

GEORGE BROWN COLLEGE RETIREES' ASSOCIATION

BYLAWS

(Approved at the Association's Annual General Meeting of  
2016-10-19)

(Amended and Approved 2018-10-18)

(Amended and Approved 2019-10-15)

(Amended and Approved 2022-12-?)

*Bylaws relating to the transaction of affairs of the*

GEORGE BROWN COLLEGE RETIREES' ASSOCIATION (GBCRA)

TABLE OF CONTENTS

I - MISSION 3

II - FUNCTION AND ROLE 3

III - MEMBERSHIP 3

IV - GOVERNANCE 4

V - CONDUCT OF BUSINESS 7

VI - AMENDMENT TO  
BYLAWS 9

VII - MAILING ADDRESS 9

## I.- MISSION

The George Brown Retiree's Association (GBCRA) aims to maintain connections among retired colleagues by offering an engaging calendar of social and learning opportunities, and by providing pertinent information of benefit to the membership, as well as by advocating on behalf of retirees with the College. A further goal is to create a variety of initiatives that both support students and give back to the College by such means as raising funds for scholarships.

## II.- FUNCTION AND ROLE

1. The George Brown College Retirees' Association is committed to being an inclusive organization which provides members with a wide range of social connections, relevant information, opportunities for service within the College and the community at large, and which responds to member concerns.
2. The George Brown College Retirees' Association is a volunteer led and run organization which encourages members' input and leadership regarding the delivery of new and additional programming.
3. 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. Social: social and recreational events, excursions, speakers
  - b. Liaison: providing retiring personnel with support and information
  - c. Service: to fellow retirees, to George Brown College, and the community at large.
4. 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 Board of Directors, 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 Board of Directors, such as (but not limited to) a former GBC employee who is

a retiree of another college or the spouse of a George Brown retiree.

- d. "Voting Member" means any member or associate member who is eligible to vote either by having paid the current year's membership fee prior to September 30, or by becoming a lifetime member or having reached the age of 85.
- e. Keep-in-Touch Member means a non-voting member or non-voting associate member with an interest in the Association's endeavours who elects to receive the GBCRA e-newsletter.
- f. Honorary Member means a non-voting member specifically designated by the Board who may be in a position to support the Association and who has an interest or need to be aware of the Association's endeavours.
- g. The Executive Committee of the Board of Directors is a sub-committee of the Board of Directors which consists of the following Executive Directors: Chair/Co-chairs, Treasurer, and other Directors as designated by the Board.

## 2. Guests and Keep-in-Touch Members

- a. Keep-in-Touch members, guests of members and guests of associate members are welcome to attend social or recreational activities at any time, subject to space limitations. Additional participation fees may apply.

## 3. Fees

- a. The requirement of an annual membership fee will be reviewed annually as part of the budget presentation and approval process at the Annual General Meeting.

# IV. - GOVERNANCE

1. The Association shall be governed by a Board of Directors elected by the voting membership of the Association. The Elected Board of Directors will appoint individual directors to specific roles as well as appointing an Executive Committee consisting of Executive Directors.
2. The Executive Directors shall consist of a Board Chair, The Treasurer and other Directors appointed by the Board.
3. Designated signing officials shall be the Co-Chairs (or a Chair) and the Treasurer, and their names and signatures will be on file at the GBCRA financial institution.
4. Members of the Board of Directors must be voting members of GBCRA.

5. The Roles and Responsibilities of the Directors, Executive Directors and other key positions shall be:

- a. Executive Directors undertake specific ongoing tasks required for the effective management of the Association and act on behalf of the full board on pressing and or time sensitive issues impacting the organization when the full board is unable to meet, or when it is impractical for the entire board to participate.
- b. A Board Chair (or Co-Chair) assigned by the Board is a member of the Board who will:
  - i. Sit on the Executive Committee.
  - ii. Act as a financial signing official on behalf of the Association.
  - iii. Agree on a division of tasks.
  - iv. Work with event convenors to coordinate events.
  - v. Liaison with the Ontario Colleges Retirees' Association (OCRA) & other retiree Associations.
  - vi. Arrange with the Communications Director and Membership Director regarding communication with the membership.
  - vii. Send out meeting notices, agenda and Minutes to Board members.
  - viii. Lead Board meetings.
  - ix. Liaise with various committee members on progress of their activities as needed.
  - x. Consult with the Treasurer, Membership Director, Communications Director, and the leads of ad hoc committees as needed.
  - xi. Ensure that the committee list, board list and membership list are maintained by the appropriate Director.
  - xii. Pass on to Communications Director any information concerning the Web.
  - xiii. Prepare for the Annual General Meeting. A Chair or Past Chair will function as the convenor.
  - xiv. Generate and circulate the agenda for the AGM.
  - xv. Meet at least annually with the President of the College and the Vice President of Human Resources to ensure open communications and grant maintenance.
  - xvi. Work with the Secretary and Communications Director to ensure meeting notes and other documents are taken, maintained, distributed and/or stored.
- c. The Treasurer is a member(s) of the Board who will:
  - i. Sit on the Executive Committee.
  - ii. Act as a financial signing official on behalf of the Association.
  - iii. Maintain financial records.
  - iv. Provide an annual report of expenditures and revenue.

- v. Ensure that all cheques, drafts or orders for the payment of money will be signed by two designated signing officials.
  - vi. Ensure that all expenditures over \$2500 have been authorized via a formal vote by the membership or are included in an annual budget.
  - vii. Arrange payment for on-going annual expenses (e.g. Directors insurance, mailbox rental, software licenses).
  - viii. Notify Membership Director of membership renewals and payments.
  - ix. Arrange for an independent annual review of the Association's financial records.
- d. The Communications Director is a member of the Board who will:
- i. Arrange for maintenance of records and documents. (e.g.: full set of Minutes, copies of bylaws and amended bylaws, insurance policies, access codes, passwords etc.).
  - ii. Liaise with website personnel to ensure the website is functional and up-to-date.
  - iii. Liaise with the Secretary regarding maintenance of records and documents.
  - iv. Work with the newsletter editor to ensure regular and consistent communications are provided to the membership.
- e. The Membership Director is a member of the Board who will:
- i. Prepare a Welcome Package and invite new retirees to join the Association.
  - ii. Work with the Communications Director and Chair(s) to ensure that the membership and committee lists are up to date.
  - iii. Work with the Treasurer to collect & record annual dues and issue receipts.
  - iv. Report member concerns to the Board.
  - v. Work with the Communications Director to solicit member feedback.
  - vi. Liaison with the GBC HR department as required.
- f. The Past Chair is a member of the Board who will:
- i. Attend Board meetings to provide continuity, provide counsel and advice to the Board.
  - ii. Arrange for a review of the membership list in anticipation of Board vacancies.
- g. The Secretary is a member of the Board of Directors who will:

- i. Liaise with the Chairs and Communication Director as required.
  - ii. Ensure Minutes are taken and that Minutes and other documents (e.g.: by-laws, insurance policies etc.) are maintained.
  - iii. Store access codes and passwords and make available to other Directors as required.
- h. Directors-at-Large are elected Board of Directors, assigned by the Board to undertake specific ongoing tasks as they arise, such as but not limited to social events, trips or tours, club activities or other priorities.
- i. Convenors are voting members of the Association or members of the Board of Directors who:
- i. have expressed an interest in filling a specifically defined role within the Association (e.g., event organizer, club organizer, fundraiser, etc.) Convenors are appointed by and report to the Board and may or may not be Board members.

## V. - CONDUCT OF BUSINESS

### 1. Fiscal Year

- a. The fiscal year will be from January 1 to December 31.

### 2. Meetings

- a. A membership General Meeting will be held annually.
- b. General Membership meetings may be held at the call of the co-chair upon the request of ten or more members.
- c. Members and associate members will receive a notice, agenda, and supporting documents for the AGM or other general membership meetings 30 days prior to the meeting.
- d. The quorum for a general membership meeting or general membership vote 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 a chair or his/her designate.

### 3. Structure

- a. The Association shall be governed by the policies approved by the membership at an annual meeting. Between each Annual General Membership meeting, the affairs of the Association shall be managed by the Board of Directors.
- b. The Board will appoint elected Directors to specific positions as required.
- c. 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 for a minimum of four meetings annually. Meetings shall be held at the call of a chair.
- e. A Board member who misses three consecutive meetings or 50% of meetings, whichever comes first, without a clear and valid explanation will be contacted by the Chair to discuss the member's commitment and capacity to remain on the Board.
- f. Every Board member must be sent prior notification of all board meetings for the actions of the Board to be official.

4. Board of Directors meetings are open and any voting member may make a request to attend, although voting rights are reserved for Directors.

#### 5. Voting

- a. Motions of the Association will be carried by a simple majority of the voting members participating.
- b. At the Annual General Membership meetings each voting member present will be eligible to vote.

#### 6. Election of Directors

- a. The GBCRA encourages Board renewal with terms and cycles that both refresh the leadership and maintain continuity. Board terms are for two years and are renewable. The Board will strive to limit co-chair terms to four consecutive years whenever possible.
- b. The election of Directors 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 or a non-secret electronic poll unless a request for secret ballots 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.

#### 7. Vacancies

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

## 8. Finances

- a. All cheques, drafts or orders for the payment of money will be signed by two 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.
- c. 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 of voting members present at any Annual General Meeting of the Association provided that notification of the bylaw revision to be presented is included in the notice calling the Annual General Meeting.

## VII.- MAILING ADDRESS

Contact with the George Brown College Retirees' Association shall be: [info@gbcra.ca](mailto:info@gbcra.ca)

Passed by the George Brown College Retirees' Association this \_ day of \_\_\_\_\_, 2022.