

BC RETIRED TEACHERS' ASSOCIATION



BCRTA HANDBOOK

2018-2019 edition

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THE BRITISH COLUMBIA RETIRED TEACHERS' ASSOCIATION



ABOUT US

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The organization

The BC Retired Teachers' Association is a provincial organization that enables its 15,000+ members to speak with one voice about the interests, concerns and wellbeing of retired educators in BC; and the BCRTA provides its members with access to superior benefit programs tailored to meet their needs.

The BCRTA maintains an office in Vancouver with one part-time and two full-time staff members.

The Annual General Meeting, held in September, elects the Board of Directors and makes other major decisions for the organization.

The Board of Directors, consisting of thirteen or fourteen members from around the province, generally meets six times a year. The Directors are advised by a number of standing committees that meet on the two days immediately preceding each Board meeting.

BCRTA members are also members of ACER-CART, the Canadian Association of Retired Teachers, and most belong to the RR Smith Memorial Fund Foundation, which channels member donations to various education-related charitable causes in BC and around the world.

Branches

There are almost 50 branches across the province, with memberships ranging from 15 to many hundreds.

Many branches exist mainly to provide social activities for their members, while some are active in advocating for improvements to government policies affecting seniors.

Each branch elects delegates to the BCRTA Annual General Meeting, with the size of a delegation determined by the branch's membership count.

Zones

Once a year branch representatives gather in central locations in each of seven zones around BC. They discuss the operation of their branches, celebrating their successes and brainstorming concerns. Pairs of Directors also attend these meetings: to offer help where needed, to discuss provincial level BCRTA activities, to learn about branch activities and concerns, and to share information about services available through the BCRTA office.

History

After the BC Teachers' Federation was formed in 1917, retired teachers began meeting in private homes in Vancouver, and they formed themselves into an association with the primary purpose of improving teachers' pensions. At about the same time a group of retired teachers in Victoria formed an association with the same goal.

In time, the two groups joined in common purpose, which led to the formation in 1945 of the BCRTA. It became a formally registered Society in 1955.

Volunteers ran the Association's first office.

In 1965 the BCTF, then headquartered in its Burrard Street building, gave the retired teachers an office equipped with a desk, a typewriter, a telephone, and some files and records. Now in its bigger building on West 6th Avenue, the BCTF continues to provide office and meeting space to the BCRTA, and continues to cover a number of the Association's day-to-day expenses.

With the growth in membership and increasing demands for service, it became necessary to hire staff, at first part-time, and then full-time. There are now two full time staff members in the BCRTA office.

The formation of branches has continued steadily. There is also a "virtual branch" of the BCRTA, known as *the Network*, consisting of members living in remote areas of the province.

The goals of the Association have expanded in response to member demands, but a main focus is still on pensions and benefits. The BCRTA Constitution makes the main purpose of the BCRTA clear, "to promote the interests and to guard the welfare of its members".

While the organization has always been and remains politically non-partisan, it must needs be "political" from time to time, inasmuch as it writes to and meets with politicians—from all parties, provincial and federal—in order to advocate for legislation, regulations and policies that will maintain or improve the quality of life of its members.

The BCRTA maintains ties with the National Pensioners' Federation (NPF), the Council of Senior Citizens' Organizations of BC (COSCO), and the BC branch of the Canadian Centre for Policy Alternatives, a valuable source of statistics and other information about taxation, government services and social conditions. From time to time we also work cooperatively with organizations such as the BC Health Coalition, the Canadian Health Coalition, and First Call, a children and youth advocacy group. We send representatives to meetings of all of these organizations.

Organizations with which the BCRTA is affiliated or associated

The RR Smith Memorial Fund Foundation

Most BCRTA members belong to this charitable organization, founded by the BCRTA to channel its members' donations to various provincial, national and international, education-related causes. The BCRTA provides it with office and other support services as needed.

Affiliated Organizations

(Organizations whose membership includes all BCRTA members, and to which the BCRTA pays annual dues based on BCRTA membership numbers)

Canadian Association of Retired Teachers
(ACER-CART)

National Pensioners Federation (NPF)

Council of Senior Citizens' Organizations of BC
(COSCO)

Associated Organizations

(Organizations with which the BCRTA works collaboratively from time to time in matters of common interest, and to which the BCRTA pays a regular annual fee)

Canadian Centre for Policy Alternatives
(CCPA)

BC Health Coalition (BCHC)

Other Organizations

(Organizations to which the BCRTA may make one-time or occasional contributions in support of projects or campaigns that align with the purposes of the BCRTA)

First Call

Canadian Health Coalition (CHC)

Canadian Medical Association (CMA)

BCRTA CONSTITUTION & BYLAWS

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BCRTA CONSTITUTION

1. Name

The name of the Society is the British Columbia Retired Teachers' Association (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 programs and benefits,
- (c) to communicate to members on the activities of the Association and matters of common interest, and
- (d) to promote excellence in public education.

3. Member-Funded Society

This Society is a member-funded society. It is funded primarily by its members. On its liquidation or dissolution, this society may distribute its money and other property to its members.

BCRTA BYLAWS

Part 1 – Definitions and Interpretation

Definitions

1.1 In these Bylaws:

"Act" means the *Societies Act* of British Columbia.

"Association" means the British Columbia Retired Teachers' Association, a society incorporated under the Act.

"ACER-CART" means the Association Canadienne des Enseignantes et des Enseignants Retraités/The Canadian Association of Retired Teachers.

"BCTF" means the British Columbia Teachers' Federation.

"Board" means the Directors of the Association.

"Branch" means a Branch of the Association consisting of Association members, created by the Board in accordance with, and operating under these Bylaws.

"Bylaws" means these Bylaws as altered from time to time.

"Constitution" means the Constitution of the Association.

"Delegate" means a Branch member elected in accordance with these Bylaws to represent Branch members at an Association general meeting and in other matters coming before the members of the Association.

"Director" means an individual who has been elected or appointed in accordance with the Act and these Bylaws as a member of the Board of Directors of the Association, regardless of the title by which the individual is called.

"Electronic Means" means any system or combination of systems, including but not limited to mail, telephonic, electronic, radio, computer or web-based technology or communications facility that:

- (a) in relation to a meeting or proceeding, permits all participants to communicate with each other or otherwise participate contemporaneously, in a manner comparable, but not necessarily identical, to a meeting where all were present in the same location, and
- (b) in relation to a vote, permits all eligible voters to cast a vote on the matter for determination in a manner that adequately discloses the intentions of the voters.

"ordinary resolution" means:

- (a) a resolution passed at a general meeting of the Association by a simple majority of the votes cast in respect of the resolution by those Delegates and Directors in their capacity as voting members in good standing of the Association entitled to vote:

- (i) in person at a duly constituted general meeting,
 - (ii) by Electronic Means in accordance with these Bylaws,
 - (iii) by combined total of the votes cast in person at a general meeting and the votes cast by Electronic Means;
- or
- (b) a resolution that has been submitted to the Delegates and Directors in their capacity as voting members in good standing of the Association and consented to in writing by at least two-thirds (2/3) of such members, and an ordinary resolution approved by any one or more of these methods is effective as though passed at a general meeting of the Association.

“special resolution” means:

- (a) a resolution, of which the notice required by the Act and these Bylaws has been provided, passed by at least two-thirds (2/3) of the votes cast in respect of the resolution by the Delegates and Directors in their capacity as voting members in good standing of the Association entitled to vote:
 - (i) in person at a duly constituted meeting of the Association,
 - (ii) by Electronic Means in accordance with these Bylaws,
 - (iii) by combined total of the votes cast in person at a general meeting and the votes cast by Electronic Means;
 or
- (b) a resolution that has been submitted to, and consented to by every Delegate and Director in their capacity as voting members in good standing of the Association who would have been entitled to vote on the resolution in person at a general meeting of the Association, and a special resolution approved by any one or more of these methods is effective as though passed at a general meeting of the Association.

Definitions in Act apply

1.2 The definitions in the Act apply to these Bylaws.

Conflict with Act or regulations

1.3 If there is a conflict between these Bylaws and the Act or the regulations under the Act, the Act or the regulations, as the case may be, prevail.

Part 2 – Members

Members of the Association

2.1 Membership in the Association is restricted to:

- (a) those persons who are members in good standing on the date these Bylaws come into force in accordance with section 2.2 of these Bylaws; and
- (b) those persons whose subsequent application for admission as a member is accepted in accordance with these Bylaws.

Transition of membership

2.2 On the date these Bylaws come into force:

- (a) each person who is a member of the Association in good standing and who is eligible for membership under these Bylaws will continue as a member in the appropriate category as determined by the Board until she or he otherwise ceases to be a member in accordance with these Bylaws; and
- (b) each person who:
 - (i) is a member of the Association not in good standing; or
 - (ii) is ineligible for membership under these Bylaws,
 will be deemed to have resigned from membership effective on that date.

Application for membership

- 2.3** (a) An eligible person may apply for membership in the Association by submitting a completed application form to the Association’s registered office, and on acceptance by the Board will be a member.
- (b) The Board may, by Board resolution, accept, postpone or refuse an application for membership.
- (c) A person becomes a member on the date of the Board resolution or such other date as specified therein.

Categories of membership

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

- (i) Active Members;
- (ii) Life Members;
- (iii) Associate Members;
- (iv) Director Members; and
- (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:

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

- (a) to join a Branch;
- (b) to vote at meetings of a Branch, and to be elected to office in a Branch, including the office of Delegate;
- (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;
- (d) to be elected as a Director of the Association; and
- (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:

- (a) is the spouse of an Active, Life, Director or Delegate Member;
- (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;
- (c) is a retired private or independent school educator;
- (d) is a retired BC public school educator not receiving a pension from the Teachers' Pension Plan of BC;
- (e) is a retired certified Early Childhood preschool educator;
- (f) is a retired post-secondary educator;
- (g) is retired from non-educator employment in K-12 schools or post-secondary institutions; or
- (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:

- (a) to join a Branch, but not to vote or hold office in a Branch, including the office of Delegate;
- (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
- (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

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

- (a) to join a Branch;
- (b) to vote at meetings of a Branch, and to be elected to office in a Branch, not including the office of Delegate;
- (c) to receive notice of and to attend all general meetings of the Association;
- (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
- (e) to have access to all the other benefits of membership in the Association.

Delegate Members

2.12 (a) A Delegate member is a person who:

- (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
 - (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:

- (a) to join a Branch;
- (b) to vote at meetings of a Branch, and to hold office in a Branch including as the Delegate of a Branch;
- (c) to receive notice of, and to attend, all general meetings of the Association;
- (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
- (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 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:

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

Part 3 – Branches

The Association may establish Branches

- 3.1** (a) When fifteen or more Active, Life and/or Director members of the Association in good standing in a geographic region apply through the Association's registered office to form a Branch of the Association, the Board may by Board resolution establish a Branch to operate for the benefit of members resident in that region.
- (b) Each Branch shall operate in accordance with the Constitution and Bylaws of the Association, and in accordance with terms of reference for Branches established by the Board from time to time.

Each Branch shall hold an annual general meeting

- 3.2** The annual general meeting of each Branch shall be held in each calendar year at a time and place determined by the executive committee of the Branch.
- (a) The members eligible to vote at an annual general meeting of a Branch are the members of the Branch who are Active, Life, Director and Delegate Members of the Association in good standing.
 - (b) The business of an annual general meeting of a Branch shall include the election, from among Branch members who are Active, Life, Director and Delegate Members of the Association in good standing, of Delegates to represent Branch members at general meetings of the Association, in accordance with these Bylaws.

Branch dues

- 3.3** (a) The annual general meeting of each Branch shall determine, by majority vote of the voting members present, the amount of its Branch membership dues.
- (b) The Association shall collect membership dues on behalf of the Branches, and shall remit such dues to the Branches by October 31st and April 30th of each year.

Number of Branch Delegates to Association general meetings

- 3.4** The Board shall inform each Branch of the number of Delegates to which it is entitled, calculated from the Association's register of members as of December 31st each year.
- (a) The number of Delegates to which each Branch is entitled shall be based on a percentage of the number of Active, Life, Director and Delegate Members of the Association in good standing who are members of each Branch as a proportion of the total number of Active, Life, Director and Delegate Members of the Association, as follows:

%	Delegates
1.99 or less	2
2 - 3.99	3
4 - 5.99	4
6 - 7.99	5
8 - 9.99	6
10 - 11.99	7
12 or greater	8

- (b) The Branch president or the Branch president's designate shall be one of the Delegates included in the Branch's number of Delegates.

- (c) If a Delegate is unable to fulfill her or his responsibilities as a Delegate, the Branch executive committee may elect or appoint another Active or Life Member from the Branch as a replacement Delegate, who shall have the rights, and exercise the responsibilities of, the Delegate whom she or he is replacing, but only for so long as the person whom she or he is replacing remains unable to fulfill her or his responsibilities, or until that person ceases to be a Delegate.

Expenses of Branch Delegates to Association general meetings

3.5 The Association shall reimburse a Branch Delegate for reasonable expenses necessarily incurred by the Delegate in attending Association general meetings, in accordance with the Association's rules, amended from time to time, regulating the payment of expenses.

Branch surrender of its Branch status

3.6 In the event that a Branch:

- (a) determines by majority member vote or other means that it wishes to cease operating as a Branch of the Association, or
 - (b) effectively ceases to operate,
- it shall inform the Board in writing that it wishes to surrender its status as a Branch of the Association.

Dissolution of a Branch

3.7 Upon receipt of notice that a Branch effectively ceases to operate as a Branch of the Association, or informs the Board that it wishes to cease operating as a Branch of the Association, the Board shall:

- (a) investigate the possibility of assisting the Branch to maintain or return to a successfully operating Branch status,
- (b) inform the Branch's members in writing of the possible dissolution of the Branch, suggesting what steps Branch members might take, if any, to avoid such dissolution,
- (c) inform the Branch members in writing of the date upon which the Board intends to make a decision on the Branch's future, and
- (d) in the event that steps to avoid dissolution are not successful:
 - (i) by Board resolution, dissolve the Branch,
 - (ii) inform the Branch members that the Branch is dissolved, and they must, within 30 days, return to the Association all property including, but not limited to funds and documents which the Association owns, or to which the Association is beneficially entitled.

Part 4 – Committees

The Board may establish and dissolve committees

4.1 The Board may, by Board resolution, establish or dissolve:

- (a) relatively permanent standing committees to assist in the ongoing work of the Association, and
 - (b) temporarily existing ad hoc committees to accomplish relatively short-term objectives;
- and all such committees shall operate in accordance with the Act and these Bylaws, and the terms of reference for committees established by the Board from time to time.

Part 5 – Association General Meetings

Time and place of the annual general meeting

5.1 The annual general meeting (AGM) of the Association shall be held in accordance with the Act and these Bylaws at the time and place the Board determines.

Ordinary business at the AGM

5.2 At an AGM, the following business is ordinary business:

- (a) adoption of the agenda,
- (b) adoption of the minutes of the previous AGM,
- (c) consideration of the reports of the Directors,
- (d) business arising out of the reports of the Directors not requiring the passing of a special resolution,
- (e) election of the Directors,
- (f) consideration of the financial statements of the Association presented to the meeting,
- (g) consideration of the auditor's report,
- (h) appointment or re-appointment of the auditor,
- (i) consideration of the reports of the Branches, and
- (j) business arising from the reports of the Branches not requiring the passing of a special resolution.

Extraordinary general meetings

- 5.3** (a) An extraordinary general meeting (EGM) may be held at a time and place determined by the Board.
(b) The business to be transacted at an EGM is the business for which the meeting has been called.

Matters decided by ordinary resolution at a general meeting

- 5.4** A matter to be decided at a general meeting must be decided by ordinary resolution unless the matter is required by the Act or these Bylaws to be decided by special resolution or by another resolution having a higher voting threshold than the threshold for an ordinary resolution.

Bylaw amendments require special resolution

- 5.5** In accordance with the Act, a Bylaw amendment may only be made by passage of a special resolution for which notice has been given, at a general meeting of the Association, and the amendment, if passed, shall take effect on the date it is filed with the BC Registrar.

Notice of general meetings

- 5.6** Notice of a general meeting:

- (a) shall be:
 - (i) sent to every member of the Association who has provided an email address to the Association, by email to that email address not less than fourteen (14) days and not more than sixty (60) days prior to the date of the general meeting, and
 - (ii) posted, throughout the period commencing at least twenty-one (21) days before the meeting and ending when the meeting is held, on a website that is maintained by or on behalf of the Association and is accessible to all of the members of the society; and
- (b) shall state:
 - (i) the place, time and location of the meeting,
 - (ii) the nature of the business to be transacted at the meeting,
 - (iii) the nature of any business other than ordinary business to be transacted at the meeting in sufficient detail to permit a member receiving the notice to form a reasoned judgment concerning that business, and
 - (iv) the text of any special resolutions, with brief supporting statements, to be considered at the meeting; and
- (c) shall be deemed to have been received five (5) days after the notice has been posted or sent.

Chair of a general meeting

- 5.7** The following individual is entitled to preside as the chair of a general meeting:

- (a) the individual, if any, appointed by the Board to preside as the chair;
- (b) if the Board has not appointed an individual to preside as the chair or the person appointed by the Board is unable to preside as the chair,
 - (i) the President,
 - (ii) the First Vice-president if the President is unable to preside as the chair,
 - (iii) the Second Vice-president if both the President and First Vice-president are unable to preside as the chair, or
 - (iv) one of the other Directors present at the meeting, if neither the President nor a Vice-president is able to preside as the chair.

Alternate chair of a general meeting

- 5.8** If there is no individual entitled under these Bylaws who is able to preside as the chair of a general meeting within fifteen (15) minutes from the time set for holding the meeting, the voting members who are present must elect a voting member present at the meeting to preside as the chair.

Voting at Association general meetings

- 5.9** The voting members of an Association general meeting are the Directors then in office and the Delegates elected by the Branches in accordance with these Bylaws.

- (a) Each voting member shall be issued with one voting card and one set of election ballots.
- (b) Voting on resolutions shall be by show of voting cards.
- (c) Voting in elections shall be by secret ballot or, if there is not a greater number of candidates than there are positions to be filled, by acclamation.
- (d) Voting by proxy will not be permitted.

Quorum

- 5.10** A quorum at a general meeting is the greater of one-third (1/3) of the voting members or sixty (60) of the voting members in good standing on the date of the meeting.

- (a) No business, other than the election of a chair, if necessary, and the adjournment or termination of the meeting, shall be conducted at a general meeting at a time when a quorum is not present.
- (b) 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.

Part 6 – Directors

Number of Directors

6.1 The number of Directors shall be up to fourteen, including:

- (a) the President
- (b) the First Vice-president
- (c) the Second Vice-president
- (d) the immediate Past President
- (e) four Directors elected from among Active, Life and Delegate Members in good standing resident in the Greater Vancouver and Fraser Valley regions
- (f) four Directors elected from among Active, Life and Delegate Members in good standing resident in the regions of British Columbia outside of the Greater Vancouver and Fraser Valley regions
- (g) one Director-at-large who shall be the Association's representative to ACER-CART, and
- (h) an Association member in good standing who is a member of the executive committee of ACER-CART, if any.

Eligibility to become a Director

6.2 To be eligible to hold office as a Director a person:

- (a) must not be disqualified from being a Director under section 44 of the Act;
- (b) must be an Active, Life or Delegate Member of the Association in good standing, and
- (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.

Election of Directors

6.3 At the AGM the voting members must elect the Directors, save and except the immediate Past President, and the person who is a Director by virtue of being a member of the executive committee of ACER-CART, as follows:

- (a) the President, the First Vice-president and the Second Vice-president, each for a one-year term;
- (b) in each of alternating years, two of the four Directors from the Greater Vancouver and Fraser Valley regions, for two-year terms;
- (c) in each of alternating years, two of the four Directors from outside the Greater Vancouver and Fraser Valley regions, for two-year terms; and
- (d) every second year, the ACER-CART Representative, for a two-year term.

The position of Past President

6.4 The person who was the President immediately prior to the current President will, if he or she consents to continue as a Director, be the immediate Past President and the term of office as Director for an immediate Past President is deemed to be extended until a new Past President arises, to a maximum of two (2) years.

Commencement of a term of office

6.5 The term of office of a Director elected at an AGM commences at the conclusion of the AGM.

Removal of a Director from office

6.6 The members in good standing eligible to vote at a general meeting of the Association may remove a Director before the expiration of such Director's term of office by special resolution, and may elect a replacement Director by ordinary resolution to serve for the balance of the removed Director's term.

Directors may fill casual vacancy on Board

- 6.7** (a) If a Director ceases to hold office before the expiry of her or his term, the Board may by resolution appoint a member qualified in accordance with section 6.2 of these Bylaws to fill the resulting vacancy.
- (b) Each such appointed replacement Director will continue in office until the end of the unexpired term of office unless she or he ceases to be a Director in accordance with these Bylaws.
- (c) The position occupied by the appointed replacement Director will become available for election at the end of the unexpired term of office.
- (d) The appointed replacement Director may run for the vacant position.

Transition of Directors' Terms

- 6.8** (a) Each person who is a Director on the date these Bylaws come into force will continue as a Director for the remaining term to which she or he was elected or appointed, unless she or he otherwise ceases to be a Director in accordance with these Bylaws.
- (b) Any previous terms served by Directors prior to these Bylaws coming into force will be counted towards the term limits set out below.

Limits on Directors' terms in office

- 6.9** (a) Directors are limited to a total of six (6) consecutive years in office, except that this limit shall not apply to a person who:
- (i) is elected or appointed to a position as Second or First Vice-president, or President,
 - (ii) becomes or remains as the Past President,
 - (iii) becomes or remains as a Director by virtue of being an Executive Committee member of ACER-CART;
- but a person who completes a term in an office listed in subsections (i) and (ii), or consecutive terms in one or more of those offices, shall not then be eligible to hold office as a Director of the Association for a period of at least one year.
- (b) A person prevented under subsection (a) from holding office as a Director is once again eligible to hold office as a Director in accordance with these Bylaws after a period of at least one year out of office, and shall once again, if elected, be subject to the limits provided in subsection (a).
- (c) The time in office of a Director elected or appointed to fill a vacancy, if longer than six (6) months in any one year, shall be deemed to be equivalent to one year, and shall be counted toward the term limits provided for in subsection (a).

Meetings of Directors

- 6.10** (a) The President, or 50% or more of the Directors then in office, may call a meeting of the Board at any time, at any location, on any notice and in any manner convenient to the Directors.
- (b) A Board resolution passed outside of a duly constituted Board meeting must be consented to in writing by at least 2/3 of Directors in two or more counterparts which together will be deemed to constitute one resolution in writing. The resolution must then be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.
- (c) The President shall chair meetings of the Board. If the President is unable to preside as the chair at a meeting, the First Vice-president shall preside as the chair, and if neither the President nor the First Vice-president are able to preside as the chair, the Second Vice-president shall preside as the chair. Whoever is presiding as the chair may ask another Director to preside as the chair during certain parts of the meeting in order to enable him- or her-self to enter more fully into the discussion or debate of a particular matter.
- (d) In all other respects the Directors may regulate their meetings as they think fit.
- (e) A quorum for the transaction of business at a Board meeting is a majority of the Directors then in office.

Powers and responsibilities of Directors

- 6.11** 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. Nevertheless, the Directors are subject to rules, not being inconsistent with these Bylaws, which are made from time to time by the Association in general meetings.

Disclosure of Director's interest

- 6.12** A Director of the Association who has a direct or indirect material interest in:
- (a) a contract or transaction, or a proposed contract or transaction, of the Association, or
 - (b) a matter that is or is to be the subject of consideration by the Directors,
- if that interest could result in the creation of a duty or interest that materially conflicts with that Director's duty or interest as a Director of the Association, must
- (c) disclose fully and promptly to the other Directors the nature and extent of the Director's interest,
 - (d) abstain from voting on a Directors' resolution or consenting to a consent resolution of Directors in respect of the contract, transaction or matter referred to in subsection (a),
 - (e) leave the Directors' meeting, if any,
 - (i) when the contract, transaction or matter is discussed, unless asked by the other Directors to be present to provide information, and
 - (ii) when the other Directors vote on the contract, transaction or matter, and
 - (f) refrain from any action intended to influence the discussion or vote.

Remuneration of Directors

- 6.13** (a) The Association shall not pay to a Director remuneration for being a Director, but the Association may, subject to the Act, pay remuneration to a Director for services provided by the Director to the Association in another capacity.
(b) The Association shall reimburse a Director for reasonable expenses necessarily incurred by the Director in performing his or her duties as a Director, in accordance with the Association's rules, amended from time to time, regulating the payment of expenses.

Signing authority

- 6.14** A contract or other record to be signed by the Association must be signed on behalf of the Association by one or more Directors authorized by the Board to sign the contract or record.

Table Officers

- 6.15** The Table Officers of the Association are the President, the First and Second Vice-presidents, the Past President, and the person appointed by the Board, in accordance with subsection 7.2(a), as the Chair of the Finance Committee.

Duties of the Table Officers

- 6.16** (a) **The President** is the chief presiding officer of the Association, and shall have general supervision of all matters and affairs of the Association; and shall make necessary arrangements for:
- (i) the issuance of notices of meetings of the Association and the Board,
 - (ii) the taking and keeping of minutes of all meetings of the Association and the Board,
 - (iii) the custody of all records and documents of the Association, and
 - (iv) the maintenance of the register of members, and the conduct of the correspondence of the Association.
- (b) **The First Vice-president** shall carry out the duties of the President when the President is unable to perform those duties.
- (c) **The Second Vice-president** shall carry out the duties of the President and First Vice-president when neither the President nor the First Vice-president is able to perform the President's duties.
- (d) **The immediate Past President**
- (i) assists the Directors with advice and counsel as needed, and
 - (ii) as the **Nominations Chair** for Association elections, seeks, collects and, prior to the conduct of elections, makes known to members the names of persons nominated for Board positions.
- (e) **The Chair of the Finance Committee**, appointed by the Board in accordance with subsection 7.2(a), shall be the Association's treasurer, responsible for making the necessary arrangements for:
- (i) the making and keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the Act and the Income Tax Act; and
 - (ii) the rendering of financial statements to the Directors, members and others, when required.

Ceasing to be a Director or Officer

- 6.17** A person will immediately cease to be a Director:
- (a) upon the date which is the later of:
 - (i) the date of delivering her or his resignation in writing to the President or the registered address of the Association; and
 - (ii) the effective date of the resignation therein;
 - (b) upon the expiry of her or his term, unless re-elected in accordance with these Bylaws;
 - (c) upon the date such person is no longer qualified pursuant to section 6.2;
 - (d) in the case of the person serving as a Director in accordance with subsection 6.1(h), upon ceasing to be a member of the executive committee of ACER-CART;
 - (e) in the case of the Past President, upon ceasing to be the Past President in accordance with section 6.4;
 - (f) upon her or his removal; or
 - (g) upon her or his death.

Part 7 – Finance

Amount of membership dues

- 7.1** 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.

Directors' responsibility for Association finances

- 7.2** The Directors of the Association shall ensure that the Association's financial transactions, record keeping and reporting comply with the requirements of all applicable statutes and regulations, and these Bylaws, and shall

- (a) annually appoint from among the Directors a Finance Committee consisting of a Chair and six other Directors to advise the Board, and to supervise and direct employees in financial matters, and
- (b) ensure that one or more Association employees have the necessary training and skills to carry out the financial transactions and record-keeping required by the Association.

Banking and signing officers

7.3 Funds of the Association shall be deposited in accounts of the Association at any Canadian chartered bank, or credit union or trust company.

- (a) Withdrawals, transfers, redemptions and investment of funds shall require the approval of the Finance Committee, and cheques issued in the name of the Association shall require the signatures of two cheque-signing officers.
- (b) The cheque-signing officers shall be the President, the First Vice-president, and up to four (4) other Directors appointed by the Board.

Investment of Association funds

7.4 The Association may invest its funds only in investments in which prudent investors might invest.

Borrowing and issuance of securities

7.5 The Association may, by Board resolution, and in accordance with the Act and regulations:

- (a) borrow money, and
 - (b) issue debentures, notes or other evidence of debt obligations,
- if and when the Directors determine that it is necessary or prudent to do so.

Financial year

7.6 The financial year of the Association shall be July 1st to June 30th.

Financial statements

7.7 The Directors shall present the following to the members at each annual general meeting:

- (a) the audited financial statements prepared in accordance with any requirements set out in the Act or the regulations under the Act, for the period beginning immediately after the end of the preceding financial year, and
- (b) the auditor's report on those financial statements.

Appointment of the auditor

7.8 The Association is required to be audited and will annually appoint an auditor with the qualifications required by the Act. The Board, advised by the Finance Committee, shall determine the recommendation it will make to the AGM each year regarding the appointment or reappointment of the auditor, and the members entitled to vote at an AGM shall by ordinary resolution appoint or reappoint an auditor.

Inspection of records

- 7.9** (a) The documents and records of the Association, including the financial and accounting records and the minutes of general meetings, committee meetings and meetings of the Board, will be open to the inspection of any Director at reasonable times and on reasonable notice.
- (b) A member in good standing is entitled, upon providing not less than fourteen (14) days' notice in writing to the Association, to inspect any of the following documents and records of the Association at the Association's registered address during the Association's normal business hours:
- (i) the Constitution and these Bylaws, and any amendments thereto;
 - (ii) the statement of Directors and registered office of the Association;
 - (iii) minutes of any general meetings of the Association, including the text of each resolution passed at the meeting;
 - (iv) resolutions of the members, in writing, if any;
 - (v) annual financial statements relating to a past fiscal year that have been received by the members in a general meeting of the Association;
 - (vi) the register of Directors;
 - (vii) the register of Members;
 - (viii) the Association's certificate of incorporation, and any other certificates, confirmations or records furnished to the Association by the Registrar;
 - (ix) copies of orders made by a court, tribunal or government body in respect of the Association;
 - (x) the written consent of Directors to act as such, and the written resignations of Directors; and
 - (xi) the disclosure of a Director or of a senior manager regarding conflict of interest.
- (c) Except as expressly provided by statute or at law, a member will not be entitled to have the right to inspect any other document or record of the Association. However, subject to such policies as the Board may establish, a member in good standing may request, in writing delivered to the Association's registered address, to inspect any other document or record of the Association, and the Board may allow the member to inspect the document or a

copy thereof, in whole or in part and subject to such redaction as the Board deems necessary, all in the Board's sole discretion.

- (d) Copies of a document that a member is allowed to inspect may be provided on request by the member for a fee to be determined by the Board, provided such fee does not exceed the limits prescribed in the Act.

Liquidation or Dissolution of the Association

- 7.10** In the event that liquidation or dissolution of the Association is to occur, it shall proceed in the manner prescribed by the Act and regulations under the Act, and after the liabilities of the Association have been met the Board may decide by Board resolution how the Association's money and other property may be distributed to its members.

Part 8 – Indemnification

Definitions

- 8.1** In this part:

“eligible party” means an individual who is or was a Director or senior manager of the Association.

“eligible proceeding” means a legal proceeding or investigative action, whether current, threatened, pending or completed, in which an eligible party or a representative of the eligible party, by reason of being or having been a Director or senior manager of the Association,

(a) is or may be joined as a party, or

(b) is or may be liable for or in respect of a penalty in, or expenses related to, the legal proceeding or investigative action.

“expenses” includes costs, charges and expenses, including legal and other fees, but does not include penalties.

“penalty” means a judgment, penalty or fine awarded or imposed in, or an amount paid in settlement of, an eligible proceeding.

“representative”, in relation to an eligible party, means an heir or personal or other legal representative of the eligible party.

Indemnification and payment of expenses

- 8.2** To the extent permitted by the Act, each Director and eligible party will be indemnified by the Association against all expenses actually and reasonably incurred in connection with any eligible proceeding.

Insurance

- 8.3** The Association may purchase and maintain insurance, for the benefit of an eligible party or a representative of an eligible party, against any liability that may be incurred by reason of the eligible party being or having been a Director or senior manager of the Association.

BCRTA PROCEDURES

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BCRTA PROCEDURES

1. BASIC CONCEPTS

1.1 Non-partisanship

- (a) The BCRTA is a non-partisan organization and shall not join, affiliate with, or act on behalf of any political party whether municipal, provincial, federal or international.
- (b) While acting in the name of or on behalf of the Association, members and employees will endeavour to avoid acting or appearing to act in a politically partisan manner.

1.2 Definition of Procedures

Procedures:

- (a) are prescriptions of the ways in which the business of the Association shall be conducted;
- (b) are adopted, amended or deleted from time to time by the BCRTA to regulate and guide the operations of the organization; and
- (c) augment, but are subject to, BCRTA Bylaws and Rules of Order.

1.3 Adoption, amendment and deletion of Procedures

- (a) Procedures may only be adopted, deleted or amended by resolution of a General Meeting or of a meeting of the Board of Directors.
- (b) A Procedure established by a General Meeting may only be amended or deleted by a General Meeting, except where its observance would, in the judgment of 75% or more of the Directors, cause or be likely to cause harm to one or more members or to the Association. If the Directors suspend a rule for such a reason, it shall be reported to the next General Meeting, which shall decide whether or not any further action is required.
- (c) The adoption or amendment of a Procedure shall be recorded in this Handbook, and the name of the body making the change and the date of its meeting shall be added as part of the record.
- (d) Procedures remain in force until amended or deleted.

1.4 BCRTA relationships with other organizations

Dir., June 2015

1.4.1 Definitions

- (a) **Affiliate Organization** - an organization whose membership includes all BCRTA members, and to which the BCRTA pays annual dues based on BCRTA membership numbers. Payment of these dues will be recorded in specifically named lines in the BCRTA Operating Budget.
- (b) **Associate Organization** - an organization with which the BCRTA works collaboratively from time-to-time in matters of common interest, and to which the BCRTA pays a regular annual fee. Payment of such fees will be recorded in specifically named lines in the BCRTA Operating Budget.
- (c) **Other Organization** - an organization to which the BCRTA may make one-time or occasional contributions in support of projects or campaigns that align with the purposes of the BCRTA. Payment of such contributions will be recorded as charges to the Contingency Fund.

1.4.2 Proposals for organizational affiliations or associations

- (a) When a relationship between the BCRTA and another organization is proposed, unless there are urgent and pressing reasons to do otherwise, the matter shall be referred to a BCRTA Standing or Ad Hoc Committee in order for due diligence to be done.
- (b) The purposes for which the other organization exists shall be examined, looking for congruence between those purposes and those of the BCRTA.
- (c) The possible advantages of a relationship shall be considered, for the BCRTA and its members, and any possible disadvantages shall also be noted.
- (d) The immediate and long-term costs of the relationship shall be estimated, in terms of fees and/or financial contributions, and of sending delegates, representatives and/or observers to meetings of the proposed related organization.

1.4.3 BCRTA liaison with affiliate or associate organizations

The BCRTA Board shall appoint one or more members, as required or appropriate, to liaise between the BCRTA and each related organization. The appointee(s) will be expected to attend regular meetings of the organization, and to provide regular written reports to the Board (preferably in advance of Directors' meetings) on those plans and activities of the organization that align with the BCRTA's purposes and interests.

The BCRTA Board will make appointments after considering the following:

- (a) Should a representative be a currently serving Director, a BCRTA committee member, or a BCRTA member at large?
- (b) Should a BCRTA appointee be a representative to more than one related organization?
- (c) Representatives should not be limited to residents of the Lower Mainland.

1.4.4 Regular review of organizational relationships

BCRTA committees whose responsibilities are related to the purposes and activities of the related organizations shall annually report to the Board on the advisability and/or desirability of maintaining the relationships. If there is no suitable committee, the report shall be prepared for the Board by the appointed representative(s), or by the Table Officers.

2. ADMINISTRATION

2.1 Privacy of member information

Dir., March 2013

The BCRTA gathers and stores personal information in accordance with applicable federal and/or provincial legislation.

(a) General

- i. The BCRTA shall respect the privacy of its members. Members' personal information will be held in the strictest confidence and appropriate safeguards will be maintained by the BCRTA in order to keep it secure.
- ii. Except where the law requires otherwise, the BCRTA will not share a member's information with other persons or organizations without the consent of the member.

(b) Collection, use and disclosure of information

- i. The BCRTA will collect, use and disclose personal information only for the purposes of maintaining accurate membership records, and for communications between the Association and its members.
- ii. The BCRTA will keep that information only for as long as it is needed to fulfill the purposes for which it was collected and to meet any legal requirements.
- iii. Member information collected by the BCRTA may include, but may not be limited to: name, address, telephone/fax numbers, email address, date of birth, gender, date of retirement and Social Insurance Number (if required by the BC Teachers' Pension Plan to deduct the annual membership fee at source).

(c) Accessing personal information

Individual BCRTA members shall have the right to access their own personal information and may, at any time, withdraw consent to the collection, use or disclosure of personal information. At such time the BCRTA will explain the implications of withdrawing such consent, as it may hamper or prevent the provision of services.

(d) Contact for further information

- i. As required by law, the BCRTA shall name a Privacy Officer who will ensure that the BCRTA remains in compliance with all aspects of the legislation.
- ii. Individual members may contact the BCRTA to: ask questions about, access, correct or update personal information, withdraw consent for the use of personal information, or file a complaint regarding its use.

(e) Questions, concerns or complaints

Questions, concerns or complaints should be directed to the BCRTA Privacy Officer.

2.2 Picket lines

Directors and employees of the Association are expected to honour any picket lines set up by employees of the BC Teachers' Federation, and of any other business or organization whose premises are being utilized by the BCRTA.

2.3 The Executive Director (ED)

Dir., June 2018

2.3.1 The position

The ED is the Association's chief operating officer, and is accountable to, and reports through the President to the Board of Directors.

2.3.2 Job Description

The job description of the ED is as described in Schedule 1 to the ED's contract and is subject to amendment from time to time as the needs of the organization change.

2.4 The Office Administrator (OA)

2.4.1 Responsibilities of the OA include:

Rev., Dir., June 2018

- (a) Subject to direction by the ED, establishing and implementing efficient administrative practices and routines, including:
 - i. the processing of membership applications in accordance with the Bylaws Part 2 – Members, sections 2.3-2.9, adding to the membership register the names of applicants who meet eligibility requirements, and referring questionable applications to the Board of Directors through the ED for a final ruling; and Dir., Nov. 2017
 - ii. the maintenance of day-to-day membership and financial records and books of account.
- (b) Developing and maintaining an effective information sharing relationship with the offices of those organizations and businesses that serve the interests of BCRTA members, including but not limited to:
 - ~ the BC Teachers' Federation
 - ~ the Canadian Association of Retired Teachers (ACER-CART)
 - ~ the BC Teachers' Pension Plan
 - ~ Human Resources Development Canada (CPP, OAS, GIS and the Allowance)
 - ~ the BC Ministry of Health Services (MSP, Pharmacare, etc.)
 - ~ insurance companies, brokers or underwriters providing services to BCRTA members
- (c) Taking and keeping minutes of BCRTA General Meetings and Board of Directors meetings
- (d) Assisting in the production of the *PostScript* and other publications including the website of the BCRTA
- (e) Responding to requests for information and assistance from members
- (f) Assisting with the orientation of newly elected Directors, and of Directors newly elected or appointed to particular offices
- (g) Assisting BCRTA Committee Chairpersons and members of their Committees with advice regarding their budgets and operating procedures
- (h) Providing Branch Presidents and other Branch Officers with information and advice regarding the formation and operation of their Branches
- (i) Noting any significant problems that may be developing in relationships between or among Committees and/or Branches; and where the involved Committees and/or Branches appear to be unable to resolve these problems for themselves, bringing them to the attention of the President.

2.4.2 Donations in kind

Upon request by Branches and kindred organizations, the OA may provide services such as (but not limited to):

- ~ assistance with the organization of, and registration for, events
- ~ word processing, photocopying, collating and stapling
- ~ envelope stuffing and mailing
- (a) Such assistance must have the support of the ED and be for an organization whose mission and purposes are linked with or similar to those of the BCRTA.
- (b) The organizations receiving such services (except the RR Smith Memorial Fund Foundation) may be charged for the cost of materials plus a \$20 handling charge.
- (c) These services will not be made available if they would:
 - ~ interfere with the day to day work of the Association,
 - ~ necessitate staff overtime, or pressure staff to donate their services gratis, or
 - ~ be in conflict with BCRTA employees' job descriptions.
- (d) Requests for assistance with the production of materials must be submitted at least 3-5 business days prior to when they are needed.

- (e) The Association reserves the right to deny any or all of the above services, but support services to the RR Smith Memorial Fund Foundation shall not be unreasonably denied. **Dir., Dec. 2015**

2.4.3 Secretarial services to Branches

Notwithstanding the above, the BCRTA Office Staff shall not be responsible for providing secretarial or record keeping services for BCRTA Branches.

2.5 Directors and Office Staff

Dir., Jan. 2012, Jan. 2014, June 2018

2.5.1 Working relationships

Directors are expected to:

- (a) understand and observe the distinction between their responsibilities and the management responsibilities of the ED and the OA;
- (b) be knowledgeable and respectful of the extent of the ED's, OA's and other staff members' responsibilities;
- (c) maintain open communication with the ED, the OA and other staff members, as appropriate, in all matters and affairs of the Association; and
- (d) refer concerns about staff to the Personnel Committee.

2.5.2 Employment terms and conditions

The Directors, advised by the Personnel Committee, shall establish with the ED

- (a) clear expectations and definitions of the general administrative responsibilities of all staff;
- (b) a process for conducting reviews of the remuneration and terms and conditions of employment of all employees of the BCRTA.

2.5.3 Dispute resolution

A dispute resolution procedure satisfactory to the Board and its employees shall be incorporated into staff employment contracts.

3. ASSOCIATION FINANCES

3.1 Annual budget

- (a) An annual operating budget shall be adopted to record in advance the estimated revenues and authorized expenditures for each BCRTA fiscal year. The budget shall:
 - i. be developed by the Finance Committee at its final meeting of the year in consultation with the OA; and recommended to the Directors;
 - ii. be considered by the Directors at their pre-AGM meeting; and recommended, with amendments if necessary, to the Annual General Meeting; and
 - iii. be adopted, with or without amendment, by the AGM.
- (b) Amendments to the budget once adopted shall then require the assent of at least two-thirds of Directors present at a Board meeting.

3.2 Operating Fund

3.2.1 Purpose and procedures

- (a) The Operating Fund is the Fund into which income is deposited, and from which the day-to-day expenses of the BCRTA are paid.
- (b) Expenditures will be recorded against the appropriate budget lines, and Committee Chairs will be advised from time to time of the status of their Committees' budgets.
- (c) A Director requesting a variance to the budget or additional funds for any unbudgeted expense will:
 - i. submit a proposal to the Finance Committee including:
 - rationale
 - suggested source of the funding
 - time line
 - benefit to membership

Dir., May 2018

- ii. have the proposal reviewed at the next Finance Committee meeting;
- iii. bring the proposal to the next Board meeting with a recommendation from the Finance Committee; and
- iv. accept the Board decision. (See also 7.3.4(c), below.)

3.2.2 BCRTA Credit Card

The OA shall:

- (a) be issued a credit card in the name of the Association,
 - i. the credit card to have a spending limit of \$5,000, and Dir., Sept. 2015
 - ii. to be kept secured in the office when not in use;
- (b) keep an itemized account of expenditures made with the card for the purpose of making regular reports to the Finance Committee; and
- (c) ensure that balances on the card are paid off monthly in order to avoid incurring interest charges. Dir., Nov. 2012

3.2.3 Salary advances:

An employee who seeks an advance shall submit the request in writing to the Finance Committee Chair along with a detailed repayment schedule. Dir., Nov. 2011

3.3 Branch Funds

Dir., May 2015

3.3.1 Ownership

Branch funds are generally for use by the branches at their discretion, subject to annual reporting to the BCRTA on their use; and are subject to random audit by the BCRTA auditor. In the event of a branch's dissolution, any fund balances are to be remitted to the BCRTA.

3.3.2 Financial reporting

Dir., June 2018

The Branch Treasurer shall submit a financial report for the past year to the Association by June 30th of each year.

3.3.3 New branches

- (a) The BCRTA shall provide a grant of \$250 to a newly formed branch, and \$5.00 per member attending the inaugural branch meeting.
- (b) A branch that resumes operation after being out of existence for a period of more than twelve months shall also be provided with the above grants.

3.4 Capital Fund

3.4.1 Purpose

These funds shall be expended at the discretion of the Directors for equipment, fixtures and furniture as required.

3.4.2 Size of the Fund

The Capital Fund shall be set to begin each financial year at an amount that does not exceed \$50,000. Dir., Oct. 2014

3.4.3 Fund usage procedures

- (a) Any equipment, fixture or furniture that has a life expectancy of three or more years and a capital value in excess of \$500 shall be purchased from the Capital Fund.
- (b) A request for capital expenditures shall be presented, in writing, to the Finance Committee for consideration.
- (c) The Finance Committee shall present its recommendations to the Directors.
- (d) On approval by the Directors, the OA shall seek three competitive bids, and shall then purchase the item(s) from the supplier who can most closely match the Association's needs at the most reasonable price.
- (e) Emergency requests shall be made to the BCRTA Table Officers through the Chair of the Finance Committee for immediate approval.
- (f) Emergency approvals shall be presented to the next Directors' meeting for endorsement.

3.5 Contingency Fund

3.5.1 Purpose

Dir., Mar. 2016

The purpose of the Contingency Fund is to meet expenditures that were not, and could not reasonably have been foreseen when the annual operating budget was approved. Such unforeseen expenditures may include:

- (a) Relocation contingency – unexpected changes in the Association’s address or location costs, involving property and/or equipment purchase, rental or other expenses in excess of those normally provided for in the Association’s annual Operating and Capital budgets;
- (b) Legal defence contingency – unforeseen legal costs;
- (c) Budget overruns/new activities – the funding of budget overruns and/or projects or activities undertaken in response to unexpected events or situations;
- (d) New affiliations: fees/dues – the payment of the first annual membership fee or dues upon becoming affiliated with a like-minded organization partway through the BCRTA year;
- (e) Unbudgetted co-sponsored events – the BCRTA share of the costs of non-recurring workshops, seminars and/or conferences being co-sponsored with like-minded organizations;
- (f) Employee severance payments – severance payments upon employee resignation or dismissal, as specified in employee contracts; and
- (g) Growth and expansion.

Dir., Oct. 2016

3.5.2 Size of the Fund

Dir., Mar. 2016

The minimum size of the Contingency Fund to be set for the beginning of each financial year shall be calculated by adding together allowances in each of the categories in 3.5.1 above.

3.5.3 Spending authority

Expenditures from the Contingency Fund shall be authorized either by:

- (a) a General Meeting; or
- (b) a minimum 75% affirmative vote at a Directors’ Meeting.

3.6 Expense reimbursements

3.6.1 Expense vouchers

- (a) BCRTA members may apply on a BCRTA expense voucher for reimbursement of approved costs incurred while on BCRTA business.
- (b) In no case shall reimbursement be made for an expense that cannot reasonably be shown to have been actually and necessarily incurred to enable a member’s participation in a BCRTA event or BCRTA approved event. **Dir., Mar. 2018**
- (c) “BCRTA business” includes attending delegate meetings of other organizations as an elected or appointed BCRTA representative. Unless the Board agrees otherwise, it does not include attendance at other organizations’ executive or other committee meetings.
- (d) Reimbursement will generally be at BCTF rates, and the expenses that may be claimed shall be limited to: transportation (the cost of the most economical mode), accommodation, meals, telephone, mailing, and outlays for materials needed in connection with authorized reports, displays or presentations made to or on behalf of the BCRTA. In no case shall anyone be entitled to any personal gain or profit arising out of the use of an automobile on BCRTA business.
- (e) Should another person accompany the staff person or member, but not for official BCRTA business reasons, reimbursement for expenses will be limited to the expense that would have been incurred if the staff person or member had travelled alone. **Dir., Jan. 2018, Mar. 2018**
- (f) Should a meal be provided by the BCRTA then no claim can be made if a meal is eaten elsewhere. **Dir., Jan. 2018**
- (g) Expense vouchers shall be processed by the OA. **Dir., Dec. 2013**
 - i. If an expense is in question, the OA will request further explanation from the person submitting the expense voucher.
 - ii. If an agreement cannot be reached, the matter will be referred to the Finance Committee Chair for a ruling.
 - iii. If the person submitting the expense voucher disputes the Finance Committee Chair’s ruling, the President shall appoint a Review Committee to make the final decision.
 - iv. The Review Committee shall consist of a Table Officer other than the Finance Committee Chair, a non-Table Officer member of the Finance Committee, and a Director who is neither a Table Officer nor a member of the Finance Committee. **Dir., Sept. 2017**

- (h) Expense vouchers should be submitted within six weeks of the event, EXCEPT for June expenses, which must be submitted by June 30th of the same fiscal year.

3.6.2 Directors' expenses

Each Director is entitled to claim:

- (a) the cost of purchasing and, from time-to-time upgrading, the latest version of Microsoft Office;
Dir., May 2018
- (b) annually, the cost of a 500-sheet package of printer paper; and
- (c) annually in the case of an inkjet printer, or every second year in the case of a laser printer, the cost of a black ink cartridge.
Dir., June 2011

3.6.3 Directors' branch travel

Whenever possible, when the President, or a Director or committee chair is invited to travel to a branch, other branches in that zone be asked to host similar meetings on dates as consecutive as possible with the date of the initiating branch's meeting date, in order to minimize overall travel costs to the BCRTA.

Dir., Oct. 2014

3.7 Insurance coverage while on BCRTA business

3.7.1 Indemnification

Either directly, or through a policy of insurance, the Association will defend and indemnify all Branches, all members and all employees against any corporate or individual liability arising from approved activities of the Association or its Branches.

3.7.2 Automobile insurance

Staff persons and members must carry their own automobile insurance for passenger hazard, third party-liability, collision, etc. The BCRTA will not reimburse anyone for losses incurred from accidents, parking or traffic violations.

Dir., Jan. 2018

[Note: The BCRTA has been advised by ICBC that members who travel on unpaid BCRTA business (e.g. to Board, Executive or committee meetings) remain eligible for seniors' insurance rates if otherwise qualified.]

3.8 Funding of special events

Dir., Apr. 1999

- (a) All special events which do not relate to or are not part of the normal operation of the BCRTA must be self-supporting.
- (b) Any surplus funds from a special event that is of an ongoing nature, e.g., an annual golf tournament, shall be retained for future events.
- (c) Any surplus funds from a one-time special event shall be transferred to the Operating Fund.

3.9 BCRTA Investments

3.9.1 Authority

The Board of Directors may authorize the Finance Committee Chair to invest funds surplus to the Association's immediate or near-term requirements into income earning instruments, subject to the requirements of the Bylaws and the following:

- (a) At least 50% of the funds shall be invested in guaranteed fixed income instruments such as Guaranteed Investment Certificates, Term Deposits and Treasury Bills.
- (b) The remainder of the funds may be invested in non-fixed income instruments that would qualify as RRSP investments.
- (c) Management of the investment accounts must comply with requirements of the BC Trustee Act, the BC Societies Act, other applicable legislation and regulations, and other rules adopted from time to time by the BCRTA.

3.9.2 Investment funds management

- (a) The Finance Committee Chair shall be guided by advice from the Finance Committee and, to assist the Finance Committee Chair, the Directors may establish an Investment Sub-committee of the Finance Committee, comprised of the Finance Committee Chair and two other Directors who are members of the Finance Committee, recommended by the Finance Committee Chair and appointed by the Board.

- (b) The Directors may require that some or all investments be pre-approved by the Board and, in any case, the Finance Committee Chair shall report on all investments made, and on their performance, at every Finance Committee meeting, and at every regular meeting of the Board.
- (c) Upon the recommendation of the Finance Committee, the Board may approve the retention of an external investment manager; and in such a case the Finance Committee Chair shall meet regularly with the investment manager to review the investment manager's performance and the performance of the accounts under her or his administration, and make reports on these meetings to the Finance Committee and to the Board.

3.10 Sponsorships and Donations

Dir., Sept. 2012

3.10.1 Definitions

- (a) A **donation** is the provision by an individual, group or organization of cash, products or services without expectation or requirement of a reciprocal benefit. **Dir., Sept. 2017**
- (b) A **contribution** is a grant of money or in-kind assistance to an organization, given to assist the recipient organization to offer a product or service that the contributor believes will or could be of benefit to the contributor, or to the members of the contributor's organization. **Dir., Sept. 2017**
- (c) A **sponsorship** is the provision of funds, products and/or services by an individual, group or organization, accepted by the BCRTA to assist it in enhancing awareness of its existence and reputation, and/or in the carrying out of its operations and activities. In return for such sponsorship, the Association provides opportunities for the sponsor to be recognized and acknowledged in a tasteful and discreet manner, agreed-to in advance by the Association, and not extending beyond the term of the sponsorship agreement. Tax receipts are not issued for funds, products or services provided to the Association in the form of sponsorships.

3.10.2 Donations to or from the BCRTA

Dir., Jan. 2013, Sept. 2017

The BCRTA is not a charity and does not make donations to, or accept donations from, individuals or other organizations. The Association may, by Board or general meeting resolution, provide financial or other kinds of assistance to BCRTA members affected by fire, flood or some other catastrophic event.

Dir., Sept. 2017

3.10.3 Contributions to or from the BCRTA

Dir., Sept. 2017

The BCRTA may make contributions to, or accept contributions from, like-minded organizations to assist in the offering of a product or service that will or could be of benefit to BCRTA members.

3.10.4 Conditions to be met

Dir., Sept. 2017

The BCRTA welcomes participation by external individuals, groups or organizations in the provision by the Association of its programs and services, provided that any contribution or sponsorship:

- (a) is in accord with the Association's Bylaws, Procedures and Policies;
- (b) does not associate the BCRTA's name with illegal or harmful activities, products or services;
- (c) does not subject the Association to any financial or legal liability related to the contribution or sponsorship; and
- (d) is provided in accordance with an agreement between the individual, group or organization and the BCRTA Board.

3.10.5 Written agreement

Proposals for sponsorship arrangements may originate with BCRTA members or external individuals, groups or organizations. Sponsorship agreements shall be written and may not be entered into without Board consideration and approval.

- (a) The Board may refer the proposal to a BCRTA committee for study and recommendation(s).
- (b) An agreement between the parties will be written up and presented to the Board and the sponsor for approval prior to signing. The agreement will detail the:
 - i. funds, products and/or services to be provided by the sponsor;
 - ii. form(s) of recognition and/or acknowledgement agreed to by the parties;
 - iii. manner in which the funds, products and/or services will be provided, and any conditions attached to same;
 - iv. term of the agreement; and
 - v. circumstances under which the agreement may be terminated by either party.
- (c) The BCRTA President shall sign the Board-approved agreement on behalf of the BCRTA.

3.11.1 Review of the auditor's services

- (a) The Finance Committee shall annually consider the advisability of changing or retaining the services of the current auditor and shall report its recommendation regarding this matter to the Board of Directors.
- (b) The Board of Directors shall consider the Finance Committee's recommendation in formulating a recommendation on this matter to present to the Annual General Meeting.

3.11.2 Selection of a new auditor

In the event that the Board of Directors decides to recommend to the AGM that it consider a change in auditor, the Finance Committee, with the assistance of the OA:

- (a) shall invite proposals from several reputable companies, including—if deemed advisable—the current auditor, capable of providing audit services to the BCRTA; and
- (b) shall choose one from among the proposals to recommend to the Board for subsequent recommendation to the AGM.

3.11.3 Annual Financial Statements

- (a) The Finance Committee, working with the OA shall ensure that the auditor is provided with all the information and documentation legally required for the conduct of the audit and for the preparation of the Annual Financial Statements.
- (b) Upon receipt from the auditor of the completed Financial Statements, and being satisfied that the statements accurately reflect the financial situation of the BCRTA, the Finance Committee shall recommend to the Board that it, in turn, recommend the statements to the AGM for acceptance.

4. BCRTA GENERAL MEETINGS**4.1 Authorization of Meeting Expenditures**

The expenditure of BCRTA funds for a General Meeting (other than expense reimbursements authorized under these BCRTA Procedures, and normal meeting costs such as for the meeting rooms, public address system, meals and the refreshments served at breaks) must have the prior approval of the Directors.

4.2 Submission of Annual General Meeting (AGM) Agenda items

- (a) The President, in consultation with the Directors and Office Staff, shall prepare a Draft Agenda for the AGM.
- (b) An item considered by a member or a Branch to be of interest to the general membership and germane to the purposes of the Association may, by May 31st, be presented for consideration by the Directors for inclusion in the AGM Agenda.
- (c) The Directors shall not disallow the addition of such submitted items except for reasons of illegality, impropriety, or violation of the rules of the Association.
- (d) In the event of an adverse decision, the member or Branch shall be referred to the sections of the *BCRTA Rules of Order* for adopting and amending the Agenda.

4.3 Distribution of Printed Materials**4.3.1 Summary of Reports booklet**

Prior to an AGM, the BCRTA Office Staff shall compile and distribute to the membership a *Summary of Reports* booklet containing the Annual Reports of the President and BCRTA Committees, Financial Reports, the Draft Agenda for the AGM, and any special resolutions intended for the Meeting's consideration.

4.3.2 Registration Materials

The Office Staff shall assemble a folder of *Registration Materials* for distribution to Directors and Delegates following their arrival for a General Meeting. The folder shall contain only materials approved by the President or a Committee Chair.

4.4 Directors' electoral regions

- (a) The Greater Vancouver Region includes the areas of Sunshine Coast, West Vancouver, North Vancouver, Port Moody, Vancouver, Burnaby, New Westminster, Richmond, Delta, Surrey, White Rock, Coquitlam, Port Coquitlam, Pitt Meadows, Maple Ridge and Langley.
- (b) The Fraser Valley Region includes the areas of Mission, Abbotsford, Chilliwack, Kent, Agassiz and Hope.
- (c) The Outside the Lower Mainland Region includes all areas of the province not included in parts (a) and (b), above.

4.5 BCRTA Delegates to the BCTF AGM

4.5.1 Eligibility

Dir., Sept. 2017

To become a BCRTA delegate to the BCTF AGM, a person must be a voting member of a BCRTA Branch and an Active or Honorary Associate Member of the BCTF.

4.5.2 Composition of the Delegation to the BCTF AGM

AGMs 2008, 2011, 2017

The BCRTA delegation shall have up to 21 members, including the following:

- (a) the BCRTA Directors;
- (b) BCRTA voting members elected by the AGM from a slate of candidates comprising:
 - i. members who have submitted nomination forms prior to the AGM; and
 - ii. members nominated from the floor of the AGM.

4.6 Pre-AGM nomination procedures for AGM-elected positions

4.6.1 Nomination forms

Nominations submitted prior to the AGM shall be on the prescribed forms, and be signed by two BCRTA members in good standing.

4.6.2 For Director

- (a) A call for nominations for Director positions, along with the appropriate forms, shall be published in the Summer issue of *PostScript*, in an issue of *BCRTA Connections*, and on the BCRTA website by April 30th.
- (b) Nominees wishing their curriculum vitae to be published in the *Summary of Reports* booklet shall submit their nomination forms and curriculum vitae to the BCRTA office by July 15th.

Dir., May 2014
- (c) Persons nominated after the July 15th deadline may prepare curriculum vitae for distribution at the AGM, prior to the elections.

Dir., May 2014
- (d) Nominees submitting their forms after July 15th shall have their names added to the printed ballots if they are in the hands of BCRTA Staff by 5:00 pm on the day before the AGM.
- (e) A nomination from the floor requires a mover and seconder.

Dir., Mar 2015
- (f) There shall be no candidate speeches except that, if there are nominations from the floor, all candidates for that particular position shall be granted two minutes in which to introduce themselves.

Dir., Mar 2015

4.6.3 For BCRTA Delegate to the BCTF AGM

- (a) A call for nominations for the position of BCRTA Delegate to the BCTF AGM, along with the appropriate form, shall be published in the *Summary of Reports* booklet and on the BCRTA website.

Dir., May 2013
- (b) A further call for nominations for these positions shall be included in AGM delegates' Registration folders.
- (c) Candidates' names from these forms will appear on the printed ballot if they are in the hands of BCRTA Staff by 5:00 pm on the evening before the AGM.
- (d) Additional nominations may be made from the floor of the AGM.

4.7 Zone Meetings

- (a) The BCRTA shall annually fund in each of seven zones, a meeting of Branch Presidents or their designates and one other representative from each branch, to discuss BCRTA and branch business and concerns. AGM 2014
- (b) Each meeting shall be held at a designated place in each zone, except that zones in which the majority of branch representatives must travel more than 150 km to attend a meeting at a common location within the zone, may organize a zone meeting in conjunction with the BCRTA AGM. AGMs 2008, 2010
- (c) One or more BCRTA Directors shall be assigned to each zone, to work with one of the Branch Presidents to coordinate planning for the meeting, and to attend each meeting as the representative(s) of the Board of Directors.
- (d) Meeting, travel, accommodation and meal expenses shall be reimbursed by the BCRTA. AGM 2008

5. DUTIES OF DIRECTORS

5.1 All Directors

5.1.1 General responsibilities

The Directors are responsible for carrying out the directions of General Meetings and for taking the initiative in furthering the aims of the association, acting always in accordance with the BCRTA's Bylaws, Procedures, Policies and Rules of Order.

5.1.2 Representation

Irrespective of the specific position held on the Board, or of the region from which she or he has been elected, each Director is representative of all members of the Association, and the concern of any member or any Branch shall be the concern of every Director.

5.1.3 Setting Committees' annual objectives

The Directors shall annually review the responsibilities of each Committee, and

- (a) after considering any recommendations brought forward by the Committees, set each Committee's specific objectives for the year; and
- (b) at or near the end of each year, receive a report from each Committee detailing the extent to which it has been able to attain its objectives.

5.2 Table Officers and ACER-CART Representative

5.2.1 The duties of the President are to:

- (a) be the official spokesperson for the BCRTA;
- (b) be an ex-officio member of all BCRTA Committees;
- (c) prepare, in consultation with the ED, OA, Table Officers and Committee Chairs, a draft agenda for all Directors' and General meetings;
- (d) chair all Directors' meetings in accordance with the provisions of Bylaw 6.10(c), and ensure that arrangements are made for the chairing of General meetings, in accordance with the provisions of Bylaw 5.7; Dir., Sept. 2017
- (e) work with the ED and OA to ensure the smooth and efficient management of the Association office;
- (f) ensure that appropriate actions are taken to follow up on motions and resolutions passed at Directors' and General Meetings;
- (g) be aware of the work of the Directors and Committees;
- (h) travel to regional or Branch meetings when requested; and
- (i) ensure effective communication within the Association, and with organizations with similar interests.

5.2.2 The duties of the First Vice-President are to:

- (a) assist the President in the performance of her/his duties;
- (b) carry out the duties of the President in the President's absence;
- (c) be aware of the work of the Directors and Committees;
- (d) travel to regional or Branch meetings when requested by the President; and
- (e) supervise the use and operation of the BCRTA website.

5.2.3 The duties of the Second Vice-President are to:

- (a) carry out duties assigned by the President;
- (b) in consultation with the ED, OA, Table Officers, Committee Chairs and Branch Presidents, prepare for Board consideration a draft program for the BCRTA Annual Conference, to take place on the day prior to the AGM;
- (c) chair the BCRTA Annual Conference; and
- (d) have oversight of the planning for and operation of BCRTA Zone Meetings. **Dir., June 2010**

5.2.4 The duties of the Immediate Past President are to:

- (a) offer assistance and provide counsel when requested by the President;
- (b) be the Nominations Chair for BCRTA elections; assisted, if necessary, by a Nominations Committee consisting of members recommended by the Chair and approved by the Directors; and to
 - i. notify the membership of the vacancies to be filled by election at the AGM, and of the dates by which nomination forms and curriculum vitae must be received in the BCRTA office;
 - ii. prepare for presentation to the AGM a full slate of candidates for the positions to be filled by election;
 - iii. chair the elections at the AGM; and
 - iv. supervise balloting in accordance with *Rules of Order, Parts 8.4 and 8.5*.

5.2.5 The duties of the Finance Committee Chair are to:

- (a) arrange and chair meetings of the Finance Committee; **Dir., Sept. 2017**
- (b) be knowledgeable about the day-to-day financial operations of the Association, and to make regular reports to the Finance Committee and Directors regarding the income and expenditures of the Association;
- (c) visit the office as needed to discuss with the OA the financial operations of the Association; **Dir., Sept. 2017**
- (d) recommend to the Directors, in consultation with the Finance Committee, the ED and the OA, policies and practices intended to ensure sound management of the Association's finances.

5.2.6 The duties of the ACER-CART Representative are to:

- (a) participate as a prudent and responsible representative of the BCRTA at national meetings;
- (b) keep other ACER-CART member organizations informed about the operations and activities of the BCRTA;
- (c) report to BCRTA meetings on the operations and activities of ACER-CART and its member associations;
- (d) convey to ACER-CART any requests from the BCRTA regarding actions that might be undertaken by the national body to further the interests of BCRTA members; and
- (e) explain to Directors any actions being requested of the BCRTA in pursuit of ACER-CART objectives.

6. BCRTA COMMUNICATIONS

Dir., June 2017

6.1 General

BCRTA communications in all media shall align with the Association's constitutionally stated purposes, and shall be composed and distributed in a politically non-partisan manner with the ultimate aim of assisting the Association to operate efficiently and effectively for the benefit of all of its members.

6.2 Paid advertising:

- (a) BCRTA communications media may include paid advertising in order to offset costs.
- (b) Businesses participating in the BCRTA's Advantage Program may be provided with advertising space in BCRTA communications media, with limitations, conditions and rates recommended by the Communications Committee and approved by the Board.
- (c) BCRTA media that include paid advertising shall include disclaimer statements informing members that the BCRTA does not necessarily endorse the products and services offered by advertisers.

6.3 *PostScript:*

The *PostScript* magazine shall:

- (a) provide members with news and information approved by the Board; and shall include articles that highlight BCRTA programs and activities, and that reflect the priorities and interests of BCRTA members;
- (b) contain material edited in the interests of fairness, brevity, clarity, legality and good taste;
- (c) publish reports and updates on pension and benefit matters, and on the plans and activities of BCRTA Directors and Committees;
- (d) have reports on BCRTA plans, programs and activities submitted to the President for an accuracy check before publication;
- (e) provide members opportunities to have their articles of interest published;
- (f) provide a forum for the exchange of members' views, always reserving the right to terminate discussion of a particular topic when, in the *PostScript* Sub-Committee's judgment, it has received a sufficient airing;
- (g) have its contents gathered and compiled by the Editor with advice from the *PostScript* Sub-Committee; and be assembled into a mockup version by staff for submission to the printer;
- (h) have its submitted materials kept on file until the next issue is published, after which original material may be returned to the sender if requested, or discarded;
- (i) be prepared utilizing cost-effective printing methods and materials in order to ensure an attractive publication at reasonable cost, always bearing in mind issues of environmental responsibility;
- (j) be published quarterly, observing the following deadlines:
 - ~ October 31st for the Winter issue, distributed at the end of November
 - ~ January 31st for the Spring issue, distributed at the end of February
 - ~ April 30th for the Summer issue, distributed at the end of May
 - ~ July 15th for the Fall issue, distributed at the end of August;
- (k) be distributed by Canada Post, except that recipients who request it may be sent an emailed copy instead;
- (l) have the *Summary of Reports* booklet distributed with the Fall issue; and
- (m) have copies distributed to all BCRTA members; as well as to school districts and school staffrooms, the BCTF Pensions Committee, BCTF local offices, the Teachers' Pension Plan Board of Trustees, and ACER-CART and other retired teachers' organizations across Canada;
- (n) be posted to the BCRTA website.

6.4 *BCRTA Connections*

The *BCRTA Connections* newsletter shall:

- (a) provide members with timely news and information about BCRTA programs, plans and activities, and particularly about issues and other matters being addressed by BCRTA committees;
- (b) be published following each Board meeting;
- (c) be compiled by the *BCRTA Connections* editor with assistance and advice from the *BCRTA Connections* Sub-Committee;
- (d) be submitted to the President and office staff for an accuracy check before distribution;
- (e) be distributed by staff electronically to all members for whom the BCRTA has email addresses, with hard copies to BCRTA Directors and committee members, and branch presidents; and
- (f) be posted to the BCRTA website.

6.5 *BCRTA website*

The BCRTA website shall:

- (a) provide members and visitors to the site with up-to-date information and appropriately archived material that highlight BCRTA programs and activities, and that reflect the priorities and interests of BCRTA members;
- (b) be compiled and laid out by the I.T. coordinator, with an eye to attracting and retaining members, including through material emphasizing and illustrating the benefits of belonging to the BCRTA;
- (c) provide members with the information, forms, etc., that contribute to the smooth and efficient operation of the Association;
- (d) provide material in interactive format where appropriate, in order to facilitate speedy back-and-forth communication between the BCRTA and its members;
- (e) make the website's content available in formats suitable for access by computers, tablets and smart phones.

6.6 Social media
[To be developed]

7. ALL COMMITTEES

7.1 Establishment of Committees

7.1.1 Types of committees

The Association may establish

- (a) relatively permanent Standing Committees to assist in the ongoing work of the Association; and
- (b) temporarily existing Ad Hoc Committees to accomplish relatively short-term goals.

7.1.2 Request to disband a Standing Committee

- (a) A Director or member who feels that the responsibilities of a Standing Committee no longer substantively support the goals of the Association may request through the President that the Committee be disbanded.
- (b) The request must be made in writing and must, in making the case, specifically refer to the responsibilities of that Committee as listed elsewhere in these Procedures.
- (c) The President shall take the request to the Directors, who will decide a course of action to be followed in each case.

7.2 Committee membership

7.2.1 Committee chairs

- (a) The Chair of each committee shall be a Director appointed by the President in consultation with the Table Officers.
- (b) Notwithstanding the foregoing, the President may appoint a member who is not a Director to chair a committee, where the member's particular expertise makes this desirable.

7.2.2 Applications for committee membership

- (a) A call for applications for committee membership, along with an application form, shall be published in the Summer issue of *PostScript*, the *Summary of Reports* booklet, and on the BCRTA website.
Dir., Jan. 2012, May 2013 and Dec. 2013
- (a) Completed application forms must be received by BCRTA staff on or before the date of the AGM.
Dir., May 2013

7.2.3 Committee members' terms of office

Dir., Jun 2011, Dec. 2013, Jan. 2014

- (a) A Standing Committee chairperson's term of office is one year.
Dir., Jan. 2016
- (b) A Standing Committee member's term of office shall normally be two years.
- (c) Appointments shall be made in such a way that approximately half of the terms expire each year. One-year appointments may be made in order to keep this balance.
- (d) With the exception of the Advocacy, Finance and Personnel Committees, and of all committee chairs, a member may serve a maximum of four years on any one committee. The Board may, in its discretion, waive this rule in the case of a member who has particular expertise of use to a committee.
Dir., May 2014, Jan. 2016, Sept. 2017
- (e) Appointments shall normally be made by the Board at its post-AGM meeting.
Dir., Jan. 2016
- (f) All applicants shall be informed in a timely manner of the success or otherwise of their applications. New appointees shall be advised of the time and place of their first meetings, of BCRTA travel, accommodation and expense protocols, and of the responsibilities and operation of those committees.
- (g) When a member of a committee misses, or will miss three consecutive meetings the Board may, at its discretion, terminate the member's appointment.
Dir., Jan. 2016
- (h) When a committee member does not complete a term the Board may, at its discretion, make an appointment to fill the unexpired portion of that term.

7.2.4 Selection of committee members

In selecting committee members, a Chair shall consider:

- (a) the interests and expertise of other Directors;
- (b) the particular backgrounds and interests of applicants;
- (c) a balance of gender, geographic origin and other attributes in the committee's composition; and
- (d) the training possibilities of committee membership for potential future Directors.

7.2.5 Size of committees

- (a) The Committee Chair shall recommend to the Directors a slate of 2, 4 or 6 additional Committee members.
- (b) Notwithstanding the foregoing, in extraordinary circumstances the Board may authorize a larger number of members for a committee.

7.3 Committee responsibilities

7.3.1 Committees and the OA

If, in the Chair's opinion, a Committee needs the assistance of the OA to advise on established procedures, the history of the Committee, and/or to provide office support for a particular project, the Chair shall invite the OA to attend an appropriate Committee meeting.

7.3.2 Committee meeting times and formats

- (a) Committees will normally meet on one of the two days preceding the regular Directors' Meetings.
- (b) If the timing of external events makes it necessary, a Committee may meet at other times as required.
- (c) Committees may also utilize Virtual Meeting formats such as email, or tele- and video-conferencing, and other forms of electronic communication that become available and feasible from time-to-time.

7.3.3 First meeting of the year

At its first meeting of the year a Committee will:

- (a) review its responsibilities as set forth elsewhere in these Procedures;
- (b) review any objectives already set for the Committee by the Board;
- (c) consider any further Committee objectives for the year that it wishes to recommend to the Board;
- (d) develop the outline of an Action Plan for the year by which to attempt to achieve its objectives;
- (e) review current expense claim procedures, and estimate the costs of Committee members' expense claims for the coming year;
- (f) prepare a working budget which combines the Committee's anticipated expense claim costs with an estimate of the costs of implementing the Committee's Action Plan; and
- (g) present its Action Plan to the Board for its approval.

7.3.4 Committee budgets

- (a) Prior to the end of each fiscal year, the OA will obtain from each Committee Chair a budget request, with rationale, for the following year.
- (b) The Chair of each Committee is expected to work with the Finance Committee Chair and the OA to monitor the expenditure of the budgeted monies.
- (c) If at any time a Committee's expenditures exceed, or are anticipated to exceed, the AGM approved amount by more than 10%, the Chair must seek approval from the Board to increase the budgeted amount. The budget amendment will require 2/3 majority consent from the Directors. (See also 3.2.1(c), above.)
- (d) If a committee member is asked to help out at the BCRTA Annual Conference, s/he will be invited to attend the AGM at BCRTA expense. If the assistance is related to a Committee display or presentation, the committee member's expenses will be charged to the committee's budget line.
- (e) When a committee member receives a monetary honorarium for facilitating a workshop related to the work of her/his Committee, it shall be credited to the budget of the member's Committee.

7.3.5 Advisor, consultant and guest expenses

When a Committee Chair wishes to invite a consultant, advisor or special guest to attend a meeting, the Chair shall consult with the President regarding any issues around appropriateness and expenses.

Dir., Oct. 2014

7.3.6 Final meeting of the year

At its final meeting of the year each Committee shall prepare for the Board a report describing the extent to which its objectives have or have not been met, along with recommendations regarding the further pursuit, if any, of unfinished business.

7.4 Committee communications

7.4.1 Communication with “outside” parties

- (a) Committee Chairs and members are not dissuaded from communicating independently with “outside” parties, but do not have the authority to do so in the name of the BCRTA.
- (b) If a Committee wishes to communicate with an “outside” party in the name of the BCRTA, the substance and intent of the communication must be submitted for approval by the Directors; and if it is approved, it must go forward over the signature of, or with the express approval of, the President.
- (c) If a Committee wishes to have the President write a formal letter to another party, the Committee Chair shall provide for the President the factual content to be embedded in the communication, as well as the name and address of the recipient.

Dir., Jan. 2012

7.4.2 Communication with members

- (a) Committees may exchange material of an informational nature with Branch Presidents and Branch Contacts, but requests for participation by Presidents, Contacts or Branches in BCRTA projects or events must first be submitted to the Board for approval;
- (b) Communications for general distribution to members or Branches require the approval of the Directors, and shall then, if approved, be disseminated by the BCRTA Office Staff.
- (c) Committee Chairs may request priority consideration from the Editor of *PostScript* and/or *BCRTA Connections* for the inclusion of material that is of such significance that all members should receive it; but the Committee Chair must give timely notice to the Editor(s) and observe *PostScript* and/or *BCRTA Connections* editorial policy and procedures.

Dir., Sept. 2017

8. INDIVIDUAL COMMITTEES

8.1 Finance Committee

Dir., June 2017

8.1.1 Committee composition

The Finance Committee shall consist of the Chair and six other Directors recommended by the Chair and agreed to by the Board.

Dir., Nov. 2017

8.1.2 Responsibilities

The responsibilities of the Finance Committee include:

- (a) be knowledgeable about the day-to-day financial operations of the Association, and to make regular reports to the Directors regarding the income and expenditures of the Association;
- (b) at the last regularly scheduled Board meeting prior to the AGM, to present to the Directors an Annual Financial Report, and a draft Annual Budget for the forthcoming year;
- (c) to recommend to the AGM the draft Annual Budget as adopted by the Directors, and to offer advice during the AGM debate on adoption;
- (d) recommend to the Directors, in consultation with the OA policies and practices intended to ensure sound management of the Association’s finances.
- (e) to review the investment of monies that are surplus to immediate requirements, and to advise the Directors regarding the disposition of those monies; and
- (f) to advise the Directors regarding changes made to, or being proposed for, the budget, and their implications for the financial health of the Association.
- (g) The Chair of the Finance Committee shall:
 - i. ensure that the financial records comply with the *Societies Act*; and
 - ii. render financial statements to the Directors, members, and others as directed.

8.2.1 Composition and external representation

- (a) The Committee shall consist of a Chair, and up to eight other members recommended by the Chair and agreed to by the Board. A background of experience in dealing with pension and benefit matters is desirable in members of this Committee. Some committee members must be available to attend a minimum of twenty hours of training held throughout the year.
- (b) Advised by the Pensions & Benefits Committee, the Directors shall appoint two members of that Committee to each of the BCTF Pensions Committee and the Teachers' Pension Plan Advisory Committee (TPPAC).

8.2.2 Responsibilities

The Committee's responsibilities are to:

- (a) monitor the operation of the Teachers' Pension Plan, and insurance and other benefit plans currently offered to BCRTA members, and to make regular reports on the status of these plans, and on any proposed changes to them, to the Directors and members;
- (b) research and report to the Directors regarding other benefit and insurance programs that might be offered to BCRTA members, should there be sufficient member interest;
- (c) monitor and advise the Directors regarding government policies respecting pension and other income for seniors, taxation policies affecting BCRTA members, and the implications of any changes being proposed for them;
- (d) advise the Directors and BCRTA General Meetings regarding the implications of motions or resolutions put before them, proposing changes to pension or other plans or programs currently benefitting or available to BCRTA members;
- (e) advise the BCRTA Delegates to the BCTF AGM regarding the meaning and implications of the pension recommendations and/or resolutions going before that AGM;
- (f) identify pension and benefit issues that impact the wellbeing of members, to be investigated, and upon approval by the Board, to be pursued with government or other bodies;
- (g) prepare and arrange for the delivery of pre- and post-retirement workshops; and
- (h) establish ad hoc working groups, as necessary, to implement the programs of the committee.

8.3 Membership Committee**8.3.1 Committee composition**

The Committee shall consist of a Chair, and up to six other members recommended by the Chair and agreed to by the Board.

8.3.2 Responsibilities

The Committee's responsibilities are to:

- (a) encourage all persons eligible for membership in the BCRTA pursuant to the Bylaws to become members of the Association;
- (b) prepare and distribute information showing the benefits of BCRTA membership;
- (c) encourage and assist in the formation of new branches;
- (d) encourage two-way communication between Directors and Branches in order to promote cooperative relationships;
- (e) assist branches in recruiting and retaining their executive members; and
- (f) advise Branches experiencing other operational difficulties, and to offer assistance where possible.

8.3.3 Advantage program guidelines**Dir., June 2015, June 2018**

- (a) There are to be no layout costs or fees incurred by the BCRTA in Members Advantage partnerships.
- (b) No Advantage Partner shall have access to BCRTA membership lists.
- (c) No unsolicited contact with BCRTA members (i.e. mass mailings of any kind).
- (d) Offers to the BCRTA membership shall be presented in such a way that members respond through their own initiative with requests for further information or enrolment.
- (e) Businesses belonging to BCRTA members may be considered for BCRTA Members Advantage promotion.
- (f) Advantage business partnerships will be based, to some extent, on branch and member recommendations.

- (g) The BCRTA will not enter Advantage Partnerships with financial institutions, financial services companies, or mortgage companies.
- (h) Advantage Partnerships will be evaluated by the Membership Committee on the basis that they are services our members will use. Consideration of both service quality and cost will be priorities.
- (i) BCRTA members are encouraged to exercise due diligence when entering into agreements with Members Advantage partners. The BCRTA is not responsible for individual dissatisfaction with any Members Advantage program. Issues are to be resolved directly between the member and the company in question.

8.4 Heritage Committee

8.4.1 Committee composition

The Committee shall consist of a Chair, and up to six other members recommended by the Chair and agreed to by the Board.

8.4.2 Responsibilities

The Committee's responsibilities are to:

- (a) encourage the preservation of education heritage in BC;
- (b) attempt to stimulate interest in developing local heritage projects;
- (c) encourage Boards of Education to adopt heritage preservation policies;
- (d) advise and assist Branches that are initiating heritage projects;
- (e) maintain a registry of current heritage projects, publications and collection sites;
- (f) attempt to establish a heritage contact in each branch; and
- (g) adjudicate the BCRTA Heritage Grant Applications.

8.5 Excellence in Public Education Committee

8.5.1 Committee composition

The Committee shall consist of a Chair, and up to six other members recommended by the Chair and agreed to by the Board.

8.5.2 Responsibilities

The Committee's responsibilities are to:

- (a) identify and publicize excellent educational practices and programs within the BC K-12 public education system;
- (b) identify and recognize the activities of teachers, administrators and others who promote excellence in public education;
- (c) encourage retired teachers to:
 - i. continue to be involved in the K-12 public education system;
 - ii. share their expertise and knowledge for the benefit of the K-12 public education system;
 - iii. maintain currency in matters pertaining to public education;
 - iv. exercise their franchise in the best interests of public education; and
- (d) supervise the operation of the Golden Star Awards program, adjudicate the applications received, and publicize the identities and projects of the winners.

8.6 Wellbeing Committee

Dir., June 2017

8.6.1 Committee composition

The Committee shall consist of a Chair, and up to six other members recommended by the Chair and agreed to by the Board.

8.6.2 Responsibilities

The committee's responsibilities are to:

- (a) research issues affecting or potentially affecting the wellbeing of BCRTA members, both as retired teachers and as seniors;
- (b) provide information and advice to the Board and other committees related to these issues;
- (c) prepare information on issues related to seniors' wellbeing for dissemination to the membership;
- (d) encourage members at the Branch level to become involved in collecting information on issues affecting their members' wellbeing, and to appoint Branch Wellbeing Contacts to facilitate back and forth communication regarding these issues with this Committee;

- (e) assist, upon request by the Board, in the development of joint actions with organizations with similar goals to those of the BCRTA; and
- (f) attempt to identify at least one issue per year to be investigated in depth and, upon approval by the Board, to be pursued with government as an advocacy project, with assistance, if required, from the Table Officers.

8.6.3 Definition of “wellbeing”

Dir., Oct. 2017

Wellbeing is defined as the interconnectedness of the dimensions of the physical, mental, material, emotional, social and spiritual health of the members of the BCRTA; including awareness of developments and issues relating to the wellbeing of retired teachers and seniors in general.

8.7 Advocacy Committee

8.7.1 Committee composition

The Committee shall consist of the Table Officers and be chaired by the President or designate.

8.7.2 Responsibilities

The Committee’s responsibilities are to:

- (a) be an advisory committee to the Board, its committees and branches when advocacy projects are being considered or undertaken;
- (b) become and remain knowledgeable about effective advocacy strategies and techniques, and to share this knowledge, as needed and/or requested, with other Directors and Committees, Branch representatives, and members;
- (c) work with the Directors and other committees to help develop Board approved advocacy projects, which may include some or all of the following elements:
 - i. seeking cooperation and support from, and working with, kindred organizations;
 - ii. identifying appropriate people in government to be approached;
 - iii. preparing clear statements of the problems and desired solutions; and
 - iv. preparing press releases and organizing press conferences.

8.8 Personnel Committee

8.8.1 Committee composition

Dir., Jan. 2012

The Committee shall be comprised of the Past President, President, 1st Vice President, 2nd Vice President and the Finance Committee Chair.

8.8.2 The Committee’s responsibilities are to:

Dir., Jan. 2014

- (a) work with the ED and OA to recruit new employees, including placing advertisements, shortlisting and interviewing applicants, and making recommendations to the Board regarding appointments;
- (b) review and when necessary recommend revisions to employee job descriptions and, upon approval by the Board, negotiate their implementation with the employees;
- (c) act as agent for the Board in negotiating the renewal of employees’ contracts;
- (d) generally, monitor the job performance of employees;
- (e) provide advice to the President and/or Directors regarding the interpretation, application, or alleged violation of the terms of the employees’ contracts.

8.9 Communications Committee

8.9.1 Committee composition

The Committee shall consist of a Chair and three sub-committees:

- * a *PostScript* Sub-Committee consisting of two voting members plus the *PostScript* editor,
- * a *BCRTA Connections* Sub-Committee consisting of two voting members plus the *BCRTA Connections* editor, and
- * an I.T. Sub-Committee consisting of two voting members plus the I.T. coordinator; with sub-committee members recommended by the Chair and agreed to by the Board.

8.9.2 The Committee’s responsibilities are to:

- (a) review BCRTA communications processes and procedures and recommend improvements, as needed;
- (b) review current and potential communications technologies related to keeping BCRTA members and other seniors informed; and

- (c) provide information and recommendations to the Board and other committees with respect to BCRTA communications.

8.9.3 Sub-Committee responsibilities

- (a) The *PostScript* and *BCRTA Connections* Sub-Committees shall assist the editors in soliciting, writing and selecting material for inclusion in the publications; and shall provide the editors and staff with advice regarding space allocation, layout, use of colour and illustrations, and other publication details as needed.
- (b) The I.T. Sub-Committee shall:
 - i. work with the I.T. coordinator and staff to obtain and maintain a website application that meets the needs of the Association, its branches and members in terms of attractiveness, currency, inter-activeness, and manner and ease of use;
 - ii. coordinate the addition, deletion and amendment of material submitted to social media in the name of the BCRTA; and
 - iii. work to improve and update BCRTA hardware, software, application and communication standards.

BCRTA POLICIES

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BCRTA POLICIES

1. INTRODUCTION

1.1 Definition of Policies

Policies are statements of the official stand being taken by the Association regarding the policies and/or actions being taken or contemplated by outside parties such as governments, corporations, organizations or individuals.

1.2 Adoption, amendment and deletion of Policies

- (a) Policies may only be adopted, deleted or amended by resolution of a General Meeting or a meeting of the Board of Directors.
- (b) A policy adopted by a General Meeting may only be amended or deleted by a General Meeting, except where its retention would, in the judgment of 75% or more of the Directors, cause or be likely to cause harm to one or more members or to the Association. If the Directors resolve to amend, suspend or delete a policy for such a reason, it shall be reported to the next General Meeting, which shall decide whether any further action is required.
- (c) The adoption or amendment of a policy shall be recorded in this Handbook, and the name of the body making the change and the date of its meeting shall be added as part of the record.
- (d) Policies remain in force until amended or deleted.
- (e) The Directors should annually initiate a review of BCRTA policies.

2. EDUCATION SECTOR

2.1 BCTF collective bargaining

- 2.1.1 The BCRTA supports BCTF efforts to maintain free collective bargaining in the education sector. AGM, 2001
- 2.1.2 Should extracurricular activities be deemed “essential services” by government and/or the employer, the BCRTA will advise its members not to take part in any school, district, or provincial extracurricular activity.

Dir., Oct. 2001

2.2 Commercialism in schools

Dir., Apr. 2002

The BCRTA believes that:

- (a) business partnerships should not violate the integrity of public schooling or take advantage of students as a captive market;
- (b) any business-education partnership must not exploit the school or the student for material, ideological, or other advantage, and it must have a positive impact on a student’s school and personal life;
- (c) corporate logos should not appear in any educational materials or school buildings and grounds; and
- (d) resources provided by education-business partnerships should complement, not replace, public funding for education.

2.3 Education and trade agreements

2.3.1 General Agreement on Trade and Services (GATS) Dir., Apr. 2002

The BCRTA urges the federal government not to include any aspect of education in the General Agreement on Trade and Services (GATS).

2.3.2 World Trade Organization (WTO)

Dir., Dec. 1999

The BCRTA strongly opposes the inclusion of trade in services in the World Trade Organization (WTO) agenda because such action could result in the loss or diminishment of democratic control over the determination of the kinds of services offered in Canada, and how those services are administered.

2.4 Public School Funding

Dir., Mar. 2017

2.4.1 General Principles:

The BCRTA believes that one fully-funded public education system is foundational to the establishment and maintenance of a democratic society.

2.4.2 Governance and Scope

- (a) Public Education refers to education programs and facilities established and controlled by elected governments and funded from taxation revenues.
- (b) Public Education is the right of all.
- (c) It is the responsibility of governments to fund all aspects of a quality public education system that is free of discrimination, including but not limited to, social status, religion, ethnicity, sexual orientation, gender identification and special needs.

3. REGULATED PRODUCTS AND SERVICES

3.1 Regulatory bodies

Dir., May 2001

The BCRTA endorses the Council of Canadians' stance that regulatory bodies considering matters of significant public concern follow a sequence of public consultation before making any final decision re the concerns.

3.2 Natural Gas

Dir., Nov. 2000

The BCRTA strongly opposes the continual increase in natural gas prices, emphasizing the detrimental effect of not only monetary loss but also on the impact on the health of our senior citizens.

3.3 BC Hydro

Dir., Apr. 2002

The BCRTA:

- (a) supports publicly owned and operated electric power facilities as the most effective way to develop, control and distribute electric power in British Columbia; and therefore opposes privatization or deregulation of BC Hydro transmission lines;
- (b) supports continuous review of BC Hydro to improve its structure, operation and/or administration, believing that this can be done effectively without the introduction of more private, for-profit elements;
- (c) supports policies and actions which enhance BC Hydro's ability to provide the lowest-cost energy, consistent with environmental sustainability and meeting the social needs of the public as a whole;
- (d) strongly opposes any elements of legislation, regulation or policy which could have the effect of diminishing that ability;
- (e) strongly opposes any further creation or expansion of private, for-profit facilities unless they satisfy a public process of needs analysis, environmental and social impact analysis; and
- (f) calls for a public referendum on any government plan to change the ownership structure or price regulation of BC's publicly-owned electric utility.

3.4 Water

AGM, 2001

The BCRTA urges the federal and provincial governments to recognize that water is a human right and that they carry out the following policies:

- (a) Enact legislation prohibiting water exports.
- (b) Open negotiations to exempt water from International Trade Agreements.
- (c) Develop a broad national water policy ensuring that ownership and control of Canada's fresh water remains in public hands.
- (d) Join with other countries and non-governmental organizations world-wide to promote more efficient use and conservation of local fresh water.

3.5 Food

Dir., Oct. 1999

3.5.1 Genetically altered products

The BCRTA believes that:

- (a) legislation should require the labeling of all foods that have been genetically altered; and
- (b) genetically altered food products should be restricted to experimentation only, until government established food and drug laboratories have proven such products safe for use by humans and/or animals.

3.6 Automobile insurance

Dir., Apr. 2002

3.6.1 Public ownership

The BCRTA calls for:

- (a) BC public ownership, control and administration of auto insurance;
- (b) universal compulsory coverage;
- (c) non-discriminatory rates, based on the individual driver's record, not on age, sex, or marital status;
- (d) public accountability through government and public advisory bodies;

- (e) investments to be made in projects which reduce the accident rates; and
- (f) maintenance of ICBC's role in the optional insurance area.

3.6.2 Private Competition Dir., Apr. 2002

The BCRTA opposes expansion of private "competition" in auto insurance because private insurance systems tend to develop features such as:

- (a) costliness, because of duplicated and competitive business expenses, and the pressure for increased profits;
- (b) diversion of surplus or investment income away from the public, and into private corporations;
- (c) transfer of money from BC to corporations based elsewhere, including many foreign countries;
- (d) excessively high rates;
- (e) discriminatory rate-setting based on age, sex, marital status, and postal code, not on an individual's driving record;
- (f) absence of accountability and control by the public;
- (g) problems with uninsured drivers (e.g. police in Ontario estimate anywhere between eight and thirty percent of motorists drive uninsured);
- (h) possible cancellation of policies unilaterally, and without notice;
- (i) little public power to rectify any flaws in the system, such as unfair operating or administration practices;
- (j) opportunity and incentive for collusion between companies; and
- (k) international agreements, such as FTAA, NAFTA and the WTO rules could prevent any return to the public system.

4. HEALTH CARE

4.1 User fees and for-profit health care

4.1.1 For profit health services Dir., Feb. 2000

The BCRTA strongly opposes for-profit provision of any health services.

4.1.2 Pharmacare and user fees Dir., Sept. 2001

The BCRTA opposes any actions of the BC Government to limit Pharmacare benefits or to reduce access to health care in BC through the imposition of user fees.

4.2 Health Care Position Paper Dir., March 2005

4.2.1 Introduction

The British Columbia Retired Teachers' Association is an organization of retired educators who formed an association to speak with one voice about their common interests and concerns. One such major concern is Health Care for Seniors. The BCRTA made a submission to the Romanow Commission on Health Care in November 2001. It strongly supported the final recommendations of the Royal Commission and felt that they should be implemented as soon as possible. The implementation has not occurred.

The Advocacy Committee of the BCRTA developed the following position paper to reflect the common concerns and issues the membership has with health care in B.C. The BCRTA will continue to advocate for the restoration of quality health care services for retired teachers and seniors.

4.2.2 Accessibility

The BCRTA believes that:

- (a) care is a continuum that includes home support for independent living, primary and acute care, assisted living, long term and end of life care; and
- (b) care must be timely and affordable, provided as closely as possible to where the senior lives, and subsidizing travel in and from remote/rural areas.

Therefore

- (a) there must be an increase in the number of long term care beds, including intermediate and extended care beds; and
- (b) there must be an increase in the level of home care and home support.

4.2.3 Accountability

The BCRTA believes that:

- (a) all federal transfer payments for health must be targeted for health rather than going into general revenue; and

(b) public input at the local/community level is essential in any aspect of health care service.

Therefore

(a) there must be transparency in federal, provincial and health authority spending on health care costs; and

(b) there must be annual, independent, audited statements by the Auditor General.

4.2.4 Quality of care Dir., June 2014

The BCRTA believes that every individual should be guaranteed quality health care.

Therefore

(a) the number of health care personnel must be increased to provide home support/care as well as acute care;

(b) wait lists must be reduced;

(c) respite service for in-home support workers/family, and end of life care must be provided; and

(d) the Fair Pharmacare program must be eliminated; and

(e) A national pharmaceutical strategy must be established.

4.2.5 Health renewal and maintenance

Dir., Mar. 2005, June 2014

The BCRTA believes that physical and social well-being are critical parts of a healthy lifestyle.

Therefore

(a) preventative programs focused on physical, social and mental wellbeing, must be available at the local level;

(b) there must be an adequate level of mental health services at the local level; and

(c) there must be an adequate level of services for people with disabilities.

4.3 Integrated health care system for seniors

Dir., Mar. 2013 and June 2014

The BCRTA supports an integrated care system that delivers a seamless continuum of care:

- to allow people to be able to age in place;
- to allow seniors to live independently in their own homes with dignity for as long as possible;
- to provide a single and highly coordinated administrative structure with integrated information systems consistent throughout all health authorities; ensuring that accessing information is simplified for seniors and family members;
- to provide an integrated full range of health, community, and social services commensurate with the diversity of needs of an older population, including addressing preventive health care needs with sustainable funding;
- to establish a one-stop shop for seniors and their loved ones when a need arises, providing a single point of access to a facility that includes but is not limited to services such as physiotherapy, hearing, vision, pharmacy, chiropractic and counseling;
- to establish a system of home support that will empower people to live independently in their own homes with dignity for as long as possible;
- to provide home support services beyond medical, such as socializing, cooking meals, laundry, transportation to shopping and house cleaning.

4.4 Health and Support for Seniors Dir., May 2014

- **Home Support for Seniors:** The Federal Government should work with provincial and territorial health ministers to increase the span of home care for seniors, so that they may remain in their homes as long as possible, in order to improve seniors' quality of life, and to contribute towards a reduction in health care costs through lessening the dependency on institutional care.
- **National Health Accord:** The Federal Government should meet with the provinces and territories to renegotiate and improve upon the 2004 Health Accord.
- **Transportation:** The Federal Government should work with provincial and territorial government bodies to ensure that transportation is readily accessible to Canadian seniors who have mobility issues.
- **National Formulary:** The Federal Government should establish a national pharmaceutical formulary to help keep the cost of medications manageable for seniors.
- **Guaranteed Income Supplement Review:** The Federal Government should review the Guaranteed Income Supplement with the aim of simplifying the requirements for and administration of the application process.

- **Computer Literacy:** The Federal Government should reinstitute a plan designed to encourage and help seniors to become computer literate.
- **End-of-life Care:** The Federal Government should establish a cross-Canada Palliative and end of life care model that:
 - (a) takes into account the geographic, regional and cultural diversity of urban and rural Canada
 - (b) has the goals of:
 - i. ensuring that all Canadians have access to high quality home-based and hospice palliative and end of life care;
 - ii. providing more support for caregivers;
 - iii. improving the quality and consistency of home and hospice palliative end of life care in BC and the rest of Canada; and
 - iv. encouraging Canadians to discuss and plan for end of life care.
- **Old Age Security:** The Federal Government should change the age of eligibility for OAS back to 65 from 67.
- **Canada Pension Plan:** The Federal Government should adjust the CPP contribution requirements upwards to ensure adequate income for working Canadians upon their retirement.
- **Pension Plans as Secured Creditors:** The Federal Government should enact legislation that protects pension plans as secured creditors.
- **Alzheimer Disease and Dementia:** The Federal Government should have a policy that recognizes Alzheimer Disease and Dementia as major public health challenges and develop a national action programme that provides support to Alzheimer and Dementia patients and their caregivers.

5. PENSIONS AND BENEFITS

5.1 The Teachers' Pension Plan: statement of common pension policy with BCTF, BCPVPA, and BCSSA Dir., Nov. 2011

5.1.1 Pension Goal

The attainment of a pension plan that is fully funded, jointly trustee, service based, fully indexed, and that maintains the relative economic status of members of the pension plan and/or their designated beneficiaries following retirement, disability or death.

5.1.2 Plan members

That all members of the BCTF bargaining unit, administrative officers, and superintendents in the BC public school system, and all recipients of a BC teacher pension be members of the pension plan (hereinafter referred to as plan members).

5.1.3 The pension plan

- (a) That the pension be:
 - i. vested after 20 months of contributory service;
 - ii. based on service and on highest average salary earned;
 - iii. defined on a two percent formula integrated with the Canada Pension Plan;
 - iv. indexed fully to the Canadian Consumer Price Index; and
 - v. payable at age 55, or later.
- (b) That the pension plan recognize as contributory service up to five years of child rearing time.
- (c) That contributions, when vested, be locked-in to the plan, to another registered pension plan, or to a locked-in RRSP.
- (d) That, subject to spousal waiver, the plan member may name a beneficiary eligible to receive a refund, a guarantee of pension payment, or a pre-retirement death benefit.
- (e) That there be no discrimination on the basis of gender or marital status in the eligibility for, or the calculation of, single life pensions or their equivalent.

5.1.4 Purchase of service

That there be provision for:

- (a) reinstatement of refunds taken prior to January 1st, 1996;
- (b) purchase of periods of leave of absence;
- (c) purchase of service in other jurisdictions; and
- (d) purchase of service by plan members who were employed in a less than 50% assignment prior to January 1st, 1993, provided that the plan member had not signed a waiver declining participation in the pension plan.

5.1.5 Portability

- (a) That there be portability between pension plans provided that:
 - i. transfers of service be cost neutral to the pension plan;
 - ii. all service in the exporting plan be credited for eligibility in the importing plan; and
 - iii. service credited for pension calculation be determined by the ratio of the actuarial liability in the exporting plan to the actuarial liability in the importing plan.
- (b) That, if the actuarial liability in the exporting plan is less than the actuarial liability in the importing plan, the plan member be permitted to pay the difference to receive full service credit.

5.1.6 Pre-retirement death benefit

That, upon the death of a plan member prior to retirement, a benefit be payable to a spouse, the named beneficiary, or the estate.

5.1.7 Group disability plans

That a plan member in receipt of benefits from an approved group disability plan be credited with service for that period of disability, and that salary for pension calculation purposes be indexed.

5.1.8 Pension options

- (a) That the normal form of a pension be single life 10-year guarantee.
- (b) That the following further options be available:
 - i. single life no guarantee;
 - ii. single life 5-year guarantee;
 - iii. single life 15-year guarantee;
 - iv. joint life and last survivor;
 - v. temporary annuity in the amount of the Old Age Security; or
 - vi. a combination of the above.
- (c) That a plan member who has a spouse be required to select at least 60% of the pension on a joint life and last survivor basis, unless the spouse signs a waiver.

5.1.9 Governance

- (a) That the pension plan be managed through a joint trust agreement between the BCTF as the plan member partner, and the BC government as the plan employer partner.
- (b) That the Pension Board of Trustees be at least 10 persons representing equally each of the plan partners, with the provision that an outside person may be appointed as a non-voting chair.
- (c) That the plan member partner trustees be nominated by and from the Teachers' Pension Plan Advisory Committee and appointed for three years by the BCTF Executive Committee as follows:
 - i. three active plan members who are members of the BCTF and/or BCTF staff;
 - ii. one excluded plan member; and
 - iii. one retired plan member.
- (d) That a plan member trustee remain a member of the Teachers' Pension Plan Advisory Committee throughout the term of her/his trusteeship.

5.1.10 Fund financing

- (a) That the pension plan be fully funded to provide a basic pension and indexing.
- (b) That contributions required to maintain a fully funded pension plan be shared equally by the plan members and the employer.

5.1.11 Plan changes

That the following principles be followed in pursuing improvements to the pension plan:

- (a) Improvements shall be equitable in that they apply or are available to a broad range of the plan members.
- (b) Improvements shall be affordable in that they can be fully funded within the established contribution rates, or within increased rates acceptable to the plan member partner.
- (c) Accrued pension for plan members and retired plan members shall be protected.
- (d) Social policy, as endorsed by the member organizations, shall be taken into consideration.

5.1.12 Early retirement/severance plan

That an early retirement/severance plan be on a non-cost basis to the pension plan.

5.2 The Teachers' Pension Plan: BCRTA policy

Dir., Nov. 2011

5.2.1 Health benefits

- (a) The BC government should fund the Medical Services Plan of BC for all retired plan members.
- (b) Extended Health and Dental Plan benefits should be provided for all retired plan members.
- (c) The schedule of Dental and Extended Health Care Plan benefits should be determined by the Teachers' Pension Plan Board in consultation with the licensed benefit carrier;
- (d) Any proposed changes to the schedule of health benefits should take into consideration:
 - i. the wishes of the members as expressed through General Meetings, Branch meetings, Zone meetings, BCRTA Annual Conferences and member surveys;
 - ii. the long-term interest of all members; and
 - iii. the long-term cost impact on members.

5.2.2 Administration

The administration of the Pension Plan, including services and communications, should be the best of any pension plan in Canada. **Dir., Apr. 2002**

5.2.3 BCRTA benefit and insurance programs

- (a) Any benefit or insurance program designed by and for Association members should be administered by an outside agency, with the BCRTA's role limited to publicizing and making the program available, and monitoring its operation.
- (b) The BCRTA may utilize the services of a broker to investigate, implement, monitor and report on any or all benefit and insurance programs, and may appoint a broker of record.

Dir., Nov. 2011

6. SENIORS ADVOCATE

Dir., Mar. 2013

The BC Seniors' Advocate should be an independent officer of the legislature.

7. CHILDREN IN THE WORKPLACE

Dir., May and June 2014

The BCRTA urges the development and enactment of legislation that improves the protection of children in the workplace, including:

- establishment at the national level of a minimum work-start age of 15 years, in compliance with the UN Convention on the Rights of the Child;
- a federal prohibition on the establishment by provinces of legislation or regulations permitting a lower work-start age; and
- provincial legislation and/or regulations imposing restrictions on the occupations, tasks and times of day that children can work.

BCRTA RULES OF ORDER

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BCRTA

RULES OF ORDER

1. GENERAL

1.1 Purpose

These rules of order are designed to facilitate the smooth running of BCRTA meetings. In the same sense that “good fences make good neighbours”, good rules help to make good meetings. They can help to ensure fairness and orderliness in place of the rancour and chaos that might otherwise prevail. The rules may be amended from time to time by the Directors or a General Meeting. Where these rules are silent, *Roberts Rules of Order* apply.

1.2 Quorum

1.2.1 Definition

A quorum is the minimum number of persons required to be present at a meeting before the meeting can begin. Should the lack of a quorum be noted part way through a meeting, the meeting must be suspended until a quorum is restored, failing which the meeting must be adjourned.

1.2.2 General Meetings

Bylaw 5.10 specifies that the quorum for a BCRTA general meeting is the greater of one-third (1/3) or sixty (60) of the voting members in good standing on the date of the meeting-

1.2.3 Directors’ meetings

Bylaw 6.10(e) specifies that the quorum for Board of Directors meetings is a majority of the Directors then in office.

2. THE CHAIRPERSON

2.1 Choice of the chairperson

(a) Directors’ meetings:

Under BCRTA Bylaws and Procedures, the President chairs Board of Directors’ meetings, but may ask another director to chair in order to allow the President to make reports or participate in discussions or debates.

(b) General meetings:

BCRTA Bylaw 5.7 states that the Board may appoint a chair for a general meeting, failing which the President chairs the meeting unless she or he is unable to do so.

2.2 Speaking order

(a) Persons wishing to speak on a topic under discussion will signal the chair, who will compile a speakers’ list.

(b) During debate of a motion the chair will call upon speakers in the order in which their names were added to the speaker’s list.

(c) When an amendment is moved, the chair will compile a new list, consisting of those wishing to speak on the amendment. When the amendment has been dealt with, the chair will revert to the list for the main motion.

2.3 Challenging the chair

If a meeting participant feels that the chair’s ruling on a particular matter is incorrect, that person may “challenge the chair”. Such a challenge must be made before business is resumed following the ruling in question.

(a) The challenger calls, “Challenge the chair”.

(b) The chair asks the meeting for a motion “to sustain the chair”. In the absence of such a motion, the chair is not sustained and must make a different ruling.

(c) The challenger explains her/his reasons for the challenge, and the chair then states her/his reasons for making the ruling.

(d) The meeting then votes on the “sustain” motion, and the chair acts in accordance with the result of that vote.

3. THE AGENDA

3.1 Purpose

An agenda prescribes the meeting's items of business and the order in which those items will be dealt with. If discussion or debate drifts into topics not closely related to the current item on the agenda, such discussion or debate is out of order.

3.2 The draft agenda

The President, in consultation with others as appropriate, prepares a draft agenda for General and Directors' meetings. Committee chairs do likewise for their meetings.

3.3 Adoption of the agenda

- (a) The chair draws the meeting's attention to the draft agenda.
- (b) Unless there is dissent, the chair accepts additional items for the agenda.
- (c) The chair then asks for a motion to adopt the agenda.
- (d) During debate on the motion to adopt the agenda, amendments are in order, requiring a simple majority of votes to pass.

3.4 Subsequent amendments to the agenda

Once adopted, the agenda may only be amended by a two-thirds majority vote in favour.

4. MOTIONS

4.1 Purpose

A meeting makes decisions by debating and voting on motions, sometimes referred to as resolutions, which are formal proposals moved and seconded by two voting members of the meeting. A proposal is not debated unless a motion first "puts it on the floor".

4.2 Content of a motion

- (a) A motion should, whenever possible, be worded in affirmative terms. It should not begin with a preamble ("Whereas", or "In order to") since these often represent arguable "facts" or opinions, discussion of which may detract from debate about the action part of the motion.
- (b) All motions at the Board table should include a description of the action, if any is proposed, and state by whom the action is to be taken. **Dir., Nov. 2011**

4.3 Putting a motion on the floor

- (a) A person wishing to move a motion may do so, provided that:
 - i. the related agenda item has been reached; and
 - ii. it is the person's turn to speak, according to the chair's list of speakers.
- (b) The mover must move the motion before speaking to it.
- (c) If there is no seconder, the motion is not debated.
- (d) The chair may rule on whether the motion is, or is not, in order.
- (e) The mover and seconder of a motion may not withdraw it, once it is on the floor, unless there is unanimous consent from the meeting.

4.4 Types of motion

Movers of the following types of motion may not interrupt the speaking order:

4.4.1 Main motions

- (a) The main motion states the proposal, and puts it on the floor for debate.
- (b) Only one main motion may be on the floor at a time.

4.4.2 Amendments

- (a) A motion to amend the main motion is in order at any time during debate on the main motion.
- (b) A motion to amend may propose additions, deletions or changed wording for the main motion, but is out of order if it would significantly change the intent of the main motion.
- (c) If a motion to amend passes, debate resumes on the main motion as amended.
- (d) During debate on a motion to amend, a motion to amend the amendment is in order, but no further amending motions may be moved until the motion to amend the amendment has been decided.

4.4.3 Refer

- (a) A motion to refer is in order at any time during a debate.
- (b) A referral motion names the person or group to which the matter is to be referred, and may also:

- i. give authority to that person or group to deal with the matter,
- ii. provide instructions on how the referral is to be handled, and
- iii. specify the time and/or date by which a report back, if any, is to be made.
- (c) During debate on an amendment, a motion to refer has the effect, if passed, of referring both the amendment and the main motion.

4.4.4 Postpone consideration

- (a) A motion to postpone consideration is in order at any time during a debate.
- (b) A postponement motion specifies when debate on that matter is to be resumed.
- (c) A two-thirds majority vote is required to pass a postponement motion since it has the effect of amending the agenda: either by effectively removing it from the meeting's agenda in favour of dealing with it in a future meeting, or by inserting the item into the current meeting's agenda at a later time.

4.4.5 Table a motion

- (a) A motion to table a matter is in order at any time during a debate.
- (b) A tabling motion:
 - i. is not debatable,
 - ii. does not specify a time for resumption of debate on that matter,
 - iii. requires a two-thirds majority, since it removes the item from the agenda, unresolved, and
 - iv. if passed, ends debate, either temporarily or permanently.
- (c) A motion to lift from the table may be made later in the same meeting or at the subsequent meeting. If the motion to lift the item from the table would, if passed, have the effect of amending the agenda, it will require a two-thirds majority in favour.

4.4.6 Put the question

- (a) A motion "that the question be put" is in order at any time during debate.
- (b) The chair may delay a vote on that motion until both sides of a debate have been heard. If only one side has been heard, the chair may interrupt the speaking order to allow the other side to be heard, and may rule that up to three speakers on each side will be heard before the motion to put the question is voted on.
- (c) A two-thirds majority vote is required to pass a motion to put the question, since it has the effect of denying any further speakers of their chance to be heard.

4.4.7 Rescind or reconsider

- (a) A motion to rescind or reconsider a previous decision is in order at any time.
- (b) If it is moved during debate on the same topic, it requires only a simple majority vote to pass.
- (c) If it interrupts other business or delays the adjournment, it requires a two-thirds majority vote to pass, since it has the effect of amending the agenda.

4.4.8 Suspend the rules (temporarily)

- (a) A motion to suspend the rules may be made at any time, in order to allow the meeting to take an action that one or more rules would prevent it from taking.
- (b) The chair may ask if there is unanimous consent to suspend the rules. If there is not, a two-thirds majority is required to pass the motion.

5. RIGHTS OF MEMBERS ATTENDING MEETINGS

5.1 Speakers' rights

- (a) Every member attending a meeting has a right to be heard with respect. The chair may suspend the business of a meeting until the meeting comes to order, and gives a speaker its attention.
- (b) No speaker shall, without the consent of the meeting (simple majority vote), speak for longer than four minutes on any motion, main or secondary.
- (c) The mover of a motion has the right to close debate on her/his motion, unless a motion to put the question has been passed.
- (d) Except as provided for in (c) above, a speaker will not be permitted to speak again during debate on a motion until other speakers have been heard.

5.2 "Points of ..."

The following may be raised at any time, and may interrupt the speaking order:

5.2.1 Point of order

If at any time during a meeting a member believes that debate or other business is straying from the agenda s/he may rise to bring this to the chair's attention.

- (a) The chair must respond by bringing the meeting back to order, or by explaining to the member why s/he will allow matters to proceed as they are.
- (b) If the member disagrees with the chair's response, s/he may challenge the chair.

5.2.2 Request for information

A member may ask at any time, through the chair, for information on the matter being debated.

5.2.3 Point of privilege

A member may rise at any time to bring to the chair's attention a matter such as unsatisfactory conditions in the meeting place (temperature, sound level, etc.), unacceptable attacks on a person's integrity or reputation, or other matters that the member believes to be interfering with the smooth and proper conduct of the meeting. If the member is not satisfied with the chair's response, s/he may challenge the chair.

6. REPORTS

6.1 Receiving reports

When an officer, committee chair, etc., presents a report to the meeting, it is not necessary for there to be a motion "to receive" the report, whether written or oral. If the matter being reported on is on the agenda and the agenda has been adopted, the meeting has already agreed to receive any related report(s), and to deal with any motions related to the matter.

6.2 Adopting reports

A meeting has no need to "adopt" a report. However, the adoption of any recommendation(s) in, or arising from the report, will require motion(s) and debate in the usual manner.

7. MOVING INTO COMMITTEE

7.1 Purposes

A meeting moves "into committee" in order to:

- (a) exclude non-members from a part of the meeting dealing with confidential matters;
- (b) deal with confidential matters that should not be recorded in the regular meeting's minutes;
- (c) exclude certain members or staff from the meeting when their presence during discussion of certain matters might put them, or be seen to be putting them, into a conflict of interest situation; and/or
- (d) allow for debate in a less formal or restrictive manner than in regular session.

7.2 Procedures

- (a) A motion to move into committee is in order at any time.
- (b) A member moves, "That this meeting move into committee
 - i. to consider;
 - ii. with present;
 - iii. with in the chair;
 - iv. to rise [at, or no later than]"
- (c) The motion requires a seconder, may be debated, and may be amended with respect to the conditions outlined in (b), above.
- (d) Once the meeting has moved into committee:
 - i. The business of the meeting is confined to that for which the in-committee session was convened.
 - ii. No seconder is required for motions.
 - iii. The Chair relaxes somewhat, but does not disregard, the normal rules of order.
 - iv. If minutes are to be kept, they will be kept separate from the main meeting's minutes, and are confidential to the members present, or entitled to be present, for the in-committee session. These minutes may only be presented for adoption in an in-committee setting, attended by members who were, or were entitled to be, present at the meeting of which these minutes are a record.
 - v. When a member wishes for the in-committee meeting to adjourn, s/he moves, "That we rise and [report] [recommend] [do not report]."
- (e) Upon rising, the Chair of the in-committee session informs the regular meeting, now resumed, of any report or recommendation(s) which the closed meeting agreed to bring forward into the regular meeting.
- (f) The minutes of the **regular** meeting will record only:
 - i. the motion to move into committee;
 - ii. that the move into committee was made;
 - iii. that the committee rose; and
 - iv. whether or not the committee brought forward any report and/or any recommendation(s).

8. BCRTA GENERAL MEETINGS

8.1 Meetings and the media

BCRTA General Meetings shall be open to the media, except when meetings move into Committee.

8.2 Limits to business

The business of a General Meeting must be limited to the items listed in the Agenda which, in the case of an Extraordinary General Meeting, must be items specifically related to the purpose(s) for which the meeting has been called.

8.3 Distribution of Printed Materials

Distribution of printed materials (other than those included in the *Registration Materials* package) such as information supplementary to that contained in the package, or documents that Members or Branches may wish to distribute, shall be permitted if approved by the President or a Committee Chair. An adverse decision may be appealed to the Meeting. Promotional materials prepared by or on behalf of one or more candidates are not permitted.

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8.4 Nominations from the floor

The Nominations Chair shall:

- (a) at the commencement of the election for each position, call attention to the names of candidates listed on the printed ballots, and instruct the meeting as to the procedure for adding names (BCRTA Procedure 4.6.2.e, and Rules of Order 8.5.5.b);
- (b) call for further nominations from the floor;
- (c) declare nominations closed, and introduce all the nominees to the meeting; and then if there are nominations from the floor,
- (d) if there are nominations from the floor, allow all candidates for that particular position two minutes each in which to introduce themselves. **Dir., Mar 2015**

8.5 Voting

8.5.1 Voting cards and election ballots

- (a) Each Director attending the Meeting shall be issued with one voting card and, when elections are on the Agenda, one set of election ballots. The cards and ballots may be passed only to another Director.
- (b) Each Branch shall be issued with voting cards and sets of election ballots equal to the number of delegates to which the Branch is entitled pursuant to the Bylaws.
 - i. A Branch may make rules regarding the distribution of its voting cards and sets of election ballots prior to and during a Meeting, except that each delegate present during a vote or election shall be guaranteed the right to hold at least one voting card and one set of election ballots, and no delegate may hold more than four of each.
 - ii. The voting cards and election ballots issued to a Branch may only be utilized by delegates from that Branch.
 - iii. Unless they have been specifically instructed otherwise by a General Meeting of their Branch, delegates are free to vote as they see fit.

8.5.2 Voting on motions

- (a) Except for elections, all voting shall be conducted by show of voting cards.
- (b) There shall be no roll call votes.
- (c) A count of voting cards may be called for by the chair of the meeting, or by voters holding 40 or more voting cards; and the count of voting cards shall be undertaken by the elected scrutineers.

8.5.3 Voting in elections

Elections shall be by secret ballot, except that, if at the time of balloting for a particular office there is the same number of nominees for the office as there are positions available, that/those person(s) shall be declared elected by acclamation.

8.5.4 Order of the elections

- (a) President
- (b) 1st Vice President
- (c) 2nd Vice President
- (d) Treasurer
- (e) Directors for the Greater Vancouver and Fraser Valley Regions
- (f) Directors for the regions outside of (e)
- (g) ACER-CART Representative
- (h) BCRTA delegates to the BCTF Annual General Meeting

8.5.5 Balloting rules

- (a) The printed ballots will include the names of those candidates whose valid nomination forms were in the hands of Office Staff by 5:00 pm on the day before the General Meeting.
- (b) The names of candidates nominated from the floor shall, at the direction of the Nominations Chair, be added to the printed ballots by the voters.
- (c) A ballot shall be valid if it is marked for at least one candidate but not if it is marked for more than the number of vacancies to be filled. The final determination of a ballot's validity lies with the Nominations Chair.
- (d) To be declared elected a candidate must receive more than 50 percent of the valid ballots cast; except in the election for BCRTA Delegates to the BCTF AGM, where candidates are elected in order of the number of votes received, up to the number required to make up the delegation.

Dir., May 2015

- (e) Following an indecisive ballot, where there are more than two candidates remaining over and above the number of remaining positions to be filled, the candidate with the fewest votes shall be dropped from the next ballot.
- (f) Candidates defeated in an election for a position shall be deemed to have been nominated for the position next to be filled.
- (g) At any time prior to the conduct of a ballot a candidate may, by giving notice to the meeting, withdraw from that election.
- (h) Following completion of the election process, and unless there is a resolution to the contrary, the ballots shall be destroyed.

9. VIRTUAL MEETINGS

9.1 Purpose

When a matter needs to be considered between regular meetings, a “virtual” meeting may be convened. The agenda for a virtual meeting shall be limited to the matter(s) requiring consideration before the next regular meeting.

9.2 Convenors

- (a) In the case of the Board, a virtual meeting shall be convened at the call of the President or of three or more Directors.
- (b) In the case of a committee, a virtual meeting shall be convened at the call of the Chairperson or of three or more Committee members.

9.3 Participants and quorum

A virtual meeting shall consist of a dialogue conducted either by telephone or other electronic means among all available members of the Board or Committee, and appropriate guest(s).

- (a) The chair shall ensure that every reasonable effort is made to inform Board or Committee members and appropriate guests that such a meeting is to take place and to facilitate their participation.
- (b) No Board or Committee member or appropriate guest shall be denied participation other than for her or his own reasons such as travel, illness, etc., or because reasonable efforts to make contact with the person have failed.
- (c) A quorum shall be a majority of the Board or Committee members.

9.4 Procedures

Dir., Dec. 2010

To the extent permitted by the meeting's technical limitations, the meeting shall be conducted in accordance with regular BCRTA Rules of Order.

- (a) The chair shall make arrangements for minutes of the meeting to be recorded. Board meeting minutes will normally be kept by the Office Administrator. A committee member may keep committee meeting minutes.
- (b) The chair shall formally call the meeting to order to signal its commencement. The minutes shall record the date, time and manner of the call to order, and the names of all those participating in the meeting.
- (c) The chair shall signal the conclusion of the meeting by announcing its adjournment and, unless there is objection from three or more participants, the meeting shall then stand adjourned. The date and time of the adjournment shall form part of the minutes.
- (d) Virtual meeting minutes shall be kept in a separate file/folder and shall be presented for adoption at the next regular meeting of the Board or committee.

GUIDE TO BCRTA ZONE MEETINGS

2018-2019

Purposes

- (a) To improve communications among the branches, and between branches and directors.
- (b) To recognize and build on branch presidents' experience and expertise.
- (c) To enhance the BCRTA's ability to provide services to its members.
- (d) To strengthen BCRTA networks in order to be more effective in our work on behalf of our members.

Implications of the 2008-09, 2010 and 2014 AGM motions

1. General

- (a) If a majority of presidents in a zone decides not to participate, no meeting will be called.*
- (b) A branch president may designate a substitute to attend in his/her place, at BCRTA expense.*
- (c) The BCRTA will also fund the attendance of a second representative from each branch.*
- (d) Zone meetings are not official parts of the BCRTA decision-making structure. A resolution coming out of a zone meeting may be forwarded as a recommendation from the zone for consideration by the Board of Directors.*

2. Director attendance

At least one director will be assigned to each zone.

3. Meeting location

A zone meeting must be held within its geographic area, except that zones in which the majority of branch representatives would have to travel more than 150 km to attend a meeting at a common location within the zone may organize a zone meeting in conjunction with the BCRTA AGM.

4. Cooperative planning

Date, time, place and agenda should be cooperatively planned among the participating branch presidents and zone directors.

5. Expenses

- (a) BCRTA rules and rates for expense reimbursement apply.*
- (b) Claimable expenses guide for zone meetings:*
 - ~ for all BCRTA-paid participants: travel, lunch, and coffee/tea/snacks at the meeting*
 - ~ for those who drive 175—249km to the meeting site: 1 night hotel + dinner + breakfast*
 - ~ for those who drive 250+ km to the meeting site: 2 nights hotel + 2 dinners + 2 breakfasts*
 - ~ the most time- and cost-effective mode of travel will be reimbursed, and car-pooling is expected where it is reasonably possible.*

Branch presidents (or their designates)

- (a) are asked to bring to their Zone Meetings information about their branch operations and activities, to share with other meeting participants;
- (b) should share with their executive committees and their branch members matters of interest arising at their Zone Meetings; and
- (c) may be asked to cooperate in provincial BCRTA activities, projects or campaigns.

BCRTA ZONES 2018-2019

Metro West

Sunshine Coast
Sea to Sky
North Shore
Vancouver
Burnaby
New Westminster
Richmond

Directors

Dave Scott
Barb Mikulec

Metro Fraser

Delta
Surrey
Coquitlam
Ridge Meadows
Mission
Langley
Abbotsford
Chilliwack

Caroline Malm
Floyd Smith

Nth & Central Island

Campbell River
Powell River
Parksville-Qualicum
Alberni
Van. Is. North
Comox Branch

Sterling Campbell
Charan Gill

South Island

Nanaimo-Ladysmith
Cowichan Valley
Gulf Islands
Lower Vancouver Is.

Gerry Tiede

Northern

North Coast
Prince Rupert
Kitimat
Peace River North
Peace River South
Prince George
Quesnel
Cariboo-Chilcotin
Bulkley Valley

Dale Lauber
Stefan Cieslik

Thompson-Okanagan

Kamloops
Shuswap & District
Vernon
Central Okanagan
South Okanagan
Nicola Valley
Wine Country

Patricia Clough
Terry Green

Kootenays

Boundary Area
Elk Valley
Cranbrook
Creston
Kimberley
Kootenay-Columbia
Kootenay Lake West
Columbia Valley

Grace Wilson
Janice Androsoff

The Board may approve the attendance of representatives of “virtual” branches.

A SUGGESTED AGENDA FOR ZONE MEETINGS

1. Welcome, introductions
2. Preliminaries (descriptions, explanations)
 - Meeting facilities
 - Expense claims
 - Evaluation forms
3. Adoption of the agenda
4. Sharing (info. about the branches; ideas that might help)
 - Membership count
 - Executive positions (and recruiting methods for Exec)
 - Communication method(s) with members (including reaching out to isolated members)
 - Number and types of meetings each year
 - Member recruitment and retention activities
 - Scholarships, bursaries, fundraising – compliance with tax and gaming rules
 - Activity successes, highlights, etc.

LUNCH

5. BCRTA director's report/update
 - Office and staff—services
 - Board of Directors—current objectives, activities
 - Pensions and Benefits
 - Insurances (incl. travel medical, home, long term care)
 - Committees: Membership, Heritage, Member Wellbeing, Advocacy, Excellence in Education, Finance, Postscript, Communications
 - Affiliations: RR Smith, ACER/CART, COSCO, NPF
 -
6. Discussion
 - Are there any issues affecting your members that you think the BCRTA ought to tackle provincially?
 -
7.
8. Evaluation of the meeting
9. Adjournment

BCRTA ZONE MEETING EVALUATION
(Please complete after the meeting and hand to a liaison director.)

ZONE: _____ DATE of MEETING: _____

Representatives attending:

Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____
Branch: _____	Representatives: _____

Directors attending:

Was each of the following appropriate, satisfactory, etc.?

Date and time of meeting _____

Suitability/adequacy of the meeting location

Bodily comforts (room temperature, refreshments, lunch arrangements, etc.)

Agenda items _____

General comments about this meeting:
