

FEDERAL SUPERANNUATES NATIONAL ASSOCIATION
NORTH VANCOUVER ISLAND BRANCH
CONSTITUTION AND BYLAWS

Section I - Title And Authorization

1.01 The name of this Branch shall be The North Vancouver Island Branch of the Federal Superannuates National Association (hereinafter referred to as FSNA).

1.02 The North Vancouver Island Branch (hereinafter referred to to as NVIB) is authorized by charter from the FSNA National organization which is a non-profit organization issued with Letters Of Patent under Part II of the Canadian Corporations Act dated January 5, 1988. NVIB operates within the British Columbia and Yukon Region of FSNA.

(change to Island Region when approved)

Note: The branch may incorporate or otherwise register under provincial regulations if such action might accrue benefits to NVIB.

1.03 - 1.99 Not allocated Section II - Aims And Objectives

2.01 The aims and objectives of NVIB shall include and not conflict with FSNA aims and objectives, specifically:

- (a) To advocate measures beneficial to and promote the general welfare of annuitants and potential annuitants of the Public Service of Canada (PSC), the Canadian Armed Forces (CAF), the Royal Canadian Mounted Police (RCMP) and other Federal Agencies or bodies deemed appropriate by the FSNA National Board Of Directors;
- (b) To serve and advise annuitants and potential annuitants with respect to their rights under their respective Superannuation Acts or other pertinent legislation or with respect to any other benefits to which they might be entitled as superannuates, senior citizens and/or survivors thereof;
- (c) To support the establishment of additional FSNA branches throughout Canada and in other countries where Canadian Federal Superannuates may reside;;
- (d) To co-operate with other like-minded organizations in the furtherance of the objectives of FSNA.

2.02 - 2.99 Not allocated

Section III - Membership

3.01 Regular Membership - Regular membership is open to any person in receipt of an annuity, pension or annual allowance received as a result of contributions made under any Superannuation or similar Act pertaining to those persons mentioned in paragraph 2.01 (a).

3.02 Spousal Membership - Spousal membership is offered to the spouse/partner of a regular member.

3.03 Survivor membership - The surviving partner of a regular member qualifies for Regular Membership and is reported to the National Office as such. However, the Branch may establish a separate sub-category for survivors and elect to charge them a separate rate for Branch annual dues. Notwithstanding the establishment of a special rate for survivors, the Branch shall submit dues for a survivor to the National Office at the rate for [a] Regular Member.

3.04 Notwithstanding the provisions of paragraph 3.01, the survivor of a Regular Member who is NOT in receipt of an allowance is entitled to Regular membership.

3.05 Associate Membership - associate membership is open to any potential Federal Superannuate and their spouse/partner.

3.06 - 3.99 Not allocated

Section VI - NVIB Area Of Operation

4.01 NVIB shall operate in and actively solicit membership from any potential member residing North of a line extending across Vancouver Island from a point South of Bowser in the East to a point North of and excluding the area serviced by Tofino in the West.

4.02 NVIB may accept membership, upon application, from potential superannuates living outside this area, but will inform such members of the Branch, if any, which is closer to their residence. However, the choice of Branch shall rest with the member.

4.03 - 4.99 Not allocated

Section V - Dues, Fees and Assessments

5.01 Membership shall be valid for the calendar year and all members shall pay membership dues consisting of a National per capita fee set by the National Board of Directors and a Branch per capita fee set by the Branch Executive and approved by the Branch General membership. The Branch shall collect the National per capita fee and submit the fee to the National Office. See also paragraph 3.03. Membership dues shall be payable before the first regularly scheduled meeting in any calendar year or March 31 of that year, whichever is sooner.

5.03 No member shall be deemed to be in good standing whose dues are in arrears in excess of three months. Such a member may be dropped from the Branch rolls, after due notice from the Branch, unless a satisfactory explanation is provided.

5.04 A member whose membership has been dropped may be reinstated by paying all outstanding dues for the current year. If there are extenuating circumstances, the branch may waive this requirement; however the Branch must submit any outstanding National fees.

5.05 - 5.99 Not allocated

Section VI - Branch Officers/Board of Directors

6.01 NVIB shall elect a Board Of Directors consisting of the following officers:

- (a) a President;
- (b) a Vice-president;
- (c) a Secretary;
- (d) a Treasurer;
- (e) a Membership Chairman; and
- (f) five directors at large who shall be assigned duties as required by the President.

To maintain continuity, the Secretary and the Treasurer shall be elected in alternate years. All others shall be elected annually. The elected officers shall together form the Executive Committee. Specific duties of officers and

committees are listed at Annex A.

6.02 The Immediate Past-president shall be a member ex-officio of the Executive Committee.

6.03 The Vice-president shall act for the President in his absence and shall become President should the President resign or otherwise vacate his position. Any other vacancies on the Executive Committee shall be filled by appointments by the Executive Committee, such appointees to hold office for the remainder of the term of their predecessors.

6.04 Audit - The annual meeting shall appoint an Auditor or an Audit Committee of appropriate size to audit the books of the branch and report to the membership at the annual meeting following the year end. No auditor shall be a member of the Executive Committee. The audit shall conform to the format required by the National Office.

6.05 - 6.99 Not allocated Section VII - Meetings

7.01 General Meetings - A minimum of four meetings of the general membership shall be held each calendar year, usually one meeting per calendar quarter. The meeting closest to year's end shall be the meeting at which officers are elected and the audit committee appointed. The first meeting of the new year shall be the meeting at which the auditor's report and other pertinent reports shall be made. This meeting shall be deemed the Annual General Meeting and, within 60 days of this meeting, copies of the minutes and and the prior year's audited statements shall be forwarded to the National Office.

7.02 Voting - Only members in good standing are eligible to vote at meetings, speak at meetings, hold office, serve on duly authorized committees and utilize any rights and/or priveleges that may be authorized or negotiated from time to time either locally or nationally. Decisions shall be by simple majority unless otherwise specified.

7.03 Proxy Vote - A member unable to vote at a general meeting may submit a signed and dated proxy designating another member to be his designated representative. A proxy shall be valid for one meeting only and no member shall exercise more than one proxy.

7.04 The time and place of General meetings shall be as determined by the Executive Committee and at least two weeks

advance notice shall be provided.

7.05 Special Meetings - Special meetings may be called by the Executive Committee and may be requested by any five members in good standing subject to authorization by the Executive Committee. The request must state in writing the matter to be discussed at the special meeting and this matter shall be the only business discussed. A special meeting shall be called not less than seven days nor more than fourteen days after such request is received and authorized and at least five days advance notice shall be given.

7.06 Executive Meetings - Executive meetings should normally be held at least nine times per year and shall be held at a time and place to be determined by the President. The President shall call a special executive meeting as per paragraph 7.03 when requested to do so in writing by any three Executive members.

7.07 The quorum for a General meeting shall consist of 10 per cent of members in good standing. Members may be required to register their attendance in writing.

7.08 The quorum for an Executive meeting shall be 5 members to include either the President or Vice-president and the Secretary or an appointed replacement. The Treasurer must be present if financial matters are to be discussed.

7.09 - 7.99 Not allocated

Section VIII - Discipline

8.01 The National FSNA bylaws at Regulation I - Discipline list actions deemed to be prejudicial to the welfare of the Association. Appropriate disciplinary action shall be taken when the conduct of a branch officer or member is assessed to be prejudicial. Whenever possible problems should be resolved at the branch level.

8.02 When actions are deemed to be sufficiently serious and/or beyond resolution at the branch level, a recommendation for suspension may be initiated by the Branch Executive or by majority vote at a regular, annual or special general meeting. This recommendation shall be submitted to the National Executive Committee for consideration and/or referral to the National Board Of Directors.

8.03 - 8.99 Not allocated

Section IX - Financial

9.01 All funds collected by NVIB, for any reason, shall be acknowledged by duplicate receipt and deposited in a recognized financial institution.

9.02 All disbursements shall be by cheque signed by two authorized signatories, except that standing petty cash funds may be authorized by the Executive Committee for small cash purchases for which the issue of a cheque may not be convenient. Receipts for petty cash purchases will be retained and presented for reimbursement. Any standing petty cash fund shall be returned to the Treasurer when no longer required.

9.03 Financial records shall be maintained in a recognized accounting format and shall be available for inspection by the Executive Committee at any time.

9.04 - 9.99 Not allocated

Section X - Amendments and Effective Dates

10.01 Effective Dates - These bylaws and any amendments shall become effective after approval by the membership by a two thirds majority vote of the members attending the meeting at which the bylaws/amendments are considered and subsequent approval by the National Office.

10.02 Amendment - Once passed and approved, these bylaws shall normally be amended by two thirds majority vote of the members attending the Annual General Meeting. However, if deemed necessary by the Executive, amendments may be presented for action at any duly constituted general meeting

10.03 - 10.99 Not allocated

Section XI and Subsequent - Not allocated

Annex A - Duties and Responsibilities