

**GRANDE PRAIRIE REGIONAL COLLEGE  
EMPLOYEES' ASSOCIATION**

**Bylaws**

**January 26, 2004**

(as revised November 25, 2015)

<b>1) EXECUTIVE OF THE ASSOCIATION .....</b>	<b>1</b>
<b>2) ELECTIONS.....</b>	<b>3</b>
<b>3) MEETINGS.....</b>	<b>4</b>
<b>4) STANDING COMMITTEES &amp; ELECTED POSITIONS.....</b>	<b>5</b>
<b>5) FINANCES.....</b>	<b>8</b>
<b>6) SCHEDULES</b>	
<b>Schedule A – Financial Receipts and Disbursements .....</b>	<b>9</b>

## ***HISTORY OF THESE BYLAWS***

Current Version enacted: January 26, 2004 (vote by ballot)

Bylaw Changes and Revisions:

### **January 26, 2004**

Bylaw established as a separate entity.  
Split from constitution via a constitutional vote.

### **May 2, 2007**

Change to Bylaw #4 – Subsection 2.5.2 – membership increase on committee

### **June 19, 2007**

Change to Bylaw #4 – subsection 4.2 – change from per member to gross amount

### **Feb 13, 2008**

Change to Bylaw #2 – Subsection 4.1 – numbering error

### **April 14, 2010**

Add 1.6 to Bylaw #1  
Reword 4.1, 5.3, and 7.1 of Bylaw #11  
Delete 5.5 of Bylaw #1 – responsible for new association member orientation  
Reword 1.1, 2.1, 2.2, and 3.2 of Bylaw #2  
Add 1.4 to Bylaw #2  
Add 3.1.4 to Bylaw #2  
Reword 1.1, 1.3, 1.4, 1.4.1, 1.4.2, 1.5.1, 1.6.1 of Bylaw #3  
Delete 1.4.3 of Bylaw #3, renumber 1.4.4 to 1.4.3 – Special general meeting called by President  
Add 1.8 and 1.8.1 to Bylaw #3  
Reword 1.3, 1.4.5, 2.1.5, 2.2.1, 2.2.5, 2.4.1, 3.1.3 of Bylaw #4  
Delete 2.2.6 of Bylaw #4 – Committee has own terms of reference  
Delete 2.3.2 of Bylaw #4 – Committee has own terms of reference  
Delete 2.2.6 of Bylaw #4 – Elected at February meeting, renumber 3.1.3 to 3.1.2  
Reword 1.1, 1.2, and 2.2 of Bylaw #5  
Add 3.3, 3.4, 3.4.1, 3.4.2 to Bylaw #5  
Delete 4.0, 4.1, 4.2, 4.3, 4.4, 4.5, 4.6, and 4.7 from Bylaw #5  
Add Schedule A Financial Receipts and Disbursements, Clauses 1 – 11  
Added Departure gift to >20 groupings

### **November 25, 2015**

Bylaw #1  
1.2, 2.3, 3.1 change cheques to disbursements  
4.1 strike “and absent”

Bylaw #2

Change 1.3 to have nominating committee run elections with President or Vice-president as alternate

Strike 2.2.1 Board of Governors Representative

Renumber 2.2.2 to 2.2.1 and 2.2.3 to 2.2.5

Add 2.2.3, 2.2.4

Strike “, except as specified in Bylaw #2, Article 2.2.1” from 4.1

Bylaw #3

Add 1.4.4

Add “or to fill vacant positions following a call for nominations or volunteers” to 1.8.1

Bylaw #4

Add “One copy must also be filed with the appropriate Alberta Labour Relations unit.” To 2.2.4

Add “and carry out the election process” to 3.1.2

Strike 4.2.1 and renumber 4.2.2 - 4.2.7 to 4.2.1 – 4.2.6

Bylaw #5

Add “or electronic payment” to 3.2

Schedule A

Fix numbering

Change 6.0 to a generic conference rather than AUPE

Add “plus delivery costs” to 8.3, 8.4 and 8.5

Change 10.0 to Student Services from Students’ Association and change name of hampers to GPRC Student Christmas Hamper program.

Add 12.0 Legal Reserve Fund

***BYLAW #1***  
***EXECUTIVE OF THE ASSOCIATION***

1.0 The President shall:

- 1.1 Be chairperson of, and call all Executive and General Meetings of the Association.
- 1.2 Determine matters to be placed on the agenda for all Executive and General Meetings.
- 1.3 Ensure that the duties of the Executive Members are carried out according to the Association Constitution and its Bylaws.
- 1.4 Co-sign all disbursements on behalf of the Association, if supported by the appropriate documentation.
- 1.5 Be an ex officio member of all other committees of the Association and serve on college related committees as determined from time to time.
- 1.6 Serve as the official representative of the Association.

2.0 The Vice-President shall:

- 2.1 Serve as Acting President of the Association in the absence of the President.
- 2.2 Carry out any additional duties as requested from time to time by the President.
- 2.3 Co-sign all disbursements in the absence of the President if supported by the appropriate documentation.

3.0 The Treasurer shall:

- 3.1 Prepare and co-sign all disbursements if supported by the appropriate documentation.
- 3.2 Receive all revenues or other receipts of the Association, monitor all expenditures, and any other requirements of the Association with due regard for audit requirements.
- 3.3 Prepare the Annual Budget for approval at the September meeting.
- 3.4 Prepare a year-end financial statement after the fiscal year ending April 30.
- 3.5 Give a financial report on the status of the Association funds at all General Meetings of the Association, listing all disbursements and revenues for information and approval.
- 3.6 Disburse Association monies for purchase or lease of all goods and services as directed by Association operations.
- 3.7 Maintain an up-to-date inventory of all Association assets, showing the physical location of the assets.

4.0 The Secretary shall:

- 4.1 Take minutes at all General meetings, and as necessary, Executive meetings, of the Association, recording the names of persons present and all motions and business discussed.
- 4.2 Prepare agendas and appropriate minutes for distribution:
  - 4.2.1 To all executive at least three working days prior to the next Executive meeting and,
  - 4.2.2 To all Members of the Association at least three working days prior to the next General Meeting.
- 4.3 Make arrangements (time and place) for all meetings as directed by the President
- 4.4 Maintain up-to-date files and records, including the Constitution and Bylaws, as well as minutes and correspondence for historical purposes.

5.0 The Member-at-Large shall:

- 5.1 Serve as liaison between Association members and the Executive in matters of everyday concern.
- 5.2 Maintain contact with all campuses and with the Students' Association and the Academic Staff Association.
- 5.3 Be responsible for buying gifts/flowers and cards for Association members as per Schedule A of these Bylaws, in coordination with Human Resources, the employee and/or the department, and provide receipts for same to the Treasurer
- 5.4 Relay Association news.

6.0 The Collective Bargaining Committee Chairperson shall:

- 6.1 Maintain an active liaison between the Association and the Collective Bargaining Committee.

7.0 The Immediate Past President shall:

- 7.1 Be a non-voting member of the executive and act in an advisory capacity for a minimum one (1) year term, or until a suitable replacement can be determined. When an immediate Past President is not available, any former President may be a suitable replacement with preference given to the most recent Past President, as voted on by the general membership

## ***BYLAW #2 ELECTIONS***

### **1.0 Procedures**

- 1.1 Elections for all positions on the Association Executive and any Standing Committees shall be held at the Annual General Meeting in April.
- 1.2 The Nominating Committee shall present a slate of nominees for all positions.
- 1.3 Voting for all elections shall be conducted by secret ballot by the Nominating Committee, or by the President or Vice-President.
- 1.4 Ad Hoc Committee positions shall be elected as necessary throughout the years

### **2.0 Length of Terms**

- 2.1 Persons elected shall assume office on May 1 following the April election meeting.
- 2.2 Elected positions are for the period, May to April, unless otherwise specified in the committees' Terms of Reference, with the following exceptions:
  - 2.2.1 All members of the Collective Bargaining Committee shall continue to serve until current negotiations have been completed, at which time, the new Committee shall assume its duties. Members of the Collective Bargaining Committee shall serve alternating two-year terms.
  - 2.2.2 The Academic Council members shall serve alternating two-year terms.
  - 2.2.3 The Grievance Committee members shall serve alternating two-year terms.
  - 2.2.4 The Staff Development Committee members shall serve alternating two-year terms.
  - 2.2.5 The College Classification Committee members shall serve alternating three-year terms, or as per Committee Terms of Reference.

### **3.0 Vacancies**

- 3.1 An elected position may be declared vacant if:
  - 3.1.1 the incumbent is no longer a member of the Association
  - 3.1.2 the incumbent misses three consecutive meetings without a Notice of Absence, or four consecutive meetings with or without a Notice of Absence.
  - 3.1.3 the incumbent resigns the position before the end of office.
- 3.2 Any vacancy shall be filled in a by-election at the next General Meeting of the Association and the elected person shall assume office immediately.

### **4.0 Eligibility**

- 4.1 All members of the Association shall be eligible for election to any position.
- 4.2 Members of the Association shall not hold more than one Executive position.

## ***BYLAW #3 MEETINGS***

### **1.0 Parliamentary Authority**

- 1.1 All Association Executive, General and Special meetings shall be conducted in accordance with parliamentary practice, the approved authority being the current unabridged edition of Robert's Rules of Order.
- 1.2 The General Meeting of the Association shall be the final authority of the Association.
- 1.3 The Executive Committee shall meet once a month, if necessary, from September through May and at any other time as deemed necessary by the President or designee.
- 1.4 Regular General Meetings of the Association shall be called in September, November, February and April. Special General Meetings may be called whenever deemed necessary by the President.
  - 1.4.1 The September meeting shall be the Annual Budget Meeting.
  - 1.4.2 The April meeting shall be the Annual Election Meeting.
  - 1.4.3 Notwithstanding 1.4 above, a Special General Meeting of the Association must be called upon receipt by the President or Vice-President of a petition bearing the signatures of not less than one-third of the membership of the Association.
  - 1.4.4 If there is no urgent business to be conducted, the November and/or February meetings can be cancelled and deferred to the April meeting.
- 1.5 Quorums
  - 1.5.1 Quorum requirements for all Executive Committee and General Meetings of the Association are set out in Article VI, Sections 1 and 2 of the Constitution.
  - 1.5.2 Quorum requirements for all Standing and Ad Hoc Committees shall be majority of the members of the committee.
- 1.6 Notice of Meetings
  - 1.6.1 At least three working days notice must be given of all Executive, Committee and General Association meetings.
- 1.7 Absentee Voting
  - 1.7.1 A member who is absent from an Association meeting may vote on extraordinary resolutions by absentee ballot.
  - 1.7.2 The absentee ballot shall be sealed in appropriately labeled envelopes, signed by the member, and submitted to the Secretary prior to the meeting.
  - 1.7.3 The Secretary and the President shall record the names of all absentee voters prior to the meeting.
  - 1.7.4 Absentee voting is only permitted on extraordinary resolutions at Association meetings under the following conditions:
    - 1.7.4.1 Unable to attend because of necessary job requirements, or
    - 1.7.4.2 Unable to attend because of illness.
  - 1.7.5 An absentee vote shall be counted with the other ballots.

## 1.8 Email Voting

- 1.8.1 Where time is of the essence or as directed by the general membership, the Executive can decide to hold an email vote to resolve minor issues or to fill vacant positions following a call for nominations or volunteers.



**BYLAW #4**  
**STANDING COMMITTEES & ELECTED POSITIONS**

**1.0 Committee Responsibilities**

- 1.1 All Standing Committees are responsible and accountable to the Association.
- 1.2 All Standing Committees must meet at least once between September and April.
- 1.3 Their function is to carry out the duties as set out in this Bylaw or in the approved Terms of Reference specific to the committee, if applicable
- 1.4 The Chairperson of each of these committees shall
  - 1.4.1 Be elected by the committee at its first meeting
  - 1.4.2 Call regular meetings of their committees
  - 1.4.3 Report on the Committee's progress at each General Meeting of the Association.
  - 1.4.4 Keep the Executive informed, if necessary, between General meetings.
  - 1.4.5 Submit a committee budget request to the executive by May 31, for inclusion in the annual budget, if necessary.

**2.0 Standing Committees**

- 2.1 Collective Bargaining Committee
  - 2.1.1 The Collective Bargaining Committee shall be comprised of three (3) full-time members and one (1) alternate.
  - 2.1.2 The Collective Bargaining Committee shall represent the Association on all matters concerning collective bargaining of the "Employees' Association / Board of Governors Collective Agreement".
  - 2.1.3 The Committee shall keep all members of the Association informed of the status of any negotiations in progress.
  - 2.1.4 Any Collective Agreements shall be signed by the President of the Association and the Chairperson of the Collective Bargaining Committee upon authorization by a simple majority vote at a General meeting of the Association or Special meeting called for such purposes.
- 2.2 Constitutional Review Committee
  - 2.2.1 The Committee shall consist of a minimum of two (2) members of the Executive and the Association President.
  - 2.2.2 The Committee shall make a continuing review of the Association Constitution and its Bylaws and shall put forward such resolutions it feels are necessary for the most efficient operation of the Association.
  - 2.2.3 Any changes to the Constitution or its Bylaws shall be collected and presented annually for approval at a meeting prior to the April elections meeting.
  - 2.2.4 Upon passage of any amendments the constitution shall be updated accordingly and reprinted with a copy to each Executive Committee member, Human Resources, and one copy to be available for member access. One copy must also be filed with the appropriate Alberta Labour Relations unit.

### 2.3 Grievance Committee

- 2.3.1 The Grievance Committee shall consist of three (3) members of the Association, plus one (1) alternate.
- 2.3.2 The Committee shall be responsible, on all matters pertaining to conflicting interpretation of the collective agreement, in the manner prescribed by the conditions of the “Employees’ Association / Board of Governors Collective Agreement”.

### 2.4 Social Committee

- 2.4.1 The Social Committee shall consist of a minimum of three (3) members of the Association.
- 2.4.2 This Committee is responsible for the planning and carrying out of any social activities of the Association, as well as acting as a liaison between the Association and other College groups for social functions.

### 2.5 Staff Development Committee

- 2.5.1 The Staff Development Committee shall report to the members of the Association.
- 2.5.2 The Staff Development Committee shall consist of three (3) members of the Association
- 2.5.3 The committee shall have its own terms of reference.

## 3.0 Other Committees

### 3.1 The Nominating Committee

- 3.1.1 The Nominating Committee shall be composed of three (3) members of the Association.
- 3.1.2 The Nominating Committee, at the direction of the President, shall compile a slate of candidates and carry out the election process for the April Annual meeting.

### 3.2 Ad Hoc Committees

- 3.2.1 Ad Hoc Committees may be formed from time-to-time as required
- 3.2.2 Ad Hoc Committee members and terms of reference will be decided at any General Meeting of the Association

## 4.0 College Representation

### 4.1 Representative Responsibilities

- 4.1.1 Association members sit on College wide committees as requested
- 4.1.2 The members shall report to the members of the Association
- 4.1.3 The members shall report, as necessary, to the Executive between General meetings
- 4.1.4 The members are expected to participate as a full member of any college committee.
- 4.1.5 The members are requested to represent the Association interests wherever possible.

### 4.2 Committee list (Non-comprehensive)

- 4.2.1 Academic Council
- 4.2.2 Board of Governors
- 4.2.3 College Classification Committee
- 4.2.4 Art Acquisition
- 4.2.5 Food Services
- 4.2.6 Others as requested

## ***BYLAW #5***

### ***FINANCES***

#### **1.0 Membership Dues**

- 1.1 Membership dues shall be as set forth in Schedule A of these Bylaws. The College Director of Financial Services, or the Director's representative, is empowered, at the direction of the Association, to deduct this amount each month from each member's pay, and turn the monies collected over to the Executive of the Association.
- 1.2 The Executive shall have the power to receive such funds as may be established by the Association in the form of dues or assessments to further the purpose of the Association, and shall expend such funds as set forth in Schedule A of these Bylaws,

#### **2.0 The Fiscal Year**

- 2.1 The Association shall observe April 30 as the fiscal year end for the financial operation of the Association, at which time an annual audit of all financial transactions of the previous year may be done which shall include general particulars of the assets, liabilities, revenues and expenditures of the Association.
- 2.2 A petty cash fund of the amount set forth in Schedule A may be established each May 1, to be used at the discretion of the Treasurer.
  - 2.2.1 Petty cash may be replenished, as required, at the Treasurer's request.
  - 2.2.2 The Treasurer shall keep all receipts and record the disbursements in the financial records.

#### **3.0 Allocation of Funds**

- 3.1 All monies paid to the Association shall be deposited in the Association accounts.
- 3.2 All monies paid by the Association shall be disbursed by cheque or electronic payment, and all receipts and payments made in respect of Association business shall be supported by documentation and shall be kept on file for verification.
- 3.3 Funds will be allocated as per Schedule A of these Bylaws or as approved by plurality vote at a General Meeting.
- 3.4 Schedule A-Amendment
  - 3.4.1 Only the General Membership is empowered to enact such Schedules or make amendments to existing Schedules as it deems necessary for the proper discharge of the responsibilities, duties, and business of the Association.
  - 3.4.2 Bylaw Schedules or amendments to Bylaw Schedules of the Association shall take effect upon completion of the following procedure:
    - 3.4.2.1 Notice of Motion at a General Meeting of the Association, followed by,
    - 3.4.2.2 Passage by a two-thirds majority vote of the Association Members present at the next General Meeting of the Association.

## ***SCHEDULE A***

### ***FINANCIAL RECEIPTS & DISBURSEMENTS***

#### **1.0 MEMBERSHIP DUES**

Membership dues shall be \$15.00 (fifteen dollars) per month.

#### **2.0 TREASURER'S PETTY CASH FUND**

A petty cash fund of \$150.00 (one hundred fifty dollars) may be established each May 1, to be used at the discretion of the Treasurer for Association business.

#### **3.0 COLLECTIVE BARGAINING COMMITTEE**

Members of Collective Bargaining Committee are permitted \$50.00 (fifty dollars) per committee member to a maximum of \$200.00 (two hundred dollars) for an informal meal after settlement of the contract being negotiated to be taken within one month of settlement or forfeited.

#### **4.0 OLD/NEW EXECUTIVE**

Outgoing and Incoming members of the Executive are permitted \$50.00 (fifty dollars) per committee member (old and new) to a maximum of \$700.00 (seven hundred dollars) for an informal meal taken within one month of elections for forfeited

#### **5.0 EXECUTIVE AUTHORIZED LIMITS**

The Executive shall be permitted to expend up to, but not exceeding, \$1,000.00 (one thousand dollars) without prior approval of the General Membership. All expenditures above \$1000.00 (one thousand dollars) must be approved by a plurality vote at a General Meeting.

#### **6.0 EDUCATIONAL INSTITUTE BARGAINING SEMINAR**

Seminar registration fees, accommodations, meals and transportation costs for a maximum of two negotiations committee members or appointed representatives to attend an annual bargaining seminar or equivalent conference.

#### **7.0 EXECUTIVE HONORARIUM**

The Executive shall be entitled to an Honorarium of \$500.00 (five hundred dollars) per year per eligible Executive Member, payable in two installments of \$250.00 (two hundred fifty dollars) on December 1<sup>st</sup> and April 30<sup>th</sup>.

## 8.0 MEMBER-AT-LARGE

The Member-at-Large shall be entitled to expend funds as set out in this Schedule for special occasions affecting Members, such as departures, births/adoptions, marriages, deaths, etc. upon receiving notification of the event:

- 8.1 New Employee Welcome – card as provided by Community Relations
- 8.2 Lunch for members for the September and April meetings
- 8.3 Birth/Adoption – gift/flowers and card up to an approximate value of \$50.00 (fifty dollars) plus delivery costs.
- 8.4 Marriage – gift/flowers and card up to an approximate value of \$50.00 (fifty dollars) plus delivery costs.
- 8.5 Death – donation/flowers and card up to an approximate value of \$50.00 (fifty dollars) plus delivery costs.
  - 8.5.1 For a death in the family under the guidelines outlined in the E.A. Collective Agreement under clause 8.3 Conditions Governing Compassionate Leave. Or
  - 8.5.2 Upon request from the department and agreement from 2 executive members if the above guidelines are not met.
- 8.6 Extended Sick Leave/Hospital Stay – flowers and/or card as per guidelines listed above.
- 8.7 Departure Gifts

Years Worked	Amount Paid
>1 and <=3	\$25.00
>3 and <=5	\$50.00
>5 and <=7	\$85.00
>7 and <=10	\$125.00
>10 and <= 20	\$250.00
> 20	\$500.00

## 9.0 FUNDRAISERS

The Employees' Association will support GPRC annual fundraisers as follows:

- 9.1 College Classic Golf Tournament – one entry for a member, selected by draw from those interested, into the annual College Classic Golf Tournament.
- 9.2 President's Ball – two tickets for a member and guest, selected by draw from those interested, into the annual President's Ball.

## 10.0 STUDENT SERVICES CHRISTMAS HAMPERS

The Employees' Association will give a \$750.00 (seven hundred fifty dollars) annual donation to the GPRC Student Christmas Hampers.

## 11.0 GPRC BURSARY

The Employees' Association will give a \$500.00 (five hundred dollars) annual donation to the GPRC EA Bursary.

## 12.0 LEGAL RESERVE FUND

- 12.1 The Employees Association has mandated a special reserve fund be established to offset potential legal fees that the Association may face in the course of normal Association business.
- 12.2 The reserve fund balance required has been set at \$300,000.
- 12.3 The monthly dues were increased from \$12.50 per month to \$15.00, with the understanding that the additional \$2.50 be added directly to the reserve fund.
- 12.4 Once the minimum \$300,000 has been achieved, the monthly dues can be reduced to ensure surplus funds do not accrue in Association accounts.
- 12.5 Any excessive yearly surpluses can also be added to the legal reserve fund, as only a minimum balance has been mandated.

eof