

# **OPERATIONAL PROCEDURES**

## **Retired Teachers Organization of the Nova Scotia Teachers Union**



The Procedures are intended to facilitate the implementation of the RTO Constitution and in the event of a conflict, the Constitution shall prevail.

## **OPERATIONAL PROCEDURE I – AGM RESOLUTIONS**

All Resolutions submitted for debate at the RTO Annual General Meeting shall be processed by the RTO Resolutions Committee:

### **A. Composition:**

The RTO Resolutions Committee shall be comprised of the RTO Table Officers and Chaired by the RTO Vice-President.

### **B. Procedures:**

- i. All resolutions submitted for consideration at the RTO Annual General Meeting shall be submitted no later than December 15<sup>th</sup> on the submission form available from NSTU Central Office or on the RTO website (rto.nstu.ca).
- ii. Resolutions can be submitted by the RTO Executive, RTO Branches or RTO individual members.
- iii. RTO Branches or an RTO individual member wishing to receive an opinion regarding the appropriateness and accuracy of a resolution submission may contact the Chair of the RTO Resolutions Committee to provide an analysis.

### **C. Briefs:**

- i. Resolutions submitted to the RTO Resolutions Committee for consideration at the RTO Annual General Meeting must be accompanied by supporting briefs.
- ii. Only those resolutions supported by briefs will be forwarded to the RTO Annual General Meeting for consideration.
- iii. The full intent of the resolution must be explained in the submission
- iv. All briefs must be clear and concise.

### **D. Recommendations:**

- i. The RTO Resolutions Committee shall submit resolutions received by December 15<sup>th</sup> to the RTO Executive or the appropriate RTO Standing Committee for study in January.
- ii. The RTO Executive or RTO Standing Committee(s) studying the resolution(s) shall provide a statement of support or a statement of opposition to the Chair of the RTO Resolutions Committee no later than February 1<sup>st</sup>.
- iii. The RTO Resolutions Committee shall prepare a written report of all resolutions to be submitted to the RTO Annual General Meeting for presentation at the February Executive meeting, placement in the Spring edition of *The Retired Teacher* and on the RTO website.
- iv. All resolutions to the RTO Annual General Meeting shall be designated policy or action. Resolutions designated policy, shall refer to changes in the RTO Constitution or RTO Operational Procedures. Resolutions designated action, if passed, shall be presented at the following RTO Annual General Meeting in the Disposition of Resolutions Report.

### **E. RTO Annual General Meeting Pre-Mailing:**

All resolutions to be considered at the RTO Annual General Meeting shall be sent to delegates attending the RTO Annual General Meeting in their pre-mailing kits at their address on file (e-mail or postal) prior to the RTO Annual General Meeting.

**F. Responsibilities at RTO Annual General Meeting:**

- i. All resolutions to be deliberated by delegates shall be presented in the same order they were received by the RTO Resolutions Committee.
- ii. A resolution adopted at the RTO Annual General Meeting becomes effective immediately upon adoption unless the resolution itself specifies a particular time frame or unless the resolution affects the RTO budget.

**G. New Business Resolutions:**

Eligibility requirement for a New Business resolution shall be one of the following:

- i. Time – an issue arises after the official closing date for resolution submission (December 15<sup>th</sup>); or
- ii. New information – new developments have taken place after the official closing date for resolution submission.

**OPERATIONAL PROCEDURE II - CALENDAR**

**A. Membership Year:**

The membership year shall be from July 1<sup>st</sup> to June 30<sup>th</sup> next.

**B. Fiscal Year:**

The fiscal year shall be from the 1<sup>st</sup> of January to the 31<sup>st</sup> of December next.

**OPERATIONAL PROCEDURE III - FISCAL MATTERS**

**A. Signing Officers:**

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

- i. Treasurer;
- ii. President;
- iii. Vice-President; and/or
- iv. Past President.

**B. Financial:**

- i. The Treasurer is authorized to conduct the financial affairs of the Organization in person, via telephone, or via the internet.
- ii. It is understood that the above refers to both the Organization and the Foundation.
- iii. Only one signature is required on cheques under \$500.00. The financial institution shall honor a cheque of less than \$500.00 with only one signing officer's signature.
- iv. The financial institution for the RTO and Foundation shall be the Teachers' Plus Credit Union.
- v. Reimbursement of expenses to members of the Executive, Branch Presidents and Committees shall be the rates approved from time to time by the Executive.

## **OPERATIONAL PROCEDURE IV – COMMITTEES**

### **A.1 Standing Committees**

There shall be five (5) Standing Committees appointed annually by the Executive Committee:

- i. A Research/Review Committee consisting of up to five (5) members;
- ii. A Communications Committee consisting of up to six (6) members, to include the editor of The Retired Teacher and the web master;
- iii. A Membership Committee consisting of up to five (5) members;
- iv. A Pension and Benefits Committee consisting of up to 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
- v. A Finance Committee consisting of the Treasurer (Chair), Past President, Vice-President and one Member-at-Large.

### **A.2 Composition of Standing Committees**

- i. Each committee shall have at least one (1) Executive Committee member and be chaired by an Executive member.
- ii. Each committee shall have the balance of positions filled by active members representing various regions while addressing the issue of continuity.
- iii. When committee member absenteeism is such as to impede the working of the committee, the decision to hold a committee meeting shall be made by the President following consultation with the Committee Chair, if possible.

### **A.3 Committees**

- i. 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.
- ii. Whenever a vacancy occurs on a committee, through any cause, the Executive Committee shall name a replacement.
- iii. Committee chairs shall make every effort to schedule Committee meetings prior to the Executive and/or other meetings in order to provide a written report on the business of each meeting.

## **B. Nominating Committee**

### **B.1 For Election to Executive Positions**

- i. The Nominating Committee shall be comprised of the Past President as Chairperson and the chairs of the Research/Review, Communications, Membership and Pension and Benefits Committees.
- ii. The Nominating Committee shall call for nominations from active members by publishing in the fall Retired Teacher and on the RTO website a list of all Executive positions open for election that given year. At the fall meeting of the Executive and Branch Presidents, the Nominating Committee shall submit a list of all positions open for election that given year.

- iii. To be an eligible candidate, a notice of candidacy for all positions must be received at the NSTU office no later than February 28<sup>th</sup>.
- iv. The Nominating Committee Chairperson shall report all names of candidates for election to the Executive and Branch Presidents no later than March 15<sup>th</sup>.
- v. The Nominating Committee shall provide candidates for Executive positions an opportunity to publish their platform in the spring Retired Teacher and on the RTO website. The length of the articles shall be determined by the Editor of the Newsletter.
- vi. If the Nominating Committee has not received a notice of candidacy for Executive positions by February 28<sup>th</sup>, the vacant position(s) shall be filled by calling for nominations from the floor at the Annual General Meeting. If a nominated member is not present at the meeting, written and signed assent of willingness to stand must be provided by the nominee.
- vii. The Nominating Committee shall oversee the election process for Executive positions:
  - a. The Nominating Committee shall obtain the consent of each candidate who has submitted nomination papers;
  - b. Election for Executive positions shall be by secret ballot and decided by a majority vote;
  - c. Voting at the Annual General Meeting is restricted to active and affiliate members holding Annual General Meeting voting credentials;
  - d. Active and affiliate pre-registered members attending the Annual General Meeting shall receive voting delegate cards as part of their registration package;
  - e. Active and affiliate members who have not pre-registered shall receive voting delegate cards at registration subject to presenting proof of RTO membership;
  - f. Ballots with the printed names of pre-submitted nominated candidates shall be made available to the Annual General Meeting scrutineers;
  - g. The scrutineers shall facilitate the voting process by passing out ballots to voting delegates who must display their voting cards;
  - h. The scrutineers shall count the ballots and provide the results to the Chairperson of the Nominating Committee; and
  - i. The Chairperson of the Nominating Committee shall announce the results of the vote to the Annual General Meeting.
- viii. The Nominating Committee Chairperson shall enforce a time allocation of up to five (5) minutes on candidates running for Executive positions for the purpose of delivering an election address.
- ix. Members of the Nominating Committee shall be ineligible to run for Executive positions for that given year. Members wishing to run for Executive office shall resign their positions on the committee.

## **B.2 For Selection to RTO Standing Committees**

- i. The Executive of the RTO shall appoint candidates for positions on the RTO Standing Committees.
- ii. Members wishing to be placed on RTO Standing Committees shall submit the application form located in the spring edition of the Retired Teacher or on the RTO website no later than May 30<sup>th</sup>.
- iii. The Executive shall make a decision on membership of RTO Standing Committees at the June Executive Meeting.
- iv. Successful candidates selected to serve on RTO Standing Committees shall be notified by the President of the RTO no later than June 30<sup>th</sup>.

## **OPERATIONAL PROCEDURE V - AFFILIATIONS**

### **A. NSTU Annual Council**

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

### **B. Seniors Advisory Council of Nova Scotia - Group of IX**

The Organization shall have two Group of IX reps:

- i. The President shall be the voting representative;
- ii. The Past President shall be the second representative during the first term of the President;
- iii. The Vice-President shall be the second representative during the second term of the President; and
- iv. If either member is unable to attend, the President may ask another Executive member to attend.

### **C. ACER/CART**

- i. In 2012, the RTO representatives to the annual ACER/CART meeting shall be the outgoing President, the in-coming President and the five (5) year Representative.
- ii. In 2013, the RTO representatives to the annual ACER/CART meeting shall be the Vice-President, the President and the five (5) year Representative.
- iii. Beginning in 2014, the RTO representatives to the annual ACER/CART meeting shall be:
  - a. in an election year of a change in President, the in-coming President and the outgoing President; or
  - b. in a non-election year, or in an election year with no change in President, the President and the Vice-President.
- iv. The President shall be the spokesperson for the RTO.
- v. The responsibilities of the ACER/CART representatives shall be:
  - a. To attend the annual ACER/CART meeting;
  - b. To submit an annual report to the RTO Annual General Meeting;
  - c. To keep RTO members informed, through the Executive and Branch Presidents, of ACER/CART activities throughout the year; and
  - d. To carry out other duties assigned by the RTO Executive.
- vi. Prior to payment, the ACER/CART fee shall be reviewed by the Executive.

## **OPERATIONAL PROCEDURE VI – FOUNDATION**

### **A. Legacy Foundation:**

- i. The audited financial statement of the Legacy Foundation will be published in "The Retired Teacher".
- ii. 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.

- iii. Expenses for postage, stationery and promotion will be borne by the RTO.
- iv. All donations to the Legacy Foundation will be invested at the Teachers' Plus Credit Union in term deposits, deposit certificates, government certifications, savings bonds or other avenues as approved by the Board of Directors.
- v. The interest on deposits shall be disbursed annually to assist institutes that provide medical treatment and/or educational training for sick and/or challenged children on a not for profit basis.
- vi. The funds of the Foundation are independent of the RTO and shall not be used as security by the RTO for whatever reason.

### **OPERATIONAL PROCEDURE VII - SPECIAL SERVICES**

#### **A. That the NSTU Extend the Following:**

- i. Meeting space (as available);
- ii. Clerical support services as offered by the NSTU;
- iii. Printing and postal support as offered by the NSTU;
- iv. Assignment of Liaison Officer;
- v. Upon request, copies of The Teacher and Member Diary subject to availability;
- vi. Membership in the Nova Scotia Teachers Plus Credit Union;
- vii. Membership in the NSTU Group Insurance Plan in accordance with the provisions of the Plan; and
- viii. Access to NSTU members-only website and NSTU webmail.

### **OPERATIONAL PROCEDURE VIII – AMENDMENTS**

#### **A. Amendments to the Operational Procedures May Be Made Either By:**

- i. A majority vote of the members at the Annual General Meeting; or
- ii. A majority vote of the Executive Committee which shall be subject to ratification at the next Annual General Meeting.

### **OPERATIONAL PROCEDURE IX – MEETINGS**

#### **A. Annual General Meeting:**

- i. The Annual General Meeting shall be held in May or at such time as determined by the Executive.
- ii. The Executive Committee shall attempt to hold the Annual General Meeting in each geographical region over a span of years equal to the number of regions.

- iii. The Executive shall present the following reports to the membership at the Annual General Meeting:
  - a. President/Executive Report;
  - b. Budget;
  - c. Audited Financial Statement for the Organization;
  - d. Group of IX;
  - e. ACER/CART; and
  - f. NSTU Pension Committee Representative.
- iv. Standing Committee annual reports shall be available at the Annual General Meeting for information; the highlights of standing committee reports shall form part of the President/Executive Report.
- v. All reports shall be available on the RTO web site at least two (2) weeks prior to the Annual General Meeting and in print at the Annual General Meeting registration desk.

#### **B. Special General Meeting:**

- i. 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.
- ii. Only items relative to the initial purpose(s) may be discussed and voted upon.

#### **C. Regular Meetings**

When meetings are held in Halifax, meetings shall normally be held in the offices of the NSTU.

### **OPERATIONAL PROCEDURE X – CONFLICT OF INTEREST**

#### **A. Definition**

A conflict of interest exists when a situation arises in which the member has a private, personal or pecuniary interest that is not common to all members and which is sufficient to make it appear to have a possible influence on the objective exercise of that member's duty.

#### **B. Guidelines**

- i. Members shall be sensitive to the perception of conflict of interest.
- ii. Grounds for possible perception of conflict of interest shall be made known after the approval of the meeting's agenda.
- iii. Members are advised to consult the RTO President, RTO Vice-President or Chair of the Standing or Ad-Hoc Committee when in doubt whether conflict may exist or thought to exist.
- iv. When in doubt members shall err on the side of caution rather than presume that no conflict shall be perceived.
- v. When members withdraw/absent themselves voluntarily from the meeting because of the possibility of a conflict of interest, this shall be stated and recorded in the minutes of said meeting. The minutes shall also record the time at which the member left the meeting and the time of return.



**C. Declaration Form**

- i. Members attending meetings of the RTO Executive, RTO Branch Presidents, Standing or Ad-Hoc Committees shall sign a declaration form on conflict of interest prior to the initial meeting each year; and
- ii. The declaration form shall be co-signed and dated by the RTO President for members attending Executive meetings, the RTO Vice-President for members attending Branch Presidents meetings and by the Chair of the Standing or Ad-Hoc committee for members attending committee meetings.

**PROCEDURE XI – MISCELLANEOUS**

**A.** Minutes in circulation, prior to being approved, would have “DRAFT” imprinted across each page and will be posted on the website following approval. A summary/highlights of Executive meetings will be made available to Branch Presidents.

**B.** Branch grants are conditional upon the Treasurer receiving a completed yearly financial statement prior to July 15th of each year.

**C.** Membership lists are made available to assist in identifying members and are not to be used for any other purpose without prior consent of the Executive.