

## EDMONTON RETIRED TEACHERS' ASSOCIATION BYLAWS

### 1. AUTHORITY

The Edmonton Retired Teachers' Association (ERTA) is a branch of the Alberta Retired Teachers' Association (ARTA) with powers not exceeding the powers of the provincial association.

### 2. MEMBERSHIP

#### 2.1 Membership Categories

Membership in the Association shall fall into one of the following categories:

##### 2.1.1 Full Members (See 4.7.1)

ERTA will accept as a full member, with voting privileges and eligible to hold office, any individual who belongs to one of the following education sector groups:

- 2.1.1.1 Retired teachers who would have received, are receiving or will receive a pension from the Alberta Teachers' Retirement Fund.
- 2.1.1.2 Retired teachers from federal, provincial and territorial jurisdictions other than Alberta who contributed to their government's pension plan and were living in Alberta at the time of application for membership.
- 2.1.1.3 Retired instructors of Alberta educational institutions (universities, colleges and technical schools) funded by and operated under the jurisdiction of the Ministries of Education and Advanced Education and Technology who contributed to an Alberta government pension plan.
- 2.1.1.4 Retired employees (support staff) of school boards, universities, colleges and technical institutions who have contributed to an Alberta government pension plan.
- 2.1.1.5 Retired employees (support staff) of the Alberta Teachers' Association (ATA) and the Alberta Retired Teachers' Association (ARTA) who have contributed to an Alberta government pension plan.

##### 2.1.2 Non-voting Member

- 2.1.2.1 Spouses or partners of full members who are now deceased.

##### 2.1.3 Honorary Life Members

Honorary life memberships are conferred based on the following procedure:

- 2.1.3.1 The Board of Directors shall delegate to a Selection Committee the responsibility for recommending honorary life membership nominees for final approval by the board.
- 2.1.3.2 Any member of ERTA may submit to the president, in writing by hard copy or electronically, a nomination for honorary life membership provided such nomination is submitted by May 15.
- 2.1.3.3 To qualify for consideration for the award of honorary life membership, a candidate must be a current member of ERTA, must have been a member of the association for at least five (5) years and must have made a significant contribution to the association.
- 2.1.3.4 Although an honorary membership need not be awarded each year, designation is limited to not more than two (2) in any given year. Such awards, if any, shall be made at the September luncheon.

#### *2.1.4 Life Members*

Life memberships are granted to ERTA members who reach ninety (90) years of age and have been a member for five (5) years.

### **2.2 Withdrawal of Member**

Any member of ERTA may withdraw from membership by giving written notice by hard copy or electronically to the membership coordinator, at which time all privileges of membership shall cease.

### **2.3 Expulsion of Member**

2.3.1 The Board of Directors may, for just cause, terminate the membership of any member upon a two-thirds (2/3) majority vote by secret ballot at a general or a special meeting of the Board of Directors called for that purpose. Written notice shall be sent by registered mail to the last known address of the expelled individual.

2.3.2 An appeal may be made to the ERTA Board if received within six (6) months of the date of the expulsion.

## **3. FEES**

- 3.1 Membership is contingent upon payment of the annual fee, the amount of which is determined from time to time at an Annual General Meeting (AGM) of the membership on recommendation by the Board of Directors.
- 3.2 Fees are due on July 1 of the year after which the current membership has expired. Multi-year memberships, to a maximum of five (5) years, may be purchased.
- 3.3 Payment of the annual fee is required from only one (1) individual per household if a spouse or a partner is also a retired teacher, instructor or support staff member. Payment of the annual fee is required from both if both individuals in the household

wish to have voting privileges. The membership fee entitles the registrant to vote and hold office.

- 3.4 Non-payment of fees six (6) months after the due date shall result in removal from the membership list and forfeiture of membership privileges. Membership is reinstated upon payment of the annual fee.
- 3.5 There shall be no refund of the membership fee as a result of withdrawal, expulsion or death of a member.
- 3.6 A complimentary membership for one (1) year, commencing July 1 of the year of retirement, is granted to all new retirees who have registered with the membership coordinator. Education sector personnel who retire prior to the end of the school year will be granted the benefit of complimentary membership for the additional time period.
- 3.7 Neither honorary nor life members are required to pay an annual membership fee.

## **4. GOVERNANCE**

### **4.1 Management**

4.1.1 The Board of Directors, subject to the bylaws or direction given to it by a majority vote at any meeting duly called and constituted, shall have full management of the affairs of the association.

4.1.2 The Board of Directors is entrusted with the responsibility of carrying out the business of the association in an ethical and prudent manner and ensuring the continuity and stability of the organization.

### **4.2 Composition of the Board of Directors**

#### *4.2.1 Officers*

The Board of Directors shall consist of the following officers:

4.2.1.1 A president shall be a director who prepares the agenda, presides over all general or special meetings of the ERTA Board of Directors, presides over all annual and special meetings of the branch, represents the branch or arranges for an alternate to represent ERTA at all ARTA meetings, and chairs or arranges for an alternate to chair all ERTA luncheons;

4.2.1.2 A past president shall be a director who serves automatically, acts as a resource person with full voting privileges, and is responsible for providing a slate of nominees for election to positions on the Board of Directors;

4.2.1.3 A vice-president shall be a director who, in the absence of or at the request of the president, performs the duties of the president. In the absence of both the president and vice-president a chairperson may be elected to preside at the meeting;

4.2.1.4 Two (2) secretaries shall be directors, one of which attends meetings of the Board of Directors and/or the annual meeting of the Association and takes accurate minutes of the same. In case of the absence of either secretary, the duties shall be discharged by an officer appointed by the board;

4.2.1.5 A treasurer shall be a director who accounts for all monies received by ERTA, ensures that such funds are deposited in an account at the financial institution designated by the board, maintains the necessary financial accounts and records, presents a detailed account of receipts and disbursements to the Board of Directors whenever requested, prepares the necessary financial reports in a fashion acceptable for audit purposes and recommends an auditor or auditors, and advises the board regarding prudent fiscal direction; and

4.2.1.6 A membership coordinator shall be a director who collects the membership fee, maintains a record of all branch members, forwards all monies collected to the treasurer, prepares phoning lists and address labels before each newsletter stuffing, and maintains the email database.

#### 4.2.2 Additional Directors

Additional directors, the number to be determined by the Board of Directors, shall assume specific duties from time to time that support the work of the association.

### 4.3 Elections

4.3.1 All members of the Board of Directors, except the past president, shall be elected annually at the association's AGM in June.

4.3.2 A Nominating Committee, chaired by the past president, shall be responsible for presenting a slate of nominees for election to positions on the Board of Directors at the AGM.

4.3.3 Election procedure, for all elected positions, shall include a call for nominations of members in good standing from the floor.

4.3.4 Any member of the Board of Directors is eligible for re-election to a consecutive term in the same position or any other position on the board.

### 4.4 Vacancies

If any board position is not filled at the AGM or a vacancy occurs during the year, the Board of Directors may appoint an eligible association member to fill the position or complete the unexpired term provided that the member has consented in writing to serve as an officer or director if the member is not present at the meeting.

**4.5 Terms of Office**

4.5.1 The term of office shall be from one AGM to the next AGM.

4.5.2 Board members shall take office immediately after the adjournment of the AGM at which they are elected or, if appointed, immediately upon appointment and shall remain in office until their successors are elected or appointed.

4.5.3 A board member may resign at any time by giving written notice by hard copy or electronically to the president.

4.5.4 Any member of the Board of Directors, upon a two-thirds (2/3) majority vote of all board members at a duly constituted board meeting, may be removed from office for non-fulfillment of duties or for any cause that the Board of Directors may deem reasonable.

**4.6 Committees/Officers**

Ad hoc committees or other officer positions may be named by the Board of Directors whenever necessary.

**4.7 Liaison with ARTA**

4.7.1 All board members representing ERTA at meetings of the ARTA Board of Directors must be full ARTA members.

4.7.2 It shall be the responsibility of the Board of Directors to name a slate of delegates who are full ARTA members to attend the ARTA AGM and other ARTA meetings as they are called.

**5. MEETINGS**

**5.1 Association Meetings**

5.1.1 The Board of Directors shall be responsible for holding an AGM of the association in June of each year, of which notice sent by mail or electronically to the last known address of each member shall be delivered twenty-one (21) days prior to the date of the meeting. An audited financial statement shall be presented to the membership in attendance at the AGM.

5.1.2 A special meeting of the association shall be called upon the receipt of a petition by any thirty (30) full members of ERTA stating the issue for calling such a meeting, of which notice sent by mail or electronically to the last known address of each member shall be delivered twenty-one (21) days prior to the date of the special meeting. No subject shall be considered at any such special meeting except that which is specified in the notice.

5.1.3 Ten percent (10%) of the ERTA membership shall constitute a quorum at an annual or special meeting of the association.

5.1.4 Motions will be approved by a simple majority.

5.1.5 ERTA members shall be entitled to vote in person and not by proxy at all annual and special meetings of the Association and may attend all meetings of the Board of Directors as an observer. Observers may participate in discussions at the invitation of the chair, but they may be asked to withdraw for the discussion of confidential or reserved business.

## **5.2 Board of Directors Meetings**

5.2.1 Regular meetings of the Board of Directors, called by the president, shall be held as often as may be required, but at least once every three (3) months.

5.2.2 A special meeting of the Board of Directors shall be called by the president on the instruction of any three (3) board members provided that they request the president in writing to call such a meeting and state the business to be brought before the meeting.

5.2.3 Members shall be notified of a regular or special meeting by mail, telephone or electronically at least seven (7) days prior to the date of the meeting.

5.2.4 Meetings may be held without notice, provided however, that any business transactions at such a meeting shall be ratified at the next regularly called meeting of the board; otherwise they shall be null and void.

5.2.5 The number of directors present at a regular or special meeting of the Board of Directors shall constitute a quorum.

## **5.3 Conduct of Meetings**

Meetings shall be conducted in accordance with *Robert's Rules of Order* unless otherwise directed by ERTA bylaws.

## **6. FINANCES**

6.1 The financial year shall be May 1 to April 30.

6.2 All cheques written on behalf of the association must be signed by any two (2) of three (3) Association members designated by the board.

6.3 Borrowing to cover branch operating expenses shall not be permitted.

6.4 Unless authorized at a meeting, no director or member of the association shall receive any remuneration for services rendered, but a director or member may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the association.

6.5 The ERTA books must be audited once a year prior to the AGM by a duly qualified accountant or by two members of the association and a written signed report of the auditor shall be presented at the AGM. Failure to present the audit at this meeting shall not invalidate the audit's presentation at another properly constituted meeting.

- 6.6 The auditor shall have the right of access, at all reasonable times, to the books and accounts and shall be entitled to require from the officers of the association such information and explanations as may be necessary to complete the annual audit.
- 6.7 An auditor or auditors shall be appointed annually at the AGM.
- 6.8 If, for some reason, the auditor appointed at the AGM is unable to perform the audit, the Board of Directors shall appoint an auditor or auditors to perform those duties.

## **7. KEEPING AND INSPECTION OF THE BOOKS AND RECORDS**

- 7.1 The treasurer shall be responsible for keeping the financial records, the president shall be responsible for keeping the minute books and the membership coordinator shall be responsible for keeping the membership information.
- 7.2 The accounting and minute books may be inspected by any member of the association at the AGM or otherwise, providing that reasonable notice has been given and a satisfactory time has been arranged with the officer responsible for same.

## **8. AMENDMENTS**

- 8.1 Bylaws may be created, amended or rescinded by a special resolution passed by a seventy-five percent (75%) majority vote of the members present and eligible to vote at an AGM of the association provided that notice of intention to propose a special resolution has been given by mail or sent electronically to the last known address of each member a minimum of twenty-one (21) days prior to the meeting.
- 8.2 If approved, the revised bylaws will take effect when they are approved by Corporate Registry.

## **9. SOCIETY SEAL**

At this time, the Edmonton Retired Teachers' Association will not be adopting a seal.

## **10. DISSOLUTION**

In the event of a voluntary dissolution pursuant to the Societies Act, any remaining funds and assets of the Edmonton Retired Teachers' Association shall be disposed of as determined by the Board of Directors.