



**National Association of Federal Retirees (FSNA)
Vancouver Island North Branch (BC06)
By-Laws**

Section 1 – NAME and MISSION

1.1 This Branch shall be known as Vancouver Island North Branch of the National Association of Federal Retirees (FSNA) and shall be governed by the by-laws, regulations and objectives of the FSNA.

1.2 MISSION – The mission of the Branch is that of FSNA: to protect the benefits and promote the interests of federal retirees. To that end, the Branch will:

- promote measures beneficial to its membership
- oppose proposals that would be detrimental to its members
- inform and assist members with regard to their benefits
- advocate on behalf of retirees, future retirees and disabled veterans
- co-operate with like-minded organizations.

Section 2 – MEMBERSHIP

2.1 A person may apply to become a member of the Association if, for the purposes of a federal superannuation plan, the person is:

- an annuitant or spouse of an annuitant, or
- a current contributor to a federal superannuation plan or spouse of a current contributor, or
- a surviving spouse of a deceased Member, or
- a Veteran, the spouse of a Veteran or spouse of a deceased Veteran.

Section 3 - AREA OF JURISDICTION

3.1 Vancouver Island North Branch membership shall be open to any eligible individual residing:

- on Vancouver Island north of a line extending from a point immediately south of Bowser to a point north of the area serviced by Tofino;
- along the Upper Sunshine Coast; and
- adjacent islands.

3.2 A request for membership in the Vancouver Island North Branch 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 - MEMBERSHIP DUES

4.1 Annual dues are set at the national level. Dues may be collected by the Branch, National Office or deducted at source of pension (DDS) and remitted to National Office by the appropriate pension office. The Branch portion of dues collected by National Office is forwarded to the Branch quarterly. The national share of dues collected at the Branch level is remitted to National Office not less than quarterly.

4.2 Dues shall be payable on or before the first (1st) regular meeting in any calendar year or the 31st of March whichever is soonest. In accordance with FSNA by-laws, an individual ceases to be a member if the required dues are not paid by the 30th of April.

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

Section 5 - OFFICERS

5.1 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 at the Annual General Meeting (AGM).

5.2 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)

5.3 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. Thereafter all positions shall be elected for two (2) years.

5.4 Duties of Officers:

1. President – Shall conduct all meetings, appoint committees and shall be an ex-officio member on all committees.
2. Vice President – Shall act for the President in his/her absence. Should the President resign his/her 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 prepare 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.
5. Membership Chairman – Shall keep an accurate account of the membership with names and addresses of same and submit regular reports to the Executive.
6. Immediate Past President – Shall advise the President and Board of Directors on matters of protocol and procedure.
7. Directors – Shall serve on such committees as established by the President or Board, and conduct Branch business as required.

Section 6 - FINANCIAL ADMINISTRATION

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

6.2 The Branch fiscal year will be the calendar year.

6.3 The annual budget and previous year's performance will be presented for membership acceptance at the AGM.

Section 7 - FINANCIAL REVIEW COMMITTEE

7.1 A Financial Review Committee of two (2) Branch members shall be selected at the Annual General Meeting. The committee shall report on the financial position of the Branch at the next AGM. No member of the Board shall be eligible to serve on the Committee.

Section 8 – MEETINGS

8.1 A minimum of one (1) Annual General Meeting (AGM) and three (3) General Meetings shall be held in each calendar year at a time and place determined by the Board. The AGM will normally take place during the first quarter of the year. Two (2) weeks advance notice of these meetings will be provided to the general membership.

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

8.3 Board 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 Board may be requested by any three (3) Board members. Such request shall be in writing stating the reason for the request.

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

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

8.6 Any officer who is absent from three (3) consecutive Board meetings without a reasonable explanation shall be deemed to have abandoned their office and will be dropped from the roll of Officers.

Section 9 – DISCIPLINE

9.1 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 FSNA.

Section 10 - BY-LAW AMENDMENTS

10.1 These by-laws may be amended at a General Meeting of the Branch following a Notice of Motion submitted in writing at the previous meeting. Amendment will require a two-thirds majority of those voting, a quorum being present.

Courtenay, British Columbia
11 June 2014