



# **The FOREIGN SERVICE COMMUNITY ASSOCIATION**

## **1992 REVISED CONSTITUTION**

### **ARTICLE I – NAME**

The name of the Association shall be the Foreign Service Community Association (FSCA). It shall be a non-profit organization.

### **ARTICLE II – OBJECTIVES**

Whereas the FSCA wishes to develop and enhance the spirit of community within the Canadian Foreign Service on the basis of trust and sharing of concerns, the objectives of the Association shall be:

1. to share and disseminate information relevant to the concerns of the members of the Association.
2. to identify, research and work towards the resolution of issues expressed by the members of the Association.
3. to make representations to the federal government departments, agencies and other institutions with the objective of improving conditions particular to life in the foreign service.
4. to provide assistance to members in all facets of their lives in the foreign service.

### **ARTICLE III – MEMBERSHIP**

1. Membership in the Association shall be within one of the two categories:
  - a) Full membership – open to any person who travels pursuant to the provisions of the Foreign Service Directive (FSDs). Included are employees of organizations who are, will be, or were formerly posted and their dependents as defined in the FSDs.

- b) Associate membership – the Executive Committee at its discretion may grant associate membership to any person who demonstrates a genuine interest in the Canadian Foreign Service.
2. Membership will commence and remain dependent upon payment of the annual membership fee.
3. By paying the annual membership fee a member agrees to be bound by the Constitution and by-laws of the Association.

#### **ARTICLE IV – EXECUTIVE COMMITTEE**

1. The Executive Committee shall consist of: (a) five elected officers, namely a President, a first and second Vice-President, a Secretary and a Treasurer, (b) the Editor of the Bulletin, (c) one representative appointed by and from each committee, and (d) the Office Coordinator of the Association. Two-thirds of the total number of members of the Executive Committee shall constitute a quorum.
2. Should an elected officer be unable to complete his/her mandate, the Executive Committee shall decide whether he/she will be replaced and by what means.

#### **ARTICLE V – MEETINGS AND REPORTS**

1. The Association shall hold an annual Meeting to elect officers.
2. Minutes shall be kept of all General and Executive Committee Meetings. The minutes shall be made available to all members of the Association upon request.
3. Members of the Association shall endeavour to prepare all documents and official communications in both English and French, and to conduct meetings in both English and French.

#### **ARTICLE VI – MEMBERSHIP DUES**

The amount of the annual membership fee shall be determined and reviewed annually by the Executive Committee.

#### **ARTICLE VII – FINANCES**

1. The Association shall establish a bank account to be known as the Foreign Service Community Association Account. It shall be managed by the Executive Committee.

2. All monies received by the Association shall be deposited to the Account.
3. All expenditures incurred by or for the Association in carrying out its activities shall be charged to the Account.
4. There shall be three signing officers drawn from the elected officers of the Executive Committee. All cheques shall be signed by the Office Coordinator and one of the other signing officers.

#### **ARTICLE VIII – AMENDMENTS**

Proposals to amend the Constitution must be submitted to the Executive Committee through the Association's office. Notice of the approved proposed amendment(s) must be sent to all members of the Association ten weeks prior to the Annual General Meeting. Votes must be received by the Association no later than seven days prior to the Annual General Meeting. Any such proposal shall be considered adopted if it has been approved by a two-third majority vote of full members casting ballots. All members shall be notified of amendment(s) so adopted. Approved amendment(s) shall enter into force immediately on the day of the Annual General Meeting.

#### **ARTICLE IX – RATIFICATION**

This Constitution shall be ratified by a written two-third majority vote of those responding a call to vote. Copies of the proposed Constitution shall be forwarded to the total membership at least ten weeks prior to the Annual General Meeting. Votes from members must be received by the Association at least seven days prior to this meeting. Notice of ratification shall be placed in the next edition of the Bulletin. This Constitution shall enter into force immediately on the day of the Annual General Meeting.

## **BY LAWS**

### **ARTICLE I – DUTIES OF ELECTED OFFICERS**

1. **The President:** The President shall have the following responsibilities: In consultation with other members of the Executive Committee, be responsible for the preparation of the agenda of all Executive and General Meetings and act as Chairperson for those meetings; ensure that requests and recommendations received from the general membership shall be presented to the Executive Committee; table an annual report of the activities at the Annual General Meeting; act as the representative or spokesperson of the Association in any official matter relevant to the Association. The President with approval of the Executive Committee may enter into contracts with person(s) and/or organization(s) on behalf of the Association.
2. **The Vice-President:** The Vice-Presidents shall have the following responsibilities: assist the President; in the temporary absence of the President, the first Vice-President shall assume the duties of the President; the second Vice-President will be responsible for overseeing and organizing the Program Committee.
3. **The Secretary:** The Secretary shall have the following responsibilities: Take minutes at all Executive Committee Meetings and at the Annual General Meeting; ensure that minutes of each meeting are sent to the Association's office for photocopying, and are distributed to Executive Committee members before the next meeting; notify the Executive Committee members before the next meetings; reply to letters that might be directed to her/him by the President or Office Coordinator; be knowledgeable and advise the Executive Committee on the Association's Constitution; table a report of her/his activities at the Annual General Meeting.
4. **The Treasurer:** The Treasurer shall have the following responsibilities: Supervise and assist the Office Coordinator in managing the Association's finances. Keep a record of all monies for auditing purposes; advise on the Association's monies and maintain all records on financial reports; issue a report of financial standing at the Annual General Meeting.

### **ARTICLE II – DUTIES OF THE OFFICE COORDINATOR**

The Office Coordinator will coordinate the activities of the Foreign Service Community Association office, assume the responsibility for its efficient operation, and contribute to the professional image of the Association on a continuing basis.

The Office Coordinator shall have the following responsibilities:

- attend and participate in Executive Committee meetings;
- represent the Association in the absence of members of the Executive Committee;

- liaise with members of the Department of External Affairs, on both policy and administrative matters, and organize meetings with such members;
- coordinate material between Executive Committee Members and committee chairs;
- provide a welcome atmosphere for members;
- spend time with members who visit the office to talk about their own concerns or to work for the Association;
- update office procedures and office files;
- keep and maintain files of minutes of all Executive Committee meetings and Annual General Meetings;
- maintain an up-to-date register of the Association’s membership;
- report on the status of the membership;
- be available to participate in pre-posting briefings;
- organize the Association’s mailings and publicity;
- be responsible for the Association’s correspondence and maintain a record of all correspondence;
- be responsible for the printing and distribution of the Bulletin;
- maintain financial records of all expenditures and control all office finances;
- pay all bills on behalf of the Association;
- table a report of activities at the Annual General Meeting.

### **ARTICLE III – DUTIES OF THE EDITOR OF THE BULLETIN**

The Editor shall have the following responsibilities:

- be responsible to the Executive Committee as head of the Bulletin committee;
- attend and participate in Executive Committee meetings;
- propose editorial policy (including advertising policy) to Executive Committee and ensure that decisions of the Executive Committee are implemented;
- propose content for four (or as determined by the Executive Committee) Bulletin issues per year;
- decide on length and format of issues
- collect material (article, notices) from contributors, arrange for typing and forwarding to printers;
- ensure that the Bulletin address equally the Anglophone and Francophone members of the Association by maintaining a balance between English and French material;
- supervise the work of an Advertising Manager: to ensure contracts are kept current, record funds received from advertisers and copy prepared for inclusion in Bulletin;
- work with an illustrator on each edition of the Bulletin;
- to assist the Editor, if needed, the Executive Committee shall appoint an Editorial Board which shall be composed of no less than three full members, who, to the extent possible, will represent a cross section of the membership and of both official languages.

#### **ARTICLE IV – MEETINGS**

1. The Annual General Meeting of the Association shall be held at the Lester B. Pearson Building in May each year, unless alteration of this date is deemed advisable by the Executive Committee.
2. Meetings of the Executive Committee shall be convened by the President, at such times and places as may seem desirable for efficient conduct of the business of the Executive Committee. At least 9 meetings a year shall be held.

#### **ARTICLE V – VOTING**

1. Voting on procedural matters, at all meetings of the Association, shall be by a show of hands. A simple majority of those voting will carry the motion.
2. Voting on resolutions and other important matters shall be by ballot at all Annual General Meetings. A simple majority of those voting will carry the vote.
3. Only full members are eligible to vote.

#### **ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS**

1. The Executive Committee shall appoint a Nominating Committee that will consist of one of the five elected officers and two full members of the Association. The Executive Committee may issue guidelines to assist the Nominating Committee in its work.
2. The Nominating Committee shall be formed at least three months prior to the Annual General Meeting.
3. Nomination for officers may be put forward and seconded by any full member in good standing.
4. Only full members are eligible to run for office.
5. The Nominating Committee, to the extent possible, will endeavour to propose at least two nominees for each elective office.
6. The Nominating Committee will endeavour to propose nominees from varied occupational groups and from both official languages.
7. Election of officers shall be held annually by ballot, and only full members present at the Annual General Meeting may vote.

8. The officers to be elected are: a President, a first Vice-President, a second Vice-President, a Secretary and a Treasurer.
9. No candidate may stand for more than one office at a time.
10. Ballot papers shall be supplied to members in attendance at the Annual General Meeting.
11. An elected officer may not run for the same office for more than two consecutive terms.

#### **ARTICLE VII – SELECTION OF THE OFFICE COORDINATOR**

1. The Executive Committee shall appoint a Selection Committee composed of two of the five elected officers and one full member of the Association.
2. Only full members are eligible to apply for the Office Coordinator position.
3. Notification of the competition for the Office Coordinator position will be communicated in writing to all members.
4. Should the Office Coordinator be unable to complete her/his mandate, the Executive Committee shall decide how the replacement will take place.

#### **ARTICLE VIII – SELECTION OF THE EDITOR OF THE BULLETIN**

1. The Nominating Committee will be responsible for the selection of the Editor.
2. Only full members are eligible to be nominated for the position of Editor.
3. Nominations for the position of Editor may be put forward and seconded by any full member in good standing.
4. Should the Editor be unable to complete her/his mandate, the Executive Committee shall decide how the replacement will take place.

#### **ARTICLE IX – PRESENTATION OF ASSOCIATION OPINION**

Approval to present a paper, resolutions or other opinion of the Association to a federal government department, agency or other institution may be given only by a majority vote of the Executive Committee. The Executive Committee shall decide if a proposed resolution should go to the full membership for consideration.

## **ARTICLE X – COMMITTEES**

1. An annual review of all existing committees shall be done by the Executive Committee. The formation of new committees shall be subject to the agreement of the Executive Committee.
2. A minimum of three persons is necessary to form a committee that will have representation and voting rights on the Executive Committee.
3. Each committee shall submit a plan of study or program of action for the coming year which must be approved by the Executive Committee.
4. Changes in a committee program shall be endorsed by the Executive Committee.
5. Committee progress reports shall be submitted to the Executive Committee as required. Each committee shall table a report at the Annual General Meeting.
6. Each Ottawa Committee shall appoint a coordinator and ensure that a representative attend each Executive Committee Meeting.
7. Before committing or spending any Association monies, a Committee shall obtain approval from the Executive Committee.
8. A copy of all out-going correspondence and committee reports shall be sent to the office of the Association.
9. Before initiating contact with governmental and other officials a committee shall first contact the Association office to ascertain if previous contact has occurred.
10. Overseas members may submit proposals individually or as a group and correspond with the Executive Committee through the Office Coordinator, the President and/or a committee.

## **ARTICLE XI – AMENDMENTS**

Proposals to amend the By-Laws may be submitted by the Executive Committee or by ten full members. Notice of the proposed amendment(s) are to be submitted in writing to all full members at least ten weeks prior to the Annual General Meeting. Any proposal to amend the By-Laws shall be considered adopted at the Annual General Meeting if it has been approved by a two-thirds majority vote of full members casting ballots. All members shall be notified of any amendment(s) so adopted. Amendment(s) shall enter into force immediately on the day of the Annual General Meeting.

## **ARTICLE XII – INTERPRETATION**

Should there be an ambiguity or difference of opinion concerning interpretation of these By-Laws, the matter shall be referred to the Executive Committee.

## **ARTICLE XIII – DISSOLUTION**

1. The dissolution of the Association may only be made by written consent of two-thirds of all full members casting ballots.
2. In the event of dissolution of the Association, surplus funds, property and assets (if any) shall be disposed of for activities related to the purpose of the Association.