



RETIRES' ASSOCIATION
OF MOHAWK COLLEGE

BYLAWS

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RETIRES' ASSOCIATION OF MOHAWK COLLEGE BYLAWS

PREAMBLE

The RETIRES' ASSOCIATION OF MOHAWK COLLEGE, hereinafter known as "RAMC" is organized exclusively for the benefit of its membership and for supporting MOHAWK COLLEGE, hereinafter known as "the College" in its aims and objectives, especially as these relate to providing financial support for students.

The founding Charter of RAMC was signed on May 18, 1993, by the then College President, Keith McIntyre, and eight (8) directors who were employees of the College at that time. These founding members of RAMC were R. Alan Dalsto, Alan Gregson, Ray Heath, Jean McMaster, Nancy Munro, George Pal, William Stafford and Stanley Tyrell.

The organization is intended and shall operate as a not-for-profit association.

These Bylaws relate to the general conduct of RAMC and replace the current bylaws of RAMC, dated July 12, 2016.

BYLAW NO. 1 – HEAD OFFICE

The Head Office will be at Mohawk College.

The mailing address is: 135 Fennell Avenue West, Hamilton, ON L9C 0E5

The email address is: retirees@mohawkcollege.ca.

BYLAW NO. 2 – MEMBERSHIP

2.1 The following may become a member of RAMC upon retirement:

- Any former employee of Mohawk College
- Any former employee of the Mohawk Students' Association (MSA)
- Any former employee of any of the Ontario Colleges of Applied Arts and Technology
- Any partner of living or deceased RAMC members

FULL MEMBERSHIP

A qualified member in good standing shall be defined as one who fulfills the above requirements and has paid their membership fee for the current year.

Guests of members may attend social or recreational activities at any time. If a cost is attached to the event, guests will be charged the same amount as members.

CHARTER MEMBERSHIP

Charter members are deemed to be all surviving founding members of RAMC whose names are noted in the Preamble. Charter members are entitled to one (1) vote and are not required to pay the annual membership fee.

2.2 Membership Year and Fee

A membership fee will be paid annually in an amount set by the Board of Directors and approved by the membership at the Annual General Meeting. The membership year is from September 1 to August 31.

BYLAW NO. 3 – BOARD OF DIRECTORS

3.1 The Board of Directors, also referred to herein as the “Board”, shall consist of elected members of RAMC in good standing, or, in the case of an interim vacancy on the Board, appointed by the Board. The Board of Directors shall manage the day-to-day and strategic operations of RAMC including, but not limited to, financial and membership activities.

The Board of Directors shall consist of a minimum of three (3) and a maximum of nine (9) members. The recommended positions are Chair, Vice Chair, Secretary, Treasurer, Membership, Newsletter, Communications, and College Liaison. This does not prohibit any of the Board members from holding more than one (1) position, or performing additional duties, from time to time.

3.2 The Board may have fewer or more positions at its discretion.

3.3 Each member on the Board of Directors shall have one (1) vote, and, in the case of a member who holds more than one (1) position on the Board, that Board member shall still have only one (1) vote. The voting quorum at a meeting shall be fifty percent (50%), plus one (1) of the number of the Board members. A vote with an equal number of affirmed and opposed votes will be considered lost.

At the discretion of the Board of Directors, voting may be by open voting, secret ballot, telephone, proxy or electronic.

3.4 The duties of the Board of Directors shall be:

The **Chair**, or designate, shall preside at all meetings of the Board of Directors, including the Annual General Meeting of RAMC and shall be the principal executive officer of RAMC charged with generally overseeing the business and affairs of RAMC. At the first Board of Directors' meeting following the election of a new Board, the Chair shall review the Memorandum of Understanding (MOU) with Mohawk College and the bylaws of RAMC with the Board.

The **Vice Chair**, or a Board designate, shall perform the duties of the Chair in the absence of the Chair.

The **Secretary** shall be responsible for recording and archiving all minutes of the Board of Directors' Meetings and the Annual General Meeting.

The **Treasurer** shall maintain and control all financial records of RAMC and provide financial statements at meetings of the Board of Directors, and annually to the membership.

The **Membership Director** shall be responsible for the annual membership renewal cycle, including all new retirees. The Membership Director shall be responsible for RAMC's membership list and for managing the privacy of information requirements related to the membership list.

The **Newsletter Director** shall be responsible for preparing newsletters. The Newsletter Director will annually determine the number of issues to be distributed to members. Members who do not provide an email address will be provided with the newsletter by regular post.

The **Communications Director** shall be responsible for the electronic distribution of newsletters, notices of special events, and other items of interest to RAMC members.

The Director assigned to **College Liaison** shall establish and maintain a link with the College designated person or persons to support the terms and obligations set out in the current Memorandum of Understanding (MOU) with the College.

- 3.5 For the purpose of assisting or advising the Board of Directors, the Board may appoint other RAMC members as non-voting members of the Board and for terms determined at the discretion of the Board of Directors. Such appointments do not require a vote by the RAMC membership, and members appointed to such non-voting roles do not exercise any authority on behalf of the Board of Directors or RAMC. Appointees are required to report to the Board. Such positions do not count toward a quorum for a vote by the Board of Directors.

BYLAW NO. 4 – MEETINGS

BOARD MEETINGS

- 4.1 Board of Directors' meetings shall be held quarterly, at a minimum, at the College, at another venue as determined by the Board, or electronically. If circumstances preclude an in-person meeting and a virtual meeting is held, the Chair will determine the method of voting.
- 4.2 Notice of the time and place of the Board of Directors' meetings shall be given by generally accepted terms, including electronically, to each Board member at least ten (10) days before the time fixed for the holding of such meeting.

ANNUAL GENERAL MEETING

- 4.3 There shall be an Annual General Meeting of the members of RAMC held in accordance with these bylaws at a date closely following RAMC's fiscal year end. In advance of the meeting, members shall be provided with the Financial Statement for the twelve (12) months prior to the Annual General Meeting, and a copy of the Minutes of the previous Annual General Meeting.
- 4.4 Notice of the time and place of the Annual General Meeting shall be given by generally accepted terms, including electronically, to each member in good standing at least ten (10) days before the time fixed for the holding of such meeting.
- 4.5 A quorum for transaction of business at any Annual General Meeting shall be not fewer than fifteen (15) members in good standing.
- 4.6 If circumstances preclude an in-person Annual General Meeting and a virtual meeting is held, the Chair shall determine the method of voting.

BYLAW NO. 5 – FINANCES

- 5.1 The financial year shall correspond with the College's fiscal year of April 1 to March 31 to facilitate College support of RAMC activities.
- 5.2 An annual financial review of RAMC'S financial accounts, transactions and material financial commitments shall be conducted and the report included in the Annual Financial Statement. Members shall be provided with a copy of the Annual Financial Statement, including the financial review, in advance of the Annual General Meeting.

BYLAW NO. 6 – AMENDMENTS TO BYLAWS

- 6.1 Any bylaw may be amended by a motion receiving approval of two-thirds (2/3) majority of the members present and voting at a meeting of the membership; provided that such motion has been communicated to the membership at least ten (10) days in advance, and that such meeting has a quorum as defined in the bylaws.
- 6.2 The bylaws shall be reviewed for possible amendments every three (3) years, or sooner if deemed necessary by the Board of Directors.

BYLAW NO. 7 – DISSOLUTION

In recognition of the aims and objectives of RAMC, any funds remaining upon the dissolution of RAMC shall be donated to the Mohawk College Foundation for student awards.