

***Constitution and
Operational Procedures
of the
Retired Teachers Organization
of the
Nova Scotia Teachers Union***



MISSION STATEMENT:

THE RTO IS THE OFFICIAL BODY REPRESENTING THE RETIRED TEACHERS OF NOVA SCOTIA AND WILL ADVANCE, PROMOTE AND PROTECT THE WELFARE OF ITS MEMBERS.

PREAMBLE:

That the RTO shall have its own Constitution and Operational Procedures which shall be approved by the Provincial Executive and this Constitution shall provide for a collaborative relationship between the RTO and the NSTU including, but not limited to, professional development initiatives, special initiatives, joint ventures and support for active teachers.

***Executive Motion
January, 2005***

CONSTITUTION
of the
RETIRED TEACHERS ORGANIZATION
of the
NOVA SCOTIA TEACHERS UNION

Article I: NAME:

The name of the Organization shall be the Retired Teachers Organization of the Nova Scotia Teachers Union.

Article II: OBJECTIVES:

1. The objectives of the Organization shall be:
 - (a) To maintain and increase professional and social contacts.
 - (b) To keep informed on subjects of education development.
 - (c) To maintain a liaison with the Nova Scotia Teachers Union.
 - (d) To be a strong voice for education in Nova Scotia, speaking in support of the principles and actions of the NSTU.
 - (e) To furnish recommendations and advice to the NSTU on matters affecting the welfare of retired teachers.
 - (f) To be knowledgeable of the rights and benefits of retired teachers.
 - (g) To have authority to appoint representatives to provincial and national non-teacher bodies whose specific mandate is to promote the interests of retirees.
 - (h) To keep the NSTU apprised of representations made to external organizations, agencies or departments on all matters exclusive of NSTU policy issues.

Article III: MEMBERSHIP:

1. Active Member:

A retired teacher shall be an ACTIVE member in this Organization if:

- (a) A person is in receipt of a pension pursuant to the Nova Scotia Teachers' Pension Act;
- (b) a person was a member of the NSTU at time of retirement or was an employee of the NSTU at the time of retirement; and,
- (c) a member does not writeout by July 31st of any given year.

2. Affiliate Member:

A retired teacher shall be eligible for Affiliate Membership in the Organization if that person is in receipt of a pension from outside Nova Scotia.

3. **Associate Member:**
 - (a) Any teacher shall be eligible for Associate Membership in the Organization, subject to the approval of the **RTO** Executive.
 - (b) Any surviving spouse/partner of a retired teacher shall be eligible for membership in the Organization.

4. **Life Member:**

A person who has held the office of the President of the **RTO** shall be granted Life Membership in the Organization.

5. **Honorary Member:**

An Honorary Member is a person upon whom the honor has been conferred by the resolution of the AGM for outstanding service to the **RTO**.

6. **Rights, Privileges and Responsibilities:**

The rights, privileges and responsibilities of membership shall be extended as follows:

 - (a) to Active and Life members the full rights, privileges and responsibilities of membership;
 - (b) to Affiliate members the full rights, privileges and responsibilities of membership, except to hold provincial office in the Organization;
 - (c) to Associate members the full rights, privileges and responsibilities of membership except in matters of voting and holding office; and,
 - (d) to Honorary members the right to attend the AGM as an observer and the right to receive RTO publications.

7. **Membership Fees:**
 - (a) Membership fees shall be established by resolution at the Annual General Meeting of the Organization and approved by the NSTU Provincial Executive. The fee set shall endeavor to allow the Organization to become self-sufficient;
 - (b) Life and Honorary members shall be exempt from membership fees;
 - (c) Affiliate and Associate member shall submit membership dues annually by September 30; and,
 - (d) A revision of membership fees requires a thirty (30) day notice-of-motion to the membership and a 2/3 vote during the Annual General Meeting of the Organization.

Article IV: FINANCIAL:

1. FISCAL YEAR:

The fiscal year shall extend through the calendar period defined by the Operational Procedures.

2. MEMBERSHIP YEAR:

The membership year shall extend through the calendar period defined by the Operational Procedures.

3. BUDGET:

The Executive Committee shall present a Budget to the membership at the Annual General Meeting.

Article V: COMMITTEES AND COMMISSIONS:

1. Executive Committee – Composition

- (a) The EXECUTIVE COMMITTEE of the Organization shall be: The immediate PAST PRESIDENT, a PRESIDENT, a VICE-PRESIDENT, a SECRETARY, a TREASURER, four (4) Members-at-Large and the RTO Pension Representative on the Nova Scotia Teachers' Pension Committee.
- (b) Election of Executive Committee Members:
 - (i) Terms of Office: For 2008/09 the following terms of office will be put in place. Election for President, Vice-President, Treasurer, and the Members-at-Large for Cape Breton/Strait and South-West/Valley will be for a two (2) year term and elections for Secretary and Members-at Large for Chignecto/Canso and Halifax Regional will be for a one (1) year term.
 - (ii) Terms of Office: After 2008/09 – all elections will be for a two (2) year term the exception being the Pension Representative who is elected for a term specified by the Terms of Reference of the NSTU Pension Committee. No one shall hold the same position for more than two (2) consecutive terms, except under exceptional circumstances.
 - (iii) The election of President, Vice-President, Secretary, Treasurer, and the Representative on the NSTU Pension Committee shall be a plurality vote at an Annual General Meeting of the Organization.
 - (iv) Election of Members-at-Large shall be as follows:
 - 1. Presidents of each Branch (or designate) will form a Regional Nominating Committee in each of the four Regions (Cape Breton/Strait, Chignecto/Canso, South-West/Valley, and Halifax)
 - 2. One member of the Regional Nominating Committee will be designated by the group as Chairperson and Returning Officer.
 - 3. Those Branches that opt to nominate a Member-at-Large (M at L) will conduct an election that will be overseen by the Branch President and one name only will be submitted by that Branch to the Regional Nominating Committee.
 - 4. If more than one Branch in a region nominates a candidate for the position of M at L, an election will take place.
 - 5. Voting will be conducted by the Returning Officer.
 - 6. A selection Committee consisting of three (3) members selected by and representing each Branch in the region will cast a vote.

7. In the event of a tie for the lead, the number so tied would be involved in a run-off election.
 8. If a subsequent tie ensues, the Returning Officer would draw the name of the successful candidate from those tied for the lead.
 9. The M at L must be elected by the Region prior to the Annual General Meeting of the Retired Teacher's Organization.
 10. The names of the elected Members-at-Large will be presented to the AGM of the RTO by the Chairman of the Nominating Committee of the Provincial RTO for information only.
- (c) If a vacancy occurs in the Executive Committee through any cause, the Executive Committee shall name a member to fill the vacancy until the next Annual General Meeting.
 - (d) The Executive Committee shall appoint, from time to time, any Ad hoc Committee(s) as may be deemed necessary to carry on the work of the Organization.
 - (e) Whenever a vacancy occurs on a committee, through any cause, the Executive Committee shall name a replacement.

2. Committees and Other Agencies

- (a) There shall be four (4) STANDING COMMITTEES appointed annually by the Executive Committee:
 - (i) A COMMUNICATIONS COMMITTEE of up to four (4) members, one of whom must be an Executive Member as Chairperson;
 - (ii) An ASSESSMENT COMMITTEE of five (5) members one of whom must be an Executive Member as Chairperson;
 - (iii) A PENSION AND BENEFITS COMMITTEE of five (5) members, one of whom must be the Executive Member representing the Organization on the Nova Scotia Teachers Union Pension Committee, who will act as Chairperson; and,
 - (iv) A MEMBERSHIP COMMITTEE of four (4) members, one of whom must be an Executive Member as Chairperson.

Article VI: GENERAL PROVISIONS:

1. NOVA SCOTIA TEACHERS' PENSION COMMITTEE RTO REPRESENTATIVE:

The Executive Committee shall appoint the required number of representatives to the Nova Scotia Teachers' Pension Committee following their election at the Annual General Meeting, for the term specified by this Committee's Terms of Reference.

2. ANNUAL GENERAL MEETING:

The Annual General Meeting shall be held in May or at such other time as determined by the Executive.

- 3. LIAISON:**
Any representation by the Organization to external organizations, Government Departments, or agents thereof, shall be consistent with NSTU policy.
- 4. ANNUAL REPORT:**
The Organization shall submit an audited Financial Statement annually to the Provincial Executive of the NSTU.
- 5. REPRESENTATION AT NSTU COUNCIL:**
Upon invitation, the Organization shall appoint a member or members to attend the Annual Council as Associate Delegate(s) with the rights of same.
- 6. RETIRED TEACHERS LEGACY FOUNDATION:**
The Retired Teachers' Legacy Foundation, as established by the RTO Executive in 1994, shall support sick and/or challenged children of the Province of Nova Scotia.
- 7. CONSTITUTIONAL AMENDMENTS:**
A revision to the Constitution shall require a thirty (30) day Notice of Motion to the membership and a 2/3 vote during the Annual General Meeting of the Organization or at a Special General Meeting called for that purpose. Such amendments shall not come into effect until approved by the Provincial Executive of the Nova Scotia Teachers Union.

Quorum:

 - (a) To constitute a meeting of the Executive the quorum shall be 50% (of the executive as outlined in Article V);
 - (b) A quorum of twenty-five (25) members in attendance shall be necessary to pass a motion at an Annual General Meeting or Special General Meeting.
- 8. RTO/NSTU Liaison Committee**
That regularly scheduled meetings be held at least three (3) times per year between the RTO Executive (President, Vice President, Past President) and the President, Executive Director or designate and the Assistant Executive Director or designate of the NSTU.

**Operational Procedures
of the
Retired Teachers Organization
of the
Nova Scotia Teachers Union**

THESE OPERATIONAL PROCEDURES ARE INTENDED TO FACILITATE THE IMPLEMENTATION OF THE CONSTITUTION OF THE RTO. IN THE EVENT OF ANY CONFLICT BETWEEN THE TWO, THE LATTER SHALL PREVAIL.

OPERATIONAL PROCEDURE I - MOTIONS

I: NOTICE OF MOTION:

All motions pertaining to the constitution under Article VI: GENERAL PROVISIONS:, 7. COSTITUTIONAL AMMENDMENTS, and all resolutions to be brought before the RTO Annual General Meeting must follow this procedure to affect a Notice of Motion:

- (i) via "The Retired Teacher", sent to members at their address on file provided it is mailed at least thirty (30) days prior to the date of the Annual General Meeting; or,
- (ii) by a mailing, at the address on file to members, at least thirty (30) days prior to the date of the Annual General Meeting.

OPERATIONAL PROCEDURE II - CALENDAR

I. MEMBERSHIP YEAR:

The membership year shall be from July 1 to June 30 next.

II. FISCAL YEAR:

The fiscal year shall be from the first (1st) of May to the thirtieth (30th) of April next.

OPERATIONAL PROCEDURE III – SIGNING AUTHORITY

I. SIGNING OFFICERS:

Signing Officers for the Organization shall be any two of the following:

- (a) the Treasurer;
- (b) the President;
- (c) the Vice-President or Past President.
- (d) The Treasurer is authorized to conduct the financial affairs of the Organization either:
 - (i) in person, or
 - (ii) via telephone, or
 - (iii) via the internet.

NOTE: It is understood that the above refers to both the Organization and the Foundation.

OPERATIONAL PROCEDURE IV – COMMITTEE APPOINTMENTS AND REPRESENTATION

I. RTO:

- (a) Nominating:
 - (i) The Past President shall Chair a Nominating Committee comprised of the Nominating Committee and two (2) **past Executive members**. They shall seek candidates by publication in the **RTO** newsletter and other such methods, as they deem appropriate. The Nominating Committee shall present a slate of candidates for Executive Committee positions to the Annual General Meeting.
 - (ii) Any member may nominate, from the floor, another member who is in attendance at the Annual General Meeting.

- (iii) A member may nominate, from the floor, another member not in attendance, provided the person making the nomination has written permission to do so from the absent member.
- (v) *All elections shall be by plurality vote.*

II. Standing Committees

The Executive shall consider geographical representation when appointing members to the Standing Committees.

III. NSTU

The **Organization's** representative to Annual Council shall be the President or his/her designate.

IV. Group of IX

The **Organization's** representatives to the Group of IX shall be the President and Past President.

V. General

- (a) *Should any committee position or representative position become vacant for any reason, the Executive Committee shall name a replacement.*
- (b) *Candidates for positions or representatives of committees must be members in good standing.*

OPERATIONAL PROCEDURE V - FOUNDATIONS

I. LEGACY FOUNDATION:

- (a) The audited financial statement of the Legacy Foundation will be published in "The Retired Teacher".
- (b) The Board of Directors shall be the **RTO** Executive Committee who shall serve on a voluntary basis and not be reimbursed for out-of-pocket expenses.
- (c) Expenses for postage, stationery and promotion will be borne by the **RTO**.
- (d) All donations to the Legacy Foundation will be invested in term deposits, deposit certificates, government certifications/savings bonds or other avenues as approved by the Board of Directors.
- (e) The interest on deposits shall be disbursed annually to assist charitable institutions that provide service to sick and/or challenged children in the Province of Nova Scotia.

OPERATIONAL PROCEDURE VI – SPECIAL SERVICES

I. That the NSTU extend the following:

- (a) Meeting space (as available);

- (b) Clerical support services as offered by the NSTU;
- (c) Printing and postal support as offered by the NSTU;
- (d) Assignment of a Liaison Officer;
- (e) Upon request, copies of “The Teacher” and a “Member Diary”;
- (f) Membership in the Nova Scotia Teachers Credit Union;
- (g) Membership in the NSTU Group Insurance Plan in accordance with the provisions of the Plan; and,
- (h) Access to NSTU Members-only website and NSTU webmail.

OPERATIONAL PROCEDURE VII - AMENDMENTS

- I. Amendments to the **Operational Procedures** may be made either by:
 - (a) a majority vote of the members at the Annual General Meeting; or
 - (b) a majority vote of the Executive Committee which shall be subject to ratification at the next AGM.

OPERATIONAL PROCEDURE VIII – SPECIAL MEETINGS

- I. **SPECIAL GENERAL MEETING:**
 - (a) To hold a Special General Meeting, not involving changes to the Constitution, the Executive Committee must advertise the meeting and its purpose to the membership a minimum of ten (10) days prior to the meeting.
 - (b) Only items relative to the initial purpose(s) may be discussed and voted upon.