
Retired Teachers' Association Newfoundland and Labrador

Avalon East Division



By-Laws and Policy Handbook

RTANL Avalon East Division

BY-LAWS

Article I – NAME

The Association shall be known as the Retired Teachers' Association of Newfoundland and Labrador – Avalon East Division (RTANL - AED).

Article II – OBJECTIVES

The objectives of the Division shall be as follows:

1. To deal with problems concerning the welfare of the group. Any issues noted should be forwarded to the Provincial Executive.
2. To endeavour to improve the financial status of teachers retired under the Teachers' Pension Acts.
3. To continue to provide social opportunities for the membership.

Article III – MEMBERSHIP

Active membership shall be open to all teachers retired under the Newfoundland and Labrador Teachers' Pension Acts. Those granted **Honorary** or **Associate** membership in the RTANL may also be members of this Division. (See RTANL Constitution Article III).

Article IV – RIGHTS, PRIVILEGES AND RESPONSIBILITIES OF MEMBERSHIP

- a) **Active** members shall have full rights, privileges and responsibilities.
- b) **Associate** members shall have full rights, privileges and responsibilities of membership except those of voting and holding office in the RTANL.

Article V – FEES

As of January 2019, fees shall be twenty-four dollars (\$24.00) per annum to be deducted at the rate of one dollar (\$1.00) per pay period or as forwarded directly to the Provincial Treasurer of the RTANL. Fifty per cent (50%) of these fees shall be retained by the provincial RTANL. Of the remaining fifty per cent (50%), the RTANL shall distribute to the divisions, funds proportional to the number of paid-up members as submitted to the RTANL Treasurer by the provincial Department of Finance or paid by individual active and/or associate members.

Article VI – MEETINGS

Meetings shall be at the call of the Executive Officers.

Article VII – OFFICERS AND THEIR DUTIES

The EXECUTIVE of the Division shall consist of President, Vice-President, Immediate Past-President, Secretary, Treasurer and four (4) Members-at-Large. The Executive shall meet at the call of the President and plan for the next general meeting and deal with such business as may be deemed necessary. The President shall report to the Division at each regular meeting all proceedings of the Executive since the last general meeting.

- 1. PRESIDENT:** Shall preside at all regular meetings and executive meetings; shall call special meetings; shall be an ex-officio member of all committees; shall present an Annual Report; shall have general supervision over all the work of the Division and shall perform such duties as usually pertain to the office.
- 2. VICE-PRESIDENT:** Shall, in the absence of the President, perform all duties pertaining to the office of President, and such other duties as are delegated by the Executive.
- 3. IMMEDIATE PAST-PRESIDENT:** Shall be the Chairperson of the Nomination Committee, and such other duties as may be required by the Executive.
- 4. SECRETARY:** Shall give notice of and keep a correct record of all meetings of the Division and Executive.
- 5. TREASURER:** Shall have charge of all funds of the Division; shall make a report at each regular meeting of receipts and disbursements; shall sign with either the President OR one other DESIGNATED member all cheques and other negotiable instruments; shall perform such other duties as may be delegated by the Executive.
- 6. MEMBERS-AT-LARGE:** Shall perform such duties as may be assigned by the Executive.

Article VIII – COMMITTEES AND THEIR DUTIES

There shall be the following standing committees: **Visitation, Social,** and such other committees as the Association and/or the Executive may determine. Each convenor shall have power to select their own committee members; each convenor shall be a Member-at-Large of the Executive.

- 1. Visitation Committee:** Shall meet at the call of the convenor and plan for the visiting of the sick, where possible, and bring condolences to the families of deceased members, where possible. The convenor shall be responsible for any cards or other greetings taken or sent to a member. Funds for such expenditure shall be reimbursed by the Association to the convenor. The convenor shall report to the Association at each regular meeting.

2. **Social Committee:** Shall meet at the call of the convenor and plan for the social activities; shall be responsible for all social activities that may take place throughout the year. The convenor shall report to the Executive at each executive meeting, and report to the Association when necessary to do so.

Article IX – ELECTIONS

1. **The Nominations Committee:** Shall be under the direction of the Immediate Past-President who shall enlist two other members; shall present for election a slate of officers for the ensuing term at the Annual Meeting of the Association.
2. **Nominations:** Further nominations may be submitted from the floor but must have the permission of the person whose name is submitted.
3. **Terms of Office:** Members of the Executive, with the exception of the Immediate Past-President, shall be selected for a two-year term but are eligible for re-election EXCEPT FOR THE OFFICE OF THE PRESIDENT WHICH SHALL BE LIMITED TO ONE TERM. The Executive shall have power to fill vacancies in its membership; such appointments to continue in force until the next Annual Meeting.
4. **Voting:** Shall be by ballot.

Article X – QUORUMS

1. A quorum for general meetings shall be ten (10) members.
2. A quorum for executive meetings shall be a majority of the members of the Executive.

Article XI – FISCAL YEAR

1. The Annual Meeting shall be in June of each year with the new Executive members to take office July 1st.
2. The fiscal year of Avalon East Division shall be from May 1st to April 30th of the next calendar year.

Article XII – AUDITOR(S) AND FINANCIAL STATEMENTS

1. As per article #6 of the RTANL Financial 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 Treasurer.
 - d) The audited financial statement shall be presented for discussion at the Annual General Meeting and forwarded to the Provincial Treasurer within one month.

Article XIII – ORDER OF BUSINESS

1. Call to Order
2. Welcome to Members
3. Introduction of Guest Speaker
4. Review of Agenda – Amend/Approve
5. Minutes of Previous Meeting
6. Adoption of Minutes
7. Business Arising from Minutes
8. Correspondence
9. Treasurer’s Report
10. Adoption of Treasurer’s Report and Financial Statement
11. Report of Committee Chairpersons
12. New Business
13. Adjournment

Article XIV – BY-LAW AMENDMENTS

The By-Laws may be amended by written notice of motion at least one month prior to a general meeting.

These By-Laws were amended and accepted at the General Meeting of Avalon East Division on June 8, 2021.

(No AGM in 2020 due to COVID restrictions)

POLICY HANDBOOK

1. BY-LAWS

- a) The Division shall be governed by the By-Laws as adopted at a general meeting on June 5, 2019, and amended at a general meeting on June 8, 2021.

2. COMMUNICATION

- a) Every effort will be made to keep members informed of the activities and business of the division through the distribution of its newsletter/website/email as of September 2019.
- b) The division may honour requests for volunteers from non-profit organizations by placing an announcement in the newsletter/website/email as of September 2019.
- c) The division shall not place advertisements or requests in the newsletter from any “for-profit” individual, group or company.

3. DONATIONS

- a) As per RTANL donation policy (Financial Policy Guidelines for Divisions – Appendix A).
- b) Donations to “other services to children” (RTANL Donation Policy 2.a) shall apply only to those administered by recognized charities.
- c) An annual donation of a minimum of \$2,000 is given to the Retired Teachers’ Foundation. All funds raised at social events, after expenses, are also to be given to the Retired Teachers’ Foundation.
- d) An annual donation of \$2,000 is given to the School Lunch Association. This amount to be reviewed annually.

4. FINANCES

- a) As per RTANL’s Financial Policy Guidelines for Divisions (Appendix A) with the exception of:
 - i) All funds shall be deposited within one month of their receipt.
 - ii) Members who perform a service for the Division may, at the discretion of the Executive, be given an honorarium.
- b) The Newfoundland and Labrador Credit Union is the banking establishment used by the division.

5. INSIGNIA

- a) The new banner designed by Past-President Judith Peckham is to be displayed at all meetings of the division and at provincial BGM's until replaced by a new banner.
- b) The division's logo (also designed by Judith) is used on official documents and correspondence until replaced by a new logo.

6. NAME

- a) The name of the division shall be Avalon East Division.

7. PRIVACY OF MEMBERS

- a) Every effort shall be made to respect and protect the privacy of members and their personal information.
- b) The membership list of Avalon East Division shall not be sold or given to any individual, group or agency.

8. REGIONALS

- a) Formation and operation as per RTANL policy.
 - i) The Division shall have the right to set up Regionals 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. (Article VII, Sub-Section A, RTANL Constitution).
 - ii) 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 V, Sub-Section C, RTANL Constitution).
 - iii) Where 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 VII, Sub-Section B.2, RTANL Constitution).

9. SCHOLARSHIPS

- a) The decision was made in 1996 that this division would not sponsor a scholarship fund.

10. SIGNING OFFICERS

- a) As per RTANL's Financial Policy Guidelines for Divisions (Article 5). [Attached as Appendix A].

11. SOCIAL FUNCTIONS

- a) Functions will be limited to members of the division unless otherwise determined by the Executive. Non-members may not be subsidized.
- b) **Free admittance** to all social functions will be given to:
Members 80-89 years old as well as their spouses,
Members 90 years old and older, and a guest.
- c) Complimentary tickets to all social functions will be given to members of the Executive.

12. TRAVEL

- a) As per RTANL's Financial Policy Guidelines for Divisions (Article 3a). [Attached as Appendix A].
- b) Out-of-pocket expenses to be paid to Regional representatives.
- c) Out-of-pocket expenses, including mileage (as per RTANL rates) and/or airfare, to be paid to executive member(s), or designate(s), when representing the division at an out-of-the-division function.
- d) Mileage (as per RTANL rates) to be paid to executive members for Executive or Special Meetings and while travelling on business for Avalon East Division.

13. VISITATION

- a) One card each at Christmas or a card at first hospital visit will be brought/sent by the Visitation Committee to sick or hospitalized members.

APPENDIX A

Retired Teachers' Association of Newfoundland and Labrador FINANCIAL POLICY GUIDELINES FOR DIVISIONS

1. ANNUAL FEES

- a) Active and Associate members of the Association shall pay annual fees as established by resolution at a BGM.
- b) Annual fees to the Association may be deducted by pensions, upon receipt of membership application from a retiree, and remitted to the Provincial Treasurer.
OR: paid directly to the Provincial Treasurer.
- c) Fees received shall be divided 50-50 between the Provincial RTANL and the Divisions.

2. DONATIONS

Donations shall be made ONLY to the Retired Teachers' Foundation or for other services to children. Donations should not be more than 20% of the rebate portion. All donations shall be approved by majority vote of Division Executive.

3. EXPENSES

a) Travel Expenses

Members of the Division travelling on authorized business shall be governed by the following regulations:

- i) The kilometre reimbursement rates for members using their own vehicle shall be as per Provincial RTANL rate at time of travel.
- ii) In instances where two or more members travel in the same vehicle, only one claim for travel expenses will be paid.
- iii) Members using public transportation must present a receipt to the Treasurer for reimbursement.
- iv) In cases where inclement weather necessitates extra expenses for travel/accommodations, such extra expenses incurred shall be paid by the Division.

b) Meals

A per diem allowance shall be paid as per Provincial RTANL rate at time of claim.

c) **Accommodations**

- i) One hotel room will be provided for each member of the Executive on Division business. **Claim should show room charge only. Please provide a receipt.**
- ii) Private accommodations will be paid in accordance with amounts approved by Provincial Executive (\$25.00 per night).

d) **Receipts**

Receipts should be provided for all expenses other than kilometrage and per diem.

e) **Expense Claims**

All expense claims should be submitted within 30 days.

f) **Other Expenses**

All other expenses in excess of \$200.00 must receive prior approval of the Division Executive.

4. SCHEDULING OF MEETINGS

Where possible, Executive meetings should be planned to minimize the costs of accommodations and travel.

5. SIGNING OFFICERS OF THE ASSOCIATION

- a) Two signatures are required to validate all cheques written on behalf of the Division.
- b) The first signing officer shall be the Treasurer, the second signing officer shall be the President or the Secretary, or some other delegated Executive member.

6. AUDITOR(S) AND FINANCIAL STATEMENTS

- a) The books shall be audited annually.
- b) Auditor(s) shall be appointed annually by the Division Executive.
- c) Auditor(s) shall be any member of the Division other than the Treasurer.
- d) The audited financial statement signed by the Treasurer and one other member shall be presented for discussion at the AGM and forwarded to the Provincial Treasurer within one month.

7. BANKING

The Division shall do its financial business with a bank or a credit union selected by the Executive.

8. DUTIES OF THE TREASURER

- a) To keep satisfactory records, in accordance with generally accepted accounting principles, of the financial affairs of the Division.
- b) To present a detailed account of the receipts and disbursements to the Executive at each meeting and at each AGM.
- c) To keep in their custody the bank book, cheque book, and all financial statements from the bank or credit union pertinent to the finances of the Division.
- d) To sign with the President, Secretary or other delegated signing officer, all cheques.
- e) To deposit all funds of the Division within one week, if possible, of their receipt.
- f) To discharge such other duties as may be required by the Division Executive.
- g) When a new Treasurer is elected, all financial records shall be transferred immediately. Also, signing authority shall be changed as soon as possible.

9. RECOGNITION/PAYMENT FOR SERVICES RENDERED TO THE ASSOCIATION

- a) When/if an individual or group performs a service for the Division **without a fee**, a majority vote of the Division Executive shall determine if such individual or group shall be awarded an honorarium or a Certificate of Appreciation.
- b) When/if an individual or group proposes to perform a service for the Division **for a fee**, a majority vote of the Division Executive shall determine if such a proposal shall be accepted.

APPENDIX B



Avalon East Division

Retired Teachers' Association of Newfoundland and Labrador

We, the undersigned members of RTANL, Avalon East Division, do hereby request that a “Regional” be established in the area of:

(A minimum of 25 signatures is required)

Names

- | | |
|-----------|-----------|
| 1. _____ | 17. _____ |
| 2. _____ | 18. _____ |
| 3. _____ | 19. _____ |
| 4. _____ | 20. _____ |
| 5. _____ | 21. _____ |
| 6. _____ | 22. _____ |
| 7. _____ | 23. _____ |
| 8. _____ | 24. _____ |
| 9. _____ | 25. _____ |
| 10. _____ | 26. _____ |
| 11. _____ | 27. _____ |
| 12. _____ | 28. _____ |
| 13. _____ | 29. _____ |
| 14. _____ | 30. _____ |
| 15. _____ | 31. _____ |
| 16. _____ | 32. _____ |