

RESOLUTIONS

(Last modified 18/06/2005)

Language Policy

ANEA/ASNA's language policy recognizes the use of both official languages of the country: French and English.

(Adopted on 28/01/90)

Cost of ANEA/ASNA Activities

The cost for any activity for ANEA/ASNA members must be uniform for all members.

(Adopted on 28/01/90)

For affiliated universities

The ANEA/ASNA Convention Committee will pay up to 4 convention tickets for affiliated universities.

(Adopted on 22/03/97 and modified 07/01/2000)

Membership Fee

There will be no more membership fee. The CIA will provide ASNA with money. The ASNA Finance committee is also responsible for finding the necessary funds to run the organization.

(Adopted on 01/09/99 and modified on 10/07/2004)

Number of Delegates

Each member university must have a minimum of one (1) and a maximum of five (5) delegates. ANEA/ASNA must regroup a total of three (3) delegates or more.

(Adopted on 10/07/2004)

Voting Rights

Each university having less than one hundred (100) students has one (1) vote, between 100 and 199 students it has two (2) votes, and so on. Furthermore, the voting rights of each institution must be revised yearly at the January meeting.

(Adopted on 16/07/94 and modified on 10/07/2004)

Meetings

All ANEA/ASNA meetings are open to guests who have advised the President at least 2 weeks prior to the meeting. The guests do not have the right to vote.

(Adopted on 18/03/95 and modified on 10/07/2004)

The September and March ANEA/ASNA meetings can be made by teleconferencing. A company should be found to sponsor each meeting.

(Adopted on 25/09/99 and modified on 10/07/2004)

There will be an optional meeting in July, at the President's discretion. This meeting will regroup all of the executives and anyone else whose participation is necessary.

(Adopted on 10/07/2004)

The March annual meeting should regroup Ontario and Quebec delegates in either Toronto or Montreal if there is a budget surplus. There will be a committee formation at the March annual meeting. The old delegates will prepare the new delegates of the same committee for the coming year. The location of the convention will be determined every March.

(Adopted on 22/03/97 and modified on 10/07/2004)

Logo

ANEA/ASNA's logo is an "A" in a blue square surrounded by a blue circle and is mandatory on all documents.



(Adopted on 18/03/94 and modified on 10/07/2004)

Status

ANEA/ASNA is officially declared a non-profit organization.

(Adopted on 16/07/94)

Proxy

Verbal proxies are no longer accepted and have been deleted from By-law 1, Article 1, paragraph 12.

(Adopted on 16/07/94)

Transportation

To meetings

ANEA/ASNA sponsors up to 10 cents per kilometre for delegates of member universities attending a meeting in another city. If at least one delegate comes from a region, the amount will be sponsored and this for the round trip. The amount of 10 cents per kilometre is given for each car of four. Any additional cost will be at the member's discretion. The distances between the cities are as follows:

Quebec-Montreal : 253 km
Waterloo-Montreal : 635 km
London-Montreal : 730 km
Winnipeg-Montreal : 2,408 km
Calgary-Montreal : 3,743 km
Vancouver-Montreal : 4,801 km
Toronto-Montreal : 545 km

Quebec-Toronto : 802 km
Waterloo-Toronto : 105 km
London-Toronto : 185 km
Winnipeg-Toronto : 2,099 km
Calgary-Toronto : 3,434 km
Vancouver-Toronto : 4,492 km

(Adopted on 15/01/90 and modified on 10/07/2004)

To the convention

The ANÉA/ASNA Convention Committee may give a subsidy for students coming from a province other than the one where the convention is being held in order to help with transportation. The amount of this subsidy will depend on the amount accumulated throughout sponsorships. We have to keep in mind that sponsors' goal is to see as many students as possible during the convention. Priority will be given to delegates for this sponsorship

(Adopted on 07/01/2000 and modified on 10/07/2004)

Remuneration

By-law 5, Article 7 will be replaced by By-law 6, Article 11 to avoid any confusion on a possible remuneration and reads:

"Remuneration of the Directors: The directors of the association must not receive remuneration whatsoever, but by resolution of the Board of Directors may be allowed reasonable expenses."

(Adopted on 18/03/94)

ANEA/ASNA Annual Convention

From now on, concerning the annual convention, the final deficit will be financed, in equal parts, by the ANEA/ASNA and the delegates' contributions, up to a limit of \$1000 for the ANEA/ASNA. Receipts will be necessary and mandatory, the association will have to provide complete statements in the month following the last day of the convention and an ANEA/ASNA delegate will supervise the treasurer on duty for the convention.

(Adopted on 26/01/91 and modified on 18/06/05)

By March, we must know the host of the next convention.

(Adopted on 23/03/91 and modified on 15/07/95)

The Convention Committee must:

- Hand in a submission and a preliminary budget at the summer annual meeting. Further more, the final statements from the previous convention must be submitted as well as a written report from the Convention Committee to the new Convention Committee.
- Hand in a first budget in November
- Hand in the final budget before the Convention.
- Hand in written or verbal reports on the first of each month to either the President or the Treasurer of ANEA/ASNA.
- All of the above named documents should be at the disposition of every delegate.

(Adopted on 16/07/94 and modified on 10/07/2004)

Sponsorship

The Main Sponsor for the Convention can only be main sponsor for one year.

(Adopted on 07/01/2000)

CIA General Meeting

Concerning future CIA meetings, the choice of the guests is to be made as follows:

- The present ANEA/ASNA President.
- The past ANEA/ASNA President whose invitation will be left to the President's discretion.
- The delegates holding key-positions (magazine representatives, convention, committee president...) or residing in the city where the CIA meeting is being held.
- The ANEA/ASNA Vice-Presidents.
- The ANEA/ASNA Treasurer.
- The ANEA/ASNA Secretary.

(Adopted on 13/07/91 and modified on 10/07/2004)

CIA Convention Budget

With the approval of the President and the Treasurer, ANEA/ASNA will not spend more than \$900 per year for the CIA Convention and no more than \$400 will be spent for the delegate's inscription per convention. A maximum amount of \$155.52 will be given to each delegate for transportation expenses (which is the maximum amount given for ANEA/ASNA meeting). If there is no more money available for a CIA convention and a delegate wants to attend he/she may go no matter which position he holds, but at his own cost. Each year, the Treasurer must make sure that enough money is available. This resolution is retroactive for the CIA convention dated the 10th and 11th March, 1994.

(Adopted on 13/07/91 and modified on 12/03/94)

ANEA/ASNA Magazine

Cost for publicity:

\$125 for business card
\$205 for 1/4 page
\$305 for 1/2 page
\$550 for 1 page

(Adopted on 04/01/90 and modified on 22/03/97)

A coupon must be made available in the magazine in order to offer the non-members and non-affiliates the possibility to subscribe as an individual ANEA/ASNA member. The price of this subscription is fixed to \$10 in Canada and \$13 US elsewhere around the world.

(Adopted on 13/07/91 and modified on 22/03/97)

The deadline for the magazine is the Convention in January. The magazine committee may, if it wishes, produce a second magazine which must be distributed before the end of the winter semester.

(Adopted on 10/07/93 and modified on 10/07/2004)

Sponsoring for the magazine will remain independent from convention's sponsors. The Magazine Committee will send a letter to each sponsor, offering advertisement editions of the year. A French letter must be sent to all companies located in Quebec and its English translation to the rest of Canada.

(Adopted on 10/07/93 and modified on 22/03/97)

The Magazine Committee must keep a distribution list up-to-date for each edition of the magazine, including the individual members mentioned above; this list must also indicate that 1 copy of each magazine must be sent to the Bibliothèque Nationale du Québec and 2 copies must also be sent to Mme Ghislaine Gagnon by Quebec's publications law.

(Adopted on 22/03/97)

The Magazine Committee must:

- Hand in, at the September meeting the articles of the magazine and the newsletter for a first approval made by all delegates. A preliminary budget for the magazine must also be handed in.
- Hand out the magazine at the January meeting.
- Hand in the final budget for the second edition of the magazine at the January meeting.
- Hand in written or verbal reports on the first of each month to either the President or the Treasurer of ANEA/ASNA.
- Hand in a written report from the past Magazine Committee to the new Magazine Committee at the March meeting. Final budgets must also be handed in.

(Adopted on 16/07/94 and modified on 10/07/2004)

Info ANEA/ASNA

This section was deleted since we are using e-mail.

(Adopted on 15/09/90 and modified on 13/07/96)

Bank Account

Two people have access to the ANEA/ASNA bank account and mandatory signatures on each cheque are two of the following three: the President's, a delegate of the Convention Committee's and the Treasurer's.

(Adopted on 03/06/90 and modified on 10/07/2004)

Employer Bank Committee

This committee was re-established in 2004 and separated into two employer bank committees -East and West-, in 2005

(Adopted on 10/07/93 and modified on 18/06/2005)

Finance Committee

The main task of the Finance Committee is to find sponsors for the ANEA/ASNA Convention.

(Adopted on 09/01/99 and modified on 10/07/2004)

To reduce its tasks, Convention Committee has been separated into two committees – Finance Committee and Convention Committee.

(Adopted on 15/03/02)

The treasurer is a delegate from the Finance Committee.

(Adopted on 15/03/02)

International Committee

This committee was abolished in 2004. It was replaced by the Expansion-Students and Expansion-Employers committees.

(Adopted on 13/07/96 and modified on 10/07/2004)

Graduate Studies Committee

This committee has been abolished. The information remains at the University of Waterloo for reference purposes.

(Adopted on 15/09/90)

CAS Committee

This committee has been combined with the Young Actuaries' Committee.

(Adopted on 15/03/02)

A CAS committee was created to gather information for students on the CAS option of Actuarial Science. The delegates must ensure that the CAS is represented in the magazine, in conventions and they must keep an active communication with the CAS.

(Adopted on 10/07/93)

YAC (Young Actuaries Committee)

This committee has been combined with the CAS Committee.

(Adopted on 15/03/02)

The YAC is responsible for maintaining contact with the CIA's Young Actuaries Committee. The YAC must co-ordinate speakers for each university by providing contacts (received from President of the Young Actuaries Committee within the CIA) to ANEA/ASNA's member universities.

(Adopted on 13/07/96)

Publicity Committee

This committee has been separated from the expansion committee.

(Adopted on 15/03/02)

This committee has been combined with the expansion committee.

(Adopted on 25/09/99)

This committee was created to help promote the ANEA/ASNA Convention by the production of publicity materials

(Adopted on 10/07/93 and modified on 10/07/2004)

Expansion Committee

This committee was abolished in 2004. The Expansion-Students and Expansion-Employers committees replaced it.

(Adopted on 14/01/95 and modified on 10/07/2004)

Translation Committee

This committee was created to translate and approve all of ANEA/ASNA's publishing. It has been separated in 2005 into translation French and translation English committees.

(Adopted on 13/07/96 and modified on 18/06/05)

Laval-Brest committee

This committee has been abolished. The responsibilities have been transfer to AEACT (Laval University).

(Adopted on 22/03/97)

This committee is responsible for sending two (2) Laval's students to work in France and vice-versa.

(Adopted on 13/07/96)

Expansion-Students Committee

This committee was created to promote ANEA/ASNA to students in Canada and elsewhere in the world, to maintain contact with actuarial student associations worldwide and to recruit new members for ANEA/ASNA.

(Adopted on 10/07/2004)

Expansion-Employers Committee

This committee was created to promote ANEA/ASNA to employers in Canada and elsewhere in the world and to help find new sponsors for the ANEA/ASNA convention.

(Adopted on 10/07/2004)

Fundraising Committee

This committee has been created in 2005, and is responsible for gathering funds for the ASNA when there is an event. The delegates also help in sponsorship research.

(Adopted on 18/06/05)

Website Committee

The Website Committee, formerly the Media Committee is responsible for the updating of the ANEA/ASNA website as well as for the updating and use of the promotional video. The Website Committee is also responsible for comments and questions received through the website.

(Adopted on 13/07/96 and modified on 10/07/2004)

President

The president is responsible for maintaining contact with the President of the SOA, the CAS and the CIA. The President is also responsible for co-ordinating the various committees within ANEA/ASNA to ensure communication and productivity.

(Adopted on 13/07/91 and modified on 10/07/2004)

Vice-Presidents

ANEA/ASNA will have three vice-presidents: (1) Quebec, (2) Ontario, (3) Western Canada. The vice-presidents will be responsible for the affairs of the universities in their respective province(s) and assisting the President in his/her duties.

(Adopted on 04/02/01)

Vice-President - Western Canada

Western Canada includes the provinces of Manitoba, Saskatchewan, Alberta and British Columbia. The delegates will elect the position from the above provinces before the March meeting.

(Adopted on 04/02/01 and modified on 10/07/2004)

Delegate

All new delegates should contact the old delegates who occupied their functions, hence their work being more efficient. To remain the title of delegate, at most one meeting can be missed.

(Adopted on 12/03/94 and modified on 18/03/95)

Mail

All letters must be photocopied and sent to the secretary so that he/she may keep on reserve all details of the new developments. Also, anything that might be of interest to other universities must be sent to them.

(Adopted on 13/07/91)

Communication between delegates

All new delegates should have a personal e-mail account. Communication between delegates should be done using this means as much as possible. Other available means of communication between delegates are the ANEA/ASNA discussion forum and the website.

(Adopted on 10/07/93 and modified on 10/07/2004)

ANEA/ASNA's Archives

The ANEA/ASNA archives are permanently stored at Laval University. The Secretary of ANEA/ASNA keeps all documents relating to the current year and to the immediate past year. All the documents dating from 2 years ago or more must be put in the archives except for the minutes of meetings which can be kept by the Secretary for longer. A copy of each ANEA/ASNA Magazine and Newsletter must also be kept in the archives.

(Adopted on 13/07/96)

ANEA/ASNA's Information Meeting

Each member university should hold an informational session each September to promote ANEA/ASNA to its new students and announce the next convention.

(Adopted on 13/07/96)

CD for Executives

There is a diskette/CD for each executive as well as for the presidents of each committee. This disk will be passed on to the next delegate having such a position. It contains a personalized letterhead, which can be easily changed from delegate to delegate as well as only necessary documents to be passed on the next delegate.

(Adopted on 13/07/96 and modified on 10/07/2004)