



L'ARSE CONSTITUTION (Revised Dec. 1, 2016)

Name of Association:

L'association des employe(e)s retraite(e)s des ecoles LARSE (derivation:
L'Association of Retired School Employees)

Mission Statement:

L'ARSE is a non-profit corporation dedicated to foster friendship and mutual support amongst school board retirees.

Membership:

Eligible are retired teachers, support staff, and administrators.

Membership Fee Structure:

An annual fee of \$10 per individual will be effective January 1 through December 31 each year. The Membership Chairman will contact members whose fees are not paid up.

Executive:

The executive will consist of five elected officers, namely President, Vice President, Secretary, Treasurer and Membership Chairperson to be elected at the AGM. Elected officers are responsible for the appointment of all other officers to carry out specific functions as required. The Past-President will be a member of the executive for 1 year after the election of the new President. All officers must be members in good standing. The quorum for all executive meetings will be four (4) people.

Job Descriptions:

(See Appendix I)

Term of Office:

Officers are elected for a period of one year and each term of office may be renewed each year.

Executive Voting Rights:

All members of the executive, including the appointed members-at large, will have voting rights provided the number of members-at-large does not exceed the number of elected executive.

Election Procedure:

The Nominating Committee will be formed by the executive at least two months prior to the election. It will consist of two members appointed by the executive and will ensure that all positions are filled. The executive will select a person to Chair the elections at the AGM. Elections will be announced in an edition of the Association's official newsletter, LARSEN CORE, at least two weeks prior to the AGM. Nominations should be directed to the Chairman of the Nominating Committee at least three weeks prior to the AGM so that ballots can be prepared if a vote is required. In the event that an executive position is not filled prior to the end of term of that position, the time frame for nomination may be waived thus nominations can be made from the floor. The AGM and election of officers will take place in the last quarter of each year.

Financial Procedures:

Disbursements of funds in excess of \$50 must be authorized by the Executive (this includes members-at-large). A bank account will be established at a location most convenient to the Treasurer. Withdrawals and deposits will require the signature of two of the following: President, Vice-President, Treasurer, Secretary. The financial records will be audited annually.

AGM Procedures:

1. Only paid-up members of L'ARSE may vote.
2. Motions concerning constitutional amendments must be announced by a notice-of-motion in the newsletter prior to the AGM. This includes the Nominating Committee's presentation of a slate of officers for the coming year.
3. The elections at the AGM will be chaired by someone who is not standing for election as a member of the executive.
4. Motions to pass/amend the constitution must receive a majority of two thirds (2/3) of those voting at a general meeting.
5. The executive may convene an Extraordinary General Meeting as it deems fit.
6. The notice convening any general meeting must include an agenda approved by the executive.
7. In the event there is no consensus on a particular procedure, reference will be made to Robert's Book of Rules (Revised).
8. A majority vote (50% + 1) of members present at the General Meeting is required to pass a motion other than a constitutional amendment.

Job Descriptions

GENERAL POWERS OF THE EXECUTIVE COMMITTEE

The general powers of the **Executive Committee** shall be, but not exclusively, the following:

- a. To execute the decisions of the Association membership taken at any general meeting;
- b. To control the affairs of the Association and to exercise the Committee's authority when necessary;
- c. The appointment of Standing and Special Committees with specific purposes, and the establishment of regulations concerning their operation, providing these shall be within the aims and objectives and not contrary to this Constitution. The Chairman of each committee so constituted shall be chosen by the Executive Committee;
- d. The appointment of replacements, chosen from among the Association membership, to vacancies on the Executive Committee. When the Executive Committee exercises this power, visible notice (see Section 40) must be given to all Association members. In the event that a number greater than 15 members are opposed to the appointment, a General Meeting must be held and a vote taken on the new appointment;
- e. To choose a bank for the transactions of the Association. There shall be four signing officers: the Treasurer, the President, the Vice-President and the Secretary; two (2) of them only are required to sign;
- f. To hire employees deemed necessary by the Executive Committee, and fix their remuneration as well as their duties.

Executive Committee meetings shall be called by the President as required, nevertheless, the Executive Committee must meet a minimum of four (4) times per calendar year.

POWERS AND DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS (OFFICERS)

The **President** shall:

- a. Preside over meetings of the Executive Committee and of the General and Special meetings of the Association;
- b. Prepare an agenda for all such meetings;
- c. Supervise the application of the Constitution;
- d. Ensure that all officers and committee chairmen perform their duties;
- e. Exercise the power and authority of the Executive Committee in cases of emergency, subject to ratification by the Committee at the next meeting;
- f. Co-sign cheques of the Association with the Treasurer, the Vice-President or the Secretary;
- g. In the case of a tie, cast a second (the deciding or casting) vote;
- h. Represent the Association at all external meetings.

The **Vice-President** shall:

- a. Be vested with the same powers as the President in the absence, or at the request, of the President, or if the Executive Committee determines that the President is unable to fulfill the functions of the Presidency;
- b. Be vested also with the powers and responsibilities which are entrusted by the Executive Committee;
- c. When acting as the President, have no right to vote at meetings except in the case of a tie;
- d. Assist the President in performing the duties of the Presidency, and hold the position of Chairman at any standing or special committee;
- e. With the President, the Treasurer or the Secretary, co-sign cheques;
- f. Perform other duties as assigned.

The **Secretary** shall:

- a. Take, maintain and keep all records of proceedings and meetings;
- b. Issue notices and notify all Executive Committee members and/or Association members of all meetings (time, date, location and subject if a special meeting). An electronically-posted notice of a regularly-scheduled Executive Committee meeting, shall be deemed sufficient to notify Association members;

- c. Provide each member of the Executive Committee, and any member of the Association upon specific request, with the minutes of each meeting;
- d. Ensure that all correspondence is attended to, and keep an accurate record of all business transactions of the Executive Committee. The Secretary shall have custody and maintain all documents and records, except current-year financial records, pertaining to the affairs of the Association;
- e. Keep a Minute Book and shall enter into it all minutes and official correspondence;
- f. Create and keep, in conjunction with the Membership Registrar, a constantly-updated mailing list of members of the Association;
- g. With the President, Vice-President or the Treasurer, co-sign cheques;
- h. Perform other duties as assigned.

The **Treasurer** shall:

- a. Keep complete and accurate written records of accounts, in which shall be recorded all receipts and disbursements of the Association;
- b. Pay the Association's expenses by cheque signed by any two of the four signing officers (the Treasurer, President, Vice-President, Secretary);
- c. Recupérate and deposit the funds and assets of the Association in the bank(s) designated by the Executive Committee;
- d. Show in writing, to any member of the Association upon request and subject to seventy-two (72) hour notice, the current financial statement of the Association showing all assets and liabilities, as well as the year's revenues, expenses, accounts payable and obligations;
- e. Present at each Executive Committee meeting a written expense/revenue statement for the current year-to-date;
- f. Ensure that all business transactions carried out on behalf of the Association are fully documented with appropriate quotations and orders for purchase, which have been agreed upon by the Executive Committee;
- g. At the end of each fiscal year, hand over all the financial records of the Association for auditing. The Treasurer shall also prepare a written financial report for the annual general meeting of the association, which shall accompany any signed & written report of the auditor or audit committee to the Association;
- h. Ensure that any matter relating to the expenditure of Association funds is brought to the Executive Committee for a formal vote and that the Secretary records the result in the Minutes;
- i. Perform other duties as assigned.

The **Past-President** shall:

- a. Act as an advisor to the Executive Committee;
- b. Assist the President in carrying out the duties of that office.

The **Membership Registrar** shall:

- a. Prepare and organize registration lists of all members and be responsible for making all necessary arrangements to register members, including transfer of any membership fees to the Treasurer;
- b. Look after research into the whereabouts of members to that effect and ensure distribution of membership applications;
- c. Check the life changes and age status of members and submit a report in this connection to the Executive Committee;
- d. Be the sole keeper of branch lists of member groups outside Québec should the need arise for such lists.
- e. Perform other duties as assigned.

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