

**SUPERANNUATED TEACHERS OF
SASKATCHEWAN
REGINA CHAPTER**
Formed 1971

CONSTITUTION

BYLAWS

POLICIES

DEFINITIONS

Constitution. “A constitution is a set of fundamental principles or established precedents according to which a state or other organization is governed. These rules together make up, i.e. constitute, what the entity is.” (Wikipedia) “Most commonly, the term constitution refers to a set of rules and principles that define the nature and extent of government.” (Wikipedia)

Bylaws. “The rules and regulations enacted by an association or a corporation to provide a framework for its operation and management.” (legal-dictionary.thefreedictionary.com)

Policies. A set of policies are principles, rules, and guidelines formulated or adopted by an organization to reach its long-term goals. (businessdictionary.com)

CONSTITUTION AND BYLAWS
OF THE
SUPERANNUATED TEACHERS OF SASKATCHEWAN
REGINA CHAPTER
(FORMED 1971)

CONSTITUTION

SUPERANNUATED TEACHERS OF SASKATCHEWAN REGINA CHAPTER

(Formed 1971; revised 1994, 1999, 2002, 2007, 2017, 2019)

I. NAME

- A. This organization shall be known as the Superannuated Teachers of Saskatchewan (STS) Regina Chapter (STS Regina Chapter, Regina Chapter).

II. CHAPTER AUTHORITY

- A. Within the general framework of the provincial STS, the STS Regina Chapter shall define its own objectives and set its own agenda.

III. CHAPTER AIMS

- A. To encourage all superannuated teachers in Regina and vicinity to become actively involved in STS Regina Chapter affairs by:
 - 1. acquiring membership
 - 2. attending meetings
 - 3. participating in programs
 - 4. attending social events
 - 5. participating in recreational activities
 - 6. accepting nomination for Executive positions and serving on committees
- B. To provide moral support for superannuates and spouses suffering serious illness or bereavement.

- C. To recognize achievements of superannuates and/or significant milestones in their lives.
- D. To encourage superannuates to maintain an active interest in community and public affairs: local, provincial and national.
- E. To respond by resolution or other written submission to proposed actions of governments affecting education and seniors' welfare.
- F. To inform superannuates of the role of the provincial STS in maintaining benefits, and to inform the provincial STS of any concerns that come to the attention of the Regina Chapter Executive.
- G. To encourage members to maintain a continuing and supportive interest in education.

IV. MEMBERSHIP

- A. Membership is determined by eligibility and payment of the annual fee.
- B. Full Membership shall be granted to:
 - 1. any superannuated teacher who has received or is receiving an allowance or pension under *The Saskatchewan Teachers' Superannuation and Disability Benefits Act* or the Saskatchewan Teachers' Retirement Plan.
 - 2. any surviving spouse of a teacher or of a superannuated teacher receiving an allowance or pension under *The Saskatchewan Teachers' Superannuation and Disability Benefits Act* or the Saskatchewan Teachers' Retirement Plan.
 - 3. any superannuated teacher, or the surviving spouse of a superannuated teacher, receiving a pension under a teachers' or university superannuation plan or act.
 - 4. any superannuated teacher, or the surviving spouse of a superannuated teacher, receiving a pension under a pension plan or Superannuation Act covering members of the Canadian or Saskatchewan Public Service.
 - 5. any retired STF staff member, or the surviving spouse of a retired STF staff member, receiving a retirement allowance from the STF Staff Pension Plan.
 - 6. any teacher, or the surviving spouse of a teacher, who takes the commuted value of a pension from the Saskatchewan Teachers' Retirement Plan or the Saskatchewan Teachers' Superannuation Plan.
- C. Associate Membership may be granted to:

1. a spouse/partner of a member.
2. a teacher who has left teaching, but has not met the requirements for superannuation eligibility.
3. STS members who pay their fees to another STS chapter.

D. Honorary Life Members

1. Chapter members who are Honorary Life Members of the provincial STS are not required to pay the annual fee.

V. EXECUTIVE OFFICERS

A. The Executive shall consist of the following:

1. Past President
2. Officers elected at the Annual General Meeting:
 - a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
3. Chairpersons of Committees elected at the Annual General Meeting:
 - a. Advocacy
 - b. Communications
 - c. Program
 - d. Recreation
 - e. Resolutions
 - f. Social
4. Members at Large (up to 5) elected at the Annual General Meeting
5. Specialized Roles
 - a. the President shall appoint members to specialized roles and such appointments shall be affirmed at the next Assembly.
 - b. specialized roles may include those such as Archivist, Choir Director, Member Outreach Coordinator, Membership Coordinator, Photographer, Social Media Moderator, Tour Coordinator, Visitation Coordinator, Web Master.
6. Chapter members elected to the provincial STS Executive

VI. AMENDMENTS

- A. Amendments to the constitution may be made at any Assembly or the Annual General Meeting, provided notice of motion was given at a previous Assembly.
- B. Amendments to the constitution must be passed by a two-thirds majority of the members present.

VII. DISSOLUTION

- A. The dissolution of the STS Regina Chapter shall occur by a meeting of the Regina Chapter Executive following full consultation with the provincial STS Executive and the Regina Chapter membership, and as directed by a vote of the Regina Chapter membership at the Annual General Meeting.
- B. The Executive shall:
 - 1. Honour or resolve financial commitments,
 - 2. Disperse remaining assets as directed by those in attendance at the Annual General Meeting. Options for dispersal of remaining assets include:
 - a. Donate to the provincial STS,
 - b. Donate to one or more education-related charities, or
 - c. Act on a combination of options a and b

BYLAWS
SUPERANNUATED TEACHERS OF SASKATCHEWAN
REGINA CHAPTER
(STS Regina Chapter, Regina Chapter)
(Formed 1971; Revised 1994, 1999, 2002, 2007, 2017, 2019, 2023)

Table of Contents

Membership Fees

Duties of the Executive

Duties of Executive Officers

Committees

Specialized Roles

Financial Affairs

Quorum

Meetings, Assemblies & Socials

Nominations, Elections and Voting

Officers' Books and Records

Amendments

1. MEMBERSHIP FEES

- 1.1 Membership fees, as set by the provincial STS Annual General Meeting, and when authorized by the Superannuate, shall be deducted by the Saskatchewan Teachers' Superannuation Commission or the Saskatchewan Teachers Retirement Plan. Where deduction at source is not authorized, the membership fees shall be forwarded to the Treasurer of the STS Regina Chapter or directly to the provincial STS by June 30.
- 1.2 All individuals who qualify under Section IV B of the Constitution, STS Regina Chapter, shall be granted membership upon paying the current membership dues.
- 1.3 All individuals who qualify under Section IV C of the Constitution, STS Regina Chapter, shall be granted associate member status upon paying the current associate membership dues.
- 1.4 All individuals who qualify under Section IV D of the Constitution, STS Regina Chapter, shall be granted membership without payment of membership dues.

2. DUTIES OF THE EXECUTIVE

- 2.1 Take responsibility for conducting the ordinary business of the Regina Chapter and for meeting Regina Chapter aims.
- 2.2 Approve in May, the dates and times of Assemblies and other annual events.
- 2.3 Approve a regular meeting place and the use of other locations as the program may require.
- 2.4 Prior to the first event (August), inform all members and current year potential members of upcoming events through the Regina Chapter Annual Newsletter.
- 2.5 Approve a budget for the fiscal year, July 1 to June 30.
- 2.6 Recommend at the Annual General Meeting, an auditor or reviewer to review and prepare a report on the accuracy of STS Regina Chapter books at the end of each fiscal year.

- 2.7 Recruit nominees for the Regina Chapter and provincial STS Executive positions.
- 2.8 Fill any vacant office or role as needed by appointment. These appointments shall serve to the end of the term of office.
- 2.9 Select candidates for STS Honorary Life Memberships and select Regina Chapter Award of Merit recipients.
- 2.10 Review and update the Constitution and Bylaws every three to five years.
- 2.11 Act on urgent matters not covered in the constitution and inform the membership at the next Assembly.
- 2.12 Approve mandates for Ad Hoc Committees.
- 2.13 Authorize signing authority effective for the next fiscal year at the last Executive meeting of the year.
- 2.14 Ensure the privacy of Regina Chapter members by safeguarding member information, only using it for authorized STS Regina Chapter purposes and ensuring permission has been granted for posting photos and names on the Regina Chapter website and social media.
- 2.15 Submit bills to the Treasurer for role-related costs in a timely way and at least by fiscal year end.
- 2.16 Recognize volunteers annually.

3. DUTIES OF EXECUTIVE OFFICERS

- 3.1 The President shall:
 - a. be an ex officio member of all committees except the Nominating Committee.
 - b. be the official spokesperson for the STS Regina Chapter.
 - c. preside at all Regina Chapter meetings and oversee all work pertaining thereto.
 - d. be supervisor of voting in meetings other than for election of the Executive.
 - e. provide general supervision of Regina Chapter activities and projects.

- f. attend to correspondence.
- g. act as a signing authority for the Regina Chapter and work with the Executive Committee to prepare the annual budget.
- h. appoint Ad Hoc Committees for Executive approved mandates.
- i. submit to the provincial STS at least one month prior to the provincial STS Annual General Meeting, a written report of Regina Chapter activities.
- j. recruit and submit names of the required number of delegates to the provincial STS Annual General Meeting as required by the provincial STS.
- k. appoint members to fill positions such as Archivist, Choir Director, Photographer, Tour Coordinator(s), Social Media Moderator, Visitation Coordinator, and Webmaster.
- l. chair the Awards and Recognition Committee.
- m. prepare with the program chairperson, a schedule setting out places, dates and times of meetings and social events, including the programs planned for each occasion. Include this information in the annual newsletter.
- n. prepare the annual newsletter.
- o. be responsible for updating the President's Binder each year including keeping copies of the Constitution and Bylaws of the Regina Chapter with all amendments thereto.
- p. coordinate consistent communication to membership.
- q. attend retirement celebrations for Regina Public, Regina Catholic and Prairie Valley local teachers' associations to encourage membership and participation in the STS Regina Chapter.

3.2 The Past President or designate shall:

- a. chair the Nominating Committee.
- b. present a slate of candidates for Executive positions at the Regina Chapter Annual General Meeting.
- c. supervise the voting for election of the Executive.

- d. serve on the Awards and Recognition Committee.

3.3 The Vice-President or designate shall:

- a. assist the President in whatever capacity as requested.
- b. assume the duties of President in the President's absence.
- c. ensure the Constitution, Bylaws, and Policies are relevant, practical and current.
- d. coordinate with Members at Large to organize Out To Lunch With The Bunch, the Christmas Social and the AGM.
- e. serve on the Awards and Recognition Committee.

3.4 The Secretary shall:

- a. prepare and distribute the agendas and minutes of all Executive meetings, Assemblies and the Annual General Meeting.
- b. record the minutes of all Executive meetings, Assemblies, and the Annual General Meeting.
- c. record those present at Executive meetings and the number present at Assemblies and the AGM to demonstrate quorum.
- d. conduct correspondence for the STS Regina Chapter as requested by the President.
- e. submit to the provincial STS office, a list of the Regina Chapter's Executive: President, Secretary and Treasurer, with addresses, telephone numbers and e-mail addresses.
- f. submit copies of the agendas and signed copies of the minutes with any important correspondence to the Saskatchewan Archives on a yearly basis.
- g. place copies of the agendas, minutes and membership list with any important correspondence into the STS Regina Chapter archives on a yearly basis.

3.5 The Treasurer shall:

- a. receive, collect and bank all monies of the STS Regina Chapter and disburse the same as directed by motion of the membership or the Executive.
- b. pay all operational expenses covered by the budget. Expenses over \$500.00 not in the budget, shall be presented to the Assembly or Annual General Meeting for approval before payment.
- c. work with Executive Committee members to prepare the annual budget and present the finalized budget to the Executive for approval and then to the September Assembly for adoption.
- d. arrange for an audit or financial review on an annual basis as directed by the Executive.
- e. present the audit or financial review at the September Assembly.
- f. present a financial statement periodically throughout the year.
- g. act as a signing authority for the STS Regina Chapter.
- h. ensure the Executive annually appoints another Executive member with signing authority in addition to the Treasurer and President.
- i. submit the per capita fees to the provincial STS.
- j. as needed or desired, set up a sub account for special events such as the hosting of a provincial recreational activity.
- k. maintain an updated inventory list.

3.6 The Committee Chairpersons shall:

- a. carry out the requirements of their offices.
- b. add members to their committees as required.
- c. assume responsibilities as directed by the President or Executive.
- d. report to the President before or to the Executive at each regular Executive meeting, and to membership at Assemblies as needed and to the Annual General Meeting.

3.7 The Members at Large shall:

- a. assist, serve or chair standing committees as required; for example, support the Social Committee, fill unexpected or planned short

term vacancies, prepare to assume a Committee Chair position in a subsequent year.

- b. assume responsibilities as directed by the President, for example, chair or organize: the 25-year superannuates recognition, volunteer appreciation luncheon, potlucks, Regina Chapter PD (Personal Development), reception for Assemblies, or Ad Hoc Committees.

3.8 Specialized Roles shall:

- a. be appointed by the President and affirmed by the membership at the next Assembly
- b. perform the special duties to which they are appointed and perform other responsibilities as requested by the Executive or President
- c. report to the President before or to the Executive at each regular Executive meeting, and to the membership at Assemblies or the Annual General Meeting as needed.

4. COMMITTEES (See also Bylaws 2 and 3.6)

4.1 Executive Committee shall:

- a. be chaired by the President and include the Past President, the Vice-President, the Secretary, the Treasurer, and the Chairperson of the Program Committee.
- b. prepare an annual budget for the Executive consideration.
- c. review the amount paid for honoraria every five years (beginning 2019).
- d. meet at the call of the President when prompt decisions on procedural matters are required.

4.2 Ad Hoc Committees shall:

- a. be appointed by the President for approved mandates.
- b. carry out the mandate to which they have been appointed.
- c. be initiated by the vice-president to review Regina Chapter Policies as needed and to review the Constitution and Bylaws as per Bylaw 2.10.

4.3 Advocacy Committee shall:

- a. consist of an Executive member as chairperson and other members as needed.
- b. consider matters related to the Regina Chapter Aims, identify issues and make recommendations to the Executive.
- c. consider requests made by the STS and STF on issues related to the Regina Chapter Aims and make recommendations to the Executive.
- d. as approved by the Executive, provide learning opportunities that help promote member knowledge and facilitate member engagement in advocating for change.

4.4 Awards and Recognition Committee shall:

- a. be chaired by the President and consist of the President, Past President, Vice-President, Archivist and Membership Coordinator.
- b. accept and review nominations for STS Honorary Life Membership, Regina Chapter Award of Merit and other relevant awards.
- c. recommend such nominees to the appropriate bodies.
- d. arrange for a suitable presentation of the Award of Merit at the Annual General Meeting.
- d. work with the Membership Coordinator to identify those eligible for the 25 years of retirement recognition.
- f. coordinate the 25 years of retirement celebration with assistance as required.

4.5 Communication Committees

- a.
 - 1) The *Communication Coordinating Committee* shall consist of the Communication Chairperson, Member Outreach Coordinator, Social Media Moderator, Visitation Coordinator, and Web Master.
 - 2) The *Communication Committee* shall consist of the Communication Chairperson and communication assistants.
- b. The Communication Coordinating Committee shall:

- 1) work with the President to ensure consistent and clear messages to the membership.
- 2) ensure timely distribution to or current posting of messages for members.

c. The Communication Committee shall:

- 1) ensure the privacy of Chapter members by safeguarding the information and using it for authorized Regina Chapter purposes only.
- 2) reach out to retiring teachers (in the PVSD, RCSD, and RPSD) via email just prior to their retirement encouraging them to join Regina Chapter and obtaining their email addresses.
- 3) prepare for distribution and distribute to all members by mail or email in August, the Regina Chapter Annual Newsletter.
- 4) request and receive information, create and distribute announcements monthly or as needed to the members by their preferred means of receiving communication: email or telephone.
- 5) recruit emailing and phoning team members who will contact assigned members in advance of each Assembly and the Annual General Meeting.
- 6) may identify to the Communication Chairperson, members who would appreciate conversation.
- 7) acquire or purchase as authorized, gifts and door prizes for Regina Chapter events.

d. The Communication Chairperson shall:

- 1) coordinate with the phone leader who will be in charge of recruiting a phoning team.
- 2) distribute and authorize the use of membership contact information responsibly.
- 3) update the chapter email list

- 4) welcome new members to the Regina Chapter
- 5) coordinate with the Chapter President to create and distribute monthly announcements
- 6) distribute the President's letter to retiring teachers (in the PVSD, RCSD, and RPSD) in May, encouraging them to join the STS Regina Chapter, requesting their personal email addresses and issuing an invitation to Out To Lunch With the Bunch.
- 7) distribute a reminder to the membership in August to view the Fall Newsletter on the chapter website.
- 8) consult with the Membership Coordinator regarding additions, address changes and member deaths.

4.6 Program Committee shall:

- a. consist of the Program Chairperson and such additional members as required.
- b. be responsible for arranging programs for Assemblies, the Annual General Meeting, Out to Lunch with the Bunch, and the Christmas Dinner.
- c. provide the President with a schedule of programs planned for meetings and social events.
- d. ensure that the physical setting and materials required for a particular program are in place.
- e. arrange for the presentation of honoraria.
- f. work with the Vice President to arrange the program at Out to Lunch with the Bunch and the Christmas Dinner.

4.7 Recreation Committee shall:

- a. consist of the Recreation Chairperson, representatives from league activities such as bowling, bridge, curling, golf, maj jongg and additional members as required.
- b. determine what recreational activities the members desire, and act in accordance with their wishes.

- c. promote to members, provincial STS related/sponsored recreation activities.
- d. facilitate the role of the Recreation Chairperson (or other Regina Chapter Executive member as needed) as liaison between the Executive and the group organizing a Regina Chapter hosted or subsidized event.

4.8 Resolutions Committee shall:

- a. consist of the Resolutions Chairperson and additional members as required.
- b. solicit and receive resolutions from the membership, assist in the formulation of resolutions and compile and present them to the membership for consideration.
- c. solicit and receive resolutions from Chapter Committees, assist in the formulation of resolutions, compile and present resolutions to the Executive for consideration.
- d. initiate and recommend resolutions to the Executive for consideration.
- e. compile and present Executive-approved resolutions to the membership for consideration.
- f. Forward approved resolutions to the appropriate bodies.

4.9 Social Committee shall:

- a. consist of the Social Chairperson, a designated Member at Large and additional members as required.
- b. arrange for refreshments and provide snacks at Assemblies.
- c. arrange for a catered meal at the Volunteer Appreciation Lunch.
- d. annually update and maintain an inventory list, copy the Treasurer and post the list in the storage area.

5. SPECIALIZED ROLES (See also Bylaws 2. and 3.8)

5.1 The Archivist shall:

- a. maintain archival records: electronic, pictorial and print.

- b. retain a record of the history of the STS, Regina Chapter including a membership list as of September 1, Assembly programs and speakers, Regina Chapter PD, local and provincial executive members, Award of Merit recipients, provincial honorary life members from the Regina Chapter, provincial sponsorships, tours, and any other pertinent information about the Regina Chapter.
- c. retain current paper and functional electronic copies of the STS Regina Chapter Constitution, Bylaws and Policies.
- d. serve on the Awards and Recognition Committee.

5.2 The Member Outreach Coordinator shall:

- a. be responsible for appropriate action when a member suffers serious illness or bereavement
- b. be responsible for appropriate action when a member celebrates a significant achievement, award or birthday milestone.
- c. work in consultation with the Membership Coordinator regarding additions, address changes and member deaths.
- d. work in consultation with the Visitations Coordinator regarding contact information for potential visitation.

5.3 The Membership Coordinator

- a. The Membership Coordinator shall as needed, communicate with the Communication Chairperson, Member Outreach Coordinator and Social Committee Chairperson.
- b. All those receiving or working with membership information shall ensure the privacy of Regina Chapter members by safeguarding the information and using it for authorized purposes only..
- c. The Membership Coordinator shall:
 - 1) maintain a Membership List of STS Regina Chapter members updated as received from the provincial STS office. This includes: new members, change of addresses and phone numbers, name changes and deceased members.
 - 2) monthly, update “Fees Paid, “Deceased Members” and “Members List” documents and the Communications

Chairperson, Member Outreach Coordinator and Visitations Coordinator's members lists.

- 3) twice a year, as the list from the provincial STS office is received, compare that document with the Regina Chapter Membership List and make any changes to Regina Chapter records.
- 4) notify the provincial STS office of changes received from and about members, including deaths of members.
- 5) acquire by June, a list of new superannuates from Regina Public, Regina Catholic and Prairie Valley School Divisions and copy the list to the Communications Chairperson.
- 6) identify to the President by the first Executive meeting of each fiscal year, those eligible for recognition of 25 years of superannuation.
- 7) in late September/early October, provide copies of the new Membership List to the Archivist for filing and to Executive members designated by the Executive.
- 8) serve on the Awards and Recognition Committee.

5.4 The Photographer shall:

- a. take pictures of as many STS Regina Chapter activities as possible, such as the Annual General Meeting, assemblies, banquets, tournaments and the like.
- b. arrange for someone else to take pictures if the photographer is unable to attend a Regina Chapter event. The replacement photographer should submit pictures to the photographer for inclusion in the Regina Chapter photo albums.
- c. make every effort to identify the people (especially Regina Chapter members) in the photos and have the names included on the photos.
- d. maintain photo albums of the Award of Merit recipients, the Regina Chapter Honorary Life Members, and other photos.
- e. if requested, supply photos in a manner respecting member's privacy to the Web Master and Social Media Moderator for posting on the STS Regina Chapter website and social media.

5.5 The Social Media Moderator shall:

- a. monitor membership and maintain a closed community.
- b. monitor posts to foster communication among STS Regina Chapter members and to meet STS Regina Chapter Aims.
- c. coordinate with the President to ensure the information on social media is accurate, current, clear and consistent with Regina Chapter Aims.

5.6 The Tour Coordinator shall:

- a. determine tour(s), and book tours and transportation.
- b. plan a minimum of one excursion per year.
- c. provide the Treasurer with a reconciliation of payments and expenses if expenses or income are funnelled through the Regina Chapter. All costs shall be absorbed by the participants unless approval for subsidization is obtained from the Executive.
- d. provide the Photographer with a list of participants and pictures taken during the excursion and the participants' permission to post their name or photo or both.

5.7 The Visitations Coordinator shall:

- a. receive information from the Communications Chairperson, Member Outreach Coordinator, and others about members desiring conversation.
- b. connect visitors/phoners with members desiring conversation.

5.8 The Web Master shall:

- a. obtain and maintain the domain name for the STS Regina Chapter website.
- b. obtain and maintain a host for the website.
- c. design, create and maintain the website.
- d. coordinate with the President to ensure the information on the website is accurate, current, clear and consistent with Regina Chapter Aims.

- e. update the information published to the website as follows:
 - 1) following Executive meetings, update information as required.
 - 2) update with information from various other committees as requested.
 - 3) update with appropriate information obtained from other parties. The Web Master may seek approval from the Executive before adding information from other parties.

6. FINANCIAL AFFAIRS

6.1 Fiscal Year

The fiscal year shall be from July 1 to June 30.

6.2 Signing Authority

- a. Signing authority for the STS Regina Chapter shall consist of the Treasurer, President and one other individual holding one of the following positions: Vice-President, Secretary, or Program Chairperson.
- b. The three individuals shall be authorized effective July 1 by the Executive annually at the last Executive meeting of the fiscal year.

6.3 Review of Financial Records

- a. The Executive shall choose a person(s) at arm's length from the Executive to review the financial records of the previous year.
- b. The Treasurer shall ensure that the reviewer has the financial records in the summer in time to be completed prior to the first event of the next fiscal year.
- c. The members by motion at an Assembly or the Annual General Meeting may request an audit.

6.4 Budget

The Executive Committee shall prepare a budget that is presented to the Executive for approval for presentation to the September Assembly.

7. QUORUM

- 7.1 A quorum at Executive meetings shall be a majority of the Executive members.
- 7.2 A quorum at the Annual General Meeting or an Assembly shall consist of the members in attendance.

8. MEETINGS, ASSEMBLIES & SOCIALS

8.1 Annual General Meeting:

- a. The STS Regina Chapter Annual General Meeting shall be held in May.
- b. Notice of the Annual General Meeting shall be set out in the schedule of Regina Chapter events and published in the annual newsletter.
- c. A proposed resolution will be referred to the Regina Chapter Resolutions Committee.
- d. Election of the Executive shall take place at the Annual General Meeting.

8.2 Assemblies:

- a. There shall be at least 4 Assemblies between September 1 and April 30.
- b. Assemblies will be held on the dates established by the Executive, set out in the schedule of Regina Chapter events and published in the annual newsletter.
- c. Assembly reminders will be by telephone or e-mail as well as on the website.
- d. A proposed resolution including proposals for Regina Chapter resolutions to be submitted provincially, should be submitted first to the Regina Chapter Resolutions Committee.
- e. Visitors may attend Assemblies and social functions and may be introduced.

8.3 Executive Meetings:

- a. Executive meetings shall be held at least four times a year.
- b. Executive meetings shall be called by the President, or in the absence of the President, by the Vice-President. An Executive meeting may be called immediately following the Annual General Meeting.
- c. Notice of an emergent Executive meeting shall be given at least forty-eight hours before the date of such meeting.

8.4 Socials

- a. There shall be at least 2 socials annually, 'Out to Lunch with the Bunch' and a Christmas Social.

9. NOMINATIONS, ELECTIONS and VOTING

9.1 Nominations

- a. The Nominating Committee shall consist of three members, chaired by the Past President or a designate.
- b. The Nominating Committee shall present a slate that names at least one candidate for each office or declare a vacancy.
- c. Nominations from the floor also shall be accepted.
- d. Unsuccessful candidates for one office may choose to be a candidate for another office.

9.2 Elections:

- a. Officers shall be elected at the Annual General Meeting.
- b. The Nominating Committee shall outline the procedure for voting and provide ballots as required during elections.
- c. The term of office of all persons elected shall commence July 1, following their election.
- d. The term of office for Executive members shall be one year.
- e. The retiring President shall become the Past President.

9.3 Voting:

- a. Voting for elections shall be by secret ballot.
- b. Voting at all meetings for purposes other than elections shall be by show of hands by members or ballots will be provided on request.

10. OFFICERS' BOOKS AND RECORDS

The transfer of books and records for the outgoing officers shall be completed no later than June 30.

11. AMENDMENTS

- 11.1 Amendments to the bylaws may be made at any Assembly or at the Annual General Meeting, provided notice of motion was given at a previous Assembly.
- 11.2 Amendments to the bylaws must be passed by a two-thirds majority of the members present.