

## Georgia College Retiree Association (GCRA) Bylaws Last updated 12 May 2022

### I. Name

The name of the organization shall be the Georgia College Retiree Association; hereinafter referred to as the GCRA.

### II. Purposes

The purposes of the GCRA are to

- support the retirees,
- foster continued involvement of the retirees in the mission of the university,
- facilitate communication between the university and its retirees,
- promote the scholarly, fiscal, physical, social, and cultural interests of the retirees, and
- address matters related to perquisites and resources for the retirees.

### III. Membership

All employees who have retired from Georgia College are voting members of the GCRA.

“Friends of the GCRA” is a non-voting membership available to employees who are within one year of retirement from active service and wish to become involved with the organization, or who have left the service of the university, in good standing, without officially taking retirement.

### IV. Officers

IV. Section 1. There shall be three elected officers: Chair, Vice-Chair, and Secretary/Treasurer.

IV. Section 2. The terms of each elected officer shall be one year. Officers shall assume their positions on the July 1st immediately following the spring meeting at which officer elections were held and shall continue until their successors assume their positions. The Secretary/Treasurer may succeed themselves if reelected.

IV. Section 3. The duties of the officers shall be as follows:

#### Chair

- calls and presides at all meetings of both the GCRA and the Executive Council,
- serves as the official spokesperson of the GCRA,
- appoints both committees and chairs subject to the approval of the Executive Council,
- makes disbursements on behalf of the GCRA subject to the approval of the Executive Council,
- prepares an annual budget in collaboration with the Executive Council, and
- serves as the official GCRA representative to the USG Retiree Council.

#### Vice-Chair

- performs the duties of the Chair in the event of their absence, resignation, or inability to perform,
- coordinates both the program portion of the GCRA meetings and the luncheon meetings of the GCRA, and
- serves as the Chair-Elect and assumes the Chair position the following year.

#### Secretary/Treasurer

- takes minutes of meetings of both the GCRA and the Executive Council and prepares them for publication,

*Approved July 3, 2019; Amended September 18, 2019; Amended August 26, 2020; Amended June 10, 2021; Amended May 12, 2022*

- assists the Executive Council in drafting GCRA correspondence as requested, and
- assists the Executive Council in the budgetary aspects of the GCRA as requested.

IV. Section 4. In the event of a vacancy resulting from resignation or the inability of an elected officer, other than Chair, to complete their term of office, the Executive Council shall appoint a replacement.

## V. Councils and Committees

### V. Section 1. The Executive Council

- The Executive Council shall comprise the officers, the committee chairs, the immediate past chair, at least two at-large members, and at least one ex officio representative from the University.
  - At-large members shall be appointed by the Chair,
  - Each member shall serve from the time of appointment until June 30, and may be reappointed,
  - Meetings shall be held at least three times a year and may be face-to-face or virtual,
  - Meetings may be called by the Chair,
  - Meetings shall be called by the Chair at the request of at least two members, and
  - Quorum shall be three members.
- The duties of the Executive Council shall include the following:
  - approving the GCRA annual budget,
  - approving the committee appointments,
  - approving the disbursements from the GCRA treasury,
  - reviewing concerns pertaining to the Purposes articulated in Article II above,
  - planning the GCRA meetings and other GCRA activities, and
  - reviewing the GCRA bylaws.

### V. Section 2. The Nominating Committee

- The Nominating Committee shall comprise at least three members including its chair.
  - All members serve a one-year term,
  - Meetings may be called by its chair,
  - Meetings shall be called by its chair at the request of at least two members, and
  - Quorum shall be three members.
- The duties of the Nominating Committee shall include the following:
  - preparing a slate of officers each year, including provision for additional nominations to be made from the floor, and
  - conducting the officer elections.

### V. Section 3. Other Committees

- Other committees may be constituted by the Executive Council as it deems appropriate.

## VI. GCRA Meetings

- The fiscal year of the GCRA shall be from July 1 to June 30, inclusive.
- Meetings shall be held at least once a fiscal year and may be face-to-face or virtual,

- The agenda of the spring meeting shall include officer elections.
- Meetings may be called by the Chair,
- Meetings shall be called by the Chair at the request of at least five members,
- Meetings shall be called by the Chair at the request of at least three members of the Executive Council, and
- Quorum shall be ten members or 10% of the membership, whichever is smaller.

#### VII. Dissolution

Any motion to dissolve the GCRA must be considered at a meeting called specifically to consider such a motion, for which meeting written notice has been issued to all voting members for whom the Executive Council has a valid email address. Adoption of such a motion shall occur with a two-thirds majority of those casting votes favoring adoption.

#### VIII. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the GCRA in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the GCRA may adopt.

#### IX. Revision to these Bylaws

##### IX. Section 1. Proposing

Any proposed revisions to these bylaws must be submitted to the Executive Council in writing with the written support of at least three voting members of the GCRA.

##### IX. Section 2. Executive Council Review

Each proposed revision to these bylaws shall be classified by the Executive Council as editorial (see IX. Section 4) or non-editorial. Editorial revisions shall be considered as specified in IX. Section 4. Any non-editorial revision shall be forwarded by the Executive Council to the GCRA as a motion.

##### IX. Section 3. Non-Editorial Revisions

A motion regarding non-editorial revisions of these bylaws shall receive a reading wherein it shall receive disposition at a meeting of the GCRA, for which meeting written notice has been issued to all voting members for whom the Executive Council has a valid email address. Adoption of such a motion shall occur with a two-thirds majority of those casting votes favoring adoption.

##### IX. Section 4. Editorial Revisions

The Executive Council shall have the responsibility to consider and authority to adopt such revisions to these bylaws as are, in its judgment, editorial in nature. Editorial revisions are non-substantive modifications that include but are not limited to clarifications, reorganizations, renaming or renumbering, inserting, or deleting section titles, or other revisions made necessary because of punctuation, spelling, or other errors of grammar or expression. Such revisions shall be presented to the GCRA by the Executive Council as information items and may be grouped or submitted individually. Any such editorial revisions shall be effective immediately following the meeting of the GCRA at which the revisions are reported.