

**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, LARSENOCORE, 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.