

Bylaws



Parkland Area Branch
PARTA

Alberta Retired Teachers' Association

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PARTA Bylaws

December, 2013

ARTICLE I – NAME

The name of this branch of ARTA shall be "Parkland Area Retired Teachers' Association", hereinafter referred to as PARTA.

ARTICLE II – MEMBERSHIP

Any person will be granted membership and full voting privilege who is:

- In receipt of a pension from Alberta Teachers' Retirement Fund
- A retired or previously employed teacher from Alberta
- The spouse/partner of a member
- The surviving spouse of a retired teacher
- A retired teacher from another province, institution or district
- A previous employee of Parkland School Division
- An Honorary Member of Alberta Teachers' Association
- Accepted by ARTA as a regular or affiliate member
- Approved by PARTA Executive

ARTICLE III - OBJECTIVES

The objectives of PARTA shall be:

- To promote good fellowship among retired teachers.
- To maintain contact with less active members.
- To encourage the participation of new retirees.
- To promote contact with other retired teachers in the area.
- To assist in protecting the welfare of retired teachers.
- To maintain liaison with ARTA.
- To encourage members to support the activities of ARTA.
- To keep members informed of current issues and avenues for involvement.

ARTICLE IV - EXECUTIVE OFFICERS

The Executive Officers: **President(s), Vice-President(s), Secretary(s), Treasurer(s).**

- Executive officers are **elected at the Annual General Meeting in June for a maximum two-year term but may be extended by a motion of the membership.**
- **Two members may jointly fill any position** creating co-positions to strengthen the administration in performing the required duties in the best interest of the organization and operation of the branch.
- The responsibilities of the Executive Officers shall be as prescribed and generally accepted by ARTA and ATA and as may be determined by the executive from time to time. **The lists of duties are attached hereto as "Appendix A".**
- Should a vacancy occur during a term of an elected person, the Executive shall appoint a replacement, except that if the position of President becomes vacant, the Vice-President shall assume that position and a new Vice-President shall be appointed.
- **They must be ARTA members** in order to vote as delegates to meetings of ARTA.

The Elections:

- **The Past President, or another appointed Regular Member, shall prepare and offer a nomination slate, for the consideration of the membership.** Additional nominations can be received from the floor. Vacant
- The elections for co-positions will be held in alternate years to provide experience and strength to the executive leadership. **The President and Vice-President positions will be filled in alternating years from the Secretary and Treasurer positions.** (i.e. The longer serving position may step down to be replaced on an every-other year basis.)
- The term of office shall begin at the conclusion of the AGM.

A **Branch Benefits Representative, Branch Pension Representative and Webmaster** shall be appointed by the President, in consultation with the other officers, for a two-year term. **They must be ARTA members** in order to vote as delegates to meetings of their standing committees at ARTA.

The **Past President** shall be the person who last served as President and acts as an ex officio.

ARTICLE V - COMMITTEES

A convener may, after consultation with the Executive, appoint individuals to assist in carrying out the functions of the office.

Notwithstanding other provisions of these bylaws, the Executive may appoint ad hoc committees for specific purposes.

ARTICLE VI - FINANCES

The fiscal year of PARTA shall be June 1 to May 31.

Payment of operating expenses shall be as authorized by the Executive. Signing officers shall be any two of Secretary, Treasurer, President and the Vice-President.

ARTICLE VII - MEETINGS

Executive Meetings

The Executive shall meet at the call of the President who shall convene the group a minimum of three times per year.

Annual General Meeting

The Annual General Meeting of the membership shall be held in June. The agenda shall include:

- the annual report of the President
- reports of Executive Officers as necessary
- reports of committees as necessary
- the audited financial statement
- the election of Executive Members
- new business

General Meetings

Other general meetings, in addition to the Annual General Meeting, may be called by the Executive as deemed necessary for the effective and satisfactory operation of PARTA. Membership shall be notified at least two weeks prior to the date of the meeting.

Social Functions and Presentations

Social functions and presentations shall be ratified by the Executive, in conjunction with the Program Committee each year. The form of the activities shall be in accordance with the wishes and needs of the membership.

ARTICLE VIII - QUORUM

The quorum for any meeting of the membership of PARTA shall be nine members of whom at least three shall be Executive members, one of whom is a Table Officer.

The quorum for any meeting of the Executive shall be a simple majority.

ARTICLE IX - PROCEDURES

Parliamentary procedure for the conduct of meetings as well as other procedures and practices of PARTA shall conform to those of Alberta Retired Teachers' Association. (Robert's Rules of Order)

ARTICLE X - AMENDMENTS

Amendments to these bylaws shall be approved at the AGM by an affirmative vote of two-thirds of the voting members present at the meeting, provided that notice has been given no later than the previous meeting.

Appendix A

Duties of Executive Officers

President(s)

- Presides at meetings of PARTA, including Executive Committee meetings, regular meetings, and the Annual General Meeting or appoints a chairperson in his/her absence.
- Prepares, with the secretary, an agenda for each of the above meetings.
- Represents PARTA on ARTA Board of Directors as a voting member.
- Represents PARTA at ARTA Annual General Meeting as a delegate and delivers PARTA annual report.
- Serves as official spokesperson for PARTA.
- Prepares and delivers an annual report for PARTA Annual General Meeting.
- Serves as ex-officio member of all committees except the nominating committee.
- Exercises all powers and duties normally performed by the President.

Vice President(s)

- Provides assistance to the President and Executive as needed.
- Chairs meetings in the absence of the President.
- Attends the Annual General Meeting of ARTA as a voting delegate.
- Attends ARTA Board of Directors' meetings if President is unable to attend
- Updates job descriptions for each executive position as changes are made by the executive.

Secretary

Duties in PARTA:

- Attends Executive Committee meetings and records Minutes of the meetings.
- Attends all meetings – Regular, Special, Executive, AGM - and records, edits, distributes and stores the Minutes as required.
- Maintains an updated list of members.
- Coordinates with the President to create agendas for meetings.
- Replies to correspondence on behalf of the executive.
- Provides information to the Phoning Committee regarding upcoming events.
- E-mails information/invitations to members regarding upcoming events.

Duties in ARTA: As requested, the Secretary will provide:

- Membership list as required.
- Names, addresses and phone numbers of the Executive Officers upon election.
- Names and addresses of all accredited delegates.
- Two copies of the Bylaws of the Branch, including objectives/purpose, and changes as they occur.

Treasurer

- Receives, deposits and disburses money on behalf of PARTA in a timely manner.
- Issues official receipts upon request.
- Collects membership dues.
- Maintains an updated list of members.
- Prepares a monthly statement for each executive meeting.
- Prepares a yearly financial report for the Annual General Meeting. This includes a balance sheet and income and expense statements.
- Prepares a budget for the upcoming year, as projected by the Executive.
- Reconciles the monthly statements from the bank and maintains all necessary, supporting documentation.
- Arranges meetings with the bank regarding PARTA accounts as required.
- Maintains supplies required to deal with the financial business of PARTA.

Past President

- Chairs the nominating committee and conducts the elections for the AGM.
- Provides assistance to the President and Executive as needed.
- Shares ideas, guidance, and expertise with the Executive Committee.
- Serves as a member of the Executive Committee.

Appendix B

Duties of Executive Committee Members

Phoning Convener

- In coordination with the Secretary, prepares the phoning lists and distributes them to the phone committee members in a timely manner.
- Prepares the phoning memo/information for each phoner two weeks before the next PARTA event.
- Organizes, with the committee, a procedure to ensure that all possible attempts have been made to contact all members requiring a phone call.
- Contacts, by phone or e-mail, the Secretary with numbers so that arrangements can be made for any planned event.
- Serves as a member of the Executive Committee.

Program Convener(s)

- Works with the program committee and the executive to provide interesting and varied programs for the membership.
- Designs, and submits for approval, a yearly program of topics based on suggestions from PARTA members, the executive, and the program committee.
- Contacts presenter and organizes functions/events as planned and approved by the committee and executive.
- Provides the phoning convener(s) and secretary with information to communicate to the membership in a timely manner.
- Meets and hosts the presenter(s) and acts as chairperson for the function.
- Helps with planned events and/or delegates duties to facilitate successful functions.
- Arranges transportation and hospitality information, as required, for group outings.
- Serves as a member of the Executive Committee.

ARTA Branch Benefits Representative

- Represents and speaks for PARTA at ARTA meetings.
- Informs PARTA members of new developments regarding benefits.
- Serves as a member of the Executive Committee.

ARTA Branch Pension Representative

- Represents and speaks for PARTA at ARTA meetings.
- Informs PARTA members of new developments regarding pension.
- Shares retirement and pension information with potential retirees.
- Serves as a member of the Executive Committee.

Web Master

- Creates and maintains the PARTA website.
- Directs communications with members to proper contacts as required.
- Keeps the website up to date.
- Maintains communication with the ARTA staff regarding the web site.
- Works with ARTA on province-wide communication, including a data base which includes any members who have joined the ARTA and are in our area.
- Serves as a member of the Executive Committee.

Appendix C

Duties of Committees

Care Committee

- Send cards (eg. sympathy, get well) to members and/or their families as news is received.
- Provides information to members as required.
- Maintains member names and information provided by the Secretary.
- Maintains supplies required to extend social courtesies on behalf of PARTA.

Historical Committee

- Records PARTA events in photos, text summaries
- Gathers, organizes, and preserves and stores items appropriate for the medium.
- Makes records freely available to members and associates by displaying them at meetings, special events or on the PARTA website.
- Collects published items about members or associates.

Membership and Marketing Committee

- Works with the Executive and the Program Committee to promote membership and involvement in PARTA.
- Works with the program committee and the executive to design, provide and distribute advertising for the functions and presentations sponsored by PARTA.
- Liase with media and advertising agencies.
- From time to time, conduct research to determine market requirements to meet association needs.

