

CONSTITUTION

1. NAME

The name of the Society shall be the B.C. Retired Teachers' Association, hereinafter known as the Association.

2. PURPOSES

The purposes of the Association are:

- (a) to promote the interests and to guard the welfare of its members;
- (b) to provide information and advice to individual members and their beneficiaries on retirement programmes and benefits;
- (c) to communicate to members on the activities of the Association and issues of common interest;
- (d) to promote excellence in public education. *1997 AGM*

PART 1 ~ INTERPRETATION

1. (1) In these Bylaws, unless the context otherwise requires,

- (a) "Association" means the B.C. Retired Teachers' Association, a society incorporated under the Society Act;
- (b) "Directors" mean the Directors of the Association for the time being;
- (c) "Society Act" means the Society Act of the province of British Columbia from time to time in force and all amendments to it;
- (d) "Registered Address" of a member means the member's address as recorded in the register of members.

(2) The definitions in the Society Act on the date these bylaws become effective apply to these bylaws.

PART 2 - MEMBERSHIP

2. The members of the Association are the applicants for incorporation of the Association and those persons who have become members subsequently in accordance with these Bylaws and, in either case, who have not ceased to be members.

3. Active Membership shall be available, on the basis of individual application, to:
 - (a) All persons who, upon retirement, draw a pension from the Teachers' Pension Plan of British Columbia and
 - (b) All spouses of deceased Active members.
4. Active Members shall pay the annual Association fee and any levy set by the Association.
5. Affiliate Membership shall be available, on the basis of individual application, to:
 - (a) post-secondary educators who draw a pension from the College Pension Plan of British Columbia; and
 - (b) post-secondary educators who draw a pension from a plan other than the College Pension Plan of British Columbia.
 - (c) Other retired public system educators who draw their pension from a jurisdiction outside British Columbia.
6. Affiliate Members shall pay the annual Association fee and any levy set by the Association.
7. Only Active and Affiliate Members of the Association who are in good standing are eligible to vote and/or hold office in the Association or one of its Branches.
8. Active and Affiliate Members not in good standing shall not be entitled to vote, or to seek office, or to receive the benefit of membership.
9. Associate Membership shall be available, on the basis of individual application, to:
 - a) the spouse of an Active or Affiliate member;
 - b) persons who retired from staff positions with BCTF, BCTF Locals, BCSSA, BCP&VP, FPSE, TQS, the College of Teachers, the BCRTA and BCIT Staff Society. (2008 AGM)
 - c) Retired independent or private school educators. (2007 AGM)
10. Associate Membership may be granted by Special Resolution of the Board of Directors to persons other than those identified in Bylaw #9.
11. Associate Members shall pay the full annual fee and any levy set by the Association and shall not be entitled to vote or hold office in the Association or one of its Branches.
12. Associate Members shall have access to all the benefits available to Active and Affiliate Members excepting:
 - a) the right to vote on any matter pertinent to the business of the Association or any one of its Branches; and
 - b) the right to hold office with the Association or any one of its Branches.
13. Honorary Membership may be conferred by resolution at the Annual General Meeting on any

person, not a retired educator, whom the Association wishes to honour.

14. Honorary Members shall not be entitled to vote or hold office, and they shall not pay fees to the Association or one of its Branches.
15. Life Membership shall be granted to an Active or Affiliate member who reaches the age of 85 years, and who has been an Active Member or Affiliate (in good standing) for at least 10 years.
16. Life Members are not required to pay the annual fee or any levy set by the Association.
17. Life Members are eligible to vote and to hold office in the Association or one of its Branches.
18. Every Member shall uphold the Constitution and comply with the Bylaws.
19. A Member may be expelled by a Special Resolution of the Active and Affiliate Members passed at a General Meeting.
20. A person shall cease to be a Member of the Association:
 - a. by delivering or mailing notice of resignation in writing to the Association at its address;
 - b. by failing to pay the annual fee or any levy set by the Association;
 - c. on death; or
 - d. on being expelled.
21. A member in good standing is an Active, Associate, or Affiliate Member who has paid the current annual Association fee and any levy prescribed in accordance with the provisions of these Bylaws. (Part 2, AGM 2002)

PART 3 ~ FEES

22. (1) The annual Association fee shall be determined at the Annual General Meeting of the Association and shall relate to the fiscal year of the Association, July 1 to June 30. AGM 2002
- (2) The annual Association fee must be paid to the Association on or before July 2 of each year.
- (3) Fees that are deducted by the BC Pension Corporation each year from the September pension payment shall be considered as paid on the due date.
- (4) New members who join the Association after the commencement of the financial year shall pay the first year's annual Association fee on a pro-rated basis as follows:

First quarter (July-September)	full provincial fee
Second quarter (October-December)	$\frac{3}{4}$ provincial fee
Third quarter (Jan-March)	$\frac{1}{2}$ provincial fee
Fourth quarter (April-June)	$\frac{1}{4}$ provincial fee

AGM 2000

PART 4 ~ BRANCHES

23. The Association may establish Branches in British Columbia.
24. Membership in a Branch shall be granted only to members of the Association.
25. Each Branch shall be a minimum of 15 persons who are members of the Association or such number of persons as the Board of Directors may approve from time to time. 2001 AGM
26. Each Branch shall operate under the Bylaws of the Association.
27. The Branch Secretary shall send to the Association by June 30 of each year, a list of names and addresses of the Officers of the Branch for the coming year.
28. (1) Each Branch shall be responsible for setting its own fee, known as the Branch Fee.
(2) The Association shall collect fees on behalf of a Branch and the Association shall remit such fees to the Branch by October 31 and April 30 of each year.
2002 AGM
29. (1) The Branch Treasurer shall submit a financial report for the past year to the Association by June 30.
(2) The Branch Secretary shall submit a report on the activities of the Branch for the year to the Association by June 30.
30. (1) Subject to Bylaw 30(2), the Association shall, in accordance with Association policy on the payment of expenses, pay for all delegates to attend a General Meeting of the Association as per the formula described in Bylaw 38(3).
(2) The Association shall, in accordance with Association policy on the payment of expenses, pay for the attendance of the Branch President or Designate, to the Presidents' Conference, with the proviso that the President or Designate, also attend the Annual General Meeting as one of the Active or Affiliate members permitted under Bylaw 37(3).
2002 AGM
(3) The Association shall in accordance with Association policy on the payment of expenses, pay for the attendance of Directors at the Presidents' Conference and any General Meeting of the Association.
2000 AGM

PART 5 ~ MEETINGS OF MEMBERS

31. General meetings of the Association, shall be held at the time and place, in accordance with the Society Act, that the Directors decide.
32. Every General Meeting, other than an Annual General Meeting, is an Extraordinary General Meeting.

33. (1) The Directors may convene an Extraordinary General Meeting. 2002 AGM
- (2) On the requisition of 10 percent or more of the Active and Affiliate Members of the Association or three Branches with a combined Active and Affiliate Membership of at least 10 percent of the total Association Active *and Affiliate* Membership, the Directors must convene an Extraordinary General Meeting. The requisition shall state the purpose of the meeting.
34. (1) Notice of a General Meeting shall specify the place, day and hour of meeting, and, in case of special business, the general nature of the business.
- (2) The accidental omission to give notice of a meeting to, or the non-receipt of a notice by, any of the members entitled to receive notice does not invalidate proceedings at that meeting.
35. An Annual General Meeting shall be held at least once in every calendar year and not more than 15 months after the holding of the preceding Annual General Meeting.

PART 6 ~ PROCEEDINGS AT GENERAL MEETINGS

36. Special business is:
- (a) all business at an Extraordinary General Meeting except the adoption of Rules of Order;
- (b) all business transacted at an Annual General Meeting except,
- (i) the adoption of Rules of Order;
- (ii) the consideration of the financial statements;
- (iii) the reports of the Directors and all Committees;
- (iv) the report of the Auditor, if any;
- (v) the election of Directors;
- (vi) the appointment of the Auditor, if required; and
- (vii) the other business that, under these Bylaws, ought to be transacted at an Annual General Meeting, or business which is brought under consideration by the report of the Directors issued with the notice convening the meeting.
37. (1) No business, other than the election of a Chair and the adjournment or termination of the meeting, shall be conducted at a General Meeting at a time when a quorum is not present.
- (2) If at any time during a General Meeting there ceases to be a quorum present, business then in progress shall be suspended until there is a quorum present or until the meeting is adjourned or terminated.
- (3) A quorum is 30 Active and Affiliate Members present or a greater number that the Active and Affiliate Members may determine at a General Meeting. 2002 AGM
38. (1) All Active and Affiliate Members of the Association shall receive Notice of an Annual General Meeting or Extraordinary General Meeting of the Association

and may attend such a meeting, but the voting body of such a meeting shall be restricted to the Directors of the Association and delegates elected or acclaimed by Active and Affiliate Members of each Branch of the Association. 2002AGM

(2) To be eligible as a delegate, a person must be an Active or Affiliate Member of the Association in good standing as of the date of the Annual General Meeting or Extraordinary General Meeting, as the case may be. 2002 AGM

(3) The Active and Affiliate Members of each Branch may elect or acclaim delegates to vote at any Annual General Meeting or Extraordinary General Meeting of the Association.

The entitlement to delegates shall vary as a ratio of the number of members as a proportion of the Active and Affiliate membership of the Association as of December 31st, as follows:

(a) 1.99% or less	two delegates
(b) 2% - 3.99%	three delegates
(c) 4% - 5.99%	four delegates
(d) 6% - 7.99%	five delegates
(e) 8% - 9.99%	six delegates
(f) 10% - 11.99%	seven delegates
(g) 12% or greater	eight delegates

2002 AGM

(4) If any Active or Affiliate Member who has been elected or acclaimed by the Active and Affiliate Members of a Branch as a delegate is unable to attend an Annual General Meeting or Extraordinary General Meeting of the Association, the Active and Affiliate Members of the Branch may elect or appoint any other Active **or Affiliate Member** to attend the meeting as a delegate in his/her place. 2003 AGM

(5) Voting at a General Meeting is by show of current Active **and Affiliate** membership cards.

(6) Voting by proxy is not permitted 2002 AGM

PART 7 ~ DIRECTORS AND OFFICERS

39. (1) The number of Directors shall be 14 :

- (a) five Officers, namely the President, First Vice-President, Second Vice-President, immediate Past President, and Treasurer;
- (b) Four Directors elected from the Greater Vancouver and Fraser Valley regions;
- (c) Four Directors elected from the regions of the province outside of the Greater Vancouver and Fraser Valley regions;
- (d) one Director At Large who shall be the Association's representative to the Canadian Association of Retired Teachers.

- (2) Directors MUST:
 - (a) be Active or Affiliate Members of the Association in good standing; and
 - (b) have been elected or acclaimed Directors at an Annual General Meeting.
2002 AGM
- (3) Each of the Officers, with the exception of the Treasurer, shall be elected for a one-year term. The Directors and Treasurer shall be each elected for a two-year term.
2000 AGM
- (4) The election of an Officer or a Director may be by acclamation or by secret ballot.
2002 AGM
40. (1) The Directors may exercise all the powers and do all the acts and things that the Association may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed and required to be exercised or done by the Association at a General Meeting. But nevertheless, the Directors are subject to:
2002 AGM
 - (a) all laws affecting the Association;
 - (b) these Bylaws; and
 - (c) rules, not being inconsistent with these Bylaws, which are made from time to time by the Association in General Meeting.
- (2) The Directors shall be responsible for carrying out policies set at the Annual General Meeting and any General Meeting of the Association.
41. (1) The Directors may at any time appoint an Active or an Affiliate Member as a Director to fill a vacancy.
2002 AGM
- (2) The term of a Director so appointed shall last only until the next Annual General Meeting of the Association.
1999 AGM
- (3) The Active and Affiliate Members may by Special Resolution at a General Meeting remove a Director before the expiration of the Director's term of office, and may elect a successor to complete the term of office.
2002 AGM
- (4) The term of office for Directors elected at an Annual General Meeting shall commence on adjournment of that Annual General Meeting.
1999 AGM
42. The Directors have the power to appoint and dismiss employees of the Association and enter into contracts setting the remuneration, working conditions, and general duties of the said employees of the Association.
2002 AGM
43. No Director shall be remunerated for being or acting as a Director but a Director shall be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association, in accordance with the Association's policy on the payment of expenses.

PART 8 ~ DIRECTORS – SCHEDULE OF MEETINGS AND MEETING PROCEDURES

44. (1) The Directors will schedule their own meetings (times and locations) to dispatch the business of the Association, and may otherwise regulate their meetings and proceedings. 2002 AGM
- (2) The Directors may from time to time fix the quorum necessary to transact business, and unless so fixed the quorum shall be a majority of the Directors then in office.
- (3) The President shall Chair all meetings of the Directors, but if at a meeting the President is not present within 30 minutes after the time appointed for holding the meeting, the First Vice-President shall act as Chair; but if neither is present, the Second Vice-President shall Chair the meeting.
45. (1) The Directors may delegate any, but not all, of their powers to Committees consisting of Members.
- (2) These Committees shall, in the exercise of the powers so delegated, conform to any rules and/or conditions imposed on them by the Directors, and shall report every act or thing done in exercise of those powers to the next meeting of the Directors, unless otherwise directed by the Directors. 2002 AGM
46. (1) Questions arising at meetings shall be decided by a majority of votes.
- (2) In case of an equality of votes the Chair does not have a second or casting vote.

PART 9 ~ DUTIES OF OFFICERS

47. (1)(a) The President is the Chief Presiding Officer of the Association and shall have general supervision of all matters and affairs of the Association.
- (b) The President shall sign and execute all instruments pertaining to the responsibility of the President, and in the name of the Association, as authorized by the Constitution & Bylaws. 1999 AGM
- (2) The First Vice-President shall carry out the duties of the President during the absence of the President.
- (3) The Second Vice-President shall carry out the duties of the President during the absence of the President and First Vice-President.
48. The Treasurer shall:
- (a) ensure that the financial records comply with the Society Act;
- (b) render financial statements to the Directors, members, and others as directed.

49. (1) The Officers have no group authority, but shall have individual authority as set out in this Part.
- (2) The Officers may meet as they think fit to consider or handle an issue, to conduct some action, to plan a conference, to act in a liaison session with some other body, or for similar purposes not requiring resolution by the Directors.

PART 10 ~ FINANCE

50. The fiscal year of the Association shall be July 1 to June 30. 1998 AGM
51. Funds of the Association shall be deposited in accounts of the Association at any chartered Canadian bank, credit union or trust company. 1998 AGM
52. All withdrawals, transfers, redemptions and investment of funds shall require the signature of two Signing Officers. 1998 AGM
53. The Signing Officers for the Association shall be the Treasurer, President, First Vice-President, and up to three Directors as selected by the Directors
2001 AGM

PART 11 ~ SPECIAL FUNDS

54. The Association shall administer special funds called the Operating, Reserve, and Capital Funds and by resolution of an Annual General Meeting, may create other **special funds.** 2002 AGM
55. The regulations governing the operating and administration of all special funds shall be determined by the Directors.

PART 12 ~ BORROWING

56. In order to carry out the purposes of the Association, the Directors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.
57. No debenture shall be issued without the sanction of a Special Resolution.
58. The Active and Affiliate Members may by Special Resolution restrict the borrowing powers of the Directors, but a restriction imposed expires at the next Annual General Meeting.

PART 13 ~ AUDITOR

59. At each Annual General Meeting the Association shall appoint an Auditor.
60. No Director and no employee of the Association shall be Auditor.

61. The Auditor shall prepare an Annual Report and Audit in compliance with the provisions of the Society Act.

PART 14 ~ NOTICES TO MEMBERS

62. A notice may be given to a member, either personally or by mail to the member's registered address.
63. A notice sent by mail shall be deemed to have been given on the sixth day following that on which the notice is posted, and in proving that notice has been given it is sufficient to prove the notice was properly addressed and put in a Canadian post office receptacle.
64. Notice of a General Meeting shall be given to every member shown on the register of members on the day notice is given.

PART 15 ~ BYLAWS

65. On being admitted to membership, each member may request a copy of the Constitution and Bylaws of the Association which shall be provided at no cost to the member.
66. These Bylaws shall not be altered or added to except by Special Resolution passed by the members at a General Meeting and in accordance with the provisions of the Society Act.

PART 16 ~ RULES OF ORDER

67. The B.C. Retired Teachers' Association Rules of Order of Parliamentary Procedure will govern the conduct of all meetings of the Association.

