

GEORGE BROWN COLLEGE RETIREES' ASSOCIATION

Approved BYLAWS

(Approved at the Association's Annual General Meeting of 2016-10-19)
(Amended and Approved 2018-10-18)
(Amended and Approved 2019 - 11 - 15)

Bylaws relating to the transaction of affairs of the

GEORGE BROWN COLLEGE RETIREES' ASSOCIATION (GBCRA)

October 19, 2016

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I - MISSION

The George Brown Retiree's Association aims to reconnect colleagues by offering an engaging calendar of social, interest, and learning opportunities, and creating a variety of initiatives that both support students and give back to the College that once was a focus of our livelihood. The Association supports students by raising funds for a scholarship.

II - FUNCTION AND ROLE

1. The George Brown College Retirees' Association is an organization which functions to provide members with sociability, pertinent information, opportunities for service and to provide responses to their concerns.
2. Its role will include liaison with George Brown College and its organizations, as well as with other colleges and/or college retirees. Examples of this function and role may include:
 - a. Sociability: social and recreational events, excursions, speakers
 - b. Liaison: providing retiring personnel with support and information
 - c. Service: to George Brown College specifically, and to our fellow retirees and the community at large
3. The Association shall not participate in, or support, any action which could be deemed to be political or commercial in nature unless, in the opinion of the Executive, such action is of direct benefit to our members.

III - MEMBERSHIP

1. Definitions
 - a. "Retiree" means an individual formerly employed by George Brown College who is receiving a pension, or who is eligible to receive a deferred pension, or who has accepted a lump sum payment in lieu of a pension.
 - b. "Member" means any George Brown College retiree who registers with the Association.
 - c. "Associate Member" means a person specifically designated by the Executive Board - for example, a former employee who is a retiree of another College or the spouse of a deceased George Brown retiree.
 - d. "Voting Member" means any Member or Associate Member who has paid the current year's membership fee.
 - e. "The Board of Directors" shall be made up of the elected Officers, and Executive Appointees, for example social group convenors.
 - f. "Designated signing officials" shall be those members approved by the Executive Board and on file at our financial institution of record.

- g The “Executive Committee” of the Board of Directors shall consist of the following Directors: Co-chairs, Treasurer, Membership Director, and Communications Director
- 2. Guests
 - a. Guests of members and guests of associate members are welcome to attend social or recreational activities at any time, subject to space limitations.
- 3. Fees
 - a. The requirement of an annual membership fee will be reviewed annually at the Annual General Meeting and changes will require membership approval.

IV - GOVERNANCE

The Association shall be governed by a Board of Directors comprised of Officers elected by the Association’s members and Convenors appointed by the Board.

The Officers of the Board shall be:

- 1. Co-Chairs
 - a. The co-chairs will agree on a division of tasks
 - b. Work with co-chair and event convenors to coordinate events
 - c. Liaison with the Ontario Colleges Retirees’ Association (OCRA) & other Retirees’ Associations
 - d. Send out communications to membership and Communications Director for email distribution.
 - e. Send out meeting notices to Board members
 - f. Lead Board meetings
 - g. Liaise with various committee members on progress of their activities as needed.
 - h. Consult with the Treasurer, Membership Director, Communications Director, and the leads of ad hoc committees as needed.
 - i. Ensure that committee list, board list, and membership list are maintained by the appropriate Director.
 - j. Pass onto Communications Director any information concerning the Web.
 - k. Prepare for the Annual General Meeting. One of the past Co-chairs will function as the convenor.
 - l. Prepare and circuit the agenda for the AGM
 - m. Ensure updating and arrange for printing of the GBCRA brochure.
 - n. Meet annually with the President of the College and the Vice President of Human Resources to ensure open communications and grant maintenance.
- 2. Treasurer
 - a. Maintain financial records
 - b. Provide an annual report

- c. Ensure that for all expenditures two executive signatures are present (Co-Chairs & Treasurer)
 - d. Ensure that all expenditures over \$500 have been authorized via formal resolution at the Annual General meeting, the Board of Directors, the Executive Board, or are included in an annual budget.
 - e. Arrange for on-going annual expenses to be paid (Directors Insurance, mailbox rental, software licences)
 - f. Arrange for an annual review of the Association's financial records.
3. Communications Director
- a. Ensure that meeting notes are taken and distributed.
 - b. Maintain records and documents. (Full set of minutes, copies of by-laws and amended by-laws, insurance policies etc.)
 - d. Liaise with Web site personnel to ensure the web site is functional and up-to-date.
 - e. Work with the Newsletter editor to ensure regular and consistent communications occur with membership.
5. Membership Director
- a. Welcome new members
 - b. Work with the Communications Director to ensure that the membership list is up-to-date
 - c. Work with the Treasurer to collect & record annual dues - issue receipts
 - d. Report member concerns to the Board
 - e. Work with the Communications Director to solicit member feedback.
6. Past Co-chair
- a. Attends Board meetings to provide continuity, provide counsel and advise to the Board
 - b. Arranges for a review of the membership list in anticipation of Board vacancies.
7. Convenors
- Members who have expressed an interest to fill specifically defined role within the Association (event organizer, club organizer, fund raiser, etc). The convenors may or may not be Board members.

V - CONDUCT OF BUSINESS

- 1. Fiscal Year
 - a. The fiscal year will be from April 1 to March 31.
- 2. Meetings
 - a. An Annual General Meeting will be held each year.
 - b. General Membership Meetings may be held at the call of the Co-chair, or upon the request of ten or more members.

- c. Members and associate members will receive a notice and agenda of the Annual Meeting or General Membership Meetings 30 days prior to the meeting.
- d. The quorum for a general membership meeting shall be a minimum 10% of the voting members.
- e. The quorum for the Board of Directors meetings shall be four Board members in attendance in person or electronically.
- f. All meetings will be chaired by the co-chair.

3. Structure

- a. The Association shall be governed by the policies approved by the membership at an Annual Meeting and in-between Annual General Membership Meetings the affairs of the Association shall be managed by the Board of Directors.
- b. The Board shall be empowered to appoint standing committees, ad hoc committees and/or task forces as required to accomplish the objectives of the Association.
- d. The Board will meet as required. Meetings shall be held at the call of the Co-chairs.
- e. All Board members must be sent prior notification of all meetings of the Board shall be required for the actions of the Board to be official.
- f. Board of Directors meetings are open and any registered member or Associate member can attend, although voting rights are reserved for Directors

4. Voting

- a. Motions at all meetings of the Association will be carried by a simple majority of the members and associate members present.
- b. At the Annual General Membership meetings, each voting member and associate member present will be eligible to vote.
- c. Proxy voting will be permitted 7 days prior to the date of the Annual General Meeting.

5. Election of Officers

- a. Board members should cycle through in such a manner to refresh and maintain continuity. Board terms are 2 years and are renewable. Each co-chair may serve only 4 consecutive years.
- b. The election of Officers shall occur at the Annual General Meeting.
- c. Board Members are elected by the membership at the AGM from a slate of candidates presented by the Board
- d. In the event the slate presented by the Board is not approved, it is incumbent upon the Board to present a new slate to the voting members for approval within 30 days of the AGM.
- e. Election shall be by show of hands unless a request for secret ballot is made prior to the start of the meeting in which case the request will be added to the agenda and agreed to by majority vote.

6. Vacancies

- a. Should a Board member be unable to fulfill their term, the Board may:
 - i. Select a replacement from the membership at large
 - ii. Fill the position with a nominee who was not elected
- b. The replacement person will fulfill the remaining term
- c. The replacement may stand for reelection

7. Finances

- a. All Cheques, drafts or orders for the payment of money will be signed by any two of the designated signing officials.
- b. The Budget for the following year will be prepared by the Treasurer for review by the Board with input from the Directors and Convenors prior to submission to the Annual Meeting for approval.
- d. There will be a Financial Statement Review prepared for and presented at the Annual General Meeting.

VI - AMENDMENT TO BYLAWS

These bylaws may be amended, repealed, or varied by a two-thirds majority vote of voting members present and at any Annual General Meeting of the Association, providing that indication that a bylaw revision will be presented is included in the notice calling the Annual General Meeting.

VII - MAILING ADDRESS

The mailing address of the George Brown College Retirees' Association shall be:

George Brown College Retirees' Association
2146A Queen Street East, Unit 46
Toronto, Ontario, Canada, M4E 1E3

Passed by the George Brown College Retirees' Association this 15th day of November, 2019.