

FEDERAL SUPERANNUATES NATIONAL ASSOCIATION NORTH  
VANCOUVER ISLAND BRANCH (NVIB) BY-LAWS

Section 1.0 – NAME

1.01 This Branch shall be known as "The North Vancouver Island Branch" of the Federal Superannuates National Association and shall be governed by the by-laws, aims and objectives of the F.S.N.A.

Section 2.0 – MEMBERSHIP

2.01 REGULAR MEMBERSHIP - Any person in receipt of an annuity, pension or annual allowance in his or her name under the Public Service Superannuation Act, The Canadian Forces Superannuation Act, the Royal Canadian Mounted Police Superannuation Act, or from a pension plan of a federal agency or body deemed appropriate by the National Board of Directors of the Association, is qualified to be a regular member. The spouse or surviving spouse of any former contributor who qualifies or qualified as a regular member is qualified to be a member. The spouse of a surviving spouse is not entitled to be a member unless otherwise qualified.

2.02 ASSOCIATE MEMBERSHIP - Any contributor to a pension plan, the pensioners from which are eligible to join the Association, and not in receipt of a pension or allowance, is qualified to be an associate member. Associate members have no voice or vote and may not hold any Branch or National office nor be a delegate to a Convention, Annual General Meeting or Special General Meeting. Associate members are otherwise eligible for the same as regular members.

Section 3.0 - AREA OF JURISDICTION

3.01 NVIB Membership shall be open to any potential member who resides North of a line extending across Vancouver Island from a point South of Bowser to a point North of the Area serviced by Tofino in the West.

3.02 A request for membership in the NVIB from a qualified person residing outside the area of jurisdiction shall be accepted, however, the member should be advised of the Branch closest to their place of residence.

SECTION 4.0 - DUES - FEES – ASSESSMENTS

4.01 Annual dues shall be that set by the National office. Dues may be collected by the Branch or deducted at source of pension. National Office portion of dues collected at Branch level will be submitted to the National Office.

4.02 Dues shall be payable on or before the first (1st) regular meeting in any calendar year or the 31st of March whichever is soonest.

4.03 Any member in arrears in excess of three (3) months may be dropped from the Branch rolls after due notice from the Branch unless a satisfactory explanation is provided. Any Member in arrears in excess of twelve (12) months shall be dropped from Branch rolls after due notice.

4.04 Any member dropped from the rolls for Non Payment of Dues may be reinstated by paying current dues.

#### Section 5.0 - ELECTION OF OFFICERS

5.01 The Branch President shall appoint a nominating committee two (2) months prior to the election of officers; the committee shall submit a complete slate of Officers for consideration to the annual meeting.

5.02 The Board of Directors shall consist of the following

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Membership Chairman
6. Ten (10) Directors
7. Immediate past President (not elected)

5.03 Terms Of Office - All officers shall be elected for a two (2) year term of office. To ensure continuity, in the first year following the approval of the by-laws, the President, Secretary, Treasurer and five (5) Directors shall be elected for two (2) years. The balance for one (1) year and thereafter all positions shall be elected for two (2) years.

5.04 Duties Of Officers:

- (1) President - Shall conduct all meetings, appoint committees and shall be ex-officio member of all committees
- (2) Vice President: - Shall act for the President in his absence. Should the President resign his office the VP shall assume the office of President until the expiry of the term of office.
- (3) Secretary - Shall keep minutes and records of all meetings and conduct such correspondence as required.
- (4) Treasurer- Shall receive all monies and deposit them in a financial institution approved by the Board of Directors; provide receipts as required; pay all bills by cheque when submitted; submit regular reports to the executive and general meetings; and maintain a petty cash Fund for incidentals.

- (3) Membership Chairman - Keep an accurate account of the membership with names and addresses of same and submit regular reports to the Executive.
- (4) Immediate Past President - Advisor to the President and Board of Directors on matters of protocol and procedure.
- (7) Directors - Serve on such committees as established by the President or Board, and conduct Branch business as required.

#### Section 6.0 - SIGNING AUTHORITY

6.01 All cheques shall be signed by the Treasurer and co-signed by the President or Vice President or other Officer approved by the Board.

#### Section 7.0 - AUDIT COMMITTEE

7.01 An Audit Committee of two (2) members shall be elected at the Annual Meeting. The committee shall report to the membership at the first (1st) General meeting in the new year. No member of the Executive shall be eligible to serve on the Audit Committee.

#### Section 8.0 – MEETINGS

8.01 A minimum of four (4) general meetings shall be held in each calendar year at a time and place determined by the Executive. Two (2) weeks advance notice will be provided to the general membership.

8.02 Special meetings may be called by the Executive Committee or requested by any five (5) members in good standing subject to approval by the Executive, the request must state the reason for said meeting. Reason for calling the meeting shall be the only item of business discussed.

8.03 Executive meetings shall be held monthly except during the months of July and August at a time and place determined by the President. A special meeting of the Executive may be requested by any three (3) executive members. Such request shall be in writing stating the reason for same.

8.04 A quorum for general meetings shall consist of seventy (70) members in good standing.

8.05 A quorum for Executive meetings shall consist of five (5) members, one of whom shall be the President or, in his absence, the Vice President.

8.06 Any officer who absents themselves from three (3) consecutive Executive meetings without a reasonable explanation shall be deemed to have abandoned their office and will be dropped from the roll of Officers.

#### Section 9.0 –DISCIPLINE

9.0 Appropriate disciplinary action shall be taken when the conduct of a Branch Officer or member is deemed to be prejudicial to the aims and objects of the Branch or F.S.N.A.

#### Section 10.0 BY-LAW AMENDMENTS

10.0 These by-laws may be amended at a General Meeting of the Branch following a notice of Motion submitted in writing at a previous meeting.