

CONSTITUTION
NEW BRUNSWICK SOCIETY OF RETIRED TEACHERS
SAINT JOHN BRANCH

REVISED OCTOBER 2008

Article I: Name

The name of the organization is the New Brunswick Society of Retired Teachers Saint John Branch, (NBSRTSJ).

Article II: Objectives

The NBSRTSJ fully supports the NBSRT mission – The mission of the NBSRT shall be to protect and advance the well being of retired teachers through information, advocacy, education and socialization. In doing so we will

- a) co-operate with other branches through the provincial organization to improve the status of the retired teachers of our province
- b) maintain a continued interest in education in New Brunswick
- c) provide an opportunity for social, wellness and cultural activities
- d) protect the interests of retired teachers of this branch and their spouses

Article III: Affiliations

1. The NBSRTSJ is affiliated with the provincial association, the New Brunswick Society of Retired Teachers (NBSRT) and through them with the New Brunswick Teachers' Association and the Canadian Association of Retired Teachers (CART).
2. Through our Branch Representative NBSRTSJ contributes to and supports the School Days Museum.
3. The organizations work together in the interests of education, the teaching profession, the welfare of retired teachers and other matters that may arise.

Article IV: Membership

1. Any teacher who is retired and who is receiving a full, partial, delayed, or disability pension from the Province of New Brunswick is eligible for membership.
2. Any person who is retired from teaching outside New Brunswick may become an Associate Member with full privileges except voting on matters dealing with amendments to the Pension Act.
3. Branch members may submit the name of a member to receive consideration for an Honorary Membership or Certificate of Appreciation.
 - (a) Honorary Membership may be conferred by the Executive Committee of the Branch upon those members who have held one or more of the Executive Committee positions, served at least 7 years and made an outstanding contribution to the life and welfare of the members.
 - (b) A Certificate of Appreciation may be conferred by the Executive Committee of the Branch upon members of the branch who have provided outstanding service to the branch and its members over a number of years.

Article V: Fees

Dues shall be established by the provincial NBSRT.

Article VI: Decision Making Bodies

1. The decision making bodies are the Officers and the Executive Committee.
 - (a) The Officers are: President
Past President
1st Vice-President
2nd Vice-President
Secretary
Treasurer
 - (b) The Executive Committee shall consist of the Officers and Executive Members.
2. The Executive Members are the Director, Alternate Director (voting delegate to NBSRT), Branch Representative to the School Days Museum, and Standing Committee chairpersons.
3. The Standing Committees are Membership, Social, Publicity, Pension, Wellness and Group Insurance, Scholarship/Memorial, Telephone, Website, Card, and Reflections Correspondent.
4. The Officers and/or Executive Committee shall conduct the business of the Society between General Meetings
5. Additional ad hoc committees and interest groups may be established as appropriate and shall report to the Officers and/or Executive Committee as necessary.

Article VIII: Elections

1. Officers and Executive Members shall be elected at an Annual Meeting.
2. The Past President will convene a Nominating Committee, at least one month in advance, and shall present a slate of Officers and Executive Members at the Spring Annual Meeting and, when necessary, conduct elections.
3. The term for Officers and Executive Members in the same position shall be two (2) years. Subject to the approval of the membership, the term in the same Office or Executive Member position can be extended as required.
4. When vacancies occur between elections, the Executive Committee may make an appointment for the unexpired term, subject to the ratification of the membership at the next meeting of the membership.

Article VII: Meetings

1. There shall be at least two General Meetings of the membership each year
 - a. Spring Annual Meeting
 - b. Fall Meeting
2. The Officers and/or Executive Committee shall meet at the call of the President.
3. The quorum at general meetings shall be 10% of the membership.
4. The quorum for Officer and Executive Committee meetings shall be 50% plus 1.

Article IX: Finance

1. All monies shall be deposited in an accredited Canadian financial Institution.
2. The signing authority shall be two of the Treasurer, President, 1st Vice-President and Secretary.
3. An annual budget will be prepared and presented to the membership at the Spring Annual Meeting.
4. The financial records shall be examined annually and the examiner shall be appointed by the Executive Committee.
5. Non-routine expenditures of under \$500 require approval of the Treasurer in consultation with one of the President, 1st Vice-President and Secretary. Expenditures over \$500 require Executive Committee approval.

Article X: Amendments

Amendments to the Constitution may be made at a Spring Annual Meeting, by a majority vote, prior notice of said amendment(s) having been circulated to the members along with the notice of the Spring Annual Meeting.

APPENDIX A - DUTIES

OFFICERS:

PRESIDENT: The President shall be the chief operating officer of the branch and

1. Be familiar with, oversee and guide the operations of the branch
2. Prepare meeting agendas
3. Call and preside over all meetings of the Officers, Executive Committee and membership
4. Appoint committees and chairpersons as necessary
5. Respond to invitations to represent the NBSRTSJ
6. Liaise with other NBSRT Branches, the provincial NBSRT and the provincial NBTA/NBTF where appropriate
7. Be an ex – officio member of all committees

PAST PRESIDENT: The Past – President shall

1. Attend and report to Executive Committee and General Meetings of the membership as appropriate
2. Act as an advisor to the president
3. Form and chair a nominating committee
4. Present a slate of officers and executive members, call for nominations and, when necessary, conduct elections at the Spring Annual General

1ST VICE- PRESIDENT: The 1st Vice - President shall

1. Attend and report to Executive Committee and General Meetings as necessary
2. Perform tasks as requested by the President and the duties of the President when appropriate
3. Liaise with the local branch of the NBTA on behalf of the NBSRTSJ

2ND VICE – PRESIDENT: The 2nd Vice - President shall

1. Attend and report to Executive Committee and General Meetings as necessary
2. Perform tasks as requested by the President
3. Chair the constitution committee
4. Receive submissions for honorary membership and certificate of appreciation consideration and form an ad hoc committee to make recommendations to the Executive Committee

SECRETARY: The Secretary shall

1. Attend and record the minutes of all meetings
2. Prepare and arrange for the distribution of the minutes
3. Prepare all other materials as necessary
4. Make all records at the order of the President
5. Write and receive correspondence for the branch
6. Keep the Minutes Book up to date
7. Transfer all records to the incoming Secretary

TREASURER: The Treasurer shall

1. Attend and report to Executive Committee and General Meetings of the membership
2. Ensure all monies are deposited in an accredited Canadian financial institution
3. Pay all debts of the branch by cheque where possible and have receipts for all payments made in cash
4. Have all cheques signed by two of the Treasurer, President, Vice-President and Secretary
5. Present an examined financial statement to the Spring Annual Meeting
6. Prepare and present an annual budget to the Executive Committee and the Spring Annual Meeting
7. Keep the financial records of the Saint John Branch of the NBSRT
8. Transfer all records to the incoming Treasurer

STANDING COMMITTEES AND EXECUTIVE MEMBERS:

DIRECTOR: The Director shall

1. Attend provincial Directors meetings and branch Executive Committee and General Meetings
2. Attend and report, in writing, to Executive Committee and General meetings
3. Represent the wishes and concerns of the membership and local Executive Committee at the provincial level

MEMBERSHIP SECRETARY: The Membership Secretary shall

1. Attend and report to Executive Committee and General Meetings as appropriate
2. Receive membership forms, records information from forms, sends forms to the Provincial Membership Secretary, who communicates with Pensions Branch
3. Collect annual dues from Local members
4. Keep contact with the Provincial Membership Secretary to ensure accuracy of membership list, especially regarding residency, new members, and departed members
5. Maintain an up-to-date listing of members' names, addresses, phone numbers, e-mails, and year retired
6. Maintain an e-mail address book, using it for newsletters and special notices to members
7. Promote the benefits of membership to new retirees

Scholarship/Memorial Fund: THE SCHOLARSHIP COMMITTEE SHALL

1. Attend and report to Executive Committee and General Meetings through the chair
2. Promote the NBSRTSJ scholarship fund in the newsletters to the membership, at General Meetings and on the website
3. Maintain a current supply of memorial and special occasion cards and donation envelopes
4. Liaise with and receive reports from UNBSJ and report the scholarship recipient, amount of scholarship and funds raised to the Spring Annual Meeting
5. Liaise with funeral homes to ensure a supply of memorial cards is available and/or that the Scholarship Fund is listed in their generic cards

WEBSITE: The Website Committee shall

1. Meet monthly, if necessary, at the call of the chair and/or webmaster
2. Consist of 6 persons and the Webmaster.
3. Attend and report to Executive Committee and the Spring Annual Meetings through the chair
4. Maintain current information with updates being made by the webmaster after each committee meeting
5. Use pertinent information as it becomes available, and subject to the approval of the chair and webmaster, to update on an ad hoc basis
6. Obtain authorization, in advance, from the Executive Committee for expenditures on equipment, maintenance, upgrades etc. over \$500

TELEPHONE COMMITTEE: The Telephone Committee shall

1. Meet at the call of the chair
2. Report to the Executive Committee and Spring Annual Meeting through the chair
3. Phone notification of meetings to Officers and Executive Committee members
4. Coordinate phone-in registrations for branch events

REFLECTIONS CORRESPONDENT: The Reflections Correspondent shall

1. Attend and report to the Executive Committee and General Meetings of the membership as appropriate
2. Solicit materials which reflect the activities of the branch
3. Submit materials for Reflections by the edition deadlines

SOCIAL: The Social Committee shall

1. Meet at the call of the chair
2. Attend and report to Executive Committee and General Meetings, as necessary, through the chair

3. Coordinate social events both alone and in conjunction with the Wellness Committee
4. Solicit and use feedback from the membership on ideas for fun and fitness

PENSION: The Pension Committee shall

1. Meet at the call of the chair
2. Attend and report to Executive Committee and Annual Meetings, as necessary, through the chair
3. Research and analyze information regarding the Pension Plan
4. Monitor and make recommendations regarding the Pension Plan and its management

PUBLICITY: The Publicity Committee shall

1. Meet at the call of the chair
2. Attend and report to Executive Committee and the Spring Annual Meeting, as necessary, through the chair
3. Coordinate the preparation and distribution of the branch newsletter
4. Prepare media releases as appropriate
5. Coordinate appropriate lobbying efforts relative to the well-being of retired teachers

GROUP INSURANCE AND WELLNESS: The Wellness and Group Insurance Committee shall

1. Meet at the call of the chair
2. Attend and report to Executive Committee and General Meetings, as necessary, through the chair
3. Accept invitations to attend and make requested presentations at NBTA Retirement Seminars
4. Accept invitations to attend active teacher NBTA Branch meetings and provide the retired teacher perspective on NBTF Group Insurance information
5. Research and analyze information regarding the Group Insurance Plan and rates
6. Research and analyze information regarding Wellness Activities
7. Organize input and activities as required

CARD: The card Committee shall

1. Meet at the call of the chair
2. Attend and report to Executive Committee and General Meetings, as necessary, through the chair
3. Send cards to members who are ill, in hospital, have experienced a loss and/or to mark other special events
4. Promote and seek member support for the work of the committee with the membership

BRANCH REPRESENTATIVE - SCHOOL DAYS MUSEUM

The Museum functions as a collector and repository for artifacts and archival material used in the schools, in teacher training and in the Department of Education in New Brunswick, a site for exhibiting and interpreting artifacts and archival materials and a research facility for those interested in education. The Branch Representative shall

1. Attend and report to Executive Committee and General Meeting as necessary
2. Liaise with the Board of Directors of the School Days Museum
3. Encourage Saint John Branch retired teachers to send material to the museum to add to the collections
4. Encourage Saint John Branch retired teachers to visit to the museum and provide support through financial donations
5. Encourage branch members to volunteer to work at the museum

INTERESTS:

Bowling: THE BOWLING COMMITTEE CHAIR SHALL

1. Attend and report to Executive Committee and the Spring Annual Meetings as necessary
2. Organize and establish a venue
3. Coordinate lunches for active bowlers in December and June

4. Maintain a list of active bowlers and their telephone numbers
5. Promote bowling activity to the membership