



Con-Tri Division
RTANL
Policy and By-Laws
Handbook

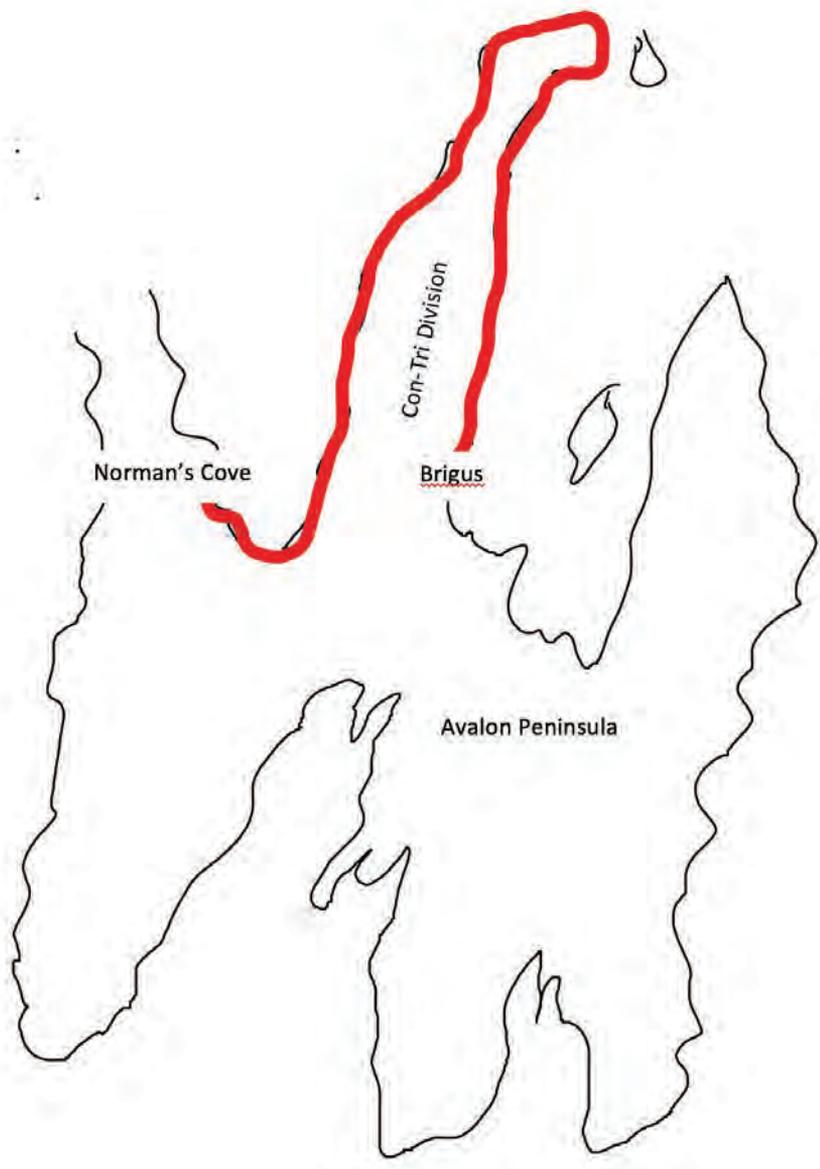
Grate's Cove

Norman's Cove

Con-Tri Division

Brigus

Avalon Peninsula



Message from the President of Con-Tri Division RTANL

This is a proud and historic moment in the life of the Con-Tri Division of the Retired Teachers' Association of Newfoundland & Labrador. The completion of the Division's Policy and By-Laws Handbook is a significant accomplishment which I feel honoured to have been a part of. As President of the Con-Tri Division I thank the Policy and By-Laws Handbook Committee who has made this possible. I also thank the other Division members who have read and scrutinized the draft forms of this document and made suggestions along the way. The completion of this document is an example of what we, the members of Con-Tri Division, have accomplished in the past and present and will continue to do so in the future.

Isabelle Cole

SECTION I

HISTORY

On March 31, 1991 a letter was sent from Joyce Roberts to Lloyd Buffett (President of RTA) requesting that the retired teachers in this area be allowed to form their own Division of the RTA. It was suggested that a simple petition be drafted, sent out to the retired teachers in the area for signatures and returned to the RTA. This petition was sent out by Joyce on May 6, 1991. On September 25, 1991 Con-Tri teachers had their first meeting as a region of Eastern Division. The first executive was as follows: President: Joyce Roberts, Vice President: Oscar Parsons, Secretary: Sr. Josephine Kennedy, Treasurer: Harold Dawe. We officially became a Division of the RTA on October 3, 1996.

ADDITION

The Retired Teachers' Foundation was established in 1982 to honor all retired teachers in this province. It received its charitable status after the incorporation in 1985 and 1987. Members from all divisions play an active role in supporting the RTF. Each year the Foundation gives donations to children's charities on behalf of all retired teachers from Newfoundland and Labrador.

SECTION II

PAST PRESIDENTS

Joyce Roberts	Hudson Davis	Isabelle Cole (current)
Brendan White	Jennifer Babb	
Donald G. Case	Albert Legge	

SECTION III

STRUCTURE OF CON-TRI DIVISION

President	Secretary	Communication Officer
Vice-President	Card Secretary	Contact people
Immediate Past President	Treasurer	

THE HANDBOOK REGULATIONS AND THE NEWLY INSTATED BY-LAWS COMMITTEE 2018

Pauline Welsh
Don Case
President: Isabelle Cole

HANDBOOK OF THE CON-TRI DIVISION OF THE RETIRED TEACHERS' ASSOCIATION OF NEWFOUNDLAND AND LABRADOR

A. NAME

The name of the Division shall be Con-Tri Division.

B. DONATIONS

An annual donation of monies raised from our Toonie Drives will be given to the Retired Teachers' Foundation for a total amount as determined by the membership. Other donations may be made as determined by the membership.

C. GIFTS

1. For services to the Division, individuals may receive a gift or honorarium as determined by the Executive.
2. Where members of the Division perform a service within the Division, recognition of such service may be made through presentation of certificates or letters of appreciation or monetary donations may be made on their behalf to the Retired Teachers' Foundation.
3. All members of the Division reaching the age of 90 years will be refunded RTANL fees.

D. FINANCES

All funds shall be deposited within two weeks of their receipt.

E. INSIGNIA

Our banner is to be displayed at all meetings of the Division and at Provincial BGMs.

F. PRIVACY OF MEMBERS

1. Every effort shall be made to respect and protect the privacy of members and their personal information.
2. The membership list and/or members' emails of Con-Tri Division shall not be sold or given to any individual, group or agency outside of Con-Tri Division. Only the President and contact people within the Division shall have access to this list.

G. SOCIAL FUNCTIONS

Functions will be limited to members and Associate members of the Division unless otherwise determined by the Executive.

H. HONOUR GUARD

On the direction of the Executive and with permission of the family, Con-Tri members shall form an Honour Guard at the funeral of a diseased member of the Division.

BY-LAWS

ARTICLE 1: NAME

The Division shall be called the Con-Tri Division of the Retired Teachers' Association of Newfoundland and Labrador.

ARTICLE 2: BOUNDARIES

The boundaries of the Con-Tri Division of the RTANL shall include retired teachers from Brigus to Whitbourne (including Norman's Cove) via Bay De Verde.

ARTICLE 3: OBJECTIVES

The objectives of the Division will be as follows:

- A. To maintain and encourage social relationships.
- B. To inform members and deal with concerns of the Membership.

ARTICLE 4: MEMBERSHIP AND FEES

A: Active

Any person who retired pursuant to the Newfoundland and Labrador Teachers' Pension Act shall be eligible for Active Membership upon application and payment of fees.

B: Associate

Any person may be an Associate Member pursuant to the Provincial RTANL By-laws.

C: Fees

Fees shall be determined by the Provincial Body of RTANL, as established by a resolution at a BGM of the Provincial Association.

ARTICLE 5: MEETINGS

A. General Meeting

General meetings shall be held at least four times per calendar year or at the call of the executive officers.

B: Executive Meetings

Executive meetings shall be called by the President, or by a majority of the executive members.

ARTICLE 6: OFFICERS AND THEIR DUTIES

The Officers of the Division shall consist of President, Vice-President, Immediate Past President, Secretary, Treasurer, Communications Officer and other officers as may be deemed necessary.

A. President

1. Shall call and preside at all regular meetings and Executive meetings.
2. Shall prepare an agenda for all Con-Tri general and executive meetings.
3. Shall call special meetings when deemed necessary.
4. Shall be ex-officio member of all committees.
5. Shall present the Annual Report to the Con-Tri Division at its first Fall meeting in October.
6. Shall ensure that a written report of the activities of the Division gets published in the Provincial Newsletter.
7. Shall have general supervision over all work of the Division.
8. Shall be the official spokesperson for the Division.
9. Shall perform such duties as usually pertain to the office.

B. Vice-President

Shall, in the absence of the President, perform all duties pertaining to the office of the President, and other such duties as are delegated by the Executive.

C. Immediate Past President

Shall be the Chairperson of the Nominations Committee and perform other duties as may be required by the Executive.

D. Secretary

1. Shall keep a correct record of all meetings of the Division and Executive.
2. Shall, as soon as possible after each Executive meeting, send to each Executive member, a copy of the minutes and any action sheet arising from there.
3. Shall keep archival material related to Con-Tri Division: Correspondence Books, Minute Books, Meeting Attendance.
4. Shall keep a correct and up to date record of names, addresses, email addresses and telephone numbers of all members.
5. Shall keep a separate record of all amendments and/or changes that may be made to the Constitution and By-Laws when passed by the Membership.

E. Treasurer

1. Shall keep satisfactory records, in accordance with generally accepted accounting principles, of the financial affairs of the Division.
2. Shall present a detailed account of income and expenses at each Division meeting.
3. Shall keep in custody, the bank book, cheque book and all financial statements from the bank pertinent to the finances of the Division.
4. Shall sign all cheques along with one other delegated signing officer. There will be 3 signing officers in total.
5. Shall deposit all funds of the Division within two weeks of their receipt.
6. Shall transfer immediately, all financial records when a new treasurer is elected and change signing authority as soon as possible.
7. Shall distribute all tickets for Annual Banquet and Kitchen Party to Divisional Contact people for sale.
8. Shall collect all ticket monies for the Christmas Banquet and deposit and pay all bills associated with the banquet.
9. Shall collect all ticket monies for the Spring Event and deposit and pay all bills associated with this event.
10. Shall forward all monies collected from the Toonie Drives and RTF donations to the Retired Teachers' Foundation.
11. Shall forward all monies collected from the sale of books (*Tales Told by Teachers*) to the Provincial Treasurer.
12. Shall discharge such other duties as may be required by the Executive.
13. Shall present the Annual financial report to Con-Tri Division members at its first Fall meeting in October and submit this same report to the Provincial Executive.

F. Communications

A. Communication Officer

1. On the direction of the President, shall publicize all meeting dates, social events, banquets and any other functions of the Division.
2. Shall arrange for representation of Con-Tri Division at funerals/memorial services.
3. Shall advertise the sale of *Tales Told by Teachers*.
4. Shall make every effort to have a close liaison with the Provincial Executive and will promote the activities of both the RTANL and the RTF where possible.
5. Shall discharge such other duties as may be required by the Executive.

B. Card Secretary

On the direction of the Executive, shall send Thinking of You, Get Well cards to members. Sympathy cards shall be sent to members' immediate families.

C. Contact Persons

On the direction of the Executive, contact persons shall contact members of their local area to disseminate information and distribute tickets for Division social functions.

ARTICLE 7: COMMITTEES AND THEIR DUTIES

There shall be the following special committees:

Executive Committee

Shall meet at the call of the President and plan for the next General Meeting and deal with such other business as may be deemed necessary from time to time. The Executive may appoint ad hoc committees as deemed necessary.

ARTICLE 8: ELECTIONS

A. Nominating Committee

A nominating committee shall be appointed by the Executive at the last regular meeting prior to each Annual Meeting. This committee shall consist of three members. It shall present for election, a slate of officers and convenors of committees for the ensuing two years at the Biennial Meeting of the Division.

B. Nominations

Further nominations may be submitted from the floor, after the nominated slate has been read out. Nominations must have the permission of the person named. Elections shall then be held based on the submitted names.

C. Terms of Office

Officers of the Division and Convenors of Committees are elected for a two-year term. The Executive shall have the power to fill vacancies in its membership; such appointments shall continue until the next Biennial Meeting.

D. Voting

Voting shall be by secret ballot.

ARTICLE 9: QUORUMS

A. A quorum for the General Meeting shall be 12 members.

B. A quorum for Executive meetings shall be a majority of the members of the executive.

ARTICLE 10: FISCAL YEAR

- A. The fiscal year shall be from September 1st to August 31st.
- B. The Biennial Meeting shall be in October.

ARTICLE 11: THE ORDER OF BUSINESS AT GENERAL AND EXECUTIVE MEETINGS

Notwithstanding any special time restraints, the following Order of Business shall be followed at all regular meetings:

- 1. Call to Order
- 2. Registration and Introductions
- 3. Review and Approval of Agenda
- 4. Minutes of Previous Meeting
- 5. Adoption of Minutes
- 6. Business Arising from Minutes
- 7. Correspondence
- 8. Reports:
 - A. President's Report
 - B. Treasurer's Report
 - C. Health of Members
 - D. Provincial Report
 - E. Other Committees
- 9. New Business
- 10. Adjournment

ARTICLE 12: BY-LAW AMENDMENTS

The By-Laws shall be amended by a two-thirds majority vote of the Active Members present and voting at a General meeting, only after one-month's Notice of Motion to Amend has been presented to the Membership. This Notice of Motion shall be given by email and/or a General Meeting.

ARTICLE 13: AUDIT

The Treasurer shall present the financial records of the Division according to the following guidelines:

- A. The books shall be audited annually.
- B. Auditor(s) shall be appointed annually by the Executive.
- C. Auditor(s) shall be any member of the Division other than the signing officers.
- D. The audited statement shall be presented for discussion at the October meeting and forwarded to the Provincial Treasurer within one month.

