

EDMONTON RETIRED TEACHERS' ASSOCIATION BYLAWS

1. NAME OF THE ASSOCIATION

The Association shall be known as the Edmonton Retired Teachers' Association (ERTA), a branch of the Alberta Retired Teachers' Association (ARTA).

2. OBJECTS OF THE ASSOCIATION

The objects of the Association are as follows:

- 2.1 To promote the professional, economic, intellectual, social, emotional and physical well-being of the membership;
- 2.2 To provide opportunities for fellowship and group activities;
- 2.3 To encourage members to give voluntarily of their time, talents, training, and experience in the furtherance of education and civic endeavours in the community;
- 2.4 To inform members about proposed changes of a social, professional or financial nature that will likely affect them in retirement;
- 2.5 To encourage retired teachers to take an active interest in the affairs of ERTA and ARTA;
- 2.6 To maintain liaison with other groups interested in retired persons and their needs; and
- 2.7 To provide a collective voice for membership concerns to other organizations and to government bodies.

3. MEMBERSHIP

3.1 Membership Categories

Membership in the Association shall fall into one of the following categories:

3.1.1 Full Members (See 5.7.1)

ERTA will accept as a full member, with voting privileges and eligible to hold office, any individual who belongs to one of the following education sector groups:

- 3.1.1.1 Retired teachers who would have received, are receiving or will receive a pension from the Alberta Teachers' Retirement Fund.
- 3.1.1.2 Retired teachers from federal, provincial and territorial jurisdictions other than Alberta who contributed to their government's pension plan and were living in Alberta at the time of application for membership.
- 3.1.1.3 Retired instructors of Alberta educational institutions (universities, colleges and technical schools) funded by and operated under the jurisdiction of the Ministries of Education and Advanced Education and Technology who contributed to an Alberta government pension plan.
- 3.1.1.4 Retired employees (support staff) of school boards, universities, colleges and technical institutions who have contributed to an Alberta government pension plan.
- 3.1.1.5 Retired employees (support staff) of the Alberta Teachers' Association (ATA) and the Alberta Retired Teachers' Association (ARTA) who have contributed to an Alberta government pension plan.
- 3.1.1.6 Spouses or partners of full members who are now deceased.

3.1.2 Honorary Life Members

Honorary life memberships are conferred based on the following procedure:

- 3.1.2.1 The Executive shall delegate to a Selection Committee the responsibility for recommending honorary life membership nominees for final approval by the Executive.
- 3.1.2.2 Any member of ERTA may submit to the president, in writing by hard copy or electronically, a nomination for honorary life membership provided such nomination is submitted by May 15.
- 3.1.2.3 To qualify for consideration for the award of honorary life membership, a candidate must be a current member of ERTA, must have been a member of the Association for at least five (5) years and must have made a significant contribution to the Association.
- 3.1.2.4 Although an honorary membership need not be awarded each year, designation is limited to not more than two (2) in any given year. Such awards, if any, shall be made at the September luncheon.

3.1.3 Life Members

Life memberships are granted to ERTA members who reach ninety (90) years of age and have been a member for five (5) years.

3.2 Withdrawal of Member

Any member of ERTA may withdraw from membership by giving written notice by hard copy or electronically to the membership co-ordinator, at which time all privileges of membership shall cease.

3.3 Expulsion of Member

Any Association or executive member may be expelled from membership for just cause upon a two-thirds majority vote of the Executive at a general or special meeting called for that purpose. Written notice shall be sent by registered mail to the last known address of the expelled individual. An appeal may be made to the ERTA Executive if received within six (6) months of the date of the expulsion.

4. FEES

- 4.1 Membership is contingent upon payment of the annual fee, the amount of which is determined from time to time at an Annual General Meeting of the membership on recommendation by the Executive.
- 4.2 Fees are due on July 1 of the year after which the current membership has expired. Multi-year memberships, to a maximum of five (5) years, may be purchased.
- 4.3 Payment of the annual fee is required from only one (1) individual per household if a spouse or a partner is also a retired teacher, instructor or support staff member. Payment of the annual fee is required from both if both individuals in the household wish to have voting privileges. The membership fee entitles the registrant to vote and hold office.
- 4.4 Non-payment of fees six (6) months after the due date shall result in removal from the membership list and forfeiture of membership privileges. Membership is reinstated upon payment of the annual fee.
- 4.5 There shall be no refund of the membership fee as a result of withdrawal, expulsion or death of a member.
- 4.6 A complimentary membership for one (1) year, commencing July 1 of the year of retirement, is granted to all new retirees who have registered with the membership co-ordinator. Education sector personnel who retire prior to the end of the school year will be granted the benefit of complimentary membership for the additional time period.
- 4.7 Neither honorary nor life members are required to pay an annual membership fee.

5. GOVERNANCE

5.1 Roles and Responsibilities

5.1.1 The Executive, subject to the bylaws or direction given to it by a majority vote at any meeting duly called and constituted, shall have full management of the affairs of the Association.

5.1.2 The Executive is entrusted with the responsibility of carrying out the business of the Association in an ethical and prudent manner and ensuring the continuity and stability of the organization.

5.2 Composition of the Executive

The Executive shall consist of a past president, president, vice-president, two (2) secretaries, treasurer, a membership co-ordinator and members at large, the number to be determined by the Executive.

5.3 Elections

5.3.1 All executive members, except the past president, shall be elected annually at the Association's Annual General Meeting (AGM) in June.

5.3.2 A Nominating Committee, chaired by the past president, shall be responsible for presenting a slate of nominees for election to positions on the Executive at the AGM.

5.3.3 Election procedure shall include a call for nominations from the floor for all elected positions.

5.4 Vacancies

If any executive position is not filled at the AGM or a vacancy occurs during the year, the Executive may appoint an eligible Association member to fill the position or complete the unexpired term.

5.5 Terms of Office

5.5.1 The term of office shall be from one AGM to the next AGM.

5.5.2 Executive members shall take office immediately after the adjournment of the AGM at which they are elected or, if appointed, immediately upon appointment and shall remain in office until their successors are elected or appointed.

5.5.3 An executive member may resign at any time by giving written notice by hard copy or electronically to the president.

5.6 Committees/Officers

Ad hoc committees or other executive officers may be named by the Executive whenever necessary.

5.7 Liaison with ARTA

- 5.7.1 All executive members representing ERTA at ARTA Board of Directors meetings must be full ARTA members.
- 5.7.2 It shall be the responsibility of the Executive to name a slate of delegates who are full ARTA members to attend the ARTA AGM and other ARTA meetings as they are called.

6. MEETINGS

6.1 Association Meetings

The Executive shall be responsible for holding an Annual General Meeting (AGM) of the Association in June of each year as well as special meetings whenever required, of which notice in a newsletter sent by mail or electronically to the last known address of each member shall be delivered ten (10) days prior to the date of the meeting. An audited financial statement shall be presented to the membership in attendance at the AGM.

6.2 Executive Meetings

- 6.2.1 Regular meetings of the Executive, called by the president, shall be held as often as may be required, but at least once every three (3) months.
- 6.2.2 A special meeting of the Executive shall be called by the president on the instruction of any three (3) executive members provided that they request the president in writing to call such a meeting and state the business to be brought before the meeting.
- 6.2.3 Members shall be notified of a regular or special meeting by mail, telephone or electronically at least seven (7) days prior to the date of the meeting.
- 6.2.4 Meetings may be held without notice, provided however, that any business transactions at such meeting shall be ratified at the next regularly called meeting of the Executive; otherwise they shall be null and void.

6.3 Quorum

The number of members present at a special or Annual General Meeting of the Association as well as any regular or special meeting of the Executive shall constitute a quorum.

6.4 Conduct of Meetings

Meetings shall be conducted in accordance with *Robert's Rules of Order* unless otherwise directed by ERTA bylaws.

7. FINANCE

- 7.1 The financial year shall be May 1 to April 30.
- 7.2 All cheques written on behalf of the Association must be signed by any two (2) of three (3) Association members designated by the Executive.
- 7.3 Borrowing to cover branch operating expenses shall not be permitted.

8. REMUNERATION

Unless authorized at a meeting, no officer or member of the Association shall receive any remuneration for services rendered, but an officer or member may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

9. AMENDMENTS

- 9.1 Bylaws may be created, amended or rescinded by a special resolution passed by a two-thirds majority vote of the members present and eligible to vote at an Annual General Meeting of the Association provided that notice of intention to propose a special resolution has been given at a previous luncheon meeting as well as reported in an ERTA newsletter mailed or sent electronically to the last known address of each member a minimum of ten (10) days prior to the meeting.
- 9.2 If approved, the revised bylaws will take effect at the conclusion of the meeting at which they are approved.