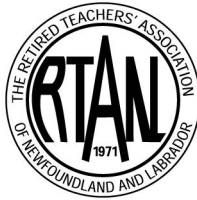

The Newfoundland and Labrador Retired Teachers' Association



Constitution and By-laws

Constitution of the RTANL

ARTICLE I: NAME

The name of the organization shall be the Retired Teachers' Association of Newfoundland and Labrador (RTANL).

ARTICLE II: OBJECTIVES

- A. To maintain and increase professional and social contacts;
- B. To maintain a liaison with the Newfoundland and Labrador Teachers' Association (NLTA);
- C. To speak for retired teachers on matters that affect them by virtue of the fact that they are retirees in society;
- D. To improve the financial status of teachers retired under the Newfoundland and Labrador Teachers' Pension Act;
- E. To keep informed on developments in education and to support public education;
- F. To encourage our members to be concerned about and become involved with social issues.

ARTICLE III: MEMBERSHIP

A. Active

Any person who retires pursuant to the Newfoundland and Labrador Teachers' Pension Act shall be eligible for Active Membership in the RTANL.

B. Associate

The following persons are eligible for Associate Membership in the RTANL:

- 1. a retired teacher in receipt of a teacher's pension from outside Newfoundland and Labrador;
- 2. a retired teacher's spouse receiving a pension pursuant to the Newfoundland and Labrador Teachers' Pension Act;
- 3. for the interim period, a retired teacher on deferred pension who will be eligible to receive a teacher's pension from age fifty-five (55) years onward;
- 4. a former teacher or substitute teacher who has ceased teaching and who has to his/her credit the equivalent of five (5) or more years of teaching service.

C. Honorary

Honorary Membership in the RTANL may be conferred upon persons who have contributed service to the teaching profession in Newfoundland and Labrador and who have added significantly to the support of the RTANL.

ARTICLE IV: RIGHTS, PRIVILEGES, AND RESPONSIBILITIES OF MEMBERSHIP

The rights, privileges, and responsibilities of membership shall be extended as follows:

- A. to Active Members, the full rights, privileges, and responsibilities of membership;
- B. to Associate Members, the full rights, privileges, and responsibilities of membership, except those of voting and holding office in the RTANL.

ARTICLE V: MEMBERSHIP FEES

- A. Membership fees for Active and Associate Members shall be established by resolution at a general meeting of the Association.
- B. Fees shall be divided fifty-fifty (50-50) between the Provincial Executive and the Divisions, the fifty per cent (50%) that goes to the Divisions being shared on a per capita basis.
- C. The percentage of a Division's funds to be given to a Regional shall be decided by the Division Executive in consultation with the Executive of the Regional, and shall be subject to review every year.

ARTICLE VI: MEMBERSHIP YEAR

The membership year shall extend from September 1st to August 31st of the next calendar year.

ARTICLE VII: STRUCTURE

- A. The RTANL shall be composed of a Provincial Executive plus a number of Divisions, each Division having the authority to set up a Regional where deemed necessary, provided that twenty-five (25) or more interested Active Members of the Association in a distant area indicate that they wish to form a Regional.
- B. The number of Divisions shall be determined according to the following criteria:
 - 1. There shall be a minimum of three (3) Divisions, namely: Central, Eastern, and Western.
 - 2. Where a majority of the Active Members of an established Regional so desire, the Regional may, with the approval of the Provincial Executive, become a Division in its own right.

ARTICLE VIII: PROVINCIAL EXECUTIVE

- A. The Provincial Executive shall consist of: President, Vice-President, Immediate Past President, [By-Law Article VII: A (4)], Secretary, Treasurer, and four (4) or five (5) Members- at-Large [By-Law: VII: A.], provided that there are not more than three (3) Members of the Executive from any one (1) Division and that the total Executive Membership shall not exceed nine (9).

- B. The Members of the Provincial Executive, with the exception of the Immediate Past President, shall be elected at the Biennial General Meeting (BGM) of the Association for a term of two (2) years.
- C. Election of the Provincial Executive shall be by secret ballot.
- D. Any vacancy occurring among the members of the Executive of the Association, through any cause, shall be filled by the Executive from the Alternate Members provided under By-Law Article III (G), in order of the number of votes received, provided that there are not more than three (3) Members of Executive from any one (1) Division.

ARTICLE IX: COMMITTEES

The Provincial Executive shall appoint from time to time such Standing and Ad Hoc Committees as may be deemed necessary to carry out the work of the Association.

ARTICLE X: MEETINGS

A. Provincial Executive Meetings

- 1. The Provincial Executive shall have at least two (2) meetings annually.
- 2. Provincial Executive Meetings may be held electronically.

B. General Meetings of the Association

1. Biennial General Meeting

The Provincial Executive shall, in every even-numbered year, hold a Biennial General Meeting (BGM) of the Membership in October or any such time as determined by the Executive.

2. Special Meetings

The Provincial Executive is empowered to call a Special Meeting of the Association as deemed necessary.

ARTICLE XI: LIAISON

A. With NLTA

- 1. The RTANL shall maintain an ongoing liaison with NLTA as a means of communication between the two Associations.
- 2. Upon invitation from NLTA Executive, the President of RTANL, or designate, shall represent RTANL at the NLTA BGM.

B. With Other Organizations

The RTANL shall cooperate whenever possible with other organizations/ associations whose objectives do not conflict with those of RTANL, and whose purposes reflect the concerns of our Members.

ARTICLE XII: AMENDMENTS

This Constitution may be amended only by a two-thirds (2/3) majority vote of the Active Members present and voting at the RTANL BGM, and only after a one (1)-month Notice of Motion to Amend has been sent to each Active Member of the Association.

[This Constitution was officially adopted at BGM 2006 and amended in 2018.]

BY-LAWS of the RTANL

ARTICLE I: QUORUM

- A. At the Biennial General Meeting and at Special or Emergency Meetings, a majority of the Provincial Executive and at least fifty (50) Active Members of the Association shall constitute a quorum.
- B. At Provincial Executive Meetings, a majority of the Executive Members shall constitute a quorum.

ARTICLE II: MEETINGS

A. Provincial Executive Meetings

1. The Provincial Executive shall have at least two (2) meetings annually.
2. The place and date of meetings shall be determined by the Executive in session, except when the President deems it necessary to call a Special or Emergency Meeting of the Executive.
3. Confirmation of each Executive Meeting shall be given by the President not less than two (2) weeks before the date of the meeting, except in the case of an Emergency meeting, when three (3) days shall be deemed sufficient notice.

B. Biennial General Meetings

1. The meeting place and date of the Biennial General Meeting (BGM) shall be decided by the Provincial Executive at the first meeting of its term of office, and communicated to the membership in the first Newsletter of that term.
2. The business of the BGM includes, but is not limited to:
 - (a) election of the Provincial Executive for the next two (2)-year term;
 - (b) presentation of Executive Biennial Report, Treasurer's Report, Audited Financial Statement, and Committee Reports;
 - (c) consideration of reports, and adoption where required;
 - (d) consideration of major issues that are of concern to the membership;
 - (e) consideration of resolutions presented by the Provincial Executive, by Divisions, or by individual Active Members.

C. Special Meetings

1. A Special Meeting of the Association may be called by the Provincial Executive when deemed necessary.
2. A Special Meeting of the Association shall be called upon the petition of at least fifty (50) Active Members.
3. Any such petition shall state clearly the purpose of the meeting.

4. Upon receipt of a valid petition, the President shall issue a thirty (30)-day notice of the date and place of such meeting.
5. At any Special Meeting, only the business for which the Special Meeting has been called may be transacted.

D. Rules of Order for Meetings

The rules contained in Robert's Rules of Order shall govern this Association at the BGM, at Provincial Executive Meetings, and in all other cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws of the RTANL.

E. Voting

1. Voting on motions/resolutions shall be by a show of hands, but a secret ballot shall be taken when requested by five (5) Active Members.
2. A simple majority is required for a motion/resolution to be carried, except in the case of an Amendment to the Constitution or By-Laws, when a two-thirds (2/3) vote of those present and voting shall be required.
3. The Chairperson, like any other Active Member, may vote only once on a question. (The chair may vote only when there is a tie vote on the meeting. He/She has a "casting" vote. By tradition the chair votes in such a way that another opportunity to consider the matter can easily be provided. Normally this is done by a negative vote.)
4. In the case of a tie vote, the motion/resolution shall be deemed to have been lost.

ARTICLE III: ELECTION OF PROVINCIAL EXECUTIVE

- A. At least six (6) months prior to the BGM, the Provincial Executive shall appoint a Nominating Committee of three (3) Active Members to prepare a slate of officers for presentation at the BGM.
- B. Further nominations may be submitted from the floor of the BGM.
- C. At the BGM, the Immediate Past President, or another Active Member appointed by the President, shall conduct the election of the Executive.
- D. Election of the Executive shall be by secret ballot.
- E. Voting shall be by Active Members only.
- F. A candidate who is unsuccessful in being elected for one position shall be permitted to let his/her name stand for any other position(s) of his/her choosing.
- G. Ten (10) Executive members shall be elected biennially, and the four (4) who have the greatest number of votes shall with the President, Vice-President, Secretary, Treasurer and a person holding office under [By-Law VII A 4], where applicable, form the Provincial Executive and that the total

Executive Membership shall not exceed nine (9). The remaining elected members shall be classified as Alternate Members.

ARTICLE IV: BANKING

- A. The RTANL shall do its financial business with a bank or a credit union to be selected by the Provincial Executive.
- B. The type of accounts shall be those deemed necessary by the Provincial Executive.
- C. The fiscal year shall run from September 1st to August 31st of the next calendar year.
- D. The first signing officer shall be the Treasurer, and the second signing officer shall be the President, or the Secretary, or another Executive Member appointed by the Executive.

ARTICLE V: AUDITORS

- A. The Auditors shall be appointed by the Provincial Executive not later than the month of June preceding the BGM.
- B. The audited financial statement for the two preceding years shall be presented at the BGM.
- C. A copy of the Audited Financial Statement shall be sent to each Division President within the three (3) months following the BGM, and printed in the next RTANL Newsletter.

ARTICLE VI: BIENNIAL REPORT

- A. The Provincial Executive's Biennial Report shall be presented at the BGM.
- B. A copy of the Biennial Report shall be printed in the first RTANL Newsletter following the BGM.

ARTICLE VII: DUTIES OF OFFICERS

A. President

- 1. The Term of Office shall be for a two-year period from October/BGM in the year the President was elected to the October/BGM of the second year following.
- 2. The Office shall not be held for more than two successive terms by the same person. A portion of a term shall be considered as a full term.
- 3. Upon election to office, the following oath shall be sworn to or affirmed: "Upon my honour, I declare that I will faithfully and to the best of my ability, carry out the duties prescribed for the position of President of the Retired Teachers' Association of Newfoundland and Labrador; that I will defend, and act within its Constitution and By-Laws, upholding its policies with integrity; that I will not knowingly seek personal gain from this office".

4. Upon the election and swearing in of a new President, the Immediate Past President shall serve as an ex-officio Executive member for the first year of the new President's term of office.
5. shall call all meetings of the RTANL and of the Provincial Executive;
6. shall preside over all RTANL and Provincial Executive meetings;
7. shall prepare an agenda for all RTANL and Provincial Executive meetings;
8. shall certify by his/her signature all acts, orders, and proceedings of meetings, and in particular shall sign all previously approved reports to be laid before the BGM;
9. shall be the official spokesperson of the RTANL;
10. shall, as the Chief Executive Officer of the RTANL, be in charge of all correspondence and other documents;
11. shall be an ex-officio member of all RTANL committees;
12. shall designate some other Executive Member to represent the President when he/she is unable to be present at some meeting or function where such presence is deemed necessary;
13. shall assume such other duties as the Provincial Executive may from time to time deem necessary.

B. Vice-President

1. shall assist the President as required;
2. shall, in the absence of the President, or because of the President's inability to act from any cause, discharge the duties of the President;
3. shall perform such other duties as may be assigned to him/her by the Provincial Executive or by the President.

C. Secretary

1. shall attend all meetings of the RTANL and of the Provincial Executive, and shall keep correct minutes of such meetings;
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 therefrom;
3. shall keep on file a copy of the Minutes adopted at each Provincial Executive meeting;
4. shall keep on file a record of the membership of all committees;
5. shall keep on file a copy of each report submitted at Provincial Executive meetings;
6. shall prepare, keep on file, and provide for each BGM, minutes of the previous BGM;
7. shall perform such other duties as may be assigned from time to time by the Provincial Executive.

D. Treasurer

1. shall keep satisfactory records of the financial affairs of the RTANL;
2. shall present a detailed account of the receipts and expenditures to the Provincial Executive at each Executive Meeting, and to the membership at each BGM;
3. shall keep custody of the bank book and other financial statements from the bank or credit union pertinent to the finances of the RTANL;
4. shall sign, with the President or Secretary or any other Signing Officer designated by the Provincial Executive, all cheques and other negotiable instruments;
5. shall, within one week of their receipt, if possible, deposit all funds of the RTANL to the bank or credit union prescribed by the Provincial Executive;
6. shall receive Membership Applications and arrange for payroll deductions where appropriate;
7. shall send Membership Cards to new Members;
8. shall update RTANL Membership List and report membership status at each Provincial Executive meeting;
9. shall Chair the Finance Committee.

ARTICLE VIII: RESPONSIBILITIES OF ALL EXECUTIVE MEMBERS

All Members of the RTANL Provincial Executive:

- A. shall become familiar with the RTANL Constitution and By-Laws, and other material in the RTANL Policy Handbook;
- B. shall attend all Provincial Executive meetings and all meetings of the RTANL;
- C. shall serve on committees as appointed by the President or elected by the Provincial Executive;
- D. shall perform such other duties as may be assigned from time to time by the Provincial Executive.

ARTICLE IX: VACANCIES ON THE PROVINCIAL EXECUTIVE

- A. Notwithstanding any vacancy in their number, the remaining Executive Members may carry on Executive business as usual, as long as there is a quorum of the elected members on the Executive.
- B. Any vacancy occurring on the Executive shall be filled as soon as possible, according to the provisions in Article VIII.A. of the Constitution.
- C. The office of any Executive Member shall be deemed vacated if, without reason acceptable to the Executive, that Executive Member has been absent from three (3) consecutive regular meetings of the Provincial Executive.

ARTICLE X: AMENDMENTS TO BY-LAWS

These By-Laws may be amended only by a two-thirds (2/3) majority vote of the Active Members present and voting at the RTANL BGM, and only after a one (1)-month Notice of Motion to Amend has been sent to each Active Member of the Association.

[These By-Laws were officially adopted at BGM 2006 and amended in 2018.]