



## **OPERATIONAL PROCEDURES**

# **Retired Teachers Organization / Nova Scotia Teachers Union**

THESE PROCEDURES ARE INTENDED TO FACILITATE  
THE IMPLEMENTATION OF THE RTO CONSTITUTION; IN  
THE EVENT OF A CONFLICT THE CONSTITUTION SHALL  
PREVAIL.

*Revised October 2010*

**A. NOTICE OF MOTIONS:**

All motions pertaining to the Constitution under Article 6: GENERAL PROVISIONS: (G. CONSTITUTIONAL AMENDMENTS) and all resolutions to be brought before the RTO Annual General Meeting (AGM) must follow this procedure to affect a Notice of Motion:

- i. Resolutions to be presented to the RTO-AGM will be submitted through the Provincial Executive (Resolutions may come from Branches, Provincial Executive, or individual RTO member).
- ii. All resolutions submitted to be presented to the RTO-AGM shall be accompanied by supporting briefs at the time of submission and be presented to the membership in the same order as they are to be deliberated during the AGM proceedings.
- iii. All motions/resolutions submitted to be presented to the RTO-AGM shall be submitted to the Resolutions Committee at least sixty (60) days prior to the AGM. The Resolutions Committee shall be comprised of the Chairpersons of the standing committees of the RTO.
- iv. All motions/resolutions to be presented to the RTO-AGM shall be sent to the membership at least thirty (30) days prior to the date of the AGM via "The Retired Teacher" at their address on file (email or postal), or, by a special mailing, at the address on file (email or postal) at least thirty (30) days prior to the date of the AGM.
- v. All resolutions submitted for consideration shall be studied by the appropriate committee and the Executive for a statement of support or a statement of opposition with explanation.
- vi. Resolutions classified by the Resolutions Committee as RTO Operational Procedures shall be redirected to the Executive for study.
- vii. A resolution adopted at the AGM becomes effective immediately unless the resolution itself specifies a particular time frame or unless the resolution affects the budget.
- viii. Resolutions referred by the AGM to a specific committee shall be returned automatically to the floor at the next AGM.
- ix. Resolutions submitted to the AGM shall be designated "action" or policy". Resolutions designated policy shall be noted as such upon passing. Resolutions designated action shall be reported upon at the next AGM if passed.

**B .** Notwithstanding: Matters pertaining to information not available sixty (60) days prior to the Annual General Meeting may be raised on the floor at the Annual General Meeting.

<b>OPERATIONAL PROCEDURE 2</b>	<b>CALENDAR</b>
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**A. MEMBERSHIP YEAR:**

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

**B. FISCAL YEAR:**

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

<b>OPERATIONAL PROCEDURE 3</b>	<b>FISCAL MATTERS</b>
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**A. SIGNING OFFICERS:**

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

- i. Treasurer,
- ii. President,
- iii. Vice-President,
- iv. Past President

**B. FINANCIAL:**

- i. The Treasurer is authorized to conduct the financial affairs of the Organization: (a) in person, or (b) via telephone, or (c) 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.

<b>OPERATIONAL PROCEDURE 4</b>	<b>COMMITTEES</b>
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**A. 1. STANDING COMMITTEES**

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

- i. An Assessment Committee consisting of up to five (5) members;

- ii. A Communications Committee consisting of up to four (4) members, to include the editor of *The Retired Teacher* and the web master as necessary;
- 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;
- 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;
  - ↳ Committee chairs shall make every effort to schedule Committee meetings to coincide with Executive and/or other meetings as set forth in the annual calendar of meetings.

#### **B. NOMINATING COMMITTEE**

- (i) The Executive shall appoint annually in September a Nominating Committee comprised of the Past President as Chairperson and the chairs of the Assessment, 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 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.
- (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.
  - (a) 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 provide the recommended names to fill the positions on Standing Committees to the Executive for their decision at the pre Annual General Meeting of the Executive.
- (viii) The Nominating Committee shall report the names of all appointments to Standing Committees at the Annual General Meeting.
- (ix) 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) Space shall be provided on the ballots for names of member(s) nominated from the floor at the Annual General Meeting;
  - (i) The scrutineers shall count the ballots and provide the results to the Chairperson of the Nominating Committee;
  - (j) The Chairperson of the Nominating Committee shall announce the results of the vote to the Annual General Meeting;
- (x) Members of the Nominating Committee shall be ineligible to run for Standing Committees and Executive positions for that given year.

- (xi) 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.

**OPERATIONAL PROCEDURE 5**

**AFFILIATIONS**

**A. NSTU ANNUAL COUNCIL**

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

**B. 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;
- iv. If either member is unable to attend, the President may ask another Executive member to attend.

**C. ACER/CART**

- i. Effective after the Annual General Meeting in 2013 representation at the ACER/CART meeting shall be the President of the RTO and a representative elected by the Executive.
- ii. At the end of the second year of a non returning President's term, the RTO shall be represented by the outgoing President and the President elect.
- iii. The President shall be the spokesperson for the RTO.
- iv. The responsibilities of the ACER/CART representative shall be:
  - (a) To attend the annual ACER/CART meeting;
  - (b) To draft the annual report for the RTO Annual General Meeting in consultation with the RTO President;
  - (c) To attend the Annual General Meeting of the RTO; and
  - (d) Such other duties as assigned by the RTO Executive.
- v. Prior to payment, the ACER/CART fee shall be reviewed by the Executive.

**D. GENERAL**

Candidates for positions or representatives of committees must be members in good standing.

**OPERATIONAL PROCEDURE 6****FOUNDATIONS****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 charitable institutions that provide service to sick and/or challenged children in the Province of Nova Scotia;
- 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 7****SPECIAL SERVICES**

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";
- 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;
- viii. Access to NSTU members-only website and NSTU webmail.

**OPERATIONAL PROCEDURE 8****AMENDMENTS**

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 AGM.

<b>OPERATIONAL PROCEDURE 9</b>
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<b>MEETINGS</b>
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**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 AGM 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 and Foundation
  - d. Group of IX
  - e. ACER/CART
  - f. NSTU Pension Committee Representative
- iv. Standing Committee annual reports shall be available at the AGM 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 AGM and in print at the AGM 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.

<b>OPERATIONAL PROCEDURE 10</b>
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<b>MISCELLANEOUS</b>
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- A. Minutes in circulation, prior to being approved, would have "DRAFT" imprinted across each page and will be posted on the website following approval;
  - i. A summary/highlights of Executive meetings will be made available to Branch Presidents;

- B.** Branch grants are conditional upon the Treasurer receiving the required Branch forms;
  - i. If forms are not submitted on time, a Branch may forfeit one (1) or more installment payments;
- 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.