

NOVA SCOTIA GOVERNMENT
RETIRED EMPLOYEES ASSOCIATION
(NSGREA)



CONSTITUTION
&
BY-LAWS

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Article I Aims and Purposes

- 1.1 The aims and purposes of the Association (NSGREA) shall be:**
- 1.1.1 To promote the interests of its members and generally to advance the economic and social welfare of the membership;**
 - 1.1.2 To bring together retired members or their delegates to discuss issues pertaining to the membership;**
 - 1.1.3 To make presentations to any and all committees of governments that would be of benefit to the membership;**
 - 1.1.4 To secure legislation which will safeguard and promote the principles, rights and liberties of the membership;**
 - 1.1.5 To encourage the membership to participate in their democratic institutions by exercising their full rights and responsibilities of citizens by voting in elections;**
 - 1.1.6 To assist groups with their retirement preparation programs; and**
 - 1.1.7 To work with the NSGEU and other Unions to further the aims of NSGREA.**

Article II Dues

- 2.1 All members to be in good standing pay dues as prescribed by Convention.**

Article III Elections

- 3.1 Elections for positions of the NSGREA Provincial Executive shall be conducted at the Annual Convention.**
- 3.2 In the event of a vacancy in the office of President, the Vice-President shall perform the duties of the President until the next Annual Convention**
- 3.3 In the event of a vacancy in any other Executive Officers position, the**

Provincial Executive shall appoint from the membership a suitable individual to serve the unexpired term until the next Annual Convention.

3.4 To be eligible for nomination, a member must be present at the annual Convention or Special Convention called for that purpose, or has agreed in writing to accept office and be a paid up member.

3.5 Election of officers shall be by secret ballot.

3.6 A nominee shall be declared elected upon receiving fifty percent (50%) +1 of the votes cast. If a majority vote is not obtained by a nominee, a runoff election shall be held, from which the nominee who received the least votes and any other nominee who voluntarily withdraws will be eliminated from the ballot. This process will continue until a nominee achieves the required number of votes to be elected.

3.7 If there is only one nominee for a position, the elections chairperson shall declare that nominee elected by acclamation.

3.8 No vote count shall be announced.

3.9 Elections for officers will be held at every Convention, alternating in the following manner:

3.9.1 Vice-President, Treasurer, Benefits Representative and Communications Officer elected for a two-year term and every odd year thereafter.

3.9.2 President, Secretary and Membership Secretary elected for a two-year term and every even year thereafter.

3.9.3 NSGREa Executive members will be entitled to serve two (2) consecutive terms, a total of four (4) years in any position, and vacate the position for at least one (1) year before standing for election in the previous position.

Article IV Participation

4.1 The Annual Convention of the NSGREa shall be at a place and time as determined by the NSGREa Provincial Executive.

4.2 The Annual Convention shall elect from its membership the NSGREa Provincial Executive Positions as per Article 3.9.

- 4.3 The immediate Past President will be a non-voting member of the Executive.**
- 4.4 The NSGREA Provincial Executive may designate any other member to serve the Association in any additional positions as required.**
- 4.5 The Regions designated are as follows:**
 - 4.5.1 Cumberland County**
 - 4.5.2 Lunenburg, Queens Counties**
 - 4.5.3 Halifax Regional Municipality and Hants East**
 - 4.5.4 Out of Province members**
 - 4.5.5 Inverness, Richmond, Victoria Counties**
 - 4.5.6 Digby East to and including Hants West**
 - 4.5.7 Antigonish, Guysborough, Pictou Counties**
 - 4.5.8 Cape Breton County**
 - 4.5.9 Colchester County**
 - 4.5.10 Shelburne, Yarmouth Counties, District of Clare and Digby West**

Article V Duties of the Executive

- 5.1 The President Shall:**
 - 5.1.1 Be the Chief Executive Officer of the Association, and shall be responsible for the overall operation of the NSGREA in conjunction with the Provincial Executive;**
 - 5.1.2 Preside at all meetings of the Executive and the Annual Convention;**
 - 5.1.3 Sign all official documents of the NSGREA and be a signing officer;**
 - 5.1.4 Attend meetings when requested or, send a replacement as a representative;**
 - 5.1.5 Be an ex-officio member of all committees;**
 - 5.1.6 Assign duties and responsibilities to members of the Executive; and**
 - 5.1.7 Perform such other duties as are normally attached to the office of President.**

5.2 The Vice-President shall:

- 5.2.1 Replace the President in his/her absence;**
- 5.2.2 Be a signing officer of the Association;**
- 5.2.3 Aid the President in the duties as Chief Executive Officer and act on behalf of the President when so authorized and discharge the responsibilities assigned by the President; and**
- 5.2.4 Accept and carry out other duties as may be required by the Executive of the Association.**

5.3 The Secretary shall:

- 5.3.1 Take and record minutes of all executive meetings and present these minutes at the following meeting;**
- 5.3.2 Handle the correspondence of the NSGRE as directed by the Provincial Executive and/or Annual Convention;**
- 5.3.3 Work with the President in preparing meeting notices, agendas and attending to other business of the Association;**
- 5.3.4 Have and hold records and minutes of the current five year period; and**
- 5.3.5 Perform any other related duties as determined by the Executive.**

5.4 The Treasurer shall:

- 5.4.1 Be a signing officer of the Association and shall sign all financial documents of the Association;**
- 5.4.2 Attend to all financial matters of the NSGRE with the approval of the Executive;**
- 5.4.3 Maintain a record of all receipts and disbursements of the Association for the current five-year period;**
- 5.4.4 Report as required on the financial position of the NSGRE;**
- 5.4.5 Deposit all funds and investments of the Association as approved by NSGRE Provincial Executive;**

- 5.4.6 Prepare an annual budget and provide financial statements to the Annual Convention; and**
 - 5.4.7 To coordinate all financial matters pertaining to the Annual Convention.**
- 5.5 The Membership Secretary shall:**
 - 5.5.1 Keep a current list of all active and inactive members;**
 - 5.5.2 To coordinate the Annual Convention;**
 - 5.5.3 Prepare information material to be distributed as required;**
 - 5.5.4 Prepare membership campaigns to bring non-active retirees into active status; and**
 - 5.5.5 Perform any other related duties as assigned by the Provincial Executive.**
- 5.6 The Benefits Representative shall:**
 - 5.6.1 Represent NSGREA in all matters pertaining to benefits and pensions, with the exception of the Board of Directors position on the Public Service Superannuation Plan Trustee Incorporated (PSSPTI);**
 - 5.6.2 Act as chairperson of the Benefits Committee; and**
 - 5.6.3 Advise and act as a resource person to the members on all matters relevant to retirees or post-retirement benefits and pensions.**
- 5.7 The Communications Officer shall:**
 - 5.7.1 Assist the Executive with matters of communication including emails, text messaging, video conferencing, social media etc.**

Article VI Honorariums

- 6.1 Honorariums shall be paid to the Executive Committee and to Regional Presidents as determined by Conventions.**

Article VII Committees

- 7.1 The Provincial Executive may establish such Committees as it determines necessary from time to time to carry out its objectives or any functions assigned to it.**
- 7.2 The Provincial Executive will create standing committees for the Association, such as, but not limited to, a financial committee, training and education committee, conventions committee, for any other standing committee deemed necessary.**
- 7.3 The number of each Committee and the mandate of such committee shall be determined by the Provincial Executive.**
- 7.4 Members on each Committee shall serve without remuneration. The Committee member may be paid reasonable expenses incurred by them in the performance of their duties.**
- 7.5 The members of (1)The Finance Committee, (2)The Resolutions Committee, and (3)The Pension Committee, as well as any other standing Committee(s) may be elected at the Annual Convention or appointed by the Provincial Executive. The term of membership on each Standing Committee shall be for a period of one (1) year. They may be appointed to the committee in subsequent years.**

Article VIII Policy Statements

- 8.1 In consideration of the ongoing need for the Association to provide guidelines, information and directions to its members, the NSGRE Executive may adopt Policy Statements on such matters as are deemed necessary from time to time.**

Article IX Dissolution

- 9.1 It is specifically provided that in the event of dissolution or winding up of the Association (NSGRE) all of its remaining assets after payment of its liabilities shall be distributed and left to the Nova Scotia Government Employees Union (NSGEU).**

Article X Amendments

- 10.1 Amendments to the Constitution may be made at the Convention by a 75% majority vote of those present and voting. Proposed amendments must be presented to the Secretary of the Provincial Executive at least sixty (60) days before the Convention and/or a Special Meeting called for that purpose. The amendment shall be included in the Notice calling the Convention and/or Special Meeting called for that purpose. A Special Committee appointed by the Executive to review the Constitution may also bring changes forth according to the Constitution.**

Article XI Constitutional Convention Agenda

- 11.1 Call to Order**
- 11.2 Approval of Agenda**
- 11.3 Previous Minutes and Approval**
- 11.4 Resolutions**
- 11.5 New Business**
- 11.6 Adjourn**

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Article I Name

- 1.1 The Name of the organization shall be known as the Nova Scotia Government Retired Employees Association, hereafter referred to as the Association or the N.S.G.R.E.A.**

Article II Head Office

- 2.1 The head office of the Association shall be in such place as determined by the Provincial Executive from time to time, taking into consideration a central access location of the Province of Nova Scotia as well as being a fully accessible location.**

Article III Membership

- 3.1 Membership in the NSGREA shall be open to:**
- 3.1.1 All persons who are in receipt of a Nova Scotia Public Service Superannuation Benefit (pension);**
 - 3.1.2 The spouse of a deceased member; and**
 - 3.1.3 All former members (retired) of the Nova Scotia Government and General Employees Union (NSGEU).**
 - 3.1.4 The membership year shall be the calendar year.**

Article IV Membership Rights

- 4.1 Every member in good standing is entitled:**
- 4.1.1 To be nominated for, and hold, any office in the NSGREA, subject to all qualifications stipulated in this Constitution and By-Laws;**
 - 4.1.2 To participate in elections as set forth in this constitution and By- Laws;**
 - 4.1.3 To attend executive meetings of the NSGREA upon request through the Executive;**

- 4.1.4 a) To formulate resolutions and Constitutional amendments to the Annual Convention, which must first be approved by the Regional Areas if that Region is active;

b) If the Region is inactive, the resolution or Constitutional amendment must be presented in written form to the Executive for direction to Convention;
- 4.1.5 To participate in NSGRE Regional meetings;
- 4.1.6 To receive a membership card; and
- 4.1.7 To receive a copy of the NSGRE Constitution upon request.

Article V Term of Office

- 5.1 The term of office for Provincial Executive shall be for two years from the Annual Convention date as determined by the Executive or until such time as replaced by subsequent elections provided for in the Constitution and By- Laws.
- 5.2 All Committees of the NSGRE shall be for a period of one year as elected or appointed as defined in this Constitution and By-Laws.

Article VI Meetings

- 6.1 There shall be at least four NSGRE Provincial Executive Meetings in a Calendar year.
- 6.2 The President may call a Special Meeting of the Executive at any time, or upon written request of at least fifty percent (50%) of the Provincial Executive.
- 6.3 A Special Meeting of the NSGRE shall be called by the President upon request, in writing, signed by as least ten percent (10%) of the total membership or (50%) of the Regional Executives with the approval of their general memberships.
- 6.4 place at least once a calendar year.

- 6.4** The General or Annual Membership Convention shall be convened at the discretion of the NSGREA Provincial Executive but shall take place at least once a calendar year.
- 6.5** A quorum at Executive Meetings shall be defined as fifty percent (50%) of the total number of NSGREA Provincial Executive elected positions.
- 6.6** The secretary shall, by written notice or otherwise, advise the members of the Provincial Executive of a meeting or a Special meeting at least seven (7) days prior to the meeting. The notice shall contain the date, place, time and a basic agenda for the meeting.
- 6.7** All association meetings shall be conducted by the general procedures of Robert's Rules of Order.
- 6.8** All meetings of the NSGREA transact the following business:
- 6.8.1** Call to Order
 - 6.8.2** Approval of Agenda
 - 6.8.3** Reading and Approval of Previous Minutes
 - 6.8.4** Business Arising from Minutes
 - 6.8.5** Correspondence
 - 6.8.6** Financial Report
 - 6.8.7** Reports of Officers and Committees
 - 6.8.8** Unfinished Business/Old Business
 - 6.8.9** Nomination, Election, and Installation of Officers
 - 6.8.10** New Business
 - 6.8.11** Adjournment

Article VII Fiscal year of the Association

- 7.1** The fiscal year of the NSGREA shall be August 1 – July 31.

Article VIII Amendments

- 8.1** Amendments to these By-Laws may be made at the Convention by a 75% majority vote of those present and voting. Proposed amendments must be presented to the Secretary of the Provincial Executive at least sixty (60) days before the Convention and/or a

Special Meeting called for that purpose. The amendment shall be included in the Notice calling the Convention and/or Special Meeting called for that purpose. A Special Committee appointed by the Executive to review these By-Laws may also bring changes forth according to these By-Laws.