

NOVEMBER 1, 1988

CANADA POST CORPORATION

HERITAGE CLUB

CHAPTER OF

By-TOWN

CONSTITUTION

AND

BYLAWS

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## CHAPTER

### CONSTITUTION

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CONSTITUTION

ARTICLE I

NAME AND TERRITORY

Section 1. The name of this organization shall be Canada Post Corporation Heritage Club BY-TOWN CHAPTER, hereinafter referred to as the "Chapter".

Section 2. This Chapter was formed under a charter dated 89/3/18 granted by the Heritage Club hereinafter referred to as the "Association", and shall operate under the jurisdiction of the association.

Section 3. This Chapter is granted jurisdiction over the membership from the locations of HEAD OFFICE - OTTAWA within the \_\_\_\_\_

Section 4. The Headquarters of this Chapter shall be in HEAD OFFICE - OTTAWA.

ARTICLE II

SUBORDINATE UNITS

**Section 1.** For administrative purposes, the territory of this Chapter may be sub-divided into councils and similarly, the territory of a council may be sub-divided into clubs.

**Section 2.** Each Council shall be a constituent part of the Chapter. Each club shall be a constituent part of the council.

**Section 3.** All subordinate units of the Chapter (including councils and clubs) shall be governed by the Constitution and Bylaws of this Chapter, and shall derive their authority from the executive committee of this Chapter, and shall be established or abolished only with the approval of the Chapter's executive committee.

Section 4. The councils and clubs which have been authorized by the executive committee of this Chapter shall be in accordance with the Bylaws of this Chapter. This description shall include the name given each subordinate unit, the territory in which it operates, its headquarters and the date established.

Section 5. Councils or clubs may be established by building. A club may be established wherever there exists a sufficient number of members to support a club. Its territory shall be the urban and/or suburban areas of the town or city in which it is situated. The membership of the club shall comprise members who are resident in the club's territory, and any other member of the Association who requests, and is granted, membership in that club.

ARTICLE III

PURPOSE

**Section 1.**      The purpose of this Chapter and of its subordinate units shall be to carry on Heritage Club activities for the membership within its jurisdiction in accordance with the purpose of the Association, which is:

- to provide a means of friendly association for eligible Canada Post Corporation employees and those retired;
- to foster among them a continuing fellowship and spirit of mutual helpfulness;
- to exemplify and perpetuate those principles which have come to be regarded as the ideals and traditions of the postal service.
- to promote and participate in activities that respond to community needs and problems;
- to contribute to the progress of the Association and promote the happiness, well-being and usefulness of the membership.

ARTICLE IV

MEMBERSHIP

**Section 1. - Regular Members**

To be eligible for admission to membership in this Chapter, an individual must be an employee of Canada Post Corporation.

Any person who has a minimum of 25 years of service at Canada Post shall be eligible for membership (in accordance with Association Guidelines).

Regular members may be transferred to or from this Chapter on changing residence from or to the territory of another Chapter, as provided in the guidelines established by the Association.

**Section 2. - Life Members**

Canada Post employees who retire with a minimum of ten years of service at Canada Post shall be granted life membership, effective on the day following retirement.

The Association Executive Committee at its discretion, may confer life membership on other persons formerly employed in the postal service. Life Members shall be entitled to all membership privileges.

**Section 3.        - Honourary Membership**

Honourary Membership may be granted to a person making a truly unusual or outstanding contribution to the Heritage Club or Canada Post generally over an extended period of time. Such membership shall not be conferred upon anyone who could otherwise attain membership eligibility. Honourary Membership must be recommended by the Chapter executive committee and approved by the National Programme Director.

Honourary Members do not have the right to vote or hold office but are entitled to all other membership privileges.

**Section 4.        - Auxiliary and Associate Members**

Heritage Club auxiliary status is automatically bestowed upon the spouse of any member of the



Association. This status applies to the spouse of a deceased or Life Member. A Heritage Club auxiliary member shall be entitled to such privileges as the Chapter Executive Committee may designate, except that in no case will these privileges include the right to vote or hold an elective office.

An associate member is an employee of Canada Post Corporation who has not attained the service requirement for membership in the Heritage Club but has contributed twenty (20) or more hours of community service work on behalf of the Heritage Club. A Heritage Club associate member shall be entitled to such privileges as the Chapter Executive Committee may designate, except that in no case will these privileges include the right to vote or hold an elective office.

**Section 5.** Notwithstanding the above, in cases where employees or retirees do not meet the constitutional eligibility requirements on the day this constitution becomes effective, but who are members of an existing club or chapter shall be entitled to the same membership privileges as they would enjoy had membership eligibility requirements been met.

ARTICLE V

OFFICERS AND EXECUTIVE COMMITTEE

**Section 1.** The officers of this Chapter and of each of its councils and clubs shall be a president, vice-presidents, a secretary and a treasurer.

**Section 2.** There shall be an executive committee of this Chapter consisting of the president, immediate past president, a minimum of two vice-presidents, the secretary, the treasurer, a life member ← ? representative as well as the president of each council.

**Section 3.** There shall be an executive committee in each council and club consisting of the president, immediate past president, vice-president, secretary and treasurer.

**Section 4.** The president of the Chapter shall act as chairperson of the Executive Committee. The secretary shall keep accurate records of the proceedings of the Executive Committee, give notice of all meetings and perform other duties

for the Executive Committee as described in Article I Section 6 of the bylaws.

**Section 5.** The senior vice presidents of the Chapter, councils and clubs shall be advanced to the office of president of the respective units, subject to the approval of the respective executive committees. If in any case, the executive committee does not so approve, a president shall be elected by vote of the membership of the unit. The Vice-President, Life Member representative and secretary of the Chapter shall be elected by vote of the membership of the unit chairpersons of standing committees shall be appointed by the president.

**Section 6.** The terms of president and vice-president shall be two years beginning on the first day of April following their election; those of appointed officers, immediately upon appointment or as otherwise designated by the executive committee. The term of office shall be two years for Life Member representative and secretary and shall begin on the first day of April next following their election.

**Section 7.**      No officer of this Chapter, a council or a club, shall hold more than one elected position at any one time.

ARTICLE VI

RESPONSIBILITIES OF THE EXECUTIVE COMMITTEE

- Section 1. The Chapter's executive committee shall be the governing body of this Chapter with responsibility in accordance with the provisions of the Constitution and Bylaws of this Chapter and of the Association. It shall have the authority to establish or abolish councils and clubs, and to prescribe methods for their operation. It shall have the power to fill vacancies in the offices and executive committee of the Chapter when they occur.
- Section 2. The executive committee of each council or club shall be the governing body of its respective unit in accordance with the constitution and bylaws of this Chapter and of the Association. Each shall have the power to fill vacancies in the offices and executive committee of its respective unit when they occur.
- Section 3. The Chapter executive committee shall have authority to prescribe regulations as to Chapter

and subordinate unit matters not specifically provided for in the constitution and bylaws of this Chapter and of the Association.

ARTICLE VII

COMMITTEES

**Section 1.** Standing and additional committees may be established to carry out the objectives of the Association and to meet the specific needs of operating the Chapter and its subordinate units. Article III of the Bylaws identifies the recommended standing committees.

**Section 2.** The standing committees do not have a term of office and shall serve until terminated. The members of the standing committees shall be in office until successors are appointed.

**Section 3.** Special committees may be established at the discretion of the executive committee.

ARTICLE VIII

MEETINGS

Section 1. Meetings of the Chapter or a council may be held at the call of its executive committee and shall be held on petition of not less than five percent of the Chapter's members or ten percent of a council's members. All members of either Chapter or council shall be notified at least ten days before each meeting. Twenty-five members shall constitute a quorum for the transaction of business for annual meetings.

Section 2. Meetings of a club may be held at the call of its executive committee and shall be held on petition of at least five percent of the club's membership but, in any event, not less than five club members. All members shall be notified at least ten days before meeting.

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SECTION 3

THE ANNUAL MEETING OF THE CHAPTER SHALL BE HELD NOT LATER THAN APRIL 30<sup>th</sup>, AT A TIME & PLACE, TO BE DETERMINED BY THE CHAPTER EXECUTIVE

( revised 10 / 1 / 26 )



**Section 4.** Meetings of an executive committee may be held at the call of its president and shall be held at the request of three members of the committee. All executive committee members of the Chapter or a council shall be notified at least ten days before each meeting; those of a club, seven days. The number of members constituting a quorum for the transaction of business shall be: for the Chapter's seven members, two of them shall be officers, for a council, four members, one of whom shall be an officer; for a club three members, one of whom shall be an officer.

ARTICLE IX

ADMINISTRATIVE AND FISCAL YEAR

**Section 1.**     The administrative and fiscal years of the Chapter and its subordinate units shall run concurrently with the administrative and fiscal year established by the Association. (April 1 to March 31)

ARTICLE X

REVENUES

**Section 1.** Each regular member shall pay to the Chapter such applicable fee, membership dues and other fees as are prescribed by the Chapter. Dues shall be payable annually. No other assessment shall be levied for membership.

The funds of this Chapter and of a council are derived from that portion of the annual membership dues and of application and other fees apportioned by the Association; from the proceeds of entertainments and similar undertakings, from donations, and from such other sources as may be approved by the executive committee of the Chapter.

ARTICLE XI

DISPOSAL OF FUNDS

Section 1. No income is to be distributed, made payable or otherwise made available for the personal benefit of any member of the association. Funds collected in a Chapter, council or club must remain with Chapter, council or club. In the event of the disbandment of the Chapter, any excess remaining funds are to be given to another tax-exempt organization of the Chapter's choice.

ARTICLE XII

AMENDMENTS

**Section 1.** Proposed amendments to this Constitution and to the Bylaws may be initiated by the executive committee of a club, a council, or by the Chapter on its own volition, or by members upon presentation to the Chapter's executive committee of a petition recommending proposed amendments and bearing the signatures of not less than three club members with respect to changes affecting only club administration; of not less than one percent of a council's total membership with respect to changes affecting only council administration; and of not less than one percent of the Chapter's total membership with respect to changes affecting the whole administration of the Chapter.

**Section 2.** Proposed council and club amendments of this Constitution and Bylaws must receive the endorsement of the Chapter's executive committee before being submitted to the Chapter's membership for action.

**Section 3.** Proposed amendments to this Constitution and Bylaws affecting the whole administration of the Chapter must receive the endorsement of the Association Headquarters through the National Program Director before being submitted to the Chapter's membership.

**Section 4.** Proposed amendments to this Constitution and Bylaws, upon receipt of the required approvals, may be adopted at any meeting of the membership by a two-third vote of members present and voting, provided notice of the proposed amendments was sent to each member at least twenty days prior to the date of meeting.

BYLAWS TO CONSTITUTION

ARTICLE I - POWER AND DUTIES OF OFFICERS

AND EXECUTIVE COMMITTEE

Section 1. The president of this Chapter and the president of each of its councils and clubs shall:

-preside at all meetings of the unit and executive committee and shall enforce the provisions of the constitution and bylaws of this Chapter and of the Association,

-decide all questions of order subject to an appeal, act as a judge in elections and declare the results,

-shall have authority to call meetings of the executive committee,

-shall be empowered to appoint committees as provided in these Bylaws and such special committees as the executive committee may deem advisable,

-shall be a member ex-officio of all committees

-shall perform such other duties as usually pertain to the office or as may be delegated to him by the executive committee.

Section 2. The senior vice-president of each unit shall assist the president of such unit in the discharge of his/her duties. During the absence or disability of the president, the senior vice-president shall have all of the powers and perform all of the duties of the president. If it appears that any position on the chapter executive will be vacant for the remainder of a term, the remaining chapter executive shall be empowered to fill the position(s) on an interim basis, (for the remainder of the term) from amongst the current membership of that chapter.

Section 3. The immediate past president of each unit shall be a member of the executive committee and act as an advisor to the president and the executive committee of such unit.

Section 4. The vice-president of each executive committee will be required to take special assignments or

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serve on committees, as their president or executive committee may assign.

**Section 5.** The Life Member representative on each executive committee will be required to take special assignments, or serve on committees, as their president or executive committee may direct.

**Section 6.** The secretary of each Chapter is its administrative officer under the direction of the president and the executive committee of the unit. The secretary shall:

- keep accurate records of the proceedings of the unit and of its executive committee;

- take care of the general correspondence and have charge of all records except those in charge of the treasurer and give notice of all meetings;

- issue reports as the executive committee may direct;

-advise and consult with the members of the executive committee and committee chairmen in their work of maintaining and interpreting Heritage Club methods and practices and aid them in advancing the best interests of the Chapter and the Association;

-perform such other duties as usually pertain to the office or as may be assigned by the Chapter president or executive committee.

**Section 7.     The Chapter treasurer shall;**

-receive and be custodian of all its monies and keep the executive committee fully advised on all matters connected therewith;

-keep an accurate book record showing all receipts and disbursements;

-keep its funds in such a place as the executive committee may designate;

-disburse such funds as directed by the executive committee;

-perform such other duties as the administrator may assign.

ARTICLE II

ELECTIONS

Section 1. The election of those members of the executive committee of the Chapter or any of its subordinate units, as described in Article V, of the Constitution, shall be held at the annual meeting of the members of the Chapter, or its subordinate units, or at a special meeting called for that purpose, or by mailed ballot of the membership if so desired. The list of candidates presented shall be voted on by members entitled to vote. The candidate who receives the highest number of votes for a particular office shall be declared elected to that office.

ARTICLE III

STANDING COMMITTEES

Section 1. The Chapter and its subordinate units may establish those standing committees that will help to foster the fellowship, loyalty and service of the membership. They may also establish additional committees if size of membership, activities or special projects make this necessary or desirable.

- a. Membership Committee
- b. Social Committee
- c. Fellowship Committee
- d. Life Member Committee
- e. Community Service Committee
- f. Hobby Committee
- g. Publicity Committee
- h. Historical Committee
- i. Audit Committee
- j. Nominating Committee
- k. Fund Raising.