

# Bylaws

November 2021



Parkland Area Branch  
**PARTA**

Alberta Retired Teachers' Association

## Table of Contents

Page 1	Article 1 Article 11 Article 111	Name Membership Objectives of the Organization
Page 2	Article 1V	Executive Officers The Elections
Page 3	Article V Article VI Article VI1	Committees Finances Meetings Executive Meetings Annual General Meeting
Page 4		General Meetings Electronic/ZOOM Meetings Social Functions and Presentations
	Article VI11 Article 1X Article X	Quorum Procedures Amendments
Page 5	Appendix A	Duties of Executive Officers President(s) Vice-President(s) Secretary
Page 6		Treasurer Past President Web Master
Page 7	Appendix B	Duties of Conveners and/or Committees Phoning Convener Program Convener(s) Care Convener
Page 8		Historical Convener Members and Marketing Convener

# **PARTA Bylaws**

Revised November, 2021

## **Article 1 – Name**

The name of this branch of ARTA shall be:  
**“Parkland Area Retire Teachers’ Association”**,  
hereinafter referred to as **PARTA**.

## **Article 11 – Membership**

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

- In receipt of a pension from Alberta Teachers’ Retirement Fund (ATRF).
- 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 affiliate member.
- Approved by PARTA Executive.

## **Article 111 – Objectives**

The objectives of PARTA shall be to:

- Promote good fellowship among retired teachers.
- Maintain contact with less active members.
- Encourage the participation of new retirees.
- Promote contact with other retired teachers in the area.
- Assist in protecting the welfare of retired teachers and seniors.
- Maintain liaison with ARTA.
- Encourage members to support the activities/ initiatives of ARTA.
- Keep members informed of current issues and avenues for involvement.

## **Article 1V – 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.
- 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.

When required by ARTA, **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 V1– 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. They shall:

- Act honestly and in good faith with a view to the best interests of PARTA.
- Apply the care, diligence and skill that a reasonable, prudent person would exercise.
- Comply with legal requirements and these Bylaws.

## **Article V11 – 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.

**Electronic Meetings:** Any person entitled to attend and vote at a regular meeting may fully participate in an electronic (Zoom) meeting facilitated by PARTA which permits all participants to communicate adequately with each other during that scheduled meeting. Voting must be enabled in such a way that all votes can be gathered, verified, and recorded.

**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 V111- 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 1X – 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 Meeting, Regular Meetings and the Annual General Meeting or appoints a chairperson in his/her place.
- 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 the PARTA annual report.
- Serves as official spokesperson for PARTA.
- Prepares and delivers an annual report for the 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 the President is unable to attend.

### **Secretary:**

- Attends Executive Committee, Regular, Special and AGM meetings and records, edits, distributes and stores the minutes of the meetings as required.
- Maintains an updated list of members which is also made available to ARTA as required.
- Coordinates with the President to create meeting agendas.
- Replies to correspondence on behalf of the executive.
- Emails information/invitations to membership regarding upcoming events.
- Keeps current contact information for Executive officers and membership.

### **Treasurer:**

- Receives, deposits and disburses money on behalf of PARTA in a timely manner.
- Issues official receipts upon request.
- Collects and records membership dues.
- Prepares a monthly financial statement to deliver at any meeting.
- Prepares a yearly financial report for the Annual General Meeting which includes a balance sheet and income/expense statements.
- Reconciles the monthly statements from the bank and maintains necessary documents.
- Maintains supplies required to deal with the financial business of PARTA.

### **Past President:**

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

### **Web Master:**

- Creates and maintains the PARTA website in coordination with the ARTA staff.
- Keeps the website up to date.
- Serves as a member of the Executive



## **Appendix B**

### **Duties of Conveners and/or Committees**

Although there is not a need for these positions in PARTA, at this time, the descriptions serve as a guideline in the event of their addition to the Executive.

#### **Phoning Convener:**

- Prepares phone lists when required for “phone-outs” that replace email communication.
- Prepares the script for phoners so that all members get the same message.
- Creates a protocol of reporting results of phone-outs and phone-backs.
- Coordinates with the secretary to provide results of the phone-out to make arrangements for the event or information.
- Serves as a member of the Executive.

#### **Program Convener:**

- Provides interesting, timely and varied presentations and programs for the membership.
- Presents the options to the Executive for approval of topic and any financial support required.
- Plans with the presenters and makes arrangements they need for a successful event.
- Provides all information to the secretary and/or phoning convener to get to the members in a timely manner.
- Serves as a member of the Executive.

#### **Care Convener:**

- Send messages and correspondence to members in times of need, celebration or loss in a timely manner.
- Provide information to the membership as required to appropriate.
- Keep the member informed of branch activities and support options as required.

### **Historical Convener:**

- Records PARTA events in photos or text.
- Coordinates with the webmaster and executive members to share and distribute information that will add to the historical record of PARTA.

### **Membership and Marketing Convener:**

- Coordinates with the Executive and Webmaster to promote membership and involvement in PARTA.
- Designs, provides and distributes advertising for the functions, presentations and events sponsored by PARTA.
- Represents PARTA or creates a roster of representatives to attend functions to expose the attendees to ARTA and PARTA in the area.

