

## **RICHMOND RETIRED TEACHERS' ASSOCIATION HANDBOOK**

**NAME:** The name of the association shall be: **RICHMOND RETIRED TEACHERS' ASSOCIATION (RRTA)**. The RRTA is a branch of the **BRITISH COLUMBIA RETIRED TEACHERS' ASSOCIATION (BCRTA)** and adheres to the **Constitution** and operates under the **Bylaws** of the **BCRTA**.

**ADDRESS:** General Currie Heritage School,  
8220 General Currie Road,  
RICHMOND, BC, V6Y 1M1

### **PURPOSES:**

to promote the interests and to guard the welfare of **RRTA** members;  
to provide information and advice to individual members and their beneficiaries on retirement programmes and benefits;  
to communicate to members on the activities of the **RRTA** and matters of common interest; and  
to promote excellence in public education

**MEMBERSHIP:** **RRTA** membership shall be granted to applicants who meet the criteria and have been accepted as members in good standing of the **BCRTA** and who have paid the branch fee for each current membership year (July 1st - June 30th). The categories of membership and the criteria for each as stated in the **BCRTA Handbook** are:

### **Categories of membership**

**2.4** There shall be five (5) categories of membership in the Association, as follows:

1. (i) Active Members;
2. (ii) Life Members;
3. (iii) Associate Members;
4. (iv) Director Members; and
5. (v) Delegate Members.

### **Eligibility for Active Membership**

**2.5** A person may be eligible to be accepted as an Active Member if she or he:

1. (i) draws a pension from the Teachers' Pension Plan of British Columbia;
2. (ii) upon retirement from a public educator position in a jurisdiction outside British Columbia, draws a pension from that jurisdiction; or

3. (iii) is the spouse of a deceased Active or Life Member of the Association, who would have been eligible for Associate Membership, whether or not the spouse had at any time been an Associate Member.

### **Eligibility for, and granting of Life Membership**

#### **2.6**

(a) A person who:

(i) has reached the age of 90 years, and  
(ii) who has been an Active Member in good standing of the Association for at least ten years is eligible to be granted Life Membership in the Association without payment of annual membership dues.

(b) An Active Member of any age who is in good standing and who has provided exceptional service to the Association over a period of ten or more years may, by ordinary resolution at a general meeting, be granted Life Membership in the Association without payment of annual membership dues.

### **Rights of Active and Life Members**

**2.7** In addition to any rights conferred by the Act,

Active and Life Members in good standing have the following rights and privileges of membership:

1. (a) to join a Branch;
2. (b) to vote at meetings of a Branch, and to be elected to office in a Branch, including the office of Delegate;
3. (c) to receive notice of and to attend general meetings of the Association, but may not vote at such general meetings or on any matter coming otherwise before the members of the Association;
4. (d) to be elected as a Director of the Association; and
5. (e) to have access to all the other benefits of membership in the Association.

### **Eligibility for Associate Membership**

**2.8** A person may be eligible to be accepted as an Associate Member if she or he:

1. (a) is the spouse of an Active, Life, Director or Delegate Member;
2. (b) retired from a staff position with the Association, BCTF or one of its local associations, the BC School Superintendents' Association, the BC Principals' and Vice Principals' Association, or the BC Teacher Qualification Service;
3. (c) is a retired private or independent school educator;
4. (d) is a retired BC public school educator not receiving a pension from the Teachers' Pension Plan of BC;
5. (e) is a retired certified Early Childhood preschool educator;
6. (f) is a retired post-secondary educator;
7. (g) is retired from non-educator employment in K- 12 schools or post-secondary institutions; or
8. (h) is an active employee who would be eligible for Active or Associate Membership upon retirement and who wishes to participate in Association

insurance and/or benefit plans.

### **Rights of Associate Members**

**2.9** In addition to any rights conferred by the Act, Associate Members in good standing have the following rights and privileges:

1. (a) to join a Branch, but not to vote or hold office in a Branch, including the office of Delegate;
2. (b) to receive notice of and to attend general meetings of the association, but not to vote at such general meetings or on any matter coming otherwise before the members of the Association; and
3. (c) to have access to all other benefits of membership in the Association.

### **Director Members**

**2.10** (a) A Director member is a person who:

(i) has been elected or appointed in accordance with the Act and these Bylaws as a Director of the Association, and who has not ceased to be a Director; and

(ii) by virtue of being a Director is a voting member of the Board, of general meetings, and in other matters coming before members of the Association.

(b) Upon becoming a Director member, the person ceases to be a member of the category of membership held immediately prior to her or his election or appointment as a Director member, but continues to have access to all the rights and benefits of Active or Life membership, as the case may be, in the Association.

(c) Upon ceasing to be a Director member, the person reverts back to her or his former category of membership, subject to her or his continuing eligibility.

### **Rights of Director Members**

**11.2.11** In addition to any rights conferred by the Act, Director members in good standing have the following rights and privileges of membership:

1. (a) to join a Branch;
2. (b) to vote at meetings of a Branch, and to be elected to office in a Branch, not including the office of Delegate;
3. (c) to receive notice of and to attend all general meetings of the Association;
4. (d) to exercise a vote on matters for determination at general meetings of the Association or on any matter coming otherwise before the members of the Association; and
5. (e) to have access to all the other benefits of membership in the Association.

### **Delegate Members**

**12.2.12** (a) A Delegate member is a person who:

1. (i) has been elected in accordance with these Bylaws as a Branch's Delegate to general meetings of the Association, and who has not ceased to be a Delegate; and

2. (ii) by virtue of being a Delegate is a voting member at general meetings of the Association and in other matters that come before members of the Association other than matters properly placed before the Board for resolution,

(b) Upon becoming a Delegate member, the person ceases to be a member of the category of membership held immediately prior to her or his election or appointment as a Delegate member, but continues to have access to all the rights and benefits of Active or Life membership, as the case may be, in the Association.

(c) Upon ceasing to be a Delegate member, the person reverts back to her or his former category of membership, subject to her or his continuing eligibility.

### **Rights of Delegate Members**

**2.13** In addition to any rights conferred by the Act,

Delegate members in good standing have the following rights and privileges of membership:

1. (a) to join a Branch;
2. (b) to vote at meetings of a Branch, and to hold office in a Branch including as the Delegate of a Branch;
3. (c) to receive notice of, and to attend, all general meetings of the Association;
4. (d) to exercise a vote on matters for determination at general meetings of the Association or on any matter coming otherwise before the members of the Association; and
5. (e) to have access to all the other benefits of membership in the Association.

### **Member's right to receive a copy of the Constitution and Bylaws**

**2.14** Upon being admitted into membership each member may, upon request to the Association's registered office, be provided with a copy of the Constitution and Bylaws of the Association at no cost to the member.

### **Duties of members**

**2.15** Every member must uphold the Constitution of the Association and must comply with these Bylaws and, except for Life Members, shall pay the annual membership dues and any levy set by the Association and any of its Branches to which the member belongs.

### **Member not in good standing**

**2.16** (a) A member is not in good standing in the Association if the member fails to pay any annual membership dues or levies owed to the Association, and the member is not in good standing for so long as those dues or levies remain unpaid.

(b) A member who is not in good standing has the right to receive notice of, and to attend, all general meetings of the Association or a Branch, and may participate in programs or initiatives of the Association (subject to eligibility), but is suspended from all of the other rights and privileges described in these Bylaws for so long as she or he

remains not in good standing.

(c) In particular, an Associate Member not in good standing in the Association shall not be eligible to apply for or renew participation in any of the insurance or other benefit programs offered by the Association or its Branches.

### **Termination of membership**

**2.17** A person's membership in the Association is terminated when:

- (a) the member resigns by delivering written resignation notice to the Association's registered office, and the resignation takes effect upon the date of resignation noted on the notice,
- (b) the member is not in good standing for four consecutive months,
- (c) the member is expelled in accordance with section 2.18, or (d) the member dies.

### **Expulsion of member**

**2.18** A member of the Association may be expelled from membership by resolution passed by 2/3 of Directors present at a meeting of the Board after the Board has:

- 1. (a) sent to the member written notice of the proposed expulsion, including reasons, and
- 2. (b) given the member a reasonable opportunity to make representations to the Board respecting the proposed expulsion.

### **FEES:**

- (1) The AGM shall, by ordinary resolution, determine the amount of the annual membership dues for membership in the Association, and the dues amount so determined shall come into effect on July 1st of the following financial year.
- (2) The annual Association fee must be paid to the BCRTA (along with the provincial fee) on or before July 2nd 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.

**FISCAL YEAR:** The fiscal year of the RRTA shall be July 1st to June 30th of each year.

## **BOARD OF DIRECTORS:**

### **Number of Directors**

- A. The number of Directors shall be up to fourteen, including:
- (a) TABLE OFFICERS: President (1 year terms)  
Vice President  
Past President  
Secretary  
Treasurer
  - (b) DIRECTORS: A minimum of 6 additional directors (1 year terms)
- B. The Directors shall be members in good standing of the RRTA and shall be elected or acclaimed at the AGM each year.
- C. Must be present in person during the election or, if not present, must have signified in writing her or his willingness to serve if elected.
- D. The **signing officers** of the RRTA shall be any two (2) of the Table Officers.
- E. Duties of the Table Officers and Directors:

#### **President:**

- (i) shall be ex-officio of all standing and ad hoc committees with the exception of the nominating committee
  - (ii) shall determine meeting dates for the Board of Directors
  - (iii) shall assume the responsibility of arranging contact with newly retired teachers of the Richmond School District
  - (iv) shall ensure acknowledgement for special services to the RRTA persons or organizations such as guest speakers, entertainers, tour guides, etc. with consultation of the function coordinator
  - (v) shall report the names of new Directors to the BCRTA Office following the AGM
  - (vi) shall appoint an ad hoc committee every 2<sup>nd</sup> year to review and update the association handbook
- (b) **Vice President:**
- (i) shall perform the above duties in the absence of the President.

- (c) **Secretary:** shall keep minutes of all meetings of the RRTA. Copies of all correspondence and literature shall be filed with the Organization. Minutes of meetings are to be circulated to the Board of Directors for errors and/or omissions and once approved by the President are filed.
  
- (d) **Treasurer:**
  - (i) shall keep records of all monies received and spent, writing receipts and issuing cheques as necessary.
  - (ii) shall ensure the financial institution has the current signatories (Table Officers).
  - (iii) shall provide financial reports as needed, particularly at executive meetings and at the AGM
  - (iv) shall oversee the preparation of a budget for the coming year for approval at the Directors Meeting
  - (v) shall submit the branch financial statement to the BCRTA by the end of July
  - (vi) shall submit a motion at the AGM to set the fees for the next year
  - (vii) shall submit a motion at the AGM to appoint the auditor for the next year.
  
- (e) **Immediate Past President:** To a maximum of 2 years
  - (i) The Immediate Past President shall be entitled to attend all meetings of the Board of Directors, share in the deliberations and exercise voting power.
  - (ii) The Immediate Past President shall chair a Nominating Committee of not more than three non candidate members. In the absence of an Immediate Past President, the President shall appoint an RRTA Member, not running for the Board of Directors, to chair the Nominating Committee. ***(Directors May 2016)***

The Board of Directors is empowered to pay honorariums, fees or expenses incurred in the conduct of RRTA business upon presentation of receipts to the treasurer, within the parameters of the current budget.

- (f) **Other Directors:**
  - (i) Standing committee chairpersons shall be chosen from the elected directors for and determined at the first directors meeting of the fiscal year.

- (ii) The chair of the RRTA Scholarship Trust Fund Foundation Committee is an automatic Director of the RRTA, and is determined at the RRTA TFF Annual General Meeting. **(Directors May 2016)**
  - (iii) The RRTA Trust Fund Foundation Chairperson shall act as the liaison member from their standing committee to the RRTA Board of Directors.
- F. Members of the Board of Directors shall cease to hold office if they:
  - (a) cease to be members of the RRTA
  - (b) are absent without notice to the President, for more than two consecutive meetings of which they have had notice.
- G. A retiring member of the Board of Directors shall be eligible for re-election to any position.
- H. Any vacancy on the Board of Directors, occurring between Annual General Meetings, may be filled until the next AGM by 2/3 majority vote of those present at a Meeting of the Board of Directors.

## **MEETINGS:**

Meetings under the authority of the Richmond Retired Teachers' Association shall be as follows:

- A. Annual General Meetings**, with voting privileges to members in good standing, shall be held at time agreed upon by the Board of Directors.
  - (a) the annual reports of officers and committees shall be received and reported
  - (b) the nominating chair shall present a slate of candidates for the election and the election of these officers will be held.
  - (c) the signing officers shall be named
  - (d) the auditor shall be appointed from outside the Board of Directors. It shall be his/her duty to audit the accounts of the RRTA for each fiscal year and to submit to the Annual General Meeting a signed copy of such accounts.
  - (e) annual fees shall be approved for the following fiscal year.
  - (f) the proposed budget for the current year shall be approved
- B. Extraordinary General Meetings:**
  - (a) An extraordinary general meeting (EGM) may be held at a time and place determined by the Table Officers.
  - (b) The business to be transacted at an EGM is the business for which the meeting has been called.



**C. Notice of General Meetings:**

At least fourteen (14) days notice must be given for all Annual General Meetings and Extraordinary General meetings. **(Directors May 2016)** Notification of agenda items should be given to the President at least six (6) weeks prior to a General Meeting.

**D. A quorum** of twenty (20) members shall be necessary for the conduct of the Annual General Meeting and a quorum of five (5) for any Extraordinary General Meeting.

**E. Meetings of the Board of Directors** shall be held regularly, and regulated as the Table Officers see fit. All meetings shall be conducted in observance of the BCRTA Rules of Order (refer to BCRTA Handbook).

(a) The President shall call such meetings.

(b) The conduct of the meetings shall require a quorum of: three (3) members which include a minimum of two (2) Table Officers or an RRTA member designated by a Table Officer and one (1) Board member.

(c) If, at any meeting of the Board of Directors, the President and the Vice President are not present, the members may choose an interim chairperson for that meeting.

(d) Notification of agenda items should be given to the President at least three (3) days prior to a Board of Directors meeting.

**F.** The Board of Directors shall meet at the call of the President at least three (3) times each year.

**G.** Committee Meetings shall be held as often as required at the call of the committee chairperson. The chairperson or designate shall report regularly to the Board of Directors.

**H. Voting:**

- (a) shall be by a show of hands unless a ballot is requested by any member
- (b) election of the Board of Directors shall be by ballot when necessary
- (c) a simple majority (50% plus 1) indicates the decision of the meeting except for the filling of a vacant directors position between AGMs where a 2/3 majority vote is required.

## PROCEDURES

### **P1. Standing Committees:**

- (a) Each committee chairperson shall organize the details of his/her committee work. Chairpersons have the power to add additional members.
- (b) Each committee chairperson or designate shall report on its activities regularly to the Board of Directors.
- (c) Each committee chairperson shall submit a written yearly report for publication in the Newsletter prior to the RRTA AGM.
- (d) Each committee chairperson or designate shall submit an annual budget proposal to the Finance Chairperson a minimum of **one (1) month prior** to the last scheduled Board of Directors meeting.
- (e) A call for committee members, shall be published in the Summer issue of *the RRTA Newsletter*. Applications must be received by RRTA Directors on or before the date of the AGM.

### **P2. Board of Directors:**

- (a) The Board of Directors shall conduct the business of the Association.
- (b) Newly elected Board of Directors members will assume office at the adjournment of the AGM.

**P3. Handbook:** A hard copy of the RRTA Handbook shall be available to any member on request.

**P4. Newsletter:** There shall be at least three (3) newsletters published per year. New retirees from the Richmond School District shall receive the Summer newsletter. (*Directors May 2016*)

**P5. Observers at Meetings:** Any member may be an observer at a meeting of the Board of Directors but may not vote. Any member wishing to address the meeting shall give at least three (3) days notice of this intent to the chair of the meeting.

**P6. Contact information** will only be released upon permission of the member.

## STANDING COMMITTEES/CHAIRS

### **S1. Christmas Project:**

- (a) This project recognizes life members, identified members who are 85 plus years of age, and members who are generally unable to attend RRTA functions due to infirmities. **(Directors May 2016)**
- (b) Recipients will be selected by the Christmas Project Coordinator and/or on the suggestion of an RRTA member. **(Directors May 2016)**

### **S2. Electronic Communications:**

- (a) liaise with the Membership Chair to maintain a current email list
- (b) send out the Loop as requested
- (c) maintain the RRTA web site **(Directors May 2016)**
- (d) monitor our presence on the BCRTA Website for accuracy.

### **S3. Finance:** The Finance chair/committee shall:

- (a) oversee the finances of the RRTA
- (b) respond to recommendations and requests regarding RRTA finances through a report to the Board of Directors
- (c) prepare a budget in conjunction with the treasurer
- (d) review the budget for any necessary adjustments
- (e) present the budget to the Board of Directors for approval
- (f) present the proposed budget to the AGM.

### **S4. Heritage:**

- (a) this committee shall promote and enhance the preservation of Education Heritage in Richmond. **(Directors May 2016)**
- (b) This committee shall collect, organize and display educational memorabilia. **(Directors May 2016)**
- (c) This committee shall coordinate RRTA involvement in community events.

### **S5. Membership:**

This committee shall keep a record of the current membership addresses, telephone numbers, e-mails and/or fax numbers and liaise with the BCRTA regarding membership.

**\*\*\*The membership list will be a non-circulating confidential document regulated by the Privacy Act though it may be circulated among the Board of Directors.\*\*\***

**S6. Newsletter:**

- (a) This committee shall communicate activities of the RRTA to the membership and others.
- (b) This committee shall publish at least three (3) newsletters per year.
- (c) Notification of the AGM will be communicated in the Summer Newsletter. ***(Directors May 2016)***  
**\*\*\*The newsletter is not a vehicle for advertising.\*\*\***

**S7. Nominating:**

- (a) This committee shall be chaired by the immediate past president or an alternate appointed by the president, and may include two (2) additional members of the RRTA who are not seeking office.
- (b) This committee shall present a slate of candidates for the Board of Directors at the AGM of the RRTA.
- (c) The chair of this committee shall conduct the election of the candidates at the AGM of the RRTA.

**S8. Phoning:**

This committee shall inform RRTA members who request this service, of yearly events such as September and December socials, Pot Lucks, AGM, etc., and any extraordinary items of interest as required.

**S9. Programme:**

- (a) This committee shall plan, organize and expedite programmes of events to meet the needs of RRTA members.
- (b) This committee shall ensure that details of plans for functions are finalized and that this information is shared with the Board of Directors.

**S10. Social:**

- (a) This committee shall plan, organize and oversee the arrangements for food and table settings at RRTA functions.
- (b) This committee shall work with the Programme Chairperson to coordinate proposed events.

**S11. Wellbeing:**

- (a) This committee shall receive, from the BCRTA Wellbeing Chairperson, minutes of the provincial SCC meetings (for informational purposes) and bring them to the attention of the Directors when necessary.
- (b) This committee shall bring forward to the BCRTA Wellbeing Committee, possible items of concern which could serve as foci for the provincial Wellbeing Committee's work.

## **S12. Sunshine:**

This committee shall send cards to members who are ill or bereaved when notification of an illness or bereavement in the immediate family is received at the suggestion of an RRTA member.  
***(Directors May 2016)***

## **Affiliated Organizations:**

Richmond Retired Teachers' Association Trust Fund Foundation.  
British Columbia Retired Teachers' Association (BCRTA).  
Richmond Teachers Association (RTA).  
R.R. Smith Memorial Fund Foundation.

*Revised March 2018.* The members of the ad-hoc committee were: Bob Jackson (Director), Mike Gilles (Director), David Bell (Vice President), and Gordon Smith (President). This Revised RRTA Handbook was approved by the membership at the September 2018 AGM.

*Revised May 2016.* The members of the ad-hoc committee were: Bob Jackson (Director), Denise Gobbo (Director) and Gordon Smith (President).

*Revised February 2015.* The members of the ad-hoc committee were: Brenda Cairns (Past President), Gordon Smith (President), Joe Eso (Past President), Lynne Farquharson (Director and Past President), Bob Jackson (Director), and Karen Holden (Director).

*This document was originally completed in May 2007. The members of the ad-hoc committee were: Brenda Cairns (Vice President), Lynne Farquharson (President), Jack Lowe (Heritage Chairperson), Graham MacKinnon (Finance Chairperson), Marilyn McGregor (Treasurer), Dieter Momeyer (RRTA Member), John Redmond (RRTA Member).*

*This document was presented to the Executive Committee and Board of Directors of the RRTA at a meeting on June 11th, 2007. It was ratified by the meeting. In attendance were Ron Bain, Brenda Cairns, Ev Daniels, Lynne Farquharson, Carol Farrell, Muriel Hemmes, Jeanette Lemieux, Jack Lowe, Graham MacKinnon, Marilyn McGregor, Roy Pedersen, Marilyn Roy and Barbara Warren.*