

**GWINNETT COUNTY  
RETIRED EDUCATORS  
ASSOCIATION**



**ANNUAL HANDBOOK**

## Dedication to Past Presidents

For 51 years the Gwinnett County Retired Educators Association has been an ever-increasing force in the life of those who have retired from the field of education. This handbook is dedicated to the past presidents of this association for the many hours of leadership given to further the purposes of the local unit of the Georgia Retired Educators Association.

## Past Presidents of GCREA

1972-1974 T.Carl Buice  
1974-1976 Florence Garner  
1976-1978 Crawford Puckett  
1978-1980 Leona Williams  
1980-1982 Jane Alexander  
1982-1984 James Caples  
1984-1986 Annie F. Flanigan  
1986-1988 Don Herndon  
1988-1990 Barney Davis  
1990-1992 E. Reid Mullins  
1992-1993 Don Burt  
1993-1994 Mary F. Long  
1994-1995 Gailya Raines  
1995-1996 Katherine Carlyle  
1996-1997 Deloris Mullins  
1997-1998 Marie Beiser  
1998-1999 Harriette G. Hamrick  
1999-2000 Bob Hamrick  
2000-2001 Nancy F. Wayte  
2001-2002 Brenda Bigham

2002-2003 Ralph Greene  
2003-2004 Lois Lane Allen  
2004-2005 Dr. Beverly Dryden  
2005-2006 Dr. Nancy O'Neill  
2006-2007 Jean Biggers  
2007-2008 Nona Patterson  
2008-2009 Dianne Lockwood  
2009-2010 Nita Killebrew  
2010-2011 Dr. Judith Fundis  
2011-2012 Linda Jenkins  
2012-2013 Stephanie Hodgkin  
2013-2014 Murla Crawford  
2014-2015 Judy Shaklee  
2015-2016 Carolyn Fetner  
2016-2017 Dianne Lockwood  
2017-2018 Joyce Parks  
2018-2019 Terrie Adkins  
2019-2020 Dr. Jan Calkins  
2020-2021 Penny Clavijo  
2021-2022 Tina Duncan

## Past Presidents of GREA

**1993 - 1994**

**E. Reid Mullins**

**2003 - 2004**

**Mary F. Long**

## **GCREA Charter Members**

The Gwinnett County Retired Teachers Association had its beginning on September 27, 1972, at the Educational Building in Lawrenceville, Georgia. Mr. Kanakee Anderson, a representative from the State Department of Education, Retired Teachers Division, and Mr. A. J. Cooper, representing the Retired Teachers Association of the Ninth District, were present to assist the thirteen charter members in organizing the Gwinnett County Unit.

**T. Carl Buice, First President**

**Louise Allen**

**Velma Buice**

**Grace Burel**

**Alline Craig**

**Carolyn Foreman**

**Florence Garner**

**Velvie Garner**

**Bethel Harris**

**Martha Mercier**

**Ruth Puckett**

**Daisy Shadburn**

**Vinnie Lee Wallace**

*"To handle yourself, use your head; to handle others, use your heart." Eleanor Roosevelt*

## **GCREA Mission Statement**

The Gwinnett County Retired Educators Association is committed to uniting retired educators for fellowship, support and continued educational and community service. The Association will seek to improve benefits for all retired educators through cooperation with local, state, and national organizations. (Adopted by the GCREA Governing Board, June 6, 2002.)

## **GCREA Goals for 2022 -2023**



*Presented by President: Kimberly Rooker*

**Fellowship** - Provide more opportunities for GCREA Membership to connect and gather at meetings, events and to celebrate Ga Retired

**Support** - Increase Membership by bringing a friend or prospective member to each GCREA meeting this year. GCREA welcomes all retired educators from public and private schools in this area to our membership.

**Service** - Be involved in our charitable giving and school outreach by volunteering time and talent. Contribute to the GREA Humanitarian project

# GCREA Officers and Board Members

President	Kimberly Rooker
President-Elect	Karen Efstration
Secretary	Ellen Sumner
Treasurer	Holly Gardiner
Immediate Past President	Tina Duncan
Parliamentarian	Carolyn Fetner

## Board of Directors

<p><b><u>Archives and History</u></b>  <b>Archives:</b> Evelyn Grant  <b>Scrapbook:</b> TBD</p>	<p><b><u>Communications</u></b>  <b>Email:</b> Lisa Eubanks  <b>Mailing:</b> Janis Ivie  <b>Newsletter:</b> Sharon Larkin  <b>Facebook:</b> Linda Mason  <b>Publicity/Website:</b> Holly Gardiner  <b>Telephone:</b> Patricia Turner  <b>Sunshine:</b> Joyce Parks</p>
<p><b><u>Benefits/Liaisons</u></b>  <b>GREA:</b> Holly Gardiner  <b>GRS:</b> Kimberley Rooker  <b>Health:</b> Paula Parris  <b>Legislative/TRS:</b>          Karen Efstration &amp; Robbie Cole  <b>Senior Citizens Council:</b> <i>TBD</i></p>	<p><b><u>Finance/Fundraising</u></b>  <b>Auction:</b> TBD  <b>Finance/Money Collection:</b> Holly Gardiner  <b>Investments: 3 year term</b>  <b>Chair:</b> Sara Lee          Judith Ford          Emmett Mullins          Holly Gardiner</p>
<p><b><u>Community Service</u></b>  <b>GCPS Book Mobile:</b> Tina Duncan  <b>Gwinnett Children's Shelter:</b> <i>TBD</i>  <b>Ronald McDonald House:</b> Janet Turk  <b>Volunteer Projects:</b> Kimberly Rooker</p>	<p><b><u>Membership/Handbook</u></b>  <b>Handbook:</b> TBD  <b>Membership:</b> Terrie Adkins  <b>Nametags:</b> Sharon Larkin  <b>Nominating:</b> GCREA Officers</p>
<p><b><u>Programs</u></b>  <b>Chair:</b> Kimberley Rooker  <b>Inspiration:</b> Karen Efstration  <b>Emeritus/Memorial:</b> Sue French &amp; Ramona Ricks</p>	<p><b><u>Scholarships</u></b>  <b>College:</b> Camille Hamilton  <b>HS Student:</b> Jan Calkins  <b>Teacher:</b> Gloria James</p>

# Upcoming Events

## TRS

*\*Meets 4th Wednesday  
of Jan, Mar, May, July,  
Sept, & Nov*

TRS Conference Room  
1st Floor, Beta Building, Conference  
Two Northside 75, Suite 100  
Atlanta, Ga.  
10:30 - 12:00

## Community Health Meetings

*\*Meets 2nd Thursday  
of each month*

2 Peachtree Street  
5th Floor Board Room  
[www.dch.Georgia.gov](http://www.dch.Georgia.gov)  
404-656-4507  
10:30 a.m.

August 3,4 & 8, 2022	First Days of School (rolling start)
July 6, 2022	GCREA Board Meeting
October 28, 2022	GCPS Retirees Reunion Luncheon
November 6, 2022	Retired Educators Day
November 21-25, 2022	Thanksgiving Break
November 3, 2022	GCREA Board Meeting
December 19, 2022 to January 4, 2023	Winter Break
March ?, 2023	Read Across Gwinnett
April 3 –7, 2023	Spring Break
May 2-4, 2023	GREA Convention, August, GA
May 24, 2023	Last Day of School
May 30, 2023	GCPS New Retirees Luncheon

# **Luncheon Meeting Place**

## **Sugarloaf Country Club**

*GCREA members convene for the luncheon meetings  
at the Sugarloaf Country Club for an elegant meal.*

### **Directions to TCP Sugarloaf Country Club Duluth, GA**

I-85 to Sugarloaf Parkway, exit toward Duluth. Stay on Sugarloaf Pkwy past the Infinite Energy Center to the main entrance of Sugarloaf subdivision at Sugarloaf Club Drive. Stop at the gate, show a picture ID and state where you are going. Follow Sugarloaf Club Drive for 1.5 mi. to clubhouse on the left.

### **Making Reservations for the Luncheon (\$25.00 per lunch)**

Penny Clavijo will e-mail members prior to each meeting. This serves as a reminder and an opportunity to make reservations for the luncheon. The Telephone Committee will call those without email.

### **Luncheon Time — 10:00 A.M.**

The Association is expected to pay for all reservations, so please notify the e-mail chair or the telephone chairman, if you have made reservations, but are unable to attend. If you don't contact Penny or Patricia to cancel, you are expected to pay to reimburse GCREA.

**E-mail Chair: Lisa Eubanks  
ldavis940@gmail.com  
404-931-3902**

**Telephone Chair: Patricia Turner  
404-271-3750**

## **GCREA Programs 2022-2023**

**September 16, 2022, at 10:20 am - Members Meeting/Luncheon**

**Fall Kick-Off Meeting: Welcome New Retiree Members**

**Keynote Speakers: Dr. Buster Evans TRS and**

**Lee St. John, author, humorist, and retired educator**

**November 6, 2022 - Celebrate Georgia Retired Educators Day**

**Optional Members Meeting and Celebration**

**Hamilton Mill Church, 2000 Gravel Springs Rd. Buford, GA 30519 - join us as we**

**wear our Ribbons, we will meet for coffee & light snacks around 10:15 to 10:30**

**am. There is a service at 11:15 am**

**December 16, 2022, at 10:20 am - Members Meeting/Luncheon**

**Holiday Gift Baskets Silent Auction & Raffle**

**Scholarship Support Fund Raiser**

**Donations accepted - check, cash, or card**

**January 20, 2023, at 10:20 am - Members Meeting/Luncheon**

**Honoring Law Enforcement, Wear Blue**

**Keynote Speaker: SRO Gwinnett County Public Schools with tips on how to stay safe**

**February 17, 2023, at 10:20 am - Members Meeting/Luncheon**

**Giving to the March of Dimes Humanitarian Project**

**Keynote Speaker - Dr. Henrietta Gray - President of GREA 2022-23**

**March 17, 2023, at 10:20 am - Members Meeting**

**Awards Banquet: Highlighting Scholarship winners and Emeritus Members**

**Keynote Speaker - Dr. Amber Ebert and a scholarship winner.**

**April 21, 2023, at 10:20 am - Members Meeting/Luncheon**

**Memorial Service & Installation of 2023-2024 Officers**

**Keynote Speaker - Terrie Adkins, GREA Area 14 Director**

**May 2 thru 4, 2023 - GREA State Convention**

**Augusta Marriot. Make your reservations at 1-800-228-9290 for the GREA Convention Lodging Rate.**

**GCREA'S Website— [www.gcrea.org](http://www.gcrea.org)**



# GCREA Committee Descriptions

**Awards:** Help the President meet awards deadlines.

**Auction:** advertises the auction and helps coordinate the event.

**By-Laws:** updates bylaws adopted by GCREA .

**Community Service:** Each unit should participate in three (3) service projects each year.

**Email:** sends emails to members about luncheons; provide names of those attending luncheon; sends appropriate information to the membership.

**Emeritus:** provides tribute to members aged 90 and above.

**Finance:** see Bylaws: Article 6.

**GRS/Retirement:** updates members on state/local health issues and TRS issues.

**Handbook:** updates annual handbook for uploading to our website.

**History/Archives:** updates our history and any other historical projects supported by GCREA.

**Legislative:** conveys proposed legislation to members.

**Mailing:** mails newsletter to those without e-mail.

**Membership:** keeps an updated membership list; works to recruit new members; welcomes and introduces new members at GCREA meetings.

**Memorial:** provides tribute to all members who passed away during the past year.

**Music:** provides music/entertainment at luncheon meetings.

**Newsletter:** publishes, e-mails, or mails the newsletter to all members.

**Nominating:** secures a slate of qualified officers for the next year and presents the slate to membership.

**Parliamentarian:** provides instruction on parliamentary procedures as needed according to the *Roberts Rules of Order*.

**Publicity:** reports important events to various media.

**Scholarship Investment:** invests GCREA money so that this fund will provide the needed money for scholarship recipients each year.

**Scholarship (Student/GGC/Teacher):** advertises the scholarships; collects applications; selects and introduces the recipients at a GCREA meeting.

**Scrapbook:** responsible for preparing, compiling, and organizing the articles/pictures of the GCREA activities for the year in preparation for presentation at the GREA state convention.

**Senior Citizen Council:** represents GCREA on the Council and updates our members on events of the council.

**Sunshine:** updates our members about those who are ill or who have passed away and sends appropriate cards.

**Telephone:** calls members (without email) about monthly luncheons; relays luncheon attendees to the email chairman; relays names of ill members to Sunshine Chair., calls prospective members

**Webmaster:** updates and maintains the GCREA webpage

**Welcome/Greeters:** welcomes everyone as they enter the luncheon; maintains names tags; introduces new members to the membership chairman.

# **GCREA Service Programs**

## **Gwinnett County Book Mobile**

The Gwinnett County literacy program began in 2017, allowing Gwinnett County to continue its initiative of putting books in students' hands. During the summer, The GCPS Book Mobiles visit low income neighborhoods, allowing students to check out books on a weekly basis. During the school year, schools can "book the bus," and students select one free book to take home. Over 100 schools have been visited, and over 40,000 books have been given away.

**Coordinator:** *Tina Duncan*

tduncan2227@gmail.com, 770-841-2830

## **Gwinnett Women's and Children's Shelter**

Gwinnett Children's Shelter is a nonprofit, 501-C3 Corporation and a residential care facility which provides services for homeless children from 0-17 years of age along with their young mothers. The shelter provides care and services for homeless girls aging out of the foster care system at 18 years of age. They also provide customized "Life Plans" that are designed around the physical, emotional, and educational needs of the residents, while helping the young moms get a plan of action to get back on their feet. GCREA contributes money and donates items from the Shelter's wish list once a year.

**Coordinator:** *Janet Turk*

janet\_turk@bellsouth.net, 404-625-8661

## **Ronald McDonald House**

The Ronald McDonald House in Atlanta is a GCREA service project. The Ronald McDonald House has created programs that strengthen families during difficult times. They provide vital resources and compassionate care to children and their families being served by leading hospitals worldwide. The network of local houses has been making children happier and healthier by keeping families close. GCREA contributes money and donates items from the Ronald McDonald House wish list once a year in March.

**Coordinator:** *Janet Turk*

janet\_turk@bellsouth.net, 404-625-8661

***Due to the fantastic success of our annual auction and individual contributions, we had the money to give two teacher scholarships, two Georgia Gwinnett College scholarships and three H.S. Student scholarships. Please send donations for the upcoming year to Holly Gardiner, Treasurer to help us continue this amazing work!!!***

# Georgia Retired Educators Association

The Georgia Retired Educators Association's purpose is to unite retired educators for fellowship, support, and education and community service. This Association keeps abreast of legislative issues that affect retirees. Each time there has been a legislative issue affecting retired educators, GREA has orchestrated lobbying efforts that have often resulted in some benefits. The GREA Legislative Committee meets with legislators in an effort to influence decisions made in the General Assembly regarding retirees. The Association also keeps informed about the Teachers Retirement System of Georgia and the State Health Benefit Plan.

**This Association is the only organization in Georgia that represents retired educators.**

So now, it is time to join this state organization! Annual membership is \$27.00 and Lifetime membership is \$360. This may be paid directly to the Georgia State GREA Office at P.O. Box 1379, Flowery Branch, GA, 30542. Prospective members may want to use the simplest method of payment, which is the A.D.D. Plan (automatic dues deduction). The dues are automatically deducted from the monthly TRS check at a rate of \$2.00 per month, a savings of \$3.00 each year!

## GREA Area XIV Meeting

One of the ways to become involved in the Georgia Retired Educators Association is to take part in the Area meetings. Terrie Adkins, Area 14 Director, is in charge of these meetings. This is a chance for members to meet members from other local units. It is also a way to find out about legislative issues, TRS information, and the State Health Benefit Plan. For further information, contact Terrie Adkins, 770-476-7981

# Gwinnett County Retired Educators Assoc.

## Acknowledgments

**GCREA gratefully acknowledges the following for their contributions to and support of our Association.**

- **Peach State Federal Credit Union** for their contribution for assuming the cost of the GCREA website.
- **Gwinnett County Public Schools** for providing space for our Archives at the Suwanee Center.
- **Gwinnett County Public Schools Retirement Office** for providing the Retirement Reunion Luncheon and their assistance with ADD dues option.

## Automatic GCREA Dues Deduction

Take advantage of the newly created Automatic Dues Deduction procedure. Regular GCREA members can pay their \$25 yearly dues this way. Members may complete a short form and send it to the GCREA Membership Chair. GRS payroll will deduct \$2.09 a month from members' Gwinnett retirement check. The money will be deposited in the GCREA regular checking account. Any member who receives a check from the Gwinnett Retirement System may contribute to the operating budget in this same way. It's an easy way to pay! Contact: Membership Chairman.

# GREA Standards

## *Units of Excellence*

*To receive the highest Unit of Excellence Award from the GREA a local unit must meet the following requirements:*

### **General Section: Required Standards**

- Six or more meetings will be scheduled.
- A preplanning session will be conducted by the Local Unit for officers and board members prior to September of the current GREA year.
- At least one designee from the Local Unit will attend the following meetings: June Leadership Workshop, Fall Area Meeting, and GREA Annual Convention.
- All local unit officers-President, President-Elect, Secretary, Treasurer-will be regular, life, or ADD members in GREA and be members of the local unit.
- The local unit will increase GREA membership by five or more over the previous year which begins April 1.

### **Three of Four Standards Required**

- An approved local unit By Laws and or Constitution will be given to the area Director by March 1.
- The local unit will celebrate Georgia Retired Educators Day.
- The local unit will participate in the GREA Volunteer Service Award.
- The local unit will provide an opportunity at each meeting for local and state GREA membership dues to be paid.

### **Four of Five Standards Required**

- A state GREA governing board member, the GREA Executive Director, or a GREA Committee Chair will participate in a local unit meeting. A cluster meeting attended by local unit members will meet this standard.
- Two programs will be presented from the following: Crime Prevention, Consumer Education, Legislation, Driver Education, Health or Safety Education, Insurance Protection, Personal Finance, Community Service Leader.
- Recruitment will be conducted to gain potential members.
- A Georgia General Assembly member or candidate will participate in a local unit program.
- The local unit will participate in the Scrapbook Award or the GREA Newsletter Award.

***Units of Distinction add 7% GREA membership***

# **GCREA Bylaws**

## **Revised and Approved 2018**

### **Article I** **Name and Purpose**

#### **Section A. Name**

The name of this association shall be the Gwinnett County Retired Educators Association. It shall be associated with the Georgia Retired Educators Association and the National Retired Teachers Association.

#### **Section B. Purpose**

The Gwinnett County Retired Educators Association is organized exclusively for charitable and educational purposes within the meaning of section 501 (c) (3) of the Internal Revenue Code.

#### **Section C. Logo**

The logo of Gwinnett County Retired Educators Association shall be the lamp of learning placed within the map of Gwinnett County, Georgia, with the date of origin beneath the lamp. All of this will be enclosed within a braided outer circle and double rings with the name of the association included.

#### **Section D. Political Campaigning**

Neither funds of the association nor any member acting on behalf of the association shall participate in or intervene in any political campaign on behalf of or in opposition to any candidate for public office.

### **Article II** **Objectives**

**Section A.** To provide opportunities for fellowship, service and support among Gwinnett County Retired Educators

**Section B.** To promote a continuing identity with the teaching profession

**Section C.** To promote quality education in Gwinnett County, Georgia

**Section D.** To promote excellence in education through the awarding of annual scholarships to seniors in Gwinnett County Public Schools or Buford City Schools who are planning to major in education, to active teachers in the Gwinnett County Public Schools or the Buford City Schools who are pursuing advanced degrees, and to Georgia Gwinnett College students who are rising seniors majoring in education

**Section E.** To provide information to members regarding the Georgia Teacher Retirement System, the Gwinnett Retirement System, the State Health Benefit Plan, pending legislation affecting retired educators, and other programs that impact members' well being

**Section F.** To increase opportunities for members' service in local communities

**Section G.** To increase members' service in Gwinnett County schools

**Section H.** To promote programs beneficial to Gwinnett County retired educators

### **Article III** **Membership and Dues**

#### **Section A. Active Membership**

Active membership shall be open to all retired educators, both certified and classified, who pay annual, or lifetime dues. All active members shall have the right to vote on any question before the general membership, to become a delegate, and to serve in an elected office.

#### Section B. Associate Membership

Associate membership shall be open to those interested in education and who pay annual, or lifetime dues. All associate members shall have the right to vote, to become a delegate, and to serve in an elected office.

#### Section C. Emeritus Membership

Emeritus membership shall be granted to current Gwinnett County Retired Educators Association members who have reached the age of ninety. Emeritus members shall be exempt from further dues.

#### Section D. Dues

Dues shall be recommended by the Board of Directors and approved by a majority vote of members present at any of the regularly scheduled or called meetings. Dues shall be paid to the treasurer annually, deducted from the Gwinnett Retirement pension on a monthly basis, or paid once for lifetime membership.

#### Section E. Fiscal year

The fiscal year shall be from July 1 to June 30

### **Article IV** **Officers and Duties**

#### Section A. Election and Installation

1. A nominating committee consisting of the current elected officers shall present a slate of officers annually to the membership present at the March meeting. Each officer must be a member of the state Georgia Retired Educators Association.
2. Officers shall be elected annually by a majority vote of members present at the April meeting and shall be installed at the May meeting.
3. Any member whose dues have been paid sixty (60) days prior to the annual election shall be eligible for nomination and election by a majority vote.
4. Elected officers of the association shall be President, President-Elect, Secretary, Treasurer, and Immediate Past President.

#### Section B. Duties of Elected Officers

##### 1. Duties of the President

- a. To serve a one-year term
- b. To preside at all meetings of the association
- c. To appoint standing committee chairpersons from the association's active an associate membership
- d. To establish any other committees and to appoint chairs **as deemed necessary**

##### 2. Duties of the President-Elect

- a. To preside in any temporary absence of the President
- b. To complete any unexpired term of the President
- c. To serve as the program chair

##### 3. Duties of the Secretary

To record the minutes of all proceedings of the Executive Committee, of the Board of Directors, of the Finance Committee, of the Scholarship Investment Committee, and of the seven regularly scheduled meetings of the Association. Minutes shall be approved at the regularly scheduled meetings.

##### 4. Duties of the Treasurer

- a. To maintain the financial records of the association in regard to the operating budget,

the checking account, the general savings account, the Scholarship savings account, and any certificates of deposit

b. To give financial reports of all funds at each regularly scheduled meeting of the association

c. To sign all checks approved by the President and in line with the budget

5. Duties of the Immediate Past President

a. To assist and advise the President

b. To provide continuity for the organization

### **Section C: Convention Expenses**

The President and President-Elect of the current year shall have their expenses paid to the annual Georgia Retired Educators Association convention by the Gwinnett County Retired Educators Association provided sufficient funds are available for that purpose in the general operating budget. The expenses shall include registration, meals, and lodging.

## **Article V**

### **Executive Committee, Board of Directors**

#### **Section A. Executive Committee and Duties**

1. The Executive Committee shall consist of the President, President-Elect, Secretary, Treasurer and Immediate Past President

2. Duties of the Executive Committee

a. To fill all unexpired Board vacancies

b. To submit a proposed operating budget at the Sept. meeting

c. To serve as ex-officio members of the Finance and Scholarship Committee

d. To serve as the Nominating Committee

#### **Section B. Board of Directors**

1. The Board of Directors shall consist of the Executive Committee and the Chair of each standing committee.

2. The Board of Directors shall meet at least two times a year at a time and place agreed upon by said Board.

3. The Board of Directors shall be in charge of Gwinnett County Retire Educators Association's activities, concerning and including, but not limited to, scheduled meetings, retired educator interests and concerns, Association investments, and membership drives.

## **Article VI**

### **Finance and Investments**

#### **Section A. Finance Committee (Revised 2016-#2)**

1. A Finance Committee is hereby established as a permanent, standing committee of the Gwinnett County Retired Educators Association.

2. Members of the Executive committee and the Chair of the Scholarship Investment Committee shall be ex-officio members of the Finance Committee. The Treasurer will serve as the chair of the committee and the President will appoint two other members to serve on the committee. All appointments will be for three years. The committee is required to meet only one time during the year. Special meetings may be held at the request of the chair or upon request of any member of the committee or the association president. The secretary will record the minutes of the meetings. These minutes will be reported to the general membership as part of the Executive Board's minutes and a monthly report from the committee will be available at each

monthly meeting or upon request.

3. Any five (5) members of the committee shall constitute a quorum for the transaction of business.

4. The committee shall meet at least two times per year. Special meetings may be held at the call of the chair, or upon request of any three members of the committee. The Secretary shall record the meetings.

These minutes shall be reported to the general membership as part of the Board of Directors' minutes.

5. The Finance Committee shall have responsibility for the general financial oversight of all financial affairs of the Association. These oversight responsibilities shall include

a. Authority to review the annual opening budget, the checking account, the general savings account, the scholarship savings account, the scholarship investment program, and the certificates of deposit.

b. Authority to require the production of original documents, papers, and other records in whatever form maintained which the committee deems necessary to ascertain the financial status of the association and/or the association's accounts.

c. Authority to approve budget transfers as requested by the president or the treasurer to meet financial contingencies

d. Authority to arrange for periodic general or special audits of any or all of the association's accounts. Such audits shall be made in accordance with generally accepted professional accounting standards. Audit reports shall be made a part of the committee minutes and shall be made available for inspection by any member in good standing at a reasonable time and place. Summary reports of such audits shall be reported to the Board of Directors and published for the general membership.

e. Authority to review all expenditures of the association to insure that such expenditures comport with the approved budget.

f. Authority to approve budget transfers as requested by the President or the Treasurer to meet financial contingencies.

g. Authority to arrange for periodic general or special audits of any or all of the association's accounts. Such audits shall be made in accordance with generally accepted professional accounting standards. Audit report shall be made a part of the committee minutes and shall be made available for inspection by any member in good standing at a reasonable time and place. Summary reports of such audits shall be reported to the Board of Directors and published for the general membership.

h. Such other responsibilities as may be assigned the committee by formal, recorded action of the Board of Directors.

#### **Section B. Scholarship Endowment Committee (Revised 2016-#2)**

1. The Scholarship Endowment Committee shall be responsible for managing the monies for the scholarships awarded by the Gwinnett County Retired Educators Association. All financial decisions pertaining to number and amount of the yearly scholarships must be approved by the Board of Directors.

2. This committee will be separate from the finance committee. It will be comprised of the Chair as appointed by the President, the chairs of the College, Teacher and Student Scholarship Selection Committees and two others as appointed by the President. These appointees are to serve for three years. This committee will meet one time per year unless a special meeting is called by the chair or one of the committee members. This committee will include the association officers as ex-officio members. A quarterly report from the committee will be



available at the Executive Board meeting or upon request.

3. The Secretary shall record all minutes of the Scholarship Endowment Committee meetings. These minutes shall be reported to the general membership as part of the Board of Directors minutes.

4. Any financial recommendations involving the investment of expenditure of the monies managed by the Scholarship Endowment Committee must have the approval of at least five committee members.

5. The Scholarship Endowment Committee will meet at least twice a year. The Chair will provide a financial report at the Board of Directors meetings and to the membership at the regularly scheduled meetings. Written reports of the investments and the bank scholarship Endowment Account will be given quarterly to each Endowment Committee member.

6. Monies collected and placed in investment funds and bank Scholarship Endowment account shall be used only for the purpose of providing yearly scholarships.

## **Article VII**

### **Standing Committees**

#### **Section A. Standing Committees**

##### **Standing Committees of GCREA:**

Archives & History

Auction

Awards

Benefits/Liaisons (GREA, GRS, Health, Senior Citizens, TRS)

Bylaws

Communications (E-mail, Handbook, Newsletter, Telephone)

Community Service (Ronald McDonald House, Read Across Gwinnett, GCPS Bookmobile, Gwinnett Women's and Children's Shelter)

Finance/Investments

Legislative

Membership

Nominating

Programs (Monthly, Emeritus, & Memorial)

Publicity

Scholarships (HS Students, College Students, Teachers)

Scrapbook

Sunshine

Website/Facebook

#### **Section B. Members of Standing Committees**

Each committee shall consist of the chair and at least one other member. The President is an ex-officio member of each committee.

-

## **Article VIII**

### **Meetings**

#### **Section A. Regularly Scheduled Meetings**

The Gwinnett County Retired Educators Association shall hold a minimum of six meetings a year. The dates will be set by the Executive Board. Regular meetings will be held on the third Fridays of the month.

**Section B. Called Meetings**

1. Called meetings may be held at the option of the Executive Committee or the Board of Directors.
2. The President may have called meetings of the Board of Directors.

**Section C. Majority**

Active and associate members at any regularly scheduled meeting or called meeting of the Gwinnett County Retired Educators Association shall constitute a majority, whereby the association may transact any necessary business.

**Article IX**

**Amendments/Procedures & Member Information**

**Section A. Amendments**

1. These bylaws may be amended at any regular meeting by a two-thirds affirmative vote of the active and associate members present.
2. At the meeting prior to the voting of any proposed amendment changes, copies shall be distributed to the member present.

**Section B. Member Information**

The policy of the Gwinnett County Retired Educators Association is to reserve the use of names, addresses, e-mail addresses, and telephone numbers of its membership for the purposes of the Association only.

**Article X**

**Parliamentary Authority**

**Section A. Parliamentarian**

The Parliamentarian shall be appointed by the current president.

**Section B. Parliamentary Authority**

Robert's *Rules of Order-Revised* shall be the Parliamentary authority on procedures not otherwise stated by the provisions of these bylaws.

**Article XI**

**Publications**

**Section A. Newsletter**

The association shall publish *The GCREA Newslines*. The *Newslines* shall contain an account of the affairs of the association and items of interest to members.

**Section B. Handbook**

The association shall publish an annual *Handbook* containing, but not limited to, a membership directory; a listing of meeting dates for the Executive Committee, the Board of Directors, the Finance Committee, and the Scholarship Investment Committee; and the goals for the current year.

**Article XII**

**Dissolution of the Gwinnett County Retired Educators Association**

Upon the dissolution of the association's affairs, the Board of Directors shall, after paying or making provisions for the payment of all liabilities of the association, transfer any remaining funds into a trust for a period of ten years before distributing to an organization qualifying under Section 501 (c) (3) of the Code as an exempt organization as selected by the Board of Directors

and the Executive Committee of the last active year of the association. In the event that, for any reason, upon dissolution of the association the Board of Directors and Executive Committee fail to act in the manner herein provided, the Senior Judge of the Superior Court of Gwinnett County, Georgia, shall make such distribution, exclusively upon the application of one or more persons having a real interest in the Association or its assets.

**Article XIII**  
**Nondiscrimination**

The Gwinnett County Retired Educators Association does not discriminate on the basis of age, gender, race, color, national origin, religion, or disability.

**Article XIV**  
**Effective Date/Adoption**

These bylaws shall become effective immediately upon approval by the Board of Directors and upon adoption by active and associate members of the Gwinnett County Educators Association who are present at a regularly scheduled meeting.

**Be of service. Whether you make yourself available to a friend or co-worker, or you make time every month to do volunteer work, there is nothing that harvests more of a feeling of empowerment than being of service to someone in need.**

# Frequently Called Numbers

**GREA State Office 770-287-7721 1-800-637-2883**

**GREA website:** [www.garetirededucators.org](http://www.garetirededucators.org)

**GREA address:** PO Box 1379, Flowery Branch, GA 30542

**Dr. William B. Sloan, Executive Director**

**Linda Wright, Assistant to Executive Director**

**Joy Smith, Membership and Records**

**E-mail:** [greas3@earthlink.net](mailto:greas3@earthlink.net)

**Fax: 770-287-0567**

## **Gwinnett Retirement System Plan Administrative Committee**

Joe Heffron, Chief Financial Officer, 678-301-6200

### **Gwinnett Retirement Staff**

David Harris, Director, 678-301-6268

[david\\_harris@gwinnett.k12.ga.us](mailto:david_harris@gwinnett.k12.ga.us)

### **Teachers Retirement System of Georgia**

Two Northside 75, Suite 100, Atlanta, GA 30318

Dr. L.C. Evans, Executive Director, 404-352-6500, 1-800-352-0650

website: [www.trsga.com](http://www.trsga.com) FAX 404-352-4885

Dina Jones, Member Services

### **State Health Benefit Plan**

Frank W. Berry, Commissioner

Jeff Rickman, Division Chief

Retiree Line: 1-800-610-1863

P. O. Box 1990

Atlanta, GA 30301-1990 FAX-866-828-4798

### **Area XIV Director: Terrie Adkins**

(h) 770-476-7981, (c) 678-516-4363. [ttadkins@sprynet.com](mailto:ttadkins@sprynet.com)

### **Gwinnett Council for Seniors**

261 Rhodes Drive, Athens, GA 30606

770-822-5147

### **Suwanee Archives Center**

670 Highway 23 NW, Suwanee, GA 30024

770-932-7453

**GCREA'S Website– [www.gcrea.org](http://www.gcrea.org)**