

KING'S COUNTY RETIRED TEACHERS' ASSOCIATION (KCRTA)

PART 2: KCRTA BY-LAWS

These By-Laws regulate the transaction of the business and affairs of the KCRTA.

BY-LAW 1: DUTIES & RESPONSIBILITIES – EXECUTIVE OFFICERS AND THE BOARD OF DIRECTORS

A. EXECUTIVE OFFICERS:

1. The **President** shall:
 - a) Take office on June 1st of the year elected.
 - b) Be the official spokesperson for the KCRTA.
 - c) Be one of three signing officers: the KCRTA President, Secretary, and Treasurer.
 - d) Preside over all KCRTA meetings and shall be responsible for calling the meetings of this body when required.
 - e) Prepare the agenda for each KCRTA meeting for the Executive Officers and the KCRTA Board of Directors and for meetings of the general membership.
 - f) Be the KCRTA Provincial Director with voting privileges to the NBSRT Fall Board of Directors' Meetings and the NBSRT AGM in the Spring and any additional meeting(s) called by the NBSRT President.
 - g) Provide an annual written report to the NBSRT AGM.
 - h) Represent the KCRTA at the NBTA Retiring Teachers' Banquet and at any other function to which an invitation has been extended.
 - i) Be an ex-officio member of all KCRTA committees.
 - j) Be the KCRTA Election Returning Officer for the NBSRT provincial elections unless running for a NBSRT provincial office.
 - k) Select one of the Executive Officers or Board of Directors to be an observer at NBSRT AGM and to NBSRT Board of Directors Fall Meeting.
 - l) Have the power to designate a member of the KCRTA Executive to act on his/her behalf.

2. The **First Vice-President** shall:
 - a) Take office on June 1st of the year elected.
 - b) Assume the duties and responsibilities of the President in the event of an absence, illness or death of the President.
 - c) Be the second voting KCRTA Provincial Director to the NBSRT Fall Board of Directors' Meeting and the NBSRT AGM and plus any additional meeting(s) called by the NBSRT President.
 - d) Be responsible for gifts and honorariums as authorized by the Executive.
 - e) Perform additional duties as required.

3. The **Second Vice-President** shall:
 - a) Take office on June 1st of the year elected.
 - b) Assume the duties and responsibilities of the 1st Vice-President in the event of the absence, illness, or death of the 1st Vice-President
 - c) Perform additional duties as required.

4. The **Recording Secretary** shall:
 - a) Take office on June 1st of the year elected.
 - b) Record the minutes of all KCRTA meetings and the AGM.
 - c) Prepare and distribute the Minutes of meetings as directed within 20 days of the recorded meeting to the KCRTA Executive Officers and Board of Directors.
 - d) Prepare all records at the request of the President.
 - e) Write and receive correspondence for the KCRTA.
 - f) Be one of three signing officers: the KCRTA President, Secretary, and the Treasurer.
 - g) Prepare and distribute Notices of Motion, Notices of Resolutions, and Constitutional Amendments to the KCRTA Executive Officers and Board of Directors 30 days in advance of the Annual General Meeting.
 - h) Notify the KCRTA Executive Officers and Board of Directors as to the date, time and location of meetings they are required to attend.
 - i) Perform additional duties as required.

5. The **Treasurer** shall:
 - a.) Take office on June 1st of the year elected.
 - b.) Be one of three signing officers: the KCRTA President, Secretary, and the Treasurer.
 - c.) Administer the financial records of the KCRTA.
 - d.) Collect and deposit all KCRTA monies in the KCRTA accounts.
 - e.) Pay all authorized expenses of the KCRTA.
 - f.) Reimburse eligible members for mileage, meals, accommodation, and approved miscellaneous expenses incurred while conducting authorized business of the KCRTA.
 - g.) Have prepared and present annually to the Annual General Meeting for approval an audited statement of the KCRTA's finances by an independent auditor.
 - h.) Manage the investments of the KCRTA at the direction of the Annual General Meeting and/or the KCRTA Executive.
 - i.) Ensure there is access to KCRTA bank account(s) for KCRTA Signing Officers in the event the primary records fail or the Treasurer is incapacitated.
 - j.) Pay the KCRTA Scholarship(s) to the successful recipients after receiving proof of university registration.
 - k.) Send to the School Days Museum the receipts of the 50/50 draws annually.
 - l.) Perform additional duties as required.

6. The **Past President** shall:
 - a) Take office on June 1st of the year the new president is elected.
 - b) Serve as an Executive Officer.
 - c) Attend all meetings of the KCRTA Executive Officers and Board of Directors.
 - d) Assist KCRTA Executive Officers if requested.
 - e) Chair an ad hoc Nominating Committee responsible for preparing a slate of officers for the election of KCRTA Executive Officers.
 - f) Complete his/her term when the President's term ends.
 - g) Perform additional duties as required.

B. KCRTA BOARD OF DIRECTOR shall:

- a) Take office on June 1st of the year appointed.
- b) Attend all meetings of the KCRTA Executive Officers and Board of Directors.
- c) Represent one of the four regions within the branch: 1.) the Greater Sussex area, 2.) the Belleisle/Norton area 3.) the Kingston Peninsula/Hampton area and 4.) the Quispamsis/Rothesay area.
- d) Be responsible for telephoning members within their region at the direction of the President and/or the Branch Membership Chair.
- e) Act as a liaison between the KCRTA Executive Officers and their local area members.
- f) Vote on matters at the KCRTA Executive Officers and Board of Directors' meetings.
- g) Perform additional duties as required or agreed upon from time to time.

C. Chairs of Committees, Appointees, Representatives shall:

1. a) Attend yearly the KCRTA AGM, plus any additional meeting(s) called by the KCRTA President.
- b) Vote as a Committee Chairperson, Appointee, or Representative.
2. **Chairs of Committees shall:**
 - a) Select the members of their committee.
 - b) Call meetings to conduct the business of their committee.
 - c) Present a brief written report of their committee's activities to the KCRTA AGM.
3. **Appointees and Representatives shall:**
 - a) Carry out their duties as directed by the KCRTA Executive Officers
 - b) Present a brief written report summarizing their committee's activities at the KCRTA AGM.

BY-LAW 2: TERMS OF REFERENCE**A. Scholarship Committee**

1. The Scholarship Committee shall consist of three members (including the chair); however, the committee may be expanded upon application to the KCRTA Executive.
2. The Scholarship Committee shall meet at the call of the Chairperson.
3. The Scholarship Committee shall be responsible for overseeing the KCRTA Scholarships and shall develop the scholarship guidelines in conjunction with the KCRTA Executive, advertise the Scholarships, review all applications, and recommend successful applicants to the KCRTA Executive.
4. Two scholarships will be awarded annually to two students graduating from any one of the five high schools in Kings County. The scholarship amount will be determined annually.
5. The Scholarship Committee will provide a written report to the Annual General Meeting of the KCRTA.

B. Reflections Branch Correspondent(s)

1. Reflections is a publication of the NBSRT.
2. The KCRTA Executive shall appoint a correspondent from the general membership to liaise with the editor(s) of Reflections.

3. The correspondent will attend the KCRTA Executive Officers and Board of Directors' Meetings and be a voting member.
4. The correspondent will solicit material from the KCRTA members to provide to Reflections for insertion in its publications.
5. The correspondent will report annually to the KCRTA general membership at its Annual General Meeting.

C. Branch Membership Chair shall:

1. Perform duties as requested by the NBSRT Executive to aid in growing the NBSRT membership.
2. Take office on June 1st of the year appointed.
3. Contribute to the database of information of KCRTA members.
4. Liaise with the NBSRT Membership Secretary and the Reflections Circulation Manager to ensure that members' lists and contact information are accurately maintained.
5. Present regular membership updates to the KCRTA Executive Officers and to the Board of Directors.
6. Send out emails to the membership when directed by the KCRTA President.
7. Submit news of change of status to Reflections, Circulation and Database Management Team in a timely manner.

BY-LAW 3: FINANCIAL AFFAIRS

A. Fiscal Year

1. The fiscal year shall be from May 1st to April 30th of the following year.
2. The Treasurer shall arrange an annual review of the KCRTA financial records by an independent auditor.
3. The auditor's report shall be presented at the KCRTA Annual General Meeting held in the Spring.

B. Signing Officers

1. There shall be three signing officers – the Treasurer, the President, and the Secretary.
2. Two signatures are required to authorize a cheque.
3. The KCRTA 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 Secretary.
4. The Treasurer, the President and the Secretary shall all have access to monitor *the* activity of the KCRTA bank account(s) by either online access or by receiving a paper copied bank statement from the Treasurer when one has been provided by the bank. A monthly statement is not sent when there is no activity that 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 a member shall be made no later than the KCRTA Fall meeting each year to the KCRTA 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 the Automatic Deduction.
2. The KCRTA portion of members’ fees will be sent by the NBSRT four times each fiscal year (Nov, Feb, May, and Aug) to the KCRTA Treasurer using a rate established at the NBSRT AGM.

D. Expenses

- 1. Authorized expenses will be paid upon submission of a receipt to the KCRTA treasurer.
- 2. Authorized expenses of the Provincial Director(s) to the NBSRT AGM and to the NBSRT Fall Board of Directors’ Meeting shall be the responsibility of the NBSRT.
- 3. Authorized expenses of Standing Committees, Ad Hoc Committees, Appointees, and other KCRTA Representatives shall be the responsibility of the KCRTA.

E. Honorariums and Gifts

- 1. Honorariums or gifts may be presented by the KCRTA at the discretion of the Executive.
- 2. Honorariums or gifts shall be presented as tokens of thanks or recognition for services rendered to the KCRTA.
- 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: PRIVACY POLICY

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

- 1. Personal information collected by authorized members of the KCRTA shall be used only for the purposes of maintaining a record of who belongs to the branch and/or for conducting KCRTA related activities.
- 2. Persons authorized to collect and/or edit a member’s personal information on behalf of the KCRTA shall do so in a discreet manner and shall protect the integrity of personal information to preserve the member’s privacy.
- 3. KCRTA members who have access to non-public personal information of other members shall not share that information outside of the KCRTA 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 Administrator
 - b) As part of a legal investigation by a recognized law enforcement agency.

(This is based on the “Privacy Policy” found in the By-Laws of the NBSRT.)