



Communications Security Establishment Retirees' Association By-Laws

1. **Article 1: Name**

- 1.1. The name of the organization shall be the Communications Security Establishment Retirees' Association, short form CSE Retirees' Association (CSERA).

2. **Article 2: Location**

- 2.1. The Association can be reached by mail or via email at these addresses:

CSE Retirees Association
PO Box 30023
RPO Greenbank North
Nepean, ON
K2H 1A3

General email: cseretirees@gmail.com

Treasurer's email: cseratreasurer@gmail.com

The Association website: <http://www.cseretirees.org/>

3. **Article 3: Role of the Association**

- 3.1. The role of the Association shall be to enable current and future retirees of the Communications Security Establishment (CSE) to foster and maintain contact with former colleagues. This shall be accomplished by developing and maintaining a central registry of CSE retirees and by instituting contact with similar retiree organizations in the U.S. and U.K. The Association shall advise of and/or sponsor social and recreational activities of interest to members, informing them of those and other CSE-related events through publication of the Association newsletter or via the

Association website. The Association shall also inform members of changes to superannuation and other benefits, liaising as required with organizations such as the Union of National Defence Employees (UNDE) and the National Association of Federal Retirees.

4. Article 4: Relationship To CSE

- 4.1. The Association shall be an organization independent of the CSE. It shall, however, allow CSE to advise of major Establishment-related developments or events of interest to retirees.
- 4.2. The Association shall also encourage its members to apply their knowledge and skills on a voluntary or contract basis in support of various CSE endeavours.

5. Article 5: Association Executive

- 5.1. The Executive of the Association shall consist of the following: President, Vice-President, Secretary, and Treasurer.
- 5.2. Other positions can be created as needed.

6. Article 6: Membership

- 6.1. Regular voting membership in the Association shall be open to all CSE personnel who retire in good standing from the Establishment. Long-term CSE personnel who retire in good standing from other Government of Canada departments, but were not members of CSE on retirement, are also eligible for regular membership.
- 6.2. Life Membership is available to regular members who have made an outstanding contribution to the Association. Life members have full voting privileges but do not pay dues. Nominations for life membership may be made by any regular member in good standing. Nominations will include a description of outstanding services to the Association and will be reviewed by the Executive Committee and presented to the general membership at the Annual General Meeting (AGM) for approval.
- 6.3. Honorary Membership may be awarded for service to CSE or the Association. This category of membership is also available to members of sister agencies or non-government agencies who have served at the Establishment or who maintain an association with CSERA. Honorary membership may be available to spouses of deceased members. Honorary members do not have voting rights and do not pay dues, but are entitled to all other benefits and privileges of the Association. Nominations for this category may be made by any member in good standing. Nominations for Honorary Membership with rationale shall be approved by the Executive on a case-by-case basis. Individuals who qualify for regular membership are not eligible for honorary membership.
- 6.4. Only regular members in good standing, as described in article 6.1, are eligible for election or appointment to the Association Executive.

7. Article 7: Membership Fee

- 7.1. Membership fees shall be assessed by the Executive and shall be payable annually to cover the calendar year the 1st of January to the 31st of December. The Executive shall terminate the

membership of individuals who are in default of dues over two years. Membership fees are due by the end of January each year.

- 7.2. Membership fees will be paid to the Treasurer as stated in Article 7.1. Membership is on an individual basis.
- 7.3. For new members who retire during the last quarter of the calendar year, the initial membership fee paid to the Association shall cover the remainder of that year and the following year.

8. Article 8: Meetings

- 8.1. The Annual General Meeting (AGM) shall be called at such time and place as determined by the Association President. Notification of the meeting and its agenda shall be sent to members at least four weeks before the meeting date. The meeting shall provide a forum for the election of Executive Officers, announcements of the Association's planning and financial status, and other business arising.
- 8.2. Association Executive meetings shall be held as the need arises unless decided otherwise by the Executive Officers. A minimum of two such meetings, in person or virtually, shall be held annually. The Executive shall determine the order of business for each meeting.

9. Article 9: Election of Executive Officers

- 9.1. The current Executive shall appoint a point of contact for nominations, which shall be announced to the membership no later than three months before the date of the AGM. The contact may also be called upon to assist with the election process at the meeting.
- 9.2. The nomination/election process shall be as follows:
 - a) The contact shall receive names from the active membership for positions and shall obtain the consent of those nominees to stand for election.
 - b) Names shall be sent to the Executive as they are received until the AGM.
 - c) Names shall be presented at the AGM with additional nominations invited from the floor.
 - d) When a vote is required for a position or positions, the nominees shall absent themselves and the vote taken by a show of hands.
- 9.3. Elected officials shall serve for two years. The election of the President and Secretary shall be carried out in alternate years from the election of the Vice-President and Treasurer to ensure a smooth transition of new incumbents. As a result, elections will be conducted each year at the AGM. A motion could be carried out, if there are no nominations, to extend the incumbent in an Executive position for another year, or until the position can be filled by another candidate.
- 9.4. An officer may resign their position during the two-year period by advising the President of the Association. Any vacancy occurring on the Executive shall be filled by a resolution of the Executive and the term of office shall expire at the next AGM at which elections are held.

10. Article 10: Duties of the Executive

- 10.1. The **Executive** shall be collectively responsible for policy direction for the Association and for the day-to-day conduct of Association business.
- 10.2. The **President** shall be the chief executive officer of the Association. The President shall chair all meetings of the Executive and the Annual General Meeting and play an active role in the affairs of the Association, and shall be the point of contact with CSE in matters of collaboration.
- 10.3. The **Vice-President** shall, in the absence of the President, perform the duties and exercise the power of the President. The Vice-President shall be responsible for membership communications and administration, and perform other duties from time to time as determined by the President. In the absence of the President and the Treasurer, the Vice-President shall assume alternate financial signing authority.
- 10.4. The **Secretary** shall be responsible for recording and publishing the minutes of all Association meetings and ensuring that notice of future meetings and events are duly given. The Secretary shall also be responsible for recording and advising of all incoming correspondence, and together with the Treasurer, shall maintain the central registry of Association members and the Membership Directory.
- 10.5. The **Treasurer** shall have custody of and responsibility for the funds of the Association and shall keep a full and accurate account of all receipts and disbursements. The Treasurer shall deposit all monies to the credit of the Association in a banking institution selected by the Executive, and shall sign all cheques issued to petty cash or for the payment of goods and services. The Treasurer shall disperse Association funds supported by vouchers showing goods and services purchased by the Association. As required, the Treasurer shall present an accounting of all transactions and a statement of financial status at meetings of the Executive, and shall ensure that financial statements are audited within two months of the end of each fiscal year.
- 10.6. The **Immediate Past-President** represents the corporate memory of the Association and as such, shall function as an advisor to the Executive, and shall undertake such other duties as may be assigned by the President. The Immediate Past-President shall be a voting member of the Executive.

11. Article 11: Remuneration

- 11.1. Association executive members shall serve as such without remuneration. Executives may however be paid reasonable expenses incurred by them in the performance of their duties.

12. Article 12: Contracts

- 12.1. Any executive officer may enter into goods and services contracts in the name of and on behalf of the Association. Officers shall not obligate the Association to any indebtedness exceeding the liquid assets of the Association.

13. Article 13: Funds and Property

- 13.1. All funds of the Association shall be deposited to the credit of the CSE Retirees' Association in the banking institution selected by the Executive. The Treasurer shall sign all cheques issued to petty

cash or for the payment of goods and services. In the absence of the Treasurer, the President or Vice-President shall have alternate signing authority.

- 13.2. No member of the Association shall acquire rights to the funds, property or other assets of the Association that it now has or is likely to acquire in the future.

14. Article 14: Disposition of Assets

- 14.1. Any property and goods donated or loaned by the Communications Security Establishment, but no longer needed by the Association, shall be returned to the Establishment. In the event the Association is disestablished, the Executive shall devise a plan for the disposition of all residual funds after satisfaction of all indebtedness.

15. Article 15: Records and Data Files

- 15.1. The Association Executive shall ensure that accurate and complete records and data files are maintained. The records in question include financial statements, minutes of Association Executive Meetings, and the database of membership names, phone numbers, postal and electronic addresses. All soft-copy records shall be backed up by paper copy and/or stored off-line to some type of storage media.
- 15.2. The Executive provides CSE with the registry of CSE retirees through the annual Member Directory, shared with the designated History department contact. Association records shall also be made available to any member upon notice to the Secretary of the Association
- 15.3. The annual audited balance sheet and auditor's report shall be included as an item in the Newsletter, while the Association membership directory and an In Remembrance listing shall be made available annually to all dues-paying members. The directory will not be distributed outside the membership. Commercial use of the directory is expressly forbidden and will result in an individual's expulsion from the Association.

16. Article 16: Association Newsletter

- 16.1. The Association Executive shall endeavour to inform the membership of meetings, events, and other items of interest via an Association website and a newsletter published four times a year in January, April, July and October. The website and newsletter shall also serve as vehicles for announcements by CSE and for letters, articles, and comments submitted by members of the Association.

17. Article 17: Fiscal Year

- 17.1. The fiscal year of the Association shall commence on the first day of January and end on the thirty-first day of December of each year.

18. Article 18: Audit

- 18.1. The Treasurer shall make available within two months of the end of each fiscal year all financial accounts and related records for audit by the Association Auditor selected by the Executive. The

Auditor's report shall be examined and approved by the Executive and shall be made available to the Association membership.

19. Article 19: Amendments to the By-Laws

- 19.1. Any member in good standing in the Association may propose amendments to the Association's by-laws. Proposals must be seconded by a member in good standing and submitted in writing to the Executive. Proposed changes shall be submitted to the membership for approval at the AGM. All amendments must receive a majority of affirmative votes. Only those who attend the AGM shall be considered as part of the participating majority.

20. Article 20: Duties of Full-Time Volunteers

- 20.1. The **Event Coordinator** is responsible for researching and organizing functions and events for the Association. The Event Coordinator will be in contact with vendors for the AGM and Christmas Luncheons, and with the Treasurer regarding the financial requirements and necessary purchases for these events (i.e., Gifts prizes for Christmas Luncheon and the AGM).
- 20.2. The **Webmaster** will be responsible for the website administration including membership access, updates, maintenance, and security measures regarding the Forums, and advise the President of any outstanding issues or concerns. The Webmaster will validate all licenses associated with the website and advise the Treasurer of any financial charges, and will assist with other requirements of a technical nature in support of the Executive.
- 20.3. The **Publisher** is responsible for conducting research and preparing the layout for the quarterly newsletter, following copyright laws. The Publisher also determines suitable content of broad interest, and interacts with members on their input, and will be responsible for sharing a draft of the newsletter prior to distribution.

Approved this 17th day of August 2009

Amendment 1 approved by the AGM on 2 June 2014

Amendment 2 approved by the AGM on 10 June 2024