

September 2020

TO: MUNPA Members

FROM: Sheila Singleton, Secretary, MUNPA Board of Directors

SUBJECT: Notice of Motion

The Board anticipates that there will be a surplus at the end of the 2020-21 fiscal year because of cancellations of MUNPA activities and events due to the pandemic. In order to protect surplus created by extraordinary circumstances the Board, at its September 2020 meeting, approved revisions to Article 7 to allow a carried forward surplus beyond the current cap.

In reviewing the Policy, it was noted that the timeline of the last paragraph is now exhausted and therefore that paragraph is deleted from the revised policy. Further revisions are intended to provide greater clarity (the current version contains conflicting timelines) while giving the Board greater flexibility in spending surplus funds

CURRENT POLICY #7

7. It is the intention of the Board that retained revenues should be capped annually. The cap will be determined by examining the dues collected in the fiscal year immediately ending. Total retained revenues will not exceed the total amount collected to that fiscal year end.

Where funds are available in excess of the cap, excess funds will be liquidated on or before December 31st of the current fiscal period based on proposals received and approved by the Board. Where no proposals are received and/or approved or where excess funds are not fully expended by September 30, the Treasurer is to tender the funds available beyond the cap to the MUNPA scholarship fund.

In that there currently is a sizable retained revenue balance as at March 31, 2016 it is agreed that the Board does not wish to release these funds in one lump sum. The balance in excess of 2017 revenue will be disbursed over a maximum of a three year period at the Boards direction beginning in the 2017/18 fiscal year. Where no proposals are received and/or approved by December 31st or where funds dispersed do not equal one third of the excess retained revenue recorded at March 31, 2017, the Treasurer is to tender the funds available to the MUNPA scholarship fund

PROPOSED REVISIONS TO THE POLICY

7. It is the intention of the Board that retained revenues should be capped annually.

(A) The cap will be determined by examining the dues collected in the fiscal year that has just ended. Total retained revenues should not exceed the total amount collected to that fiscal year end.

(B) When, due to extenuating circumstances beyond the Board's control that result in the cancellation of MUNPA activities/events and associated expenditures, the cap will be temporarily increased by the amount of unspent revenue.

(C) It is the responsibility of the Board to specify how these retained revenues will be expended in subsequent years.

(D) Where funds are available in excess of the cap defined in (A) and (B), excess funds will be expended efficiently and prudently. It will be the responsibility of the board to specify how and when excess retained revenues will be expended in subsequent fiscal years.

(E) Where funds exceeding the cap defined in (A) and (B) are not fully expended within two fiscal years, the Treasurer is to tender the funds exceeding the cap to the MUNPA scholarship fund or to another fund, chosen by the Board, that supports Memorial University students.

Members should note that: "An amendment requires support by at least a two-thirds majority of the total of (i) members present and voting *at the General Meeting* and (ii) absent members who have submitted a vote by mail or e-mail, provided that such vote is received by the Secretary at least three days prior to the scheduled meeting and that such absentee vote clearly indicates "Aye" or "Nay" for any proposed amendment. 9.4 Amended Bylaws shall take effect at a time stated in the resolution to amend". Members who will be absent from the Annual General Meeting and who wish to vote can submit a vote addressed to "Secretary, MUNPA Board of Directors" at munpa@mun.ca.