

*New Brunswick Society of Retired Teachers*

# ***Constitution***

*and*

# ***By-Laws***



**Amended April, 2009**

**Amended May, 2013**

**Amended May, 2017**

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# **PART 1: NBSRT Constitution**

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## **ARTICLE I – NAME**

The name of the organization is “*THE NEW BRUNSWICK SOCIETY OF RETIRED TEACHERS*” (NBSRT). It is an organization that represents the retired teachers of New Brunswick who are members in good standing of the Society.

## **ARTICLE II - DEFINITIONS**

- a) Branches - Bathurst Branch, Carleton/North York Branch, Central Branch, Charlotte Branch, Kings County Retired Teachers' Association (KCRTA), Miramichi Area Retired Teachers' Association (MARTA), Greater Moncton Association of Retired Teachers (GMART), Restigouche Society of Retired Teachers (RSRT), New Brunswick Society of Retired Teachers Saint John (NBSRTSJ), Victoria/Tobique Branch
- b) Members - Retired teachers who are members in good standing of the NBSRT.
- c) In Good Standing - Describes an NBSRT member whose dues are paid, and all Honorary Members.

## **ARTICLE III - MISSION**

The mission of the NBSRT shall be to protect, advance, and advocate for the well-being of retired teachers.

## **ARTICLE IV - AFFILIATION**

The NBSRT is not affiliated with any group or organization with the exception of the following:

- a) New Brunswick Teachers' Association (NBTA)
- b) New Brunswick Teachers' Federation (NBTF)
- c) Société des Enseignantes et des Enseignants Retraités Francophones du Nouveau-Brunswick (SERFNB)
- d) Canadian Association of Retired Teachers (ACER-CART)
- e) Eastern Canadian Retired Teacher Organizations (ECRTO)
- f) School Days Museum Inc

## **ARTICLE V - MEMBERSHIP**

- a) The membership shall consist of retired teachers who are members in good standing of the NBSRT.
- b) Honorary Life Membership may, with the approval of the Executive Officers, be conferred upon any member for outstanding service to the NBSRT. Honorary Life members shall enjoy the full benefits of membership in the NBSRT while having their annual membership dues waived.

## ARTICLE VI - GOVERNANCE

- a) The Executive Officers and the Board of Directors shall organize and conduct all matters pertaining to the NBSRT in accordance with the Constitution, and By-laws, approved at the Annual General Meeting.
- b) The NBSRT Constitution and By-Laws shall be reviewed at regular intervals. The review process may be carried out at any time by an ad hoc committee appointed by the Executive, but the time period since the last review shall not exceed five years.
- c) The Board of Directors of the NBSRT shall consist of the Executive Officers, the Provincial Director(s) from each Branch, the Chairs of all NBSRT Standing Committees, Appointees, and Representatives. **Note:** *Branches with more than 100 members are entitled to two Provincial Directors.*
- d) The Executive Officers of the NBSRT shall consist of the President, the Past President, the First Vice-President, the Second Vice-President, the Recording Secretary, and the Treasurer. These Executive Officers shall be elected in the even years as the result of a "one member, one vote" provincial election, and shall normally take office on June 1<sup>st</sup> of the year elected.
- e) The President normally serves for one two-year term; however, he/she may be elected to one additional two-year term.
- f) The Past President's term ends when the President leaves office.
- g) Executive Officers, other than the President and Past President have no restrictions on the number of consecutive terms they may serve.
- h) It shall be the responsibility of the out-going Executive Officer(s) to provide transition briefings about duties and responsibilities to the newly elected Executive Officer(s) before the new executive takes office.
- i) Committee Chairs, Appointees, and Representatives shall be selected for a two-year renewable term by a motion of the Executive.

## ARTICLE VII - COMMITTEES / APPOINTEES / REPRESENTATIVES

- a) Standing Committees shall be established or disbanded at the direction of the Fall meeting of the NBSRT Board of Directors, or by the general membership at the Spring AGM. The Board of Directors' and/or the AGM's decision to act should be based upon a recommendation from the NBSRT Executive.
- b) The Standing Committees of the NBSRT may include but not be restricted to: Group Insurance, Membership, Online Media, Pension, Scholarship, and Wellness.
- c) Appointees of the NBSRT may include, but not be restricted to: *Reflections* Editor(s), *Reflections* Circulation Manager, and Membership Secretary.
- d) Representatives of the NBSRT may include, but not be restricted to: School Days Museum Inc.

- e) Committee Chairs, Appointees, and Representatives shall vote at the Board of Directors Meeting.
- f) "Ad Hoc" Committees may be appointed by the Executive Officers if and when required to accomplish specific purposes. The chairs of ad hoc committees are temporarily appointed for specific purposes, and have no voting privileges at a Board of Directors Meeting.

## **ARTICLE VIII - MEETINGS**

Three types of meetings are used to direct the activities of the NBSRT. These meetings may be conducted face-to-face, via teleconference, or via video conference:

- a) Annual General Meeting (AGM)
  - (1) The Annual General Meeting (AGM) shall normally be held each Spring.
  - (2) This meeting may be hosted by branches at rotating venues around the province. Should more than one branch offer to host an Annual General Meeting, or should no branch extend an invitation, the venue will be chosen on a date and at a location determined by the Executive Officers.
  - (3) Constitutional amendments shall follow the guidelines specified in Article X.
- b) Board of Directors Meeting
  - (1) The Board of Directors shall meet in the Fall, and at any other time as deemed necessary by the Executive Officers on a date and at a location determined by the President.
- c) Executive Officers Meeting
  - (1) Meetings of the Executive Officers shall be called at the discretion of the President at a time and place of his/her choosing.

## **ARTICLE IX - FINANCIAL YEAR**

The fiscal year of the NBSRT shall be from April 1 to March 31 of the following year.

## **ARTICLE X - AMENDING THE GOVERNANCE DOCUMENTS**

- a) Proposed amendments to the Constitution of the NBSRT shall be circulated to the membership no later than thirty (30) days prior to the Annual General Meeting for consideration at that meeting, and if possible shall be published in "*Reflections*" and on all online platforms (Website, Facebook, Twitter). A vote of two thirds of those in attendance at the Annual General Meeting will constitute a majority vote.
- b) Proposed amendments to the By-laws of the NBSRT shall be circulated to the membership no later than thirty (30) days prior to the Annual General Meeting for consideration at that meeting, and if possible shall be published in "*Reflections*" and on all online platforms (Website, Facebook, Twitter). A vote of 50% + 1 of those in attendance at the Annual General Meeting will constitute a majority vote.

## PART 2: NBSRT By-Laws

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*These by-laws regulate the transaction of business and affairs of the NBSRT.*

### BY-LAW 1: DUTIES & RESPONSIBILITIES - BOARD OF DIRECTORS

#### A. Executive Officers

##### 1. The President shall:

- a. Normally take office on June 1<sup>st</sup> of the year elected.
- b. Be the official spokesperson for the NBSRT, and shall represent the views of retired teachers according to the positions and practices of the NBSRT.
- c. Be one of three signing officers for the NBSRT.
- d. Preside over all meetings of the Provincial Executive, the Board of Directors, and the AGM; and shall be responsible for calling the meetings of these bodies when required.
- e. Prepare the agenda for each meeting of the Provincial Executive, the Board of Directors, and the AGM.
- f. Be an NBSRT Representative to the *Canadian Association of Retired Teachers (ACER-CART)*, the *Eastern Canadian Retired Teacher Organizations (ECRTO)* and *NBSRT/SERFNB Liaison* meetings; and shall provide a written report to the Board of Directors.
- g. Represent the NBSRT at the NBTA Retiring Teachers' Banquet, and at any other function to which an invitation has been extended.
- h. Be available to visit branches of the NBSRT.
- i. Be an ex-officio member of all committees.
- j. Be a co-ordinator with the AGM Planning Committee.
- k. Appoint an Election Returning Officer for NBSRT provincial elections.
- l. Arrange for room reservations and catering for NBSRT meetings at the NBTF Building.
- m. Have the power to designate a member of the Executive to act on his/her behalf.
- n. Prepare an autobiographical document for the historical records of the NBSRT.

##### 2. The First Vice-President shall:

- a. Normally take office on June 1<sup>st</sup> of the year elected.
- a. Assume the duties and responsibilities of the President in the event of the absence, illness, or death of the President.
- b. Be a signing officer to the Treasurer in the absence of the President or Treasurer.

- c. Be an NBSRT Observer at the *Canadian Association of Retired Teachers (ACER-CART, and the Eastern Canadian Retired Teacher Organizations (ECRTO)* meetings; and attend NBSRT/SERFNB Liaison Meetings.
- d. Be responsible for preparing provincial *Certificates of Merit* and processing *Honorary Lifetime Membership* applications for the signature of the NBSRT President.
- e. Perform additional duties as required.

**3. The Second Vice-President shall:**

- a. Normally take office on June 1<sup>st</sup> of the year elected.
- a. Assume the duties and responsibilities of the 1st Vice President in the event of the absence, illness, or death of the 1st Vice President.
- b. Be responsible for gifts and honorariums as authorized by the Executive.
- c. Perform additional duties as required.

**4. The Recording Secretary shall:**

- a. Normally take office on June 1<sup>st</sup> of the year elected.
- a. Record the minutes of all Provincial Executive and Board of Directors' meetings, and the AGM.
- b. Prepare and distribute the Minutes of all Provincial Executive, Board of Directors, and AGM meetings; and other meetings as directed within 20 days of the recorded meeting to the NBSRT Executive, Provincial Directors, Branch Presidents, Chairs of Committees, Appointees, and Representatives.
- c. Prepare all records at the request of the President.
- d. Write and receive correspondence for the NBSRT.
- e. Prepare and distribute Notices of Motion, Notices of Resolutions, and Constitutional Amendments to the NBSRT Executive, Provincial Directors, Branch Presidents, Chairs of Committees, Appointees, and Representatives 30 days in advance of the Annual General Meeting.
- f. Notify the NBSRT Executive, Provincial Directors, Branch Presidents, Chairs of Committees, Appointees, and Representatives as to the date, time and location of meetings they are required to attend.
- g. Perform additional duties as required.

**5. The Treasurer shall:**

- a. Normally take office on June 1<sup>st</sup> of the year elected.
- a. Be one of three signing officers.
- b. Prepare an annual budget and administer the financial records of the NBSRT.
- c. Collect and deposit all NBSRT monies to NBSRT accounts.



- d. Pay all authorized expenses of the NBSRT.
- e. Reimburse eligible members for mileage, meals, accommodation, and approved miscellaneous expenses incurred while conducting authorized business of the NBSRT.
- f. Have prepared, and present annually to the Fall Board of Directors for approval, an audited statement of the NBSRT's finances by an independent auditor.
- g. Manage the investments of the NBSRT at the direction of the Annual General Meeting.
- h. Ensure a digital back-up of all financial records is made monthly, and stored in an accessible location in the event the primary records fail or the Treasurer is incapacitated.
- i. Maintain a list of physical assets (eg LCD Projector) held by the NBSRT.
- j. Perform additional duties as required.

**6. The Past President shall:**

- a. Normally take office on June 1<sup>st</sup> of the year the new president is elected.
- b. Serve as an Executive Officer.
- c. Attend all meetings of the Provincial Executive, the Board of Directors and the AGM.
- d. Assist Executive Officers if requested.
- e. Chair an ad hoc Nominating Committee responsible for preparing a slate of officers for the provincial election of Executive Officers.
- f. Complete his/her term when the President's term ends.
- g. Perform additional duties as required.

**B. Provincial Directors**

**1. Provincial Directors shall:**

- a. Attend yearly, a minimum of two meetings:
  - i. the Fall Board of Directors' Meeting, and
  - ii. the Annual General Meeting each Spring
  - iii. plus any additional meeting(s) called by the NBSRT President
- b. Vote as the Provincial Director(s) from their local branch.
- c. Act as a liaison between the Board of Directors and their local branch.
- d. Provincial Directors shall present a brief written report of their Branch's activities at least once per year at the Annual General Meeting, and shall have the option to speak briefly to the main topics in the written report.

## **C. Chairs of Committees, Appointees, Representatives**

### **1. All Chairs of Committees, Appointees, and Representatives shall:**

- a. Attend yearly, a minimum of two meetings:
  - i. the Fall Board of Directors' Meeting, and
  - ii. the Annual General Meeting each Spring
  - iii. plus any additional meeting(s) called by the NBSRT President
- b. Vote as a Committee Chairperson, Appointee, or Representative

### **2. Chairs of Committees shall:**

- a. Select the members of their committee, striving for regional representation.
- b. Call meetings to conduct the business of their committee.
- c. Present a brief written report of their committee's activities at least once per year at the Annual General Meeting, and shall have the option to speak briefly to the main topics in the written report.

### **3. Appointees and Representatives Shall:**

- a. Carry out their duties as directed by the Executive.
- b. Present a brief written report summarizing their duties at least once per year at the Annual General Meeting, and shall have the option to speak briefly to the main topics in the written report.

## **BY-LAW 2: TERMS OF REFERENCE**

**NOTE:** *NBSRT Executive members who attend as a committee liaison shall be non-voting members.*

### **A. Group Insurance - Committee**

1. The NBSRT Group Insurance Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The NBSRT Group Insurance Committee shall meet at the call of the Chairperson.
3. The NBSRT Group Insurance Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The NBSRT Group Insurance Committee shall monitor developments in the Group Insurance Plan; report concerns to the Executive and/or the Board of Directors; and provide advice and recommendations for action by the NBSRT Executive and/or the Board of Directors.
5. The NBSRT Group Insurance Committee membership shall be geographically balanced with no more than one member per branch unless approved by the NBSRT Executive.

### **B. Membership – Committee**

1. The Membership Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The Membership Committee shall meet at the call of the Chairperson.
3. The Membership Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The Membership Committee shall develop membership recruiting materials, programs, and events, and shall make recommendations to the NBSRT Executive for approval, and implementation.
5. The Membership Committee membership shall be geographically balanced with no more than one member from a branch unless approved by the NBSRT Executive.

### **C. Online Media - Committee**

1. The Online Media Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The Online Media Committee shall meet a minimum of twice yearly - Spring and Fall - at the call of the Chairperson.

3. The Online Media Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The Online Media Committee shall, on a regular basis, update the structure and content of the NBSRT website, control access to the NBSRT Facebook Page and Twitter Account, and monitor posts made by members.
5. The Online Media Committee membership shall be geographically balanced with no more than one member from a branch unless approved by the NBSRT Executive.

#### **D. Pension - Committee**

1. The NBSRT Pension Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The NBSRT Pension Committee shall meet at the call of the Chairperson.
3. The NBSRT Pension Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The NBSRT Pension Committee shall monitor developments in the Pension Plan, report concerns to the Executive and/or the Board of Directors; and provide advice and recommendations for action by the NBSRT Executive and/or the Board of Directors..
5. The NBSRT Pension Committee membership shall be geographically balanced with no more than one member from a branch unless approved by the NBSRT Executive.

#### **E. Scholarship – Committee**

1. The Scholarship Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The Scholarship Committee shall meet at the call of the Chairperson.
3. The Scholarship Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The Scholarship Committee shall be responsible for overseeing the NBSRT Scholarship and Bursary Program, and shall develop program guidelines in conjunction with the NBSRT Executive, advertise NBSRT Scholarships and Bursaries, review all applications, and recommend successful applicants to the NBSRT Executive.
5. The Scholarship Committee membership shall be geographically balanced with no more than one member from a branch unless approved by the NBSRT Executive.

## **F. Wellness - Committee**

1. The NBSRT Wellness Committee shall consist of a maximum of seven members including the Chair; however, the committee may be expanded upon application to the Executive.
2. The NBSRT Wellness Committee shall meet at the call of the Chairperson.
3. The NBSRT Wellness Committee shall keep minutes of all meetings, and shall forward an e-copy of each to the NBSRT President for information purposes.
4. The NBSRT Wellness Committee shall collect and study materials related to wellness for retired teachers, provide leadership and guidance for Branch Wellness Representatives, conduct wellness activities, and make wellness recommendations to the Executive and Board of Directors for appropriate action.
5. The NBSRT Wellness Committee membership shall be geographically balanced with no more than one member from a branch unless approved by the NBSRT Executive.

## **G. Editor of *Reflections Magazine* - Appointee**

1. "*Reflections*" is a publication of the NBSRT, and the Editor's position is that of an Appointee.
2. The Editor may form a committee if required.
3. In carrying out his/her editorial responsibility, the Editor may liaise with the Circulation Manager, Branch Correspondents, a staff contact at the NBTA, and others as required.
4. The editor solicits material for "*Reflections*" from sources that relate to the concerns and interests of retired teachers, as well as others.
5. The editor shall arrange that the publication appears on a schedule similar to the following:
  - a. Fall Issue (Oct/Nov) - Submission Deadline Sept 15 - Oct 15
  - b. Winter Issue (Feb/Mar) - Submission Deadline Jan 15 - Feb 15
  - c. Spring Issue (June/July) - Submission Deadline May 15 - June 15

## **H. Circulation Manager For *Reflections Magazine* - Appointee**

1. "*Reflections*" is a publication of the NBSRT, and the Circulation Manager's position is that of an Appointee.
2. The Circulation Manager may form a committee if required.
3. In carrying out his/her duties, the Circulation Manager may liaise with the Editor, the NBSRT Membership Secretary, Branch Membership Chairpersons, a staff contact at the NBTA, and others as required.
4. The Circulation Manager shall:

- a. Maintain a mailing list of NBSRT Members that is sent to a staff contact at NBTA for production of the mailing labels for each edition of *Reflections*.
- b. Maintain a list of NBSRT Members who have opted to read each issue of *Reflections* online, and notify those members when each issue has been posted.
- c. Resolve issues surrounding mailing addresses classified as "invalid" by Canada Post by contacting NBSRT members directly to update contact information and/or by contacting Canada Post to clarify issues.

## I. Membership Secretary - Appointee

- 1. The Membership Secretary's position is that of an Appointee.
- 2. The Membership Secretary shall:
  - a. Be appointed by the NBSRT Provincial Executive.
  - b. Receive applications for membership, and requests for withdrawal.
  - c. Forward all applications for membership and requests for withdrawal to **VESTCOR Pension Services Corporation** to adjust NBSRT membership dues deductions.
  - d. Maintain a database of information for all members of the NBSRT.
  - e. Ensure a digital backup of all membership information is made monthly, and stored in an accessible location in the event the primary records fail or the Membership Secretary becomes incapacitated.
  - f. Print and mail welcome letters and membership cards to new NBSRT members.
  - g. Liaise with Branch Membership Chairpersons, and the *Reflections* Circulation Manager to ensure member lists and contact information are accurately maintained.
  - h. Liaise with the Online Media Committee to provide updated member information to the Website Member Access Database.
  - i. Present regular membership updates to the Executive Officers, the Board of Directors, and the Annual General Meeting.

## J. School Days Museum - Representative

The NBSRT Representative to *School Days Museum Inc* shall be a member of *School Days Museum Inc* and a member in good standing of the NBSRT, and shall be appointed by *School Days Museum Inc*.\*

He/she shall:

- 1. Act as a liaison between *School Days Museum Inc* and the NBSRT.
- 2. Provide written reports about the activities and interests of *School Days Museum Inc* to the NBSRT.

3. Encourage NBSRT Branches to contribute historical artifacts that are related to education and/or teachers in New Brunswick to the School Days Museum.

\* Historical Note: The affiliation between the NBSRT and *School Days Museum Inc* has its roots in a motion passed by the NBSRT on June 7, 1988. That motion recognized the historical significance of the collection and display of education artifacts initiated by Central Branch, and expressed ongoing support for the concept of a School Days Museum.

## **BY-LAW 3: FINANCIAL AFFAIRS**

### **A. Fiscal Year**

1. The fiscal year shall be from April 1st to March 31st of the following year.
2. The Treasurer shall arrange an annual review of the NBSRT financial records by an independent auditor.
3. The auditor's report shall be presented at the Fall Meeting of the Board of Directors.

### **B. Signing Officers**

1. There shall be three signing officers - the Treasurer, the President, and the First Vice President.
2. Only one signature from the Treasurer, or the President, or the First Vice President is required to authorize a cheque.
3. The NBSRT cheque book is normally in the possession of the Treasurer; however, in the event of the absence, illness, or death of the Treasurer, the cheque book shall be maintained by either the President or the First Vice President.
4. The Treasurer, the President, and the First Vice President shall all have access to monitor the activity of the NBSRT bank account(s) by either online access or by receiving a paper bank statement each month.

### **C. Membership Fees**

Membership fees are set by the NBSRT at its Annual General Meeting.

1. Membership fees may be paid one of two ways:
  - a. Automatic Deduction at source from the member's monthly pension by *VESTCOR Pension Services Corporation*. A monthly payment representing all of the membership fees deducted on behalf of the NBSRT will be issued to the NBSRT Treasurer.
  - b. Local Payment - This method of payment is restricted to members who are not eligible for automatic deduction by *VESTCOR Pension Services Corporation*.
  - c. Members who currently pay their NBSRT Membership Dues by Local Deduction shall be permitted to continue using this method of payment. Payment by the member shall be made no later than the Branch Fall Meeting each year to the Branch Treasurer, who will then forward the member's fees to the NBSRT Treasurer. If there is an interruption in the member's Local Payment method, he/she may re-join the NBSRT using Automatic Deduction.
2. The branch portion of members' fees will be sent four times each fiscal year (Nov, Feb, May, Aug) to Branch Treasurers by the NBSRT Treasurer using a rate established at the AGM.



## **D. Expenses**

1. Authorized expenses will be paid upon submission of a completed Expense Form to the NBSRT Treasurer.
2. Authorized expenses of the Board of Directors shall be the responsibility of the NBSRT.
3. Authorized expenses of the Provincial Director(s) from each Branch (Elected or Appointed by the Branch) to the AGM and to the Board of Directors' Meeting shall be the responsibility of the NBSRT.
4. Authorized expenses of Standing Committees, Ad Hoc Committees, Appointees, and Representatives shall be the responsibility of the NBSRT.

## **E. Grants and Donations**

2. Branches may apply to the NBSRT Executive for operating grants, or for funding for special projects.
2. Organizations and/or individuals may apply the NBSRT Executive for grants and/or donations once per fiscal year..
3. The merit of each grant and/or donation request shall be decided by the NBSRT Executive on a case-by-case basis.
4. The request for a grant and/or donation may be referred by the Executive to the NBSRT Board of Directors for a final decision.
5. Grants and/or donations are not automatically renewable in the following fiscal year. Organizations and/or individuals seeking additional funding must submit a separate request to the NBSRT Executive.
6. Branches agreeing to host a provincial Annual General Meeting (AGM) shall receive a grant of up to \$500 upon application to the NBSRT Executive to cover start-up costs for the AGM.

## **F. Honorariums and Gifts**

1. Honorariums or gifts may be presented by the NBSRT at the discretion of the Executive.
2. Honorariums or gifts shall be presented as tokens of thanks or recognition for services rendered to the NBSRT.
3. The maximum cost of any honorarium or gift shall be a nominal value agreed upon by the Executive prior to its purchase.

## **BY-LAW 4: VOTING PROCEDURES**

### **A. Annual General Meeting**

1. There shall be at least 30 days advance notice for this meeting.
2. Any member in good standing of the NBSRT may participate and vote using a *voting card* at an Annual General Meeting.

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

1. There shall be at least 30 days advance notice for this meeting.
2. Branches with more than 100 members, shall have two Provincial Directors.
3. Provincial Executive Officers, Provincial Directors, Chairs of Standing Committees, Appointees, and Representatives shall vote at this meeting.
4. Any member appointed by the branch as a substitute for a Provincial Director shall have the same privileges and responsibilities as the Provincial Director they are replacing.
5. Non-voting Observers may attend the Board of Directors Meetings at their own expense.

## BY-LAW 5: APPOINTMENTS & ELECTIONS

### A. Appointments

1. Committee Chairs, Appointees, & Representatives - The Executive Officers shall make these selections, attempting to balance regional representation.
2. Vacant Executive Officer Positions - The Executive Officers may appoint a member to fill any vacancies on the NBSRT Executive occurring between Annual General Meetings, subject to ratification at the next Annual General Meeting of the NBSRT.
3. Returning Officer - The Provincial Executive shall appoint a Returning Officer, whose responsibility will be to organize and oversee provincial elections. (See ANNEX A)

### B. Elections

1. Nominating Committee
  - a. Every two years an Ad Hoc Nomination Committee shall be established to submit a slate of officers for the Provincial Executive.
  - b. The Past President shall normally be asked by the NBSRT President to Chair the Nomination Committee.
  - c. Branches and/or individuals may make additional nominations.
2. Nomination / Election Timeline - The following timeline shall be used to guide the nomination and election processes:

Timeline of Election Events	Completion Date
Fall Ad Calling For Nominations- <i>Reflections</i> & Online Media	Fall <i>Reflections</i> Deadline
Executive Officers Nomination Slate Completed ( <i>Round 1</i> )	No Later Than January 15 <sup>th</sup>
Publish Candidate List To Membership	NLT February 15 <sup>th</sup>
Additional Individual / Branch Nominations Accepted ( <i>Round 2</i> )	Up To Feb 28 <sup>th</sup> /29 <sup>th</sup> (Inclusive)
Election Details Confirmed ( <i>Voting Window, Voting Method, etc.</i> )	NLT March 1 <sup>st</sup>
Final Candidate List To Membership ( <i>And Branches - For Promotion</i> )	NLT March 10 <sup>th</sup>
Election - Five-day Voting Window <i>NOTE: Write-in Ballots shall be treated as "advance ballots" and may be issued and returned in advance of the voting window - determined by Returning Officer.</i>	Normally first week of April.
Online, Write-in, Traditional Ballots Collated by Returning Officer	Within 5 days of voting close
Results Are Announced to Candidates – Then To Membership	When Final Results Known
Ballots Are Destroyed	When Re-count Unnecessary

**Note:**

1. Executive Officer positions that have only one candidate after the second round of nominations will not appear on the final ballot, and the candidate shall be declared elected "By Acclamation".
2. Members whose NBSRT membership began after March 1<sup>st</sup> of an election year are not eligible to vote.
3. In the event of a tie vote, an election will be conducted at the AGM to determine the winner

## BY-LAW 6: EVENTS TIMELINE

The NBSRT shall be guided by the following important events/dates:

<b>Events</b>	<b>Date</b>
Resolutions By Branches To The AGM - Sent To The Executive	By March 15th
NBSRT Fiscal Year Ends	March 31st
NBSRT Fiscal Year Begins	April 1st
Provincial Executive Assumes Office Following Elections	Normally by June 1st
Honorary Life Membership Award Nominations	By December 1st
Notice of Meetings	30 Days Prior To Meeting
NBSRT Notices of Proposed Resolutions / Motions	30 Days Prior To AGM
NBSRT Notice of Proposed Amendments To Constitution/By-Laws	30 Days Prior To AGM
Distribution of Minutes (Executive, Board of Directors, AGM)	By 20 Days After Meeting
Provincial Director's Report of Branch Activity	10 Days Prior To AGM
Provincial Certificate of Merit Awards	At Any Time

## **BY-LAW 7: PRIVACY POLICY**

The NBSRT shall protect the personal information of its members using the following statements as its guide:

1. Personal information collected by authorized members of the NBSRT shall be used only for the purposes of maintaining a record of who belongs to the society, and/or for conducting NBSRT related activities.
2. Persons authorized to collect and/or edit a member's personal information on behalf of the NBSRT shall do so in a discreet manner, and shall protect the integrity of personal information to preserve the member's privacy.
3. NBSRT members who have access to non-public personal information of other members shall not share that information outside of the NBSRT unless with the permission of the affected member(s).
4. Personal information shall not be shared with a third party with the following exceptions:
  - (a) VESTCOR Pension Services Administration
  - (b) As part of a legal investigation by a recognized law enforcement agency.

**NOTE:** *This by-law is based on a "Database Privacy Policy" introduced at the 2015 Biennial Meeting in Grand Falls, NB, and reported to the Board of Directors in September, 2015.*

## **BY-LAW 8: NBTA/NBSRT AFFILIATION**

### **A. Administration & Mutual Interests**

1. The NBTA has designated a staff officer who serves as a liaison officer between the two organizations, and who may assist the NBSRT in administrative matters.
2. The NBSRT will work within the general framework of NBTA policy, except in matters that are the sole concern of NBSRT members.
3. The NBSRT will work with the NBTA in the interests of education, the teaching profession, the welfare of retired teachers, and other such matters as shall arise from time to time.

### **B. Financial and In-Kind Contributions**

1. The NBTA has agreed to provide monetary assistance to the NBSRT in the amount of an annual grant in order to assist the NBSRT in carrying out its operation.
2. The NBTA assists the NBSRT by providing secretarial, copying and administrative services, together with meeting space within the limits imposed by its own needs and demands.

## BY-LAW 9: BRANCH RESOLUTIONS TO THE AGM

Branches may submit resolutions to the AGM as a means of providing input about policies, by-laws, and priorities, etc., keeping in mind that there are other ways to contribute input, such as through Branch representatives on the Board of Directors.

### A. Procedure

1. Branch resolutions may originate with one member, or a small group; however, resolutions submitted to the AGM for consideration shall have the support of the Branch. There are no individual resolutions, only Branch resolutions to the AGM.
2. Branch support of a resolution shall be expressed by a motion passed by the membership at a Branch AGM, or by a motion passed at a meeting of the Branch's "*board of directors*" (the Branch Executive with Branch Committee Heads, a Rep Council, or some other local equivalent to a board of directors).

### B. Late Resolutions

1. Branch resolutions shall be submitted no later than March 15<sup>th</sup> prior to the AGM.
  - a. Resolutions submitted after the deadline will not be considered.
  - b. Resolutions from the floor of the AGM will not be considered.
3. Late resolutions may be considered if:
  - a. The Branch resolution was passed by the Branch AGM (**not** the Branch's "*board of directors*"), **AND**
  - b. A 2/3 majority of the NBSRT AGM delegates vote in favour of bringing the late resolution(s) forward for discussion.

### Note:

- Definitions: A **Motion** is a proposal from a member, and is usually put forward verbally. A **Resolution** reflects the general opinion of the membership, and is written and recorded.
- Format and wording for resolutions should follow the examples provided in the template available on the NBSRT website.
- Editing may be required for standardization before the proposed resolutions are published for the membership to consider prior to the discussion and vote at the AGM. Edited resolutions will be sent back to the Branch before publication to confirm that the intent of the resolution has not been altered.
- It is possible that some submitted resolutions may be outside of the NBSRT's ability to handle. For example, resolutions related to pension and/or group insurance matters should consider the authorities of *Vestcor* and the NBTf Group Insurance Trustees, and that unilateral NBSRT action is not possible.



## **ANNEX A – Conduct of An Election**

### **A. General Principle Guiding the NBSRT Provincial Returning Officer**

As is the case with returning officers associated with Civic, Provincial, and Federal elections, it is the responsibility of the NBSRT Returning Officer and his/her designates (Branch Officials) to organize and conduct a proper election according to accepted practices.

### **B. Duties of The NBSRT Provincial Returning Officer**

1. Meet with NBSRT Executive members no later than September 30<sup>th</sup> to review the election timeline and the process for an election to be held the following Spring; including items that are considered “reasonable expenses” that the NBSRT Returning Officer has the authority to approve.
2. Preside over a meeting with Branch Presidents to review the election process. This meeting may include information on:
  - Clarifying the role of the NBSRT Returning Officer as the election’s official voice
  - Reviewing important timeline dates
  - Explaining *online voting* if the election is to utilize this method
  - Discussing various ways to publicize and conduct the election, keeping in mind that it is the members’ responsibility to ensure they make arrangements to receive a ballot if unable to attend an official polling station or participate in an online vote.
  - Preparing *ballots*
  - Using the *tally sheet*
  - Reviewing a list of acceptable election expenses
  - Answering questions from the branch membership
  - Placing an emphasis on conferring with the Returning Officer if unsure about any issue or procedure.
3. Count and collate all voting results (online, write-in, traditional)
4. Preside over a meeting to count/collate ballots to determine successful candidates. The members responsible for counting/collating ballots to determine a winner(s) shall consist of a) the Returning Officer, and b) two Assistant Returning Officers. Members of the Executive whose names do not appear on the ballot for any office may also be included.
5. Communicate election results to all candidates immediately after the results have been verified.
6. Prepare an Election Report for the NBSRT Fall Directors Meeting.

### C. Voting Methods

Online voting is the preferred method for carrying out NBSRT elections, however, other methods may be used in conjunction with online voting or by themselves.

1. Online Voting – Members with a valid email address, and who wish to vote, shall use the online voting method unless otherwise directed by the NBSRT Returning Officer.
2. Write-in Ballots – Members who do not have a valid email address, and who wish to vote, may use a write-in ballot by requesting a write-in ballot from the NBSRT Returning Officer, and by supplying a stamped, self-addressed business envelope.
3. Traditional Voting – This method of voting may be used when online voting is not practical. Members whose name appear on an official *Voters' List* must attend a polling station in their own branch if they wish to cast a traditional “paper ballot” at a face-to-face vote.

**NOTE:** Members who are physically disabled, or who may otherwise be unable to attend a branch polling station, may request a write-in ballot or an online ballot, whichever is available.

### D. Branch Election Expenses

Branches may claim for reasonable election expenses that could include:

1. The cost of mailing election materials back to the Returning Officer at the end of the election process.
2. The cost of duplicating election ballots for the number of members who would be reasonably expected to appear at a polling station to vote during a traditional vote.
3. Other reasonable costs that must have the prior approval of the NBSRT Returning Officer before being authorized as claimable expenses.