



Bylaws

Revised April 2019

CREDIT UNION MANAGERS ASSOCIATION (CUMA)
Bylaws of the Credit Union Managers Association
Method of Admitting Members

Bylaw 1 By qualifying for membership as per Article 2 of the Constitution and upon the payment of fees as designated in Bylaw 2.

Dues

Bylaw 2 (a) Dues shall be payable annually based upon the calendar year.
(b) The amount of the annual dues shall be established by the executive.

Powers and Duties of Officers

Bylaw 3 **President:**

- (a) To preside over membership and executive meetings.
- (b) To act ex-officio on all committees within the Association.
- (c) To preside over and conduct all meetings in accordance with Bylaw 7.
- (d) To call meetings of the executive.
- (e) To appoint special committees as the occasion arises.
- (f) To authenticate all records as required with his or her signature.

Vice-President:

- (a) To assume the duties of President in the absence of the President, and to assist the President in carrying out the normal duties of office.

Secretary:

- (a) To ensure that accurate notes of business are taken and that minutes are prepared, which shall be the official record of the proceedings of the Association.
- (b) To aid the President by keeping record of all motions, to understand the parliamentary procedures, and to be prepared to take the presiding officers place if both the President and Vice-President are absent, until another chairman is elected.
- (c) To work with CUMA Coordinator to ensure an accurate roster of current membership is maintained.
- (d) To maintain all records, reports and documents of the Association.
- (e) To bring to each meeting a copy of the Constitution, Bylaws, standing rules, aim and objectives and membership roster.
- (f) To perform any other duties detailed by the executive.

Treasurer:

- (a) To carry on as official custodian of the funds and to be its disbursing officer.
- (b) To keep adequate financial records of all transactions.
- (c) To provide a record of finances as required by the executive.
- (d) To perform any other duties detailed by the executive.

Bylaw 4 Powers and Duties of the Executive

- (a) To be responsible to the membership to carry out the Mission and Strategic Result Areas of the Association.
- (b) To be responsible for all elections and to ensure that they are carried out promptly and properly.
- (c) At their option, to fill vacant executive positions by appointment from among the membership of the region involved provided that the remaining unexpired term of the incumbent is less than six months and no election has been scheduled in that same time frame. Where there is greater than six months remaining in the unexpired term of the incumbent, to cause a regional meeting to be called or an electronic vote, for the purpose of electing an executive member to fill the vacancy.
- (d) To attend all meetings as called by the President.
- (e) To act within the powers given them by the Constitution and Bylaws.

Bylaw 5 Election of Officers and committees

1. Executive Committee

- (a) Directors shall hold office for three years; provided that a director elected to fill a vacancy shall hold office for the unexpired term.
- (b) Members of the executive shall be elected by the paid-up members in each region at a meeting held in the district or by an electronic vote, between January 1st and March 15th.
- (c) The method of nominations shall be established by Electronic Vote. All elections for Regional Directors will be held by electronic vote.
- (d) Directors will become active after the Annual General Meeting held annually at the Credit Union Management Association Convention and Tradeshow.

2. Officers

- (a) The President shall be elected by the executive from within the executive.
- (b) The Vice-President shall be elected by the executive from within the executive.
- (c) The Secretary and the Treasurer shall be elected by the executive from within the executive.
- (d) The election of the officers shall take place after the Annual General Meeting.

Bylaw 6 Calling of Meetings

- (a) The President shall call all general membership and executive meetings.
- (b) A quorum of members submitting their request in writing with supporting signatures may demand the President call a general meeting of the membership.
- (c) The President shall call at least one general meeting of the membership each year and at least two consecutive executive meetings each year.
- (d) Notice of a general meeting of the membership must be sent to each paid-up member at least ten days prior to the time of the meeting; notice of executive meetings must be sent to executive members at least ten days prior to the meeting.
- (e) Meetings must be conducted under the parliamentary authority as referred to in Bylaw 7 and the standing rules of the Association.

Bylaw 6.1 Electronic meetings

- (a) Whenever possible, all business of the Association should be addressed at the regular executive meetings. However, a special electronic meeting may be called by any one of the four CUMA executive officers. Each special meeting shall be called to address one issue only. If additional issues need to be addressed, a separate meeting for each issue shall be called.
- (b) The officer calling the meeting shall send an email to all the members of the executive stating the reason for calling the meeting and providing an outline of the issue to be discussed.
- (c) Motions shall be presented, seconded and open for discussion in the same manner used in regular meetings.
- (d) The voting period on the motion shall be open for 5 business days.
- (e) Each vote shall be sent via email to the meeting chair and secretary, who will tally the votes and announce the results.
- (f) Quorum will be evidenced by the recording of the votes.
- (g) The secretary will prepare a written record of the special meeting to be adopted into the minute book of the Association at the next scheduled executive meeting.

Bylaw 7 Parliamentary Authority

The parliamentary authority of the Association shall be Robert's Rules of Order.

Bylaw 8 Quorums

- (a) General membership meeting quorum shall consist of at least 15% of the paid-up voting membership of the Association.
- (a) Executive committee meeting quorum shall be seven persons.

Bylaw 9 Standing Rules

Only paid-up voting members for the current year may vote at meetings.

Bylaw 10 CUMA Coordinator

- (a) The position shall be by appointment of Sask Central.
- (b) Duties will involve acting as liaison between the CUMA Executive and SaskCentral staff and departments.

Bylaw 11 Destruction of Records

As set down in The Credit Union Act, 1998

Bylaw 12 Audit

The membership shall appoint an auditor at the annual meeting.