

CONSTITUTION AND BY-LAWS
OF THE
RESTIGOUCHE SOCIETY OF RETIRED TEACHERS (RSRT)

ARTICLE I – NAME

The name of the organization is “RESTIGOUCHE SOCIETY OF RETIRED TEACHERS” (RSRT). It is a Branch of the New Brunswick Society of Retired Teachers (NBSRT) and represents the retired teachers in Restigouche County or elsewhere who are members in good standing of the RSRT.

ARTICLE II - DEFINITIONS

- a) Branch - One organization that represents the retired teachers of New Brunswick who are members of the NBSRT.
- b) Members – Retired teachers who are members in good standing of the RSRT or those who have been granted Honorary Life Members. Honorary Life members shall enjoy the full benefits of membership in the RSRT while having their membership dues made.
- c) In Good Standing – RSRT members whose dues are paid and Honorary Life Members.

ARTICLE III - AFFILIATION

- a) RSRT is represented by the President, or, as an alternative to the President, the Vice-President during business meetings of the NBSRT and by the RSRT Provincial Director at the NBSRT Directors meeting.
- b) Through the NBSRT, the RSRT is affiliated with the New Brunswick Teachers’ Association (NBTA), New Brunswick Teachers’ Federation (NBTF), Société des enseignantes et des enseignants retraités francophones du Nouveau-Brunswick (SERFNB), Canadian Association of Retired Teachers (ACER-CART), Eastern Canadian Retired Teacher Organization (ECRTO) and School Days Museum Inc.

ARTICLE IV - MEMBERSHIP

a) A person, regardless of residence, who meets one of the following requirements, may become a member of the RSRT. Any licensed teacher who withdrew or retired from active service as an employee of:

- A New Brunswick Education Board
- The New Brunswick Department of Education
- The NBTA/NBTF/AEFNB
- A New Brunswick University
- A New Brunswick Community College

There shall be an annual membership fee, the amount of which is to be determined by the NBSRT, payable by deduction from members’ monthly pension cheques or, for those whose current method of payment is by cheque, by payment at the AGM in May.

- b) RSRT may confer an Honorary Life Membership on a member who meets the following criteria:
 - 1) Has been an active member of the Branch for a number of years.
 - 2) Has made an outstanding contribution to the successful operation of the Branch and the welfare of its membership.

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3) Is nominated by a member of RSRT who completes the appropriate nomination form and submits it to the Branch Executive who will make, in its sole discretion, the final decision on whether to award an Honorary Life Membership.

ARTICLE V - GOVERNANCE

a) The Executive Officers and the Board of Directors shall organize and conduct all matters pertaining to the RSRT in accordance with the Constitution and By-laws, approved at the Annual General Meeting.

b) At meetings of the Board of Directors, a majority of the Board of Directors shall constitute a quorum for the conducting of business. The vote of the majority of the Board of Directors at any meeting of the Board of Directors at which a quorum is present shall be the act of the Board of Directors. If a quorum is not present at a Board of Directors meeting, any member of the Board of Directors may call the meeting adjourned.

c) The RSRT 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 period since the last review may not exceed five years.

d) The Board of Directors of the RSRT shall consist of the Executive Officers and the Chairs of all RSRT Standing Committees.

e) The Executive Officers of the RSRT shall consist of the President, the Past President, the First Vice-President, the Secretary, and the Treasurer. These Executive Officers shall be elected in even years as the result of a "one member, one vote" election, and shall normally take office on Juni 1st of the year elected.

f) The President normally serves for one two-year term; however, he/she/they may be elected to one additional two-year term.

g) The Past President's term ends when the President leaves office.

h) Executive Officers, other than the President and Past President, have no restrictions on the number of consecutive terms they may serve.

i) It shall be the responsibility of the out-going Executive Officers to provide transition briefings about duties and responsibilities to the newly elected Executive Officers before the new executive takes office.

j) Committee Chairs and Appointees shall be selected for a two-year renewable term by a motion of the Executive.

k) The Executive, except for the Past President, shall be elected at the annual meeting (May) from a slate of officers proposed by the Nominating Committee and shall hold office from June 1st to May 31st, 2 years following.

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ARTICLE VI – COMMITTEES

The Standing Committees of the RSRT may be Wellness, Membership, Sunshine and Sorrow, Online Media and Reflections, and Scholarship and Bursary.

Committee Chairs and Appointees shall be selected for a two-year renewable term by a motion of the Executive.

Selection of Standing Committee members shall be made by each Chair in consultation with the Executive. The Chair shall submit the names of the selected committee members to the President within 30 days of the Chair's appointment.

Ad Hoc Committees may be appointed by the Executive if required to accomplish a specific purpose. The Chairs of Ad Hoc committees are appointed temporarily for a specific purpose and have no voting privileges at a Board of Directors meeting.

ARTICLE VII – MEETINGS

Meetings to direct the activities of the RSRT may be conducted in person, via teleconference or via video conference.

AGM (AGM) and Semi-annual General Meeting (SAGM)

The AGM shall normally be held in May of each year following the NBSRT Annual General Meeting. The SAGM shall normally be held in October.

The Executive shall meet in May and at the call of the President or three members of the Executive.

ARTICLE VIII – FINANCIAL YEAR

The fiscal year shall be from Junest to May 31st.

ARTICLE IX – DISSOLUTION

In the event of dissolution or winding-up of RSRT, all its remaining assets, after payment of liabilities, shall be distributed to one or more deserving students as chosen by Scholarship and Bursary Committee.

ARTICLE X – AMENDING THE GOVERNANCE DOCUMENTS

Proposed amendments to the Constitution of the RSRT shall be circulated to the membership no later than thirty (30) days prior to the Annual General Meeting for consideration at that meeting. A vote of two thirds (2/3) of those in attendance at the AGM will constitute a majority vote.

Proposed amendments to the By-laws of the RSRT shall be circulated to the membership no later than ten (10) days prior to the AGM for consideration at that meeting. A vote of 50% + 1 of those in attendance at the AGM will constitute a majority vote.

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BY-LAWS

BY-LAW 1 – DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS

A. Executive Officers

1. The President shall:

- a) Normally take office on June 1st of the year elected.
- b) Be one of three signing officers for the RSRT.
- c) Preside over all meetings of the Executive, the Board of Directors, the AGM and the SAGM; and be responsible for calling the meetings of these bodies when required.
- d) Prepare the agenda for each meeting of the Executive, the Board of Directors, the AGM, and the SAGM.
- e) Be a RSRT Representative to NBSRT and provide a report of the NBSRT AGM to the Board of Directors and/or membership of the RSRT.
- f) Be an ex-officio member of all committees.

2. The Vice-President shall:

- a) Normally take office on June 1st of the year elected.
- b) Assume the duties and responsibilities of the President in the event of the absence, illness, or death of the President.
- c) Be a signing officer in the absence of the President or Treasurer.
- d) Perform additional duties as required.

3. The Recording Secretary shall:

- a) Normally take office on June 1st of the year elected.
- b) Record the minutes of all Executive meetings, Board of Directors' meetings, the AGM, and the SAGM.
- c) Prepare and distribute the Minutes of all Executive, Board of Directors, AGM and SAGM meetings; and other meetings as directed within 30 days of the recorded meeting to the members of the RSRT.
- d) Prepare records at the request of the President.
- e) Write and receive correspondence for the RSRT.
- f) Prepare and distribute any notices required prior to the AGM.
- g) Perform additional duties as required.

4. The Treasurer shall:

- a) Normally take office on June 1st of the year elected.
- b) Be one of three signing officers.
- c) Prepare an annual budget and administer the financial records of the RSRT.
- d) Collect and deposit all RSRT monies to RSRT accounts.
- e) Pay all authorized expenses of the RSRT.
- f) Reimburse eligible members for mileage, meals, accommodation, and approved miscellaneous expenses incurred while conducting authorized business of the RSRT.
- g) Have prepared, and present annually to the Board of Directors for approval, an audited statement

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of the RSRT's finances by an independent auditor.

- h) Manage the investments of the RSRT at the direction of the Annual General Meeting.
- i) Maintain a list of any physical assets held by the RSRT.
- j) Perform additional duties as required.

5. The Past President shall:

- a) Normally 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 Executive, Board of Directors, the AGM, and the SAGM.
- d) Assist Executive Officers if requested.
- e) Chair an ad hoc Nominating Committee responsible for preparing a slate of officers for the election of Executive Officers.
- f) Complete his/her term when the President's term ends.
- g) Perform additional duties as required

B. Provincial Director

A Provincial Director shall be appointed by the executive and shall:

- a) Attend yearly, a minimum of two meetings of the NBSRT:
 - 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 to which the Provincial Directors are invited.
- b) Vote as the Provincial Director representing the RSRT.
- c) Act as a liaison between the RSRT and the NBSRT.
- d) Present a brief written report of the activities of the RSRT to the NBSRT at the NBSRT Annual General Meeting.

C. Chairs of Committees

All Chairs of Standing Committees shall:

- a) Select the members of their committees, the Appointees.
- b) Call meetings of their committees to conduct the business of those committees.
- c) Attend all meetings of the RSRT Board of Directors, the AGM, and the SAGM.
- d) Vote as a member of the Board of Directors.

BY-LAW 2: TERMS OF REFERENCE

RSRT Standing Committees and roles of Committees may include:

1. Wellness Committee

- a. Represent RSRT on the provincial Wellness Committee.
- b. Attend 2 provincial Wellness Committee meetings a year (generally, one video meeting and one in-person meeting).
- c. Work in collaboration with the Board of Directors to organize activities for members.
- d. Apply for wellness grants and submit requests for funds from any such grants.

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e. Report on wellness at RSRT meetings

2. Sunshine and Sorrow

- a. Purchase sympathy, get-well, congratulations and thank you cards and stamps to mail them.
- b. Stay informed about illnesses, deaths, and life events of members and their relatives.
- c. Send a sympathy card plus 25\$ donation to the charity of choice on the passing of an NBSRT member.
- d. Send a sympathy card on the passing of a close relative of an RSRT member (spouse, parent, child, sibling).
- e. Send a get-well card to an RSRT member who is ill.
- f. Send a card to a retiring teacher.
- g. Keep a written account of cards and dates sent.
- h. Keep an account of funds received from treasurer and spent.
- i. Prepare and deliver a short report on the cards sent plus current finances of Sunshine and Sorrow Committee for RSRT meetings.

3. Online Media Representation

- a. Attend all RSRT events, take photos, write a post for the event and send to the provincial Online Media Committee Chair for posting on the website.
- b. Add the post (or a variation of it) to the current online media platforms such as Facebook, Twitter & Instagram.
- c. Send the minutes of each RSRT general meeting to the Online Media Committee to be posted on the website.
- d. Send notice of the website posts to the local membership or to the local Membership representative to be forwarded to the local membership.

4. Membership

- a. Maintain the RSRT database of members' contact information.
- b. Send messages to members about RSRT activities.
- c. Inform the provincial membership secretary of any changes in the members' data such as change of address, email, or phone number.
- d. Inform the correspondent for the Reflections publication about any change of address and of any deceased members.

5. Scholarship and Bursary

- a. Represent RSRT on the NBSRT Scholarship and Bursary Committee
- b. Annually, review and evaluate all scholarship and bursary applications forwarded from the chair of the NBSRT Scholarship and Bursary Committee.
- c. Attend an annual meeting (autumn) either electronically or in person for the purpose of collaborating with other committee members to select one scholarship and one bursary recipient.
- d. Report on the activities of the NBSRT Scholarship and Bursary Committee to the RSRT.

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BY-LAW 3: FINANCIAL AFFAIRS

A. Fiscal Year

1. The fiscal year shall be from June 1st to May 31st of the following year.
2. The Treasurer shall arrange an annual review of the RSRT financial records by an independent auditor.
3. The auditor's report shall be presented at the AGM.

B. Signing Officers

1. There shall be three signing officers – the Treasurer, the President, and the Vice President. Any two of the three signing officers' signatures are required to authorize a cheque.
2. The RSRT cheque book is normally in the possession of the Treasurer; however, in the event of that the Treasurer is unable to fulfil their role, the cheque book shall be maintained by either the President or the Vice President.
3. The Treasurer, the President, and the Vice President shall all have access to monitor the activity of the RSRT 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 shall be paid by automatic deduction at source from the member's monthly pension by *VESTCOR Pension Services Corporation*. (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 AGM to the Treasurer, who will then forward the member's fees to the NBSRT Treasurer).

D. Expenses

1. Authorized expenses will be paid upon submission of a completed Expense Form to the RSRT Treasurer.
2. Authorized expenses of the Provincial Director (Elected or Appointed by the Branch) to the NBSRT AGM shall be the responsibility of the NBSRT.
3. Authorized expenses of Standing Committees, Ad Hoc Committees, and Appointees shall be the responsibility of the RSRT, unless authorized by the NBSRT for submission to NBRST.

E. Grants and Donations

1. The RSRT Executive may apply to the NBSRT Executive for operating grants, or for funding for special projects.

F. Honorariums and Gifts

1. Honorariums or gifts may be presented as tokens of thanks or recognition for services by the RSRT at the discretion of the Executive.

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2. 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 and Semi-annual General Meeting

1. There shall be at least 30 days advance notice for the AGM and SAGM.
2. Any member in good standing of the RSRT may participate and vote at an AGM or SAGM.

B. Board of Directors

1. There shall be at least 10 days notice for a meeting of the Board of Directors.

BY-LAW 5: APPOINTMENTS & ELECTIONS

A. Appointments

1. Committee Chairs and Appointees – The Executive Officers shall make these selections.
2. Vacant Executive Officer Positions – The Executive Officers may appoint a member to fill any vacancies on the RSRT Executive occurring between AGMs, subject to ratification at the next AGM.

B. Elections

1. Nominating Committee
 - a) Every two years an Ad Hoc Nomination Committee shall be established to submit a slate of officers.
 - b) The Past President shall normally chair the Nomination Committee and will conduct the election process at the AGM.