



**POLICY
&
PROCEDURES**
EXECUTIVE HANDBOOK

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

FORWARD

This document serves as a comprehensive guide, setting out some of the key policies, procedures, and guidelines governing the day-to-day operations and decision-making processes of the NBSRT Executive Committee. It is intended to ensure uniformity and adherence to best practices derived from corporate knowledge, and to foster a culture of transparency, collaboration, and success within the Executive.

Consistency is vitally important to ensure the effectiveness of any decision. This handbook establishes a commitment to uniformity, enabling the NBSRT Executive Committee to make reasoned decisions that reflect a dedication to excellence and accountability.

Considered to be a living document, this handbook shall be subject to annual reviews and updates to address changing needs, and to uphold the highest standards of governance.

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New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Scholarships	Effective:	2024	Policy	Edu 1.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:		NBSRT may offer a Scholarship/Bursary program for students.			
Procedure:		1. The program shall have an official Application Form containing clearly defined application and evaluation criteria. 2. Student applicants shall provide all of the information required by the application process in order to be considered for an award. 3. Applications will be received and evaluated by the Scholarship and Bursary Committee. 4. Successful applicants will be awarded their Scholarship / Bursary once enrolment in an appropriate Educational Institution has been verified by the Scholarship and Bursary Committee. Download the Scholarship & Bursary Application Form HERE			



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Annual Branch Financial Reports	Effective:	2023	Policy	Fin 1.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	Branches are required to submit an annual fiscal report to the NBSRT Treasurer.				
Procedure:	1. Fiscal Reports should be submitted to the NBSRT Treasurer on the official form available online or as a paper copy supplied by the Provincial Treasurer. 2. This report should be submitted no later than October 31. 3. A summary of the individual Branch Reports will be created by the Provincial Treasurer. This report will be presented to the Provincial Executive and be available should it be required for a CRA review of the NBSRT financial records. 4. A summary of the information may be presented to the Board of Directors. Download Fiscal Report Form HERE (see FORMS – NBSRT website) <u>Reference:</u> March 30, 2021 Minutes				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Donations	Effective:	2024	Policy	Fin 2.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The merit of a donation request shall be decided by the NBSRT Executive or the Board of Directors on a case-by-case basis.				
Procedure:	1. Organizations and/or individuals may apply to the NBSRT Executive or Board of Directors for donations once per fiscal year. 2. This request must be referred to the NBSRT Executive or its Board of Directors for a final decision.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Travel Expense Claim Rates	Effective:	2024	Policy	Fin 3.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The NBSRT Executive shall review travel expense claim rates on an annual basis.				
Procedure:	1. NBSRT practice is to align travel claim rates on April 1 with the NBTA guidelines. 2. Should adjustments be made to any of the claimable rates, the Expense Claim Form, both printed and on-line, shall be updated immediately. Download Travel Expense Claim Rates HERE				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Hardware Purchases	Effective:	2024	Policy	Fin 4.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The NBSRT may purchase hardware, or reimburse members for the purchase, of hardware required to perform their responsibilities.				
Procedure:	1. Members of NBSRT committees may require hardware in order to fulfil the mandate of the committee. Included would be the purchase of new computers and/or associated peripherals, display banners, photo/video equipment, or anything else considered a "long term" item with a useful life of more than one year. 2. Requests for new or upgraded hardware shall be directed to the NBSRT Executive. 3. Quotes may be requested for larger items. 4. If approved by the NBSRT Executive, a member will be assigned to purchase the hardware, listing the NBSRT as the registered owner and submit an expense claim for reimbursement. 5. The purchased hardware shall be considered to be the property of the NBSRT and shall be recorded as inventory. <u>Reference:</u> Executive Motion – September 27, 2010, Minutes				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Software Purchases	Effective:	2024	Policy	Fin 5.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The NBSRT may purchase software, or reimburse members for the purchase, of software required to perform their responsibilities.				
Procedure:	1. Members of NBSRT committees may require software in order to fulfil the mandate of the committee. 2. Requests for new or upgraded software shall be directed to the Chair of the On-Line Media Committee. The Chair will submit his/her recommendation to the NBSRT Executive. 3. If approved by the NBSRT Executive, a member will be assigned to purchase the software, listing the NBSRT as the registered owner and submit an expense claim for reimbursement. 4. The purchased software shall be considered to be the property of the NBSRT and shall be recorded as inventory. <u>Reference:</u> By Executive Motion – January 2009 Minutes <u>Reference:</u> By Executive Motion – January 2022 Minutes				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Honoraria and Gifts	Effective:	2024	Policy	Fin 6.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:		An honorarium or gift may be presented by the NBSRT at the discretion of the Executive.			
Procedure:		1. Honoraria or gifts shall be presented as tokens of thanks or recognition for exceptional service rendered to the NBSRT. 2. The maximum value of any honorarium or gift shall be a nominal value agreed upon by the Executive prior to its purchase. 3. Recommendations for gifts or honoraria can be submitted by NBSRT Committees, the Board of Directors and the NBSRT Executive. 4. In the interests of transparency and the avoidance of what might be considered a conflict of interest, honoraria to Executive Members are to be avoided. (AGM Motion – 2023)			



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Grants and Special Funding	Effective:	2024	Policy	Fin 7.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	Submissions for grants, and or, special funding can be made to the Provincial Executive.				
Procedure:	1. Branches can submit requests for special funding for New Membership Activities. This category is primarily for the use of smaller branches to assist in recruiting new members. 2. 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. 3. Grant applications for activities other than those mentioned in Paragraphs #1 and #2 above will be considered at the discretion of the Executive.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Wellness Grants	Effective:	2024	Policy	Fin 8.0
		Reviewed:	2024	Page:	1 of 3
Policy Statement:	1. Branches may apply to the NBSRT Executive each year for financial assistance to help cover the costs of a wellness activity. 2. Each of the 10 branches is eligible to receive a minimum of \$200 to support a new local wellness activity/initiative. There is potential for additional funding to a cap of \$600. Wellness activities are those that reflect any of the following dimensions: • Emotional • Mental • Physical • Social • Environmental • Nutritional • Volunteer/Occupational • Spiritual (<i>meaning & purpose</i>) <u>Executive Minutes – September 11, 2018</u> (Consensus)				
	Procedure:	Download the Wellness Grant Branch Application HERE Download the Wellness Grant Branch Final Reports HERE			

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Annual Policy Review	Effective:	2024	Policy	Gov 1.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	Policies contained in the <i>Policy & Procedures Handbook</i> shall be reviewed each year with 1/3 of the policies being reviewed annually.				
Procedure:	1. The annual policy review will be the responsibility of the Second Vice-President of the Executive Committee. 2. She/he will form an ad hoc committee of three retired NBSRT members, with governance experience, to perform the annual review. 3. Recommendations from the ad hoc committee will be presented to the Executive Committee in time for review at the March Executive meeting. 4. the Executive Committee may implement further changes before approving the ad hoc committee's report. 5. The reviewed policies and any updates become part of the Policy and Procedures Handbook following the Executive's approval. 6. Changes to policies because of the review should be advertised in case the new and/or updated policies affect current practices. <u>Check List for Policy Review</u> • Is the policy consistent with the core values and mission of the NBSRT? • Does the policy's title accurately reflect its content and is the scope clear and concise? • Is the policy consistently interpreted? • Is the policy consistent with current technology? • Are there contradictions within the policy statement? • Is this policy relevant to the current time/situation of the NBSRT? • Have practices been adopted that are no longer consistent with the policy? • Is this policy still relevant? • Does this policy need to be revised or retired? • When was this policy last reviewed?				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Committee Renewal	Effective:	2024	Policy	Gov 2.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT Committee Chairs shall annually consider what steps may be taken to ensure that their committee is, or will be, properly balanced with new and experienced members.				
Procedure:	1. As an organization of volunteers, NBSRT values the work of all committee members but also recognizes the need to ensure that committees are continually seeking to renew themselves by striving to maintain a balance of new and experienced members. 2. The Executive Committee shall consider the principle of committee renewal when it appoints Committee Chairs and Appointees in accordance with the constitution: <i>“Committee Chairs, and Appointees shall be selected for a two-year renewable term by a motion of the Executive”</i>. <u>(Article VI – Governance)</u> 3. NBSRT will attempt to identify and keep a record of members who are interested in serving on a provincial committee by using strategies similar to the following: a. at least once a year <i>Reflections</i> will carry an ad/article asking members to inform the President if they are interested in serving on a provincial committee. b. the President will request the names of members interested in serving on a provincial committee at the Board of Directors, general meetings and at Branch functions. c. Branch leaders will be asked to identify members interested in committee work at the provincial level. 4. The President shall make an effort to identify members from all parts of the province to serve on provincial committees.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Confidentiality	Effective:	2024	Policy	Gov 3.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	Executive Committee discussions pertaining, but not limited to, organizational strategy, financial matters, legal issues, personnel matters, proprietary information, and/or any internal controversies shall be treated as confidential.				
Procedure:	Executive Committee members are expected to act in the best interests of the NBSRT and its members.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Conflict of Interest	Effective:	2024	Policy	Gov 4.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	At the beginning of any meeting, all voting members shall disclose all real or perceived conflicts of interest that they feel may be pertinent to any agenda item.				
Procedure:	1. A member of the Board of Directors, Executive or any member participating in a General Meeting should not vote on any question if he/she has a personal interest in the outcome. 2. If for example, a member is part of a decision-making body that will consider the awarding of a contract and that member or his/her family has an interest in the company offering the service, that member must identify the relationship, refrain from voting and offer to leave the meeting during discussion of the agenda item.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Executive Liaisons To Committees	Effective:	2024	Policy	Gov 5.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The President shall name an Executive member to liaise with each NBSRT Committee.				
Procedure:	The Executive Liaison on each committee shall be an Ex-officio member of that committee with authority to participate in discussions, make or second motions and vote.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Ex-officio Members of the Executive	Effective:	2024	Policy	Gov 6.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The Board of Directors or Executive may name members who are in special positions in NBSRT to act as Ex-officio Members of the Executive				
Procedure:	1. Ex-officio Members of the Executive will normally be members who are engaged in carrying out specific tasks for the organization and whose expertise will be helpful to the Executive on an on-going basis. 2. Ex-officio members of the Executive may participate in discussion and voting at the meetings of the Executive.				



New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Organizational Structure	Effective:	2024	Policy	Gov 7.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT will maintain an organizational structure to clarify levels of authority and responsibility.				
Procedure:	<u>Branch Membership</u> – Ten local branches - elects/appoints provincial Directors - elects provincial Executive – exerts individual authority by attending and voting at provincial Annual General Meetings. <u>Annual General Meeting</u> – Meets in the spring - confirms the provincial Executive elected every second year - all NBSRT members-in-good-standing may attend, take part in discussions, and vote on resolutions and motions. <u>Board of Directors</u> – Meets in the fall and at the direction of the President – is made up of the Provincial Executive (6), Provincial Directors (19), Chairs of Standing Committees (6), and Appointees (3) - all may vote on resolutions and motions. <u>Executive</u> - Meets at the direction of the President - carries on the business of the NBSRT between meetings of the Board of Directors and the Annual General Meeting. General Membership Exerts Authority Through Annual General Meeting Board of Directors Elected and/or Appointed by General Membership Provincial Executive Elected by General Membership Download More Detailed Organizational Charts HERE				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Privacy	Effective:	2024	Policy	Gov 8.0
		Reviewed:	2024	Page:	1 of 2
Policy Statement:	The NBSRT is committed to maintaining the accuracy, confidentiality, and security of members' personally identifiable information. As part of this commitment, the NBSRT privacy policy governs actions as they relate to the collection, use and disclosure of personal information.				
Procedure:	NBSRT PRIVACY POLICY Privacy Statement for the New Brunswick Society of Retired Teachers. 1. Introduction: The <i>New Brunswick Society of Retired Teachers</i>, hereafter referred to as NBSRT, is committed to protecting the privacy and security of members' personal information. This Privacy Statement explains how we collect, use, disclose, and safeguard the personal information of members. 2. Information We Collect: We may collect the following types of personal information: • Contact Information: such as name, email address, phone number, and postal address. • Demographic Information: such as age, and gender. • Transaction Information related to interactions with us. 3. How We Use Your Information: We use personal information for the following purposes: • To provide services. • To process transactions. • To communicate with members and respond to their inquiries. • To improve our services, and user experience. • To send to members telephone/email communications. 4. Disclosure of Information: We may share personal information with third parties under the following circumstances: • With the member's consent. • To comply with legal obligations. • To protect our rights, privacy, safety, or property. 5. Security: We implement reasonable security measures to protect personal information from unauthorized access, disclosure, alteration, and destruction. However, no method of transmission over the internet or electronic storage is completely secure, and we cannot guarantee absolute security.				

6. Your Choices:

Members have the following choices regarding personal information:

- Members can update or correct personal information.
- Members can opt out of receiving marketing communications.
- Members can request the deletion of personal information, subject to legal obligations.

7. Changes to this Privacy Statement:

We may update this Privacy Statement from time to time.

8. Contact Us:

If members have any questions, concerns, or requests regarding this Privacy Statement, they may contact us at onlinemedia@nbsrt.org

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Public Comment	Effective:	2024	Policy	Gov 9.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:		The President, or a duly appointed representative, may make public comment on any issue in accordance with the NBSRT Constitution, By-Laws or decisions made by the AGM, the Board of Directors or the Executive.			
Procedure:		1. Policies and positions supported by the NBSRT shall be in accordance with the provincial Constitution and Bylaws or shall be supported by motions passed by the Annual General Meeting, the Board of Directors, or the Executive. 2. In matters of education policy or Department of Education and Early Childhood Development announcements regarding new initiatives, NBSRT will normally defer to NBTA/NBTF for public response. 3. NBSRT supports sound education policy, teachers, the NBTA, and the NBTF. NOTE: Because NBSRT has limited resources and is a volunteer-led organization, it is recognized that the NBTA/NBTF is better prepared to develop timely and appropriate responses to proposed government education initiatives related to education policy, and Department of Education and Early Childhood announcements.			



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Non-discrimination	Effective:	2024	Policy	Gov 10.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT is committed to the fair and equal treatment of all individuals.				
Procedure:	1. NBSRT values diversity of thought, opinion, and experience. 2. NBSRT believes everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, language, religion, age, disability, marital status, citizenship, or any other characteristic protected by law.				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Attendance At Branch Events	Effective:	2024	Policy	Gov 11.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT members who participate in the business and social activities of a branch that they select as their “branch of choice” (local branch) may also attend the social, recreational, and community events of any other branch.				
Procedure:	1. NBSRT members may attend the social and recreational events of any NBSRT branch in addition to their own without paying any form of supplementary “membership fee” as long as space exists, and they pay the full per person cost of the event if there is a charge. 2. NBSRT members who attend a branch other than their “local branch” may not take part in the other branch’s business meeting discussions, propose resolutions and motions, or vote. 3. NBSRT members who attend a branch other than their “local branch” may not run for Branch Executive positions, including Committee Chairs, in the other branch. 4. NBSRT members may volunteer to assist other branches including service as a volunteer committee member without paying any form of “membership fee”. 5. The significant others of NBSRT members may attend social and recreational events as a guest of the member and pay the full per person cost of the event if there is a charge. Survivors who have a history of attending NBSRT social and recreational events as a guest of a deceased member may continue to attend as a gesture of compassion, paying the full per person cost of the event if there is a charge. 6. Retired teachers who are eligible to be an NBSRT member, but who refrain from joining, may attend NBSRT social and/or recreational events as a guest for a limited period paying the full per person cost of the events if there is a charge. 7. Branches may notify interested members in other branches of upcoming social or recreational events by including them on newsletter mailout lists, telephone call lists, email campaigns, and other “no cost” notifications. <i>NOTE: Membership in the NBSRT is categorized in Article V of the Constitution as “Members in good standing” and “Honorary Life Members”. There is no mention of Social, Associate, or Affiliate members.</i>				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Social Media	Effective:	2024	Policy	Med 1.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT will maintain a social media presence to inform members, and to promote a public profile.				
Procedure:	1. The Online Media Chair or a designate(s) is responsible for the general oversight of NBSRT social platforms. 2. Items published on the NBSRT website and/or social media platforms that are not NBSRT sponsored items must represent a general community service announcement(s) and/or demonstrate some benefit for retired teachers. 3. Items for publication on www.nbsrt.org will be sent to the webmaster for preparation and publication. 4. Items for publication on social media (<i>Facebook, X, Instagram</i>) will be sent to the social media platform administrator for preparation and publication. 5. <u>The following are NBSRT social media platforms:</u> Website (2006) – https://www.nbsrt.org Facebook Private Group (2016) - https://www.facebook.com/groups/1558188191146192 X (formerly Twitter) (2016) - @nbsrt Instagram (2021) – nbsrt75 Facebook Public Page (2022) - https://www.facebook.com/nbsrt75				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Acceptable Advertising	Effective:	2024	Policy	Ops 1.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	NBSRT may accept advertising, including paid advertising, from third party advertisers who are approved by the Executive or the Board of Directors as long as the advertising meets the standards listed under PROCEDURE below.				
Procedure:	<u>Acceptable Advertisements:</u> • Material that is of benefit or interest to NBSRT Members. • Public service advertisements. • Advertisements on behalf of organizations that have some sort of affiliation to retired teachers. • All ads must be clearly labeled “Advertisement” <u>NOTE:</u> Advertising for which there is a charge may be published at a rate decided by the Executive using the NBTA <i>ConnectED</i> (formerly <i>NBTA News</i>) rates as a guide. See the latest NBTA rates HERE <u>Unacceptable Advertisements:</u> • Municipal, Provincial, or Federal political campaign advertisements. • Advertisements that violate, or are likely to violate, laws and/or regulations. • Advertisements that are contrary to social norms or public order and morals, that infringe on the rights of others, or that cause a nuisance to others. <u>Some Examples of Acceptable Advertising</u> • Recreational activities - curling, tournaments, tournaments, etc. • Government/District programs requesting NBSRT volunteer involvement • Volunteering in school based programs - breakfast programs, reading programs, etc • Health & wellness programs • Arts & craft activities• • Arts & Entertainment, Sports - theatre, concerts, games, etc • Fund raising for special causes: Terry Fox Run, children’s programs, Libraries, etc				



New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Hosting NBSRT General Meetings	Effective:	2024	Policy	Ops 2.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	General meetings of NBSRT will be hosted by selected Branches on a rotational basis.				
Procedure:	1. Site selection - The NBSRT Executive will select the site of general meetings from among the Branches that offer to host them. Should more than one branch offer to host a 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. 2. Financing - The host Branch, in consultation with the NBSRT liaison person, will be responsible for setting the budget for the general meeting with a goal to make it affordable and cost neutral. If the meeting loses money, the extra cost shall be borne by the provincial NBSRT. 3. Executive Liaison - The NBSRT President shall be a co-ordinator with the Planning Committee. 4. Guests - NBSRT and the host Branch shall jointly develop the meeting guest list with NBSRT deciding on any guest speaker.				

New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Assets Inventory	Effective:	2024	Policy	Ops 3.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The NBSRT Exec shall assign responsibility to the Treasurer for maintaining an effective assets control inventory of fixed and intangible assets.				
Procedure:	1. Assets of the NBSRT shall be listed as fixed or intangible with supplementary information (model, serial number, size, colour, etc.) included for each, along with the name and contact information of the member/committee assigned as the custodian of each asset. 2. Inventory lists shall be kept up-to-date with newly acquired assets added to the appropriate inventory and discontinued items removed with a description of the final disposition. (The usefulness for technology is generally 5 years). 3. Assets that have been declared as “Written Off” shall be removed from the Assets Inventory List after two years. NOTE: Fixed assets are physical items or property that are purchased and used for the production of goods and services. Fixed assets are long-term assets. This means the assets have a useful life of more than one year. Intangible assets are assets that lack physical substance. Even though it may be difficult to attach a dollar value, intangible assets can be among an organization's most valuable assets. Intangible assets can include brand names, domain names, logos, etc. Download the Assets Inventory List HERE				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Meeting Styles	Effective:	2024	Policy	Ops 4.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:		NBSRT sponsored meetings will be conducted as either a face-to-face meeting or as a video conference.			
Procedure:		1. NBSRT will maintain a current <i>Zoom</i> licence for video conferences. 2. The <i>Zoom</i> video conference option will be made available for any NBSRT committee meeting. 3. Upon request, the <i>Zoom</i> video conference licence may be used by a Branch for a committee meeting. 4. Face-to-face meetings for any NBSRT committee will not occur more than one (1) times per year unless with the approval of the Executive. 5. Face-to-face meetings for the Executive will not normally occur more than three (3) times per year. 6. Face-to-face meetings will be scheduled in a timely fashion for members when travel, weather, or other logistics are a factor. 7. The Board of Directors meeting and the Annual General Meeting shall be face-to-face except in the case of an emergency. (e.g. Pandemic)			

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Promotions and Marketing	Effective:	2024	Policy	Ops 5.0
		Reviewed:	2024	Page:	1 of 1
Policy Statement:	The preparation and distribution of promotional and/or marketing materials on behalf of the NBSRT shall be at the discretion of the NBSRT Executive or Board of Directors.				
Procedure:	1. Promotion and marketing materials may consist of print/radio/TV advertising, audio-visuals, social media, stationery, branded items, portable banners, etc. 2. Physical promotion and marketing materials are normally stored at the NBTF Building. 3. Branches wishing to use or borrow these materials should contact the NBSRT Executive for access and to arrange for the safe delivery and return of borrowed items.				

New Brunswick Society of Retired Teachers

Policy and Procedure

Title:	Certificate of Merit	Effective:	2024	Policy	Rec 1.0
		Reviewed:	2024	Page:	1 of 2
Policy Statement:	A <i>Certificate of Merit</i> may be awarded by the Provincial Executive to a member involved at the provincial level, and by a Local Branch Executive to a member involved at the branch level. This certificate shall serve as a "thank you" to any member in good standing for dedicated service to his/her fellow members in the NBSRT				
Procedure:	PROVINCIAL CRITERIA: 1. The criteria used to select the provincial recipient(s) of the <i>Certificate of Merit</i> should be general in nature but shall clearly identify the recipient(s) as deserving of recognition. 2. <i>Certificates of Merit</i> shall be signed by the President of the NBSRT. BRANCH CRITERIA: 1. The criteria used by the Local Branch Executive to select the recipient(s) of the <i>Certificate of Merit</i> should be general in nature but shall clearly identify the recipient(s) as deserving of recognition. 2. <i>Certificates of Merit</i> awarded by the Local Branch shall be signed by the Local Branch President. 3. NBSRT <i>Certificates of Merit</i> shall be supplied by the NBSRT to Local Branches based on the number requested by the Local Branch President. 4. NBSRT <i>Certificates of Merit</i>, provided by the Provincial NBSRT, and awarded by the Local Branch shall be prepared by the Local Branch, including appropriate framing. 5. The Local Branch may apply to the Provincial NBSRT for reimbursement for receipted expenses directly associated with preparing the certificates for presentation.				

New Brunswick Society of Retired Teachers Policy and Procedure

Title:	Honorary Life Membership Award	Effective:	2004	Policy	Rec 2.0
		Reviewed:	2024	Page:	1 of 4
Policy Statement:	An <i>Honorary Life Membership Award</i> may be awarded by the Provincial Executive to an NBSRT member who has demonstrated exceptional long-standing commitment to the NBSRT and its members. This prestigious award is normally presented at an Annual General Meeting. <u>Executive Minutes – January 27, 2020</u> Recipients of this award may apply to have their dues deduction ended while still enjoying the rights and privileges of NBSRT membership. <u>Executive Minutes – September 13, 2016</u>				
Procedure:	CRITERIA: NBSRT members may be nominated for an "<i>Honorary Life Membership Award</i>" based on the following if the nominee(s): 1. Is a member in good standing of the NBSRT. 2. Has given significant service to the Provincial NBSRT at the executive level. This could include some, or all, of the following over at least a five-year period: Executive Officer, Committee Chairperson, ACER-CART Representative. 3. Has given service to his/her branch at the executive level and/or senior committee level over at least a five-year period. He/she should be extensively involved in the Branch's activities and be a visible "presence" - someone who would really be missed if not available. 4. Has contributed actively to business meetings at both the local and provincial levels. 5. It is possible, in extraordinary circumstances, for the Provincial Executive Officers to arbitrarily award an Honorary Life Membership Award to a member who made outstanding contributions to the NBSRT but who does not meet all of the prescribed guidelines for the award. 6. Most important, however, is the actual contribution the individual made to the organization. The nomination must demonstrate how the individual made an impact on the Society rather than holding office for a designated time. Nominations, fully supported by written information, are to be submitted to the NBSRT Recording Secretary by December 1st of each calendar year for consideration and ruling by the Provincial Executive Officers. <u>Download the Honorary Life Membership Award Nomination Checklist HERE</u>				