



British Columbia Government Retired Employees' Association

CHEAM VIEW BRANCH 2000 ADMINISTRATIVE PROCEDURES

(Chilliwack)

Adopted

PART I: NAME OF THIS DOCUMENT IS: "British Columbia Government Retired Employees' Association. Cheam View Branch 2000 Administrative Procedures."

PART II: OBJECTIVES OF THE BRANCH: Through these Procedures, to

- promote the welfare of all persons in receipt of a superannuation allowance under the Public Service Pension Plan: to
 - be apolitical; to
 - supplement Association Constitution, Bylaws, Policies and Procedures and Branch Regulations; to
- provide Executive guidance in the governance of this Branch; to
- advocate measures beneficial to retirees and potential retirees of the public service of BC and other BC agencies or bodies deemed appropriate by the Association; to
 - oppose measures inimical to said retirees and potential retirees: to
- inform and assist annuitants and potential retirees mentioned above with regard to their rights as retirees and to
- cooperate with other organizations in furtherance of mutual objectives.

PART III: MEMBERSHIP

- (1) Survivor Privileges: Spousal survivor of a deceased member who died while in good standing' shall enjoy all membership privileges as would have been enjoyed by their deceased Spouse until the 31st day of December of the calendar year in which their Spouse died.
- (2) Survivor Membership: A surviving Spouse is eligible for Active or Associate Membership upon application and payment of dues. Spousal Survivors in receipt of a PSPP pension are eligible for **Active** Membership. and Spousal survivors in receipt of a PC pension arising from a Plan other than PSPP. are eligible for **Associate** Membership, in both cases. regardless of the deceased spouse's membership status at time of death.

PART IV: RESIGNATIONS, SUSPENSIONS AND EXPULSIONS

- (1) In the event the Branch Executive is informed that a member of the Branch may no

longer be worthy of being connected with the Association, the Branch Executive shall call a Special Executive Meeting within seven (7) 'working days' of so being Informed, to discuss the matter. The member shall receive written notification of the allegations and be invited to attend the Special Executive Meeting.

- (2) The Member may be accompanied at this Meeting by another person who will represent the Member before the Executive, if the member so wishes.
- (3) If the Branch Executive concludes the allegations **might** be credible, the Executive shall submit a written report of the Special Executive Meeting proceedings to the Association Executive without undue delay and without comment. The Branch will present the member concerned with a copy of that Report. The Branch **shall not** retain a copy.

PART V: MEETINGS

- (1) *Robert's Rules of Order*, where not inconsistent with the intent of Branch Regulations, shall apply insofar as is practicable, at all Branch meetings.
- (2) General Meetings shall be held monthly, except during July and August, at a time and location selected by the Branch Executive. All members may attend. **Ten per cent (10%)** of the Branch **Honorary, Life** and **Active Members** in good standing shall constitute a General Meeting quorum
- (3) Executive Board Meetings may be called by the Branch Chairperson as and when circumstances require.
- (4) Special General Meetings shall be called by the Executive on written request of five (5) or more Active Members. Such requests will specify the reasons why the members require that a Special General Meeting be called. All Branch members may attend and participate in Special General Meetings. but Associate Members may not vote.
- (E) Elections to the Executive Board require a quorum unless otherwise provided for in Branch Regulations, or these Procedures.
- (F) A quorum at **Executive Board Meetings** shall consist of any four of the elected Board members, one of whom must be either the Chairperson or Vice Chairperson. All decisions made at Executive Meetings and Special Executive Meetings at which a quorum is present, shall be by simple majority vote.

PART VI: ELECTION OF EXECUTIVE BOARD OFFICERS

- (1) The Branch Executive (Board) Officers, with the exception of the Immediate Past Chairperson, will be elected annually at the May General Meeting and shall be installed on completion of 'Old Business' at the June General Meeting.

(2) The **Executive Board** for this Branch shall consist of a:

Chairperson	Vice Chairperson
Secretary	Treasurer
Immediate Past Chairperson	Two or more Directors

- (3) The Association Secretary shall be advised of the election of all Executive Board Members without undue delay.
- (4) Additional Directors may be elected at a General Meeting to assist the Executive Board during that Executive's term of office.
- (5) Special Elections of Executive and/or Directors may be held at General Meetings to fill vacancies, or at Special General Meetings called to resolve extraordinary matters.

PART VII: APPOINTMENTS

- (1) If one or more **vacancies** on the Executive Board occur, the Executive Board may appoint an Active, Honorary or Life Member to temporarily fill the position. Such appointments are subject to confirmation at Special Election or at the first General Meeting at which a quorum exists.
- (2) To accommodate temporary absences or in extraordinary circumstances, and after consultation with the Executive Board, the Chairperson may appoint an Active, Honorary or Life Member to the Executive, or reassign duties amongst the Executive, for a period of ninety (90) days, without reference to the membership.
- (3) The Chairperson, after consultation with the remainder of the Executive Board, may appoint any Branch member to a Committee, or to the position of a Committee Chair, for a period of one calendar year, without reference to the membership.

PART VII: DUTIES OF THE EXECUTIVE BOARD

- (1) **The Chairperson** shall exercise supervision over all the affairs of the Branch, call Executive Meetings when necessary and be a member of all committees, with the exception of an **Examining Committee**.
- (2) **The Vice Chairperson** shall preside in the absence of the Chairperson and shall assist the Chairperson as may be required.
- (3) **The Treasurer** shall receive all monies from members and committees, shall issue receipts, shall deposit funds in a bank or credit union in the name of the Branch, shall keep account of monies received and expended, shall prepare monthly Branch

financial statements and shall submit an annual financial statement to the Association in conjunction with a report of an **Examining Committee**. (See Annexes "A" and "B" for format.)

- (4) **The Secretary** shall keep full records of all meetings and attend to all correspondence.
- (5) **The Membership Chairperson** shall maintain a complete register of Branch members, shall advise members and the Treasurer of dues arrears, shall submit quarterly membership reports to the Central Office in a format specified by the Association Membership Secretary, shall liaise with the Association Central Office and other branch membership chairs as necessary and assist the Treasurer as required.
- (6) **The Directors** shall attend General and Executive Meetings and serve on committees as required.
- (7) **The Immediate Past Chairperson** shall be a member of the Executive Board and hold such office until replaced by a new Past Chairperson, or until s/he resigns or vacates the position under sub-paragraph (8) of this Part.
- (8) Any member of the Executive Board failing to attend three (3) consecutive meetings without notification or just cause (sickness or absence from the country) shall be considered to have abandoned his/her office and the position may then be declared vacant by the Executive Board. If the position, other than that of Past Chairperson, is declared vacant, a Special Election shall be called without undue delay.

PART VIII: PRIVACY

- (1) The Membership Chairperson shall function as the Branch Privacy Officer and shall develop and coordinate personal information and protection of privacy policies with the Association Privacy Officer and with the Branch Secretary.

PART VIII: FINANCE

- (1) All Branch bills shall be paid by cheque and receipts shall be issued for all funds received. An accurate accounting of receipts and disbursements shall be maintained. The Branch shall have full control over revenue and expenditures.
- (2) Annual dues shall be payable in advance on the 2nd of January of each calendar year, except that an applicant enrolled after the 31st of October shall pay no dues for that calendar year.

- (3) All Branch bills shall be paid by cheque and receipts shall be issued for all funds received. An accurate accounting of receipts and disbursements shall be maintained. The Branch shall have full control over revenue and expenditures. Cheques shall be signed by two Signing Officers.
- (4) The Branch Signing Officers shall be:

Treasurer	Chairperson
Vice-Chairperson	Secretary
- (5) With the exception of monthly General Meeting luncheon reconciliation cheques, disbursement of more than one hundred dollars (\$100.00) for a single activity, exclusive of PST/GST taxes, or acceptance of a liability for more than one hundred dollars (\$100.00), exclusive of PST/GST taxes for a single activity, requires a quorum vote. 'Projects' may not be broken into 'Activities' to circumvent this limitation.
- (6) Annual *per capita* dues to the British Columbia Retired Government Employees' Association (B.C.G.R.E.A.) are exempt from the one hundred-dollar (\$100.00) limitation of sub-paragraph "5" of this Part.
- (7) The Branch Financial Year will end the 30th of June. The Branch Treasurer will assist an **Examining Committee** comprised of at least one Director and one Active Member, none of whom may be a Signing Officer, to enquire into Branch financial transactions and all relevant records. This Committee will submit their report to the Association and the Branch membership in the required format without undue delay. (See Annex "B")

PART IX: MISCELLANEOUS

- (1) These Branch Administrative Procedures supplement but may not be in conflict with the *British Columbia Government Retired Employees' Association (B.C.G.R.E.A.)* Constitution and Bylaws, as registered with the British Columbia Registrar of Companies under Certificate number S-0003751, nor the B.C.G.R.E.A. Rules and Procedures as may be amended at Association Annual General Meetings, nor Cheam View Branch 2000 Regulations.
- (2) Should these Branch Procedures be deemed to be in conflict with the intent of the Constitution and Bylaws, Rules and Procedures of the B.C.G.R.E.A., the Regulations of this Branch, or to be deficient in any other manner, the B.C.G.R.E.A. Constitution and Bylaws and Rules and Procedures and the provisions of the *British Columbia Society Act* shall apply. Should circumstances be such that the above Association authorities not be considered competent, the provisions of *The British Columbia Society Act* shall apply.

- (3) These Instructions are issued under the authority of the Chairperson in consultation with the Executive Board, Active, Life and Honorary Members of BCGREA Cheam View Branch 2000. They may be amended or modified as circumstances require. Simple majority provided a quorum is present is needed.

D.L.D. SIAS
Chairperson
Signature

Dated this 18th day of November 2003

LIST OF AMENDMENTS

THIS LIST CONTAINS AMENDMENTS RELEVANT TO THE BRITISH GOVERNMENT RETIRED EMPLOYEES' ASSOCIATION, CHEAM BRANCH 2000 ADMINISTRATIVE PROCEDURES AND BYLAWS.

NOTE: THIS LIST IS PRINTED FOR CONVENIENCE ONLY
AND HAS BEEN CONSOLIDATED AS OF:
FEBRUARY 17TH, 2020.

AMENDED: November 21, 2017

PART V: MEETING

(2) by striking out "July and August" and substituting July,
August, September and January"

AMENDED: June 2015

PART V111: FINANCE

(5) by striking out " one hundred dollars (\$100.00)"and
substituting "two hundred and fifty dollars (\$250.00)"