by members of the Branch at an Annual General Meeting.

#### **6. Effective Date**

**6.1** The effective date of these By-Laws shall be **May 2012**

#### **7. Record of Amendments**

- a. 1964 Original By-Laws;
- b. 1967 First Amendment
- c. 1988 Second Amendment
- d. 1995 Revised (May 10th)
- e. 1997 First Amendment (Oct)
- f. 1998 Revised



- g. 2003 Revised
- h. 2009 Revised**
- i. 2012 Revised**