

CONSTITUTION

Association of Retired Faculty of York University (ARFYU)

ARTICLE 1—Formation

The Retired Faculty of York University at a meeting held on the 13th day of December, 1994, resolved to constitute themselves into an association called **Association of Retired Faculty of York University (ARFYU)**.

ARTICLE 2—Purpose and Objectives

The purpose and objectives of the Retired Faculty Association are to protect, promote and advance the interests and welfare of retired faculty of York University.

ARTICLE 3—Membership

i) Regular: Membership shall be open to all retired full time faculty and professional librarians of York University who subscribe to the objectives and purposes of the Association and pay the prescribed fees. All applications shall require the approval of the Executive Committee before membership is granted, provided that membership shall not unreasonably be denied.

ii) Associate (Non-voting): Shall be open to all full time faculty and professional librarians who have reached the age of 55 years.

iii) Voting: Each Regular member shall be entitled to one vote at a General or Special Meeting of the ARFYU.

iii) Fees: The Membership fee shall be an Annual fee as determined from time to time at meetings of the membership acting on the recommendation of the Executive. Fees payable to the Association shall be deemed to be due at the commencement of the Financial Year.

ARTICLE 4—Inauguration

i) The Association of Retired Faculty of York University shall be duly and properly inaugurated at a meeting specially convened for that purpose. This meeting shall be deemed to be the first Annual General Meeting of the ARFYU and its main business shall include discussion of a draft constitution, adoption and promulgation of the constitution and the election and installation of officers of the Executive Committee.

ii) All decisions and actions taken prior to and directed towards the convening of the first Annual General Meeting (AGM) of the ARFYU shall be deemed to be the work of the Steering Committee and formally endorsed at that meeting. The Steering Committee shall cease to exist and function

immediately upon the installation of the Executive Committee of the ARFYU. All the assets, records, inventory of transactions in process shall become the property and responsibility of the ARFYU to be discharged, utilized, or otherwise acted upon, as the Association sees fit.

ARTICLE 5—The Executive Committee

- i) The Association shall be managed by an Executive Committee consisting of seven (7) members, including a President, Vice President, Secretary, Treasurer and three members at large.
- ii) The 7 members of the Executive Committee shall be elected at the Annual General Meeting of members.
- iii) To be eligible for election to the Executive Committee, a person must be a member in good standing.
- iv) There shall be a Nominating Committee constituted of the members of the Executive Committee and including two members of the Association at large who shall nominate a slate of officers to be presented at the AGM at which a vote is to take place. Additional nominations may be made from the floor by any Regular member in good standing of any other Regular member, also in good standing.
- v) Vacancies shall be filled by appointment by the Executive Committee until the next AGM.
- vi) A minimum of Three members of the Executive Committee shall constitute a quorum.
- vii) Decisions of the Executive shall be by simple majority. In the event of an equality of votes the Presiding Officer shall, in addition to his or her original vote, have a casting vote.
- viii) The Executive Committee may establish standing or ad-hoc committees and may co-opt members who may not be members of the Executive Committee.
- ix) The Executive Committee shall be required to approve all activities carried out under the name of the Association before implementation.
- x) The Executive Committee may from time to time make by-laws in the interest of the Association provided that no such by-law/s or amendment/s thereto or repeal thereof, shall take effect until ratified by a vote of simple majority of members present at a meeting duly called for the purpose of considering same

ARTICLE 6—Duties of Officers

- i) The President shall have the direction of the affairs of the Association, subject to its constitution and by-laws. Normally, the President shall preside at all meetings of the Executive and/or the members.

ii) The Vice-President shall exercise the powers and duties of the President in the absence of the President and may undertake such other responsibilities as are assigned by the Executive Committee. In the event of the office of President becoming vacant, the Vice President shall automatically become President for the remainder of the term.

iii) The Secretary shall be responsible for the custody of all documents; correspondence; for notifying members of the Association and Executive Committee of the time and place of meetings; for recording of minutes and the keeping of the register of names and addresses of members in good standing.

iv) The Treasurer shall be responsible for the custody of the funds of the Association; for the keeping of proper accounts and the presentation at each AGM of financial statements and for such other duties of a financial nature as the Executive Committee may assign.

v) Notwithstanding any specific duties set out in Article 6(i-iv) above, members of the Executive may carry out other duties normally associated with the functions of an Executive Committee of an Association of this kind.

ARTICLE 7—Meetings

i) Meetings of the Executive Committee, Special Meetings and Annual General Meetings shall be held at such time and place as may be determined by the Executive Committee.

ii) **Annual General Meeting (AGM):** At every AGM, in addition to any other business that may be transacted, the financial statements and report of the auditors shall be presented, members of the Executive Committee elected, and auditors appointed. The auditor/s may be Regular member/s of the Association who are not members of the Executive Committee.

iii) **Special Meetings:** The Executive Committee, or any two members thereof, or a written request by Ten of the members shall have the power to call a Special Meeting within fourteen days. A Special Meeting shall be limited to the matters for which such meeting was called.

iv) **Voting:** With the exception of Amendments to the Constitution, which shall require a two-thirds majority of those present and voting, the act of the majority of the members present at any properly constituted members' meeting shall be the act and decision of the entire Association. Normally, voting shall be by show of hands.

v) **Amendments to the Constitution & By-Laws:** Any proposed amendment(s) to the Constitution or By-Law(s) must be transmitted to the Secretary who shall give notice thereof to Regular, members at least two weeks before the Annual General Meeting or Special Meeting called for that purpose, at which the proposed amendment is to be voted upon and the favourable vote of two-thirds of the Regular members present at that Meeting shall be required for the adoption of Amendments to the Constitution and a simple majority with respect to By-Laws.

vi) **Notice of Meetings:** Notice of the time and place of members' meetings shall be given to each member, either by personal delivery or by mail, at the address recorded in the books of the Association, not less than 14 days before the date of the meeting.

ARTICLE 8—By-Laws

The ARFYU in general, or special meeting assembled after due notice, may pass by-laws for carrying out its objectives.

ARTICLE 9—Financial Year

The Financial Year of the ARFYU shall commence on 1st day of July and end on the 30th day of June of each year.

Changes and Amendments

Name: Changed to the Association of Retired Faculty and Librarians of York University
Abbreviation: ARF (May 3, 1995)

Executive: Increased to include Past President and one other person (October 15, 1997):
Revised change to ARTICLE 5 (1):

The Association shall be managed by an Executive Committee of nine (9) members, including a President, Vice-President, Secretary, Treasurer, and five members at large, including the immediate past president, if such is available.

To ARTICLE 5 (ii):

The nine members of the Executive shall be elected at the Annual General Meeting of members, except that the Executive Committee shall have authority to co-opt alternative non-voting members to the Executive at need and shall report such action to the membership in a timely manner.

Increased to include representative of the Pre-Retirees

Increased to include the Editor of the Newsletter (October 25, 2002)

ARF-YUFA Relationships: ARF Members gain Senior Membership (those still teaching)—with the right to vote, and Associate Membership (those not teaching) in YUFA with right to serve on some standing committees and with the right to vote there. Block payment of dues is negotiated. (Spring, 1999).

Annual Fees increased from \$15 to \$25 (Nov. 16, 1999).

ARF-YUFA Benefits Trust Agreement approved at the AGM (Nov. 16, 1999), and signed with YUFA (Nov. 23, 1999).

Nov. 21, 2002