**ONTARIO FEDERATION OF UNION RETIREES**

**CONSTITUTION AND BYLAWS - 2018**

**PREAMBLE**

The Ontario Federation of Union Retirees shall be dedicated to the proposition that Ontario retirees, as free citizens, are entitled to their security and protection of their welfare and that of their families by all legitimate means.

Inherent in this proposition is the attainment of its economic, social and legislative objectives through the organization of Ontario retirees from unions, and the promotion and advancement of their interests in all fields of common endeavour, by the utilization of their collective strength, abilities and resources.

Founded to contribute to the realization of the legitimate aspirations of those who toil for a living, this Federation will pursue the cause of peace, freedom and security for all peoples.

It will at all times hold true to the high ideals and principles of social justice on which the labour movement was founded.

With a keen appreciation of the tremendous responsibilities which it has assumed, this Federation accepts the challenge of the future to foster and defend the principles of democracy in the economic, social and political life of the province.

**ARTICLE I**

**NAME OF THE ORGANIZATION**

This organization, chartered by the Congress of Union Retirees of Canada, shall be known as the Ontario Federation of Union Retirees [OFUR].

**ARTICLE II**

**OBJECTIVES**

1. To unite retired members from unions affiliated with the Ontario Federation of Labour, the Canadian Labour Congress, and other organizations representing retired officers and staff of affiliated unions, the Canadian Labour Congress and the Ontario Federation of Labour.
2. To petition legislators for the introduction and enactment of legislation on measures to improve the health and welfare of all retired persons, consistent with the policies of the Ontario Federation of Labour, Canadian Labour Congress and the Congress of Union Retirees of Canada.
3. To fight for the rights of all retired persons to have an equitable standard of living.
4. To encourage all unions to organize their retirees into clubs or chapters at the local level with a provincial and or national structure[s] as appropriate.
5. To organize viable local area councils of CURC with their full participation with the appropriate CLC chartered body.
6. To encourage individual membership in CURC.
7. To co-operate with other organizations with similar objectives and on mutual campaigns for long-term goals.

**ARTICLE III**

**MEMBERSHIP**

1. The following organizations may affiliate with the Federation of Union Retirees [OFUR]:
* Provincial organizations of retired union members which are also affiliated to CURC.
* Local organizations of retired union members which are also affiliated to CURC
* Area organizations of retired union members which are also affiliated to CURC.
* Organizations of retirees accepted by the National CURC Executive as direct charters
1. CURC Area Councils of Union Retirees in Ontario must affiliate to OFUR at a fee set by CURC.
2. Individual members of CURC are automatically members of OFUR with no further fees.

**ARTICLE IV**

**FINANCES**

1. Financial Year

 The financial year shall be from January 1 to the following December 31.

2. OFUR finances shall be derived from:

* Affiliation fees paid to the Federation by provincial, regional and local retiree organizations which must be affiliated to CURC nationally.
* The fee is set by the Federation and must be approved by CURC.
* Rebates from CURC of membership dues paid by individuals in Ontario.
* Donations and grants from the Ontario Federation of Labour, and from provincial, regional and local union organizations of CLC affiliates in Ontario, and from other groups in Ontario.
* CURC grants
* Government grants.

**ARTICLE V**

**OFFICERS**

**EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of:

President , First Vice President, Second Vice President, Treasurer, Secretary, and two Members at Large

1. The term of office shall be two [2] years.
2. In case of a vacancy on the Executive Committee, the remaining Executive Committee members may fill the vacancy from the OFUR Council.
3. The Executive Committee shall meet at the call of the President.
4. The quorum for all meetings is fifty percent [50%] plus one.
5. Each member of the Executive Committee shall be entitled to have one [1] vote at Executive Committee meetings.

**EXECUTIVE COUNCIL**

1. The Executive Council shall consist of the Executive Committee and ten [10] area representatives from across the Province of Ontario.
2. The Executive Council shall be the governing body between conventions.
3. The term of office shall be two [2] years.
4. In case of a vacancy on the Executive Council, the Executive Committee may appoint a replacement to complete the term of office.
5. The Executive Council shall meet a minimum of four [4] times a year. A special meeting of the Executive Council may be called by the President.
6. The quorum for all meetings is fifty percent [50%] plus one.
7. Each member of the Executive Council shall be entitled to have one [1] vote at Executive Council meetings.

**ARTICLE VI**

**ELECTION OF OFFICERS**

1. The election of officers will take place on the last day of the Ontario Federation of Union Retirees Biennial Convention.
2. The election of Officers shall take place in the manner prescribed in the Bylaws.

**ARTICLE VII**

**EXPENSES**

1. The Executive Committee shall have the authority to reimburse members of the Executive Committee and the Executive Council for legitimate expenses [including receipts] in performing their duties for OFUR.

2. The Executive Committee members attending OFUR Biennial Conventions shall be reimbursed for convention expenses, including travel, by their sponsoring affiliates whenever possible, if not OFUR will reimburse.

**ARTICLE VIII**

**BIENNIAL CONVENTIONS**

1. The Biennial Convention shall be the supreme governing body of OFUR.
2. The Biennial convention shall be held every second year, at a place decided upon by the Executive Committee, which shall give a minimum of ninety [90] calendar day’s notice.
3. The quorum for the Biennial convention shall be one-fourth [1/4] of the registered delegates.
4. The Biennial Convention shall be conducted in accordance with Roberts Rules of Order
5. Representation by delegates at the Biennial Convention shall be convened in the manner prescribed in the Bylaws.
6. Resolutions to the Biennial Convention shall be governed in the manner prescribed in the Bylaws.
7. Affiliates shall be in continuous good standing with OFUR to qualify for sending delegates to Biennial Conventions.

**ARTICLE IX**

**COMMITTEES**

1. There shall be the following Standing Committees:

 Audit

 Communications

 Constitution and Bylaws

 Convention

1. There may be Special Committees constituted by the Executive Committee or Council as needed.

 Convention Resolutions Committee

 Nominations Committee

**ARTICLE X**

**BYLAWS**

The Biennial Convention may pass Bylaws as required that are not inconsistent with the OFUR Constitution.

**ARTICLE XI**

**CONSTITUTION AND BYLAW AMENDMENTS**

**CONSTITUTION**

1. Amendments to this Constitution shall be made at the Biennial Convention of OFUR.
2. Amendments to the Constitution shall be submitted to the Biennial Convention and must be adopted by a two-thirds [2/3] majority of those voting.
3. Constitution amendments passed at the Biennial Convention shall become effective three [3] months after being adopted.

 **BYLAWS**

**BYLAW I**

**AFFILIATION FEES**

1. The affiliation fees from CURC Area Councils shall be as set by the Congress of Union Retirees of Canada [CURC].
2. The affiliation fee from provincial, area and local retiree organizations to the Ontario Federation of Union Retirees [OFUR] shall be:

 Up to 20 members $15.00 annually

 21 to 100 members $25.00 annually

 101 to 500 members $50.00 annually

 501 to 1000 members $100.00 annually

 1001 members and over $200.00 annually

1. Individual members of CURC are automatically members of OFUR with no further fees.

**BYLAW II**

**DUTIES OF OFFICERS**

**PRESIDENT**

1. The President shall preside at all meetings, if present, interpret the Constitution and Bylaws, and call meetings of the Executive Committee and Council.
2. The President shall organize and preside at meetings with Ontario's CURC Area Councils.
3. The President shall be responsible for the development of submissions to legislative bodies, agencies, commissions and other government organizations.
4. The President or designate shall be the spokesperson for OFUR at the Congress of Union Retirees of Canada [CURC], Ontario Federation of Labour [OFL] and other organizations, events and the media.
5. The President shall provide a written report on the activities and administration of OFUR at all Executive Council meetings.
6. The President shall provide a written report on the activities and administration of OFUR at the Biennial Convention.

**FIRST VICE-PRESIDENT**

1. The First Vice-President shall take the place of the President if he/she is unable to carry out his/her duties and responsibilities.
2. The First Vice-President may be assigned additional duties and responsibilities by the President or the Executive Committee.
3. In case of a vacancy in the office of the President, the First Vice-President assumes the President's office until an election can be held.

**SECOND VICE-PRESIDENT**

1. The Second Vice-President shall assist the First Vice-President in carrying out his/her duties.
2. The Second Vice-President may be assigned additional duties and responsibilities by the President or the Executive Committee.
3. In case the President or the First Vice-President is absent, the Second Vice-President assumes the responsibilities of the senior officer.

**TREASURER**

1. The Treasurer shall keep the financial records of the organization; make all financial transactions, when authorized by the Executive Committee.
2. The Treasurer shall provide a written financial report to all Council meetings and the Biennial Convention.
3. The Treasurer shall keep a record of all receipts and expenditures.
4. The Treasurer shall present annually an audited financial report for all funds and accounts each fiscal year.
5. The Treasurer shall present an audited financial report for all funds and accounts at all Biennial Conventions.

**SECRETARY**

1. The Secretary shall keep the minutes of all OFUR meetings.
2. The Secretary shall receive and take action regarding all the correspondence of the organization.
3. The Secretary shall send notification of all OFUR meetings.
4. The Secretary shall send out the Biennial Convention call.
5. The Secretary shall record the minutes of the Biennial Convention.
6. The Secretary shall maintain all reports and records, other than financial, of OFUR.
7. The Secretary shall record the minutes of the Ontario CURC Councils’ meetings.
8. A report of the discussion that took place at the quarterly meetings shall be produced by the Secretary of the Executive Committee, or a designate, and sent to all Secretaries and Presidents of CURC Area Councils Chapters, as well as other affiliated retiree organizations. These reports shall be shared by them to their membership

**MEMBERS AT LARGE**

1. The Members At Large shall attend all Executive Committee and Council meetings.
2. The Members At Large shall be assigned duties and responsibilities by the President or the Executive Committee.

**SIGNING OFFICERS**

1. The Signing Officers for all financial and banking purposes shall be the President, First Vice-President, Treasurer and Secretary.
2. Cheques are to be signed by any two [2] of which one shall be the Treasurer.
3. The Signing Officers shall be bonded through the bonding procedure of the Canadian Labour Congress.

**BYLAW III**

**EXPENSES**

Expenses shall be paid as follows:

1. Expenses shall be paid by OFUR when necessary for:

Breakfast: $15.00

Lunch: $25.00

Supper: $35.00

Full day per diem: $90.00

No receipts are required for payment of above expenses and per diems.

1. Out of town accommodation shall be paid by OFUR when such accommodation is necessary. Receipts are required for payment.
2. Mileage shall be paid by OFUR at a rate of $0.50 per kilometre, no receipts required.
3. Travel expense by the most economical mode of travel will be paid by OFUR. Receipts are required for payment.
4. Parking shall be paid by OFUR. Receipts are required for payment.

**BYLAW IV**

**ELECTION OF OFFICERS-EXECUTIVE COMMITTEE**

1. Nomination for election to the Executive Committee shall close at 3:00pm on the first day of the convention.
2. Election shall take place on the last day of the Biennial Convention starting at 10:00am.
3. The election of the President, First Vice-President, Second Vice-President, Treasurer, Secretary, and the two [2] Members at Large shall take place first, in the order listed.

**ELECTION OF OFFICERS-EXECUTIVE COUNCIL**

1. Nomination for election to the Executive Council shall occur at the close of the Executive Committee elections.
2. There are ten [10] Executive Council positions.

**ELECTION PROCEDURES**

1. All candidates for office shall be a member in continuous good standing of a union retiree organization affiliated to OFUR, or be a paid up individual member of CURC.
2. Election of officers shall be by secret ballot.
3. A simple majority of votes cast shall be required before any candidate can be declared elected.
4. Subsequent ballots shall be taken if necessary to obtain such a majority.
5. On each subsequent ballot the candidate receiving the lowest number of votes in the previous ballot shall be dropped.
6. In case of a final tie vote, the Chairperson shall cast the deciding vote.
7. When two or more nominees are to be elected to any office by secret ballot, each delegate voting shall be required to vote for the full number of candidates to be elected or the delegate's ballot will be declared spoiled.

**BYLAW V**

**OATH OF OFFICE**

All elected Officers, before assuming office on the Executive Committee and Council shall take the following oath:

**"I do hereby pledge to perform my duties as an Officer of OFUR. I will attend, when able to do so, all meetings of the Executive Committee or Council of which I shall be a member, and at the end of my term of office, I shall turn over to OFUR, all properties or funds in my possession that belong to OFUR."**

**BYLAW VI**

**TERM OF OFFICE**

1. The term of the Officers of OFUR shall commence following the adjournment of the Biennial Convention.
2. If an Executive Committee or Council member of OFUR is absent for three [3] or more consecutive meetings without acceptable reasons the position shall be filled by the Executive Committee.

**BYLAW VII**

**BIENNIAL CONVENTION REPRESENTATION**

1. Elected Executive Committee and Council members shall be delegates to Biennial Conventions of OFUR by virtue of their office.

1. Local organizations of union retirees affiliated to CURC shall be entitled to two [2] delegates for each one hundred [100] members to a maximum of eight [8] in total.
2. Each Area Council of CURC in Ontario shall be entitled to two [2] delegates for the first fifty [50] individual members and one additional delegate for every fifty [50] individual members or a major fraction thereof up to maximum of eight [8] in total.
3. Federations of union retirees organizations shall each be entitled to two [2] delegates.
4. Labour Councils, the Ontario Federation of Labour, the Congress of Union Retirees of Canada [CURC] shall be entitled to two [2] delegates each.

**BYLAW VIII**

**RESOLUTIONS: GENERAL**

1. Resolutions to be accepted by the Biennial Convention shall be signed by the presiding officer and secretary of the organization submitting the resolution.
2. Resolutions shall be sent to the Secretary of OFUR no later than sixty [60] days prior to the commencement of the Biennial Convention.
3. Resolutions shall be limited to a total of one hundred and seventy five [175] words on one topic only.
4. Resolutions shall focus on National and Provincial subjects and have requirements for OFUR action.
5. Resolutions shall require a majority vote of the convention delegates.
6. Resolutions that are received after the set deadline for the receipt of resolutions shall be referred to the Executive Committee and the Committee may refer such resolutions to the convention with the understanding that consideration is dependent upon a two-thirds [2/3] majority vote of the convention delegates.
7. Resolutions, petitions or appeals received or submitted contrary to the above subsection shall be deemed to be Out of Order.

**BYLAW IX**

**CONSTITUTION AND BYLAW AMENDMENTS**

1. Constitution and Bylaw amendments to be accepted by the Convention shall be signed by the presiding officer and secretary of the organization submitting the resolution.
2. The Executive Council shall have the right to submit Constitutional and Bylaw amendments to the convention.
3. Constitution and Bylaw amendments shall be sent to the Secretary of OFUR no later than sixty [60] days prior to the Biennial Convention.
4. Constitution amendments shall be forwarded by the Secretary of OFUR to all OFUR affiliates no later than thirty [30] days before the Biennial Convention.
5. Constitution and Bylaw amendments shall be limited to a total of one hundred and seventy five [175] words on one topic only.
6. Constitution amendments shall require a two-thirds [2/3] majority vote of the convention delegates.
7. Bylaw amendments shall require a majority vote of the convention delegates.

**BYLAW X**

**STANDING COMMITTEES**

**AUDIT COMMITTEE**

1. The Committee shall be made up of three members including the Chairperson who shall be a member of the OFUR Council.
2. The Treasurer shall only act as a resource person for the Committee.
3. The Committee shall meet at the call of the Chairperson.
4. The Committee shall be charged with the oversight of financial reporting, process, the audit process and act in compliance with OFUR financial procedures.
5. The Committee shall be responsible for preparing audited reports.
6. The Committee Chairperson shall present the annual audited reports to the Executive Council and to convention.

**COMMUNICATIONS COMMITTEE**

1. The Committee shall be made up of five members including the Chairperson who shall be a Vice President.
2. The Committee shall meet at the call of the Committee Chairperson.
3. The Committee shall be responsible for OFUR media releases, communiqués and other written and electronic messages.
4. The Committee shall be responsible for managing the OFUR Social Media sites.
5. The Committee shall report to the Executive Council and convention.

**CONSTITUTION AND BYLAW COMMITTEE**

1. The Committee shall be made up of five members, including the Chairperson who shall be the President or designate.
2. The Committee shall meet at the call of the Committee Chairperson.
3. The Committee shall be responsible for monitoring and proposing amendments to the Constitution and Bylaws.
4. The Committee shall report to the Executive Council and convention.

**CONVENTION COMMITTEE**

1. The Committee shall be made up of five members, including the Chairperson who shall be a Vice President.
2. The Committee shall meet at the call of the Committee Chairperson.
3. The Committee shall be responsible for arranging all aspects of holding a convention, including convention location.
4. The Committee shall report to the Executive Council and convention.

**BYLAW XI**

**SPECIAL COMMITTEES**

**CONVENTION RESOLUTIONS COMMITTEE**

1. The Committee shall be made up of five members, including the Chairperson who shall be the President or designate.
2. The Committee shall meet at the call of the Committee Chairperson.
3. The Committee shall determine that all submitted resolutions adhere to the criteria set out in the Rules and Procedures Regarding the Debate of Convention Resolutions.
4. The Committee shall have the responsibility to rule a resolution out of order if the resolution does not adhere to the criteria set out in the Rules and Procedures Regarding the Debate of Convention Resolutions.
5. The Committee shall have the responsibility, if they so wish, to contact the OFUR affiliate who submitted the resolution with suggestions how to make the resolution acceptable and be in order.
6. The Committee shall have the ability to combine resolutions or prepare a composite resolution to cover the intent of the question at issue.
7. The Committee shall consider all Committee Reports and other Documents with the intent of recommending support of the report or document or refer back to the appropriate body.
8. The Committee shall deal with all resolutions that have been referred back with instructions to the Committee.
9. The Committee shall not as a Committee speak for or against a resolution nor will the committee chair sessions dealing with convention resolutions.

**NOMINATIONS COMMITTEE**

1. The Committee shall be made up of three members, including the Chairperson who shall be an Executive Committee Member at Large.
2. The Committee shall meet at the call of the Committee Chairperson.
3. The Committee shall be tasked with the responsibility for encouraging OFUR members to serve on the Executive Committee and Council.
4. The Committee shall report to the convention the names of the individuals who are prepared to seek the elected positions on the Executive Committee and Council.
5. The Committee shall have the responsibility of conducting the election process at convention.

**Constitution and Bylaws adopted at the May, 2018, OFUR convention.**

**Constitution and Bylaws become effective as of September 1, 2018.**