

BYLAWS OF THE UFV RETIREES' ASSOCIATION – Approved at the AGM May 6, 2026

ARTICLE I: NAME AND PURPOSE

Section 1. Name

The name of this organization shall be the UFV Retirees' Association (hereinafter referred to as "the Association").

Section 2. Purpose

1. The Association promotes connection and engagement with the university and the retirement 'family' of the university. This includes all faculty, staff, and administrators who have retired from the university. Individuals will sign up and join to become members of UFVRA.
2. Members participate in the university community at social, recreational, educational and various events.
3. Members collaborate with communities in the Fraser Valley to identify opportunities for retirees to continue to engage and support the university, students, faculty, and staff. Retirees may serve as mentors to upcoming/new retirees. Retirees may serve as mentors to students, faculty, and staff.
4. The Association may liaise with appropriate retiree associations representing pension and retirement interests. A number of these associations have benefits with an affiliate membership to them (e.g., travel plans), as well as providing information in the interests of, and for the benefit of retirees. (e.g., College and University Retiree Associations of Canada: CURAC, College Pension Plan Retirees: BC CPPR, Municipal Pension Retirees Association: MPRA, Canadian Association of Retired Persons: CARP).

Section 3. Mission

The core mission of the association is to engage all of the UFV retiree community in being and remaining connected with the university while supporting its mission, honouring its values, and maintaining its tradition of building a collegial and unified community: connection, engagement, collaboration. The association will build itself as a learning community attentive to the needs and well-being of all, echoing the diverse experience and skills of all who were employed at UFV.

ARTICLE II: MEMBERSHIP

Section 1. Eligibility

Membership in the Association shall be open to:

1. All retired faculty, staff, sessional faculty, and administrators, of the University of the Fraser Valley, who have served the University for a minimum of five (5) years;
2. Former faculty, staff, sessional faculty, and administrators who have served the University for a minimum of five (5) years;
3. Spouses or partners of members or deceased members who were eligible for membership;
4. Other individuals who have made significant contributions to the University or the Association, as nominated by a member and approved by the Board. These individuals become regular members.

Section 2. Categories of Membership

The Association shall have the following categories of membership:

1. Regular Member: Any person who meets the eligibility requirements in Section 1, items 1, 2, and 4;
2. Associate Member: Spouses or partners of Regular Members and those eligible under Section 1, items 3 and 4;
3. Honorary Member: Individuals who have rendered distinguished service to the University or the Association, as nominated by a member and approved by the Board. Honorary members would be recognized at the AGM. Honorary members are non-voting.

Section 3. Membership Dues

1. There are no formal membership dues.
2. Members join and are expected to update their membership information annually.
3. Members are invited to donate, through the membership website page to UFV and/or to the UFVRA Retirees' Leadership Award.
4. The membership year will be set as April 1 to March 31.

Section 4. Rights and Privileges

1. Regular Members shall have the right to vote, hold office, and participate in all Association activities.
2. Associate Members shall have the right to participate in all Association activities but may not vote or hold office.
3. Honorary Members shall have the same rights as Regular Members but are not able to vote.

Section 5. Removal of Members

1. A member may be removed from the association when they act (verbally, in writing, or by other means) in a way that is contrary to the purpose and mission of the association.
2. The Board will consider such conduct, and if appropriate, call the member to account.

ARTICLE III: GOVERNANCE

Section 1. Board

The Association shall be governed by a Board consisting of:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Past President
6. Four (4) Members-at-Large
7. Director of Relationship and Fund Development ex-officio or designate.

Section 2. Eligibility and Term of Office

1. All Regular and Honorary Members (non-voting) are eligible to serve on the Board.
2. Officers shall be elected for terms of two years and three years in the first terms (inaugural Board). Thereafter officers will serve for two-year terms.
3. Members-at-Large shall be elected for terms of two years and three years in the first terms (inaugural Board). Thereafter officers will serve for two-year terms.
4. The Past President will serve as long as they are the immediate Past President of the Board.
5. No member shall hold the same office for more than two (2) consecutive terms, except in extraordinary circumstances as determined by a two-thirds vote of the membership present at an Annual General Meeting.

Section 3. Elections

1. Elections shall be held at the Annual General Meeting.
2. A Nominating Committee, appointed by the President and approved by the Board, shall prepare a slate of candidates.
3. Nominations may also be made from the floor at the Annual General Meeting.
4. Elections shall be by secret ballot if there is more than one candidate for a position; otherwise, election may be by acclamation.
5. A simple majority of votes cast shall determine the winner.

Section 4. Duties of Officers

President

1. Preside at all meetings of the Association and the Board;
2. Act as the official spokesperson for the Association;
3. Appoint committee chairs with the approval of the Board;
4. Serve as an ex-officio member of all committees except the Nominating Committee;
5. Ensure the Association operates in accordance with these bylaws.

Vice President

1. Assume the duties of the President in their absence;
2. Coordinate the work of committee chairs;
3. May delegate the coordination of the work of committee chairs;
4. Succeed to the presidency should that office become vacant;
5. Perform other duties as assigned by the President or Board.

Secretary

1. Record and maintain minutes of all meetings of the Association and the Board; (Other members of the Board may assist in taking of the minutes or notes);
2. Handle correspondence for the Association;
3. Maintain, with the assistance of the university, the official records of the Association;
4. Send notices of meetings, with the assistance of the university, to the membership;
5. Maintain a current membership roster.
6. May succeed to the presidency should the Vice President be unable to succeed the President.

Treasurer

1. Receive and disburse all funds of the Association, with the assistance of the university;
2. Maintain accurate financial records, with the assistance of the university;
3. Prepare financial reports for Board meetings, with the assistance of the university;
4. Present an annual financial report at the Annual General Meeting;
5. Prepare a proposed budget for approval by the Board (This may be done in conjunction with other officers of the Board);
6. Ensure compliance with financial regulations and requirements.
7. May succeed to the presidency should the Vice President be unable to succeed the President.

Members-at-Large

1. Represent the general membership on the Board;
2. Serve on committees as appointed by the President or the Board (possible committees include events committee, membership committee);
3. Undertake special projects or assignments as needed.
4. May succeed to the presidency should the Vice President be unable to succeed the President.

Section 5. Vacancies

1. A vacancy in any office, except the presidency, shall be filled by appointment by the Board until the next Annual General Meeting.
2. In the event of a vacancy in the office of President, the Vice President shall assume the presidency, and the Board shall appoint a new Vice President until the next Annual General Meeting where such an appointment will be ratified.

Section 6. Removal from Office

1. Any officer may be removed from office for cause by a two-thirds vote of the Board, subject to ratification by a majority vote of the membership at a special meeting called for that purpose.
2. Cause for removal may include, but is not limited to, neglect of duty, misconduct, or inability to serve.

ARTICLE IV: MEETINGS

Section 1. Annual General Meeting

1. The Annual General Meeting shall be held once a year at a time and place determined by the Board (typically in April or May).
2. Notice of the Annual General Meeting shall be provided to all members at least thirty (30) days in advance.
3. The Board will present a report of revenues, expenditures and activities of the past year to the AGM and submit a budget for the coming year to the AGM. (See also Article VI. Finances, Section 2. Budget)
4. In addition to the above, the agenda for the Annual General Meeting shall include: a. Reports from officers and committees; b. Election of officers; c. Other business as needed

Section 2. Board Meetings

1. The Board shall meet four (4) times per year.
2. Special meetings of the Board may be called by the President or by request of three (3) members of the Board.
3. Notice of Board meetings shall be provided to all members at least seven (7) days in advance, except in emergency situations.

Section 3. Special General Meetings

1. Special general meetings of the Association may be called by the President, by a majority vote of the Board, or upon written request of twenty (20) percent of the Regular Members or twenty-five (25) members of the Regular Members, whichever is less.
2. Notice of special meetings shall be provided to all members at least fourteen (14) days in advance and shall include the purpose of the meeting.
3. Only business specified in the notice may be conducted at a special meeting.

Section 4. Quorum

1. The quorum for the Annual General Meeting and regular meetings shall be twenty (20) percent of the Regular Members or twenty-five (25) Regular Members, whichever is less.
2. The quorum for Board meetings shall be a majority of the Board members.

Section 5. Voting

1. Each Regular Member shall have one vote.
2. Proxy voting shall not be permitted.
3. Unless otherwise specified in these bylaws, decisions shall be made by a simple majority of those present and voting.
4. The President shall vote only in the case of a tie.

ARTICLE V: FINANCES

Section 1. Fiscal Year

The fiscal year of the Association shall be from April 1 to March 31.

Section 2. Budget

1. The Treasurer, with the Board, shall prepare an annual budget for approval by the Board. This will be prepared in conjunction with the Board and in consultation with the assistance of the university.
2. The Board will present the annual budget to the membership at the Annual General Meeting.

Section 3. Financial Authority and Review

1. The financial authority for the UFVRA is held by the UFV Liaison to the association (e.g., Relationship and Fund Development, Community Engagement).

2. The financial records of the Association and financial review procedures are managed by the University and are subject to normal review and oversight procedures of the University, and shall be reviewed annually by a qualified individual who is not a member of the Board.

ARTICLE VI: RELATIONSHIP WITH THE UNIVERSITY

Section 1. Board Liaison with the University

1. The Association shall maintain a collaborative relationship with the University of the Fraser Valley.
2. The Board shall designate a liaison to work with the appropriate University offices and departments (e.g., Relationship and Fund Development, Community Engagement, Human Resources, Finance).

Section 2. University Support

1. The Association will receive an annual commitment of funds from the University where funds are available.
2. The Association anticipates support from the University in terms of meeting space, administrative assistance, and access to University facilities and resources, where time permits.
3. Any formal agreements regarding University support shall be documented and reviewed annually.

ARTICLE VII: AMENDMENTS

Section 1. Proposal of Amendments

Amendments to these bylaws may be proposed by:

1. The Board;
2. A special committee appointed for that purpose; or
3. A written petition signed by at least ten (10) percent of the Regular Members.

Section 2. Adoption of Amendments

1. Proposed amendments shall be submitted to the membership in writing at least thirty (30) days prior to the meeting at which they will be considered.
2. Adoption of amendments shall require a two-thirds vote of the Regular Members present and voting at the Annual General Meeting or a special meeting called for that purpose.

ARTICLE VIII: DISSOLUTION

Section 1. Process for Dissolution

1. The Association may be dissolved by a two-thirds vote of the Regular Members present at a special meeting called for that purpose.
2. Notice of the proposed dissolution shall be provided to all members at least thirty (30) days in advance of the meeting.

Section 2. Distribution of Assets

In the event of dissolution, all assets of the Association remaining after payment of all obligations shall be transferred to the University of the Fraser Valley for a purpose consistent with the Association's objectives, such as a scholarship fund for students or support for faculty and staff development.

ARTICLE IX: ADOPTION OF BYLAWS

These bylaws shall become effective immediately upon their adoption by a two-thirds vote of the members present at an Annual General Meeting of the Association.