

Policies and Procedures

October, 2021



Parkland Area Branch

PARTA

Alberta Retired Teachers' Association

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Section A: Organizational Framework

1.0 Mission Statement

- 1.1 PARTA supports an engaged lifestyle after retirement through member-centered services, advocacy, communication, wellness and leadership.

2.0 Vision

- 2.1 The Parkland Area Retired Teachers' Association endeavours to ensure a healthy, active, engaged and vibrant lifestyle in retirement.
- 2.2 We are a special part of our community and continue our professional fellowship in retirement.
- 2.3 Our membership is informed. Issues that affect our current and future members are understood and our opinions are expressed and promote advocacy and action.
- 2.4 PARTA members have an enhanced quality of life and promote personal wellness.
- 2.5 PARTA's members enjoy the benefits of being a branch of ARTA which gives its members a unified voice.

3.0 Objects

- 3.1 To maintain a viable recognition of and liaison with the **Alberta Retired Teachers' Association** observing their Policies and Procedures.
 - 3.1.1 To encourage early retirees to become members of ARTA.
 - 3.1.2 To inform members of the activities and initiatives of ARTA.
 - 3.1.3 To keep members informed of the services and benefits offered by ARTA.
- 3.2 To encourage **PARTA branch** growth.
 - 3.2.1 Support and maintain contact with less active members.
 - 3.2.2 To encourage the participation of new retirees.
 - 3.2.3 To promote contact with other retired teachers in the area.
- 3.3 To pursue ways and means of improving the welfare of our **members**.
 - 3.3.1 To promote good fellowship among our members.
 - 3.3.2 To promote the sharing of retired teachers' talents.
 - 3.3.3 To maintain contact with less active members.
 - 3.3.4 To encourage the participation of new retirees.
- 3.4 To encourage and promote the interests of **other branches**.
- 3.5 To promote communication among our membership, between our branch societies, with teachers and the general public.
- 3.6 To support the cause of **education and the teaching profession**.
- 3.7 To cooperate with **our provincial and national organization** having similar aims.

4.0 Values

- 4.1 In the Parkland Area Retired Teachers Association, the core values which shape all day-to-day decisions and guide their implementation are LOYALTY, HONESTY, INTEGRITY, VOICE, REPRESENTATION and FAIR TREATMENT.

5.0 Principles

- 5.1 The executive members of the Parkland Alberta Retired Teachers' Association are accountable to the membership and practise:
- Fair treatment for all members.
 - Respect for the autonomy of members.
 - Recognition of the views of members.

6.0 Code of Conduct

- 6.1 Executive members conduct themselves in an ethical and professional manner reflecting PARTA's Principles and Code of Conduct. They exercise proper use of authority and appropriate behavior in all circumstances regarding PARTA.
- 6.1.1 Executive members **are loyal to the interests** of PARTA above personal interest or advocacy for special interest groups they serve.
- 6.1.2 Executive members **avoid any conflict of interest** with respect to their fiduciary responsibility.
- 6.1.3 Executive members **will not exercise individual authority** over the organization.
- 6.1.3.1 Only the president or designate has the authority, on behalf of PARTA, to interact with the public, press or other entities.
- 6.1.3.2 Board members will not criticize ARTA officers, directors or staff except as performance is assessed through board policies.
- 6.1.4 Executive members and their guests and delegates **will not use board information for their own benefit or advantage.**
- 6.1.4.1 Any information from an ARTA Board of Directors' meetings must be kept confidential.
- 6.1.4.2 Financial information, negotiation strategies, or personnel matters shall be kept confidential.
- 6.1.4.3 Any proceedings of any meeting of the board or committee, in whole or in part, conducted in camera, including minutes or records thereof, shall be confidential by all in attendance.
- 6.1.5 Executive members **will deal with outside entities or individuals in a manner reflecting ARTA's Principles and Code of Conduct.**

7.0 Benefits of Membership

- 7.1 Parkland Area Retired Teachers' Association objectives are achieved in cooperation with others. To serve and benefit its members, PARTA will work cooperatively with:
 - 7.1.1 ARTA branches,
 - 7.1.2 Alberta Teachers' Association, especially ATA Local 10 of the Parkland Teachers' Association.
 - 7.1.3 Elected officials and administrative support.
 - 7.1.4 Other like-minded groups approved by the Board.

8.0 Priorities

- 8.1 Create an effective, vibrant branch.
- 8.2 Identify and recruit new members.
- 8.3 Develop an effective communication system.
- 8.4 Promote wellness initiatives.
- 8.5 Advocate for issues relating to seniors.

Section B: Governance

9.0 Authority of the Executive

- 9.1 Governing documents, Bylaws, Policies and Procedures and Members' Handbook, reflect the current needs and operation of the association.
- 9.2 The Executive has the authority to establish, review and revise the governing documents subject to agreement at the Annual General Meeting.
- 9.3 The Executive is responsible to operate PARTA within, and in compliance with, its Bylaws and Policies and Procedures.
- 9.4 PARTA consults with ARTA to keep apprised of current law to ensure that association activities and practices are in accordance.

10.0 Governance Process

- 10.1 The Executive uses a pro-active, strategic leadership model.
- 10.2 The Executive is accountable to the membership for competent, conscientious and effective accomplishment of its obligations and goals.
 - 2.2.1 The Executive governs with excellence by regular attendance, courteous interaction with members, respect of clarified roles, speaking with one voice and moderation.
 - 2.2.2 The Executive monitors its process and performance.
 - 2.2.3 The Executive reviews and updates policies and procedures.

11.0 Role Description of the Executive

- 11.1 PARTA achieves its mission in ethical and prudent ways.
- 11.2 The Executive ensures the continuity and stability of the organization by fulfilling its role as steward of the proper governance of the association.
- 11.3 The Executive is accountable and connected to the membership by identifying, researching and responding to members' concerns and needs.
- 11.4 The Executive provides information to the membership through:
 - publications and ARTA documents
 - presentations
 - member participation in all meetings
- 11.5 The Executive defines how it will organize to accomplish the work for and of PARTA.
- 11.6 The Executive ensures the organization is adequately funded.

12.0 Policy Process of the Executive

- 12.1 Policy provides parameters and guidelines for the Executive. The policies:
 - Comply with relevant legislation or regulation, PARTA Bylaws and existing ARTA policies or agreements.
 - Are statements of value and address:
 - outcomes
 - constraints
 - governance process
 - delegation and monitoring of authority
- 12.2 The president is responsible for the implementation of policies governing branch operations.
- 12.3 Retiring members of the Executive shall receive an appropriate gift of thanks for their contributions to PARTA.

13.0 President(s) Role

- 13.1 The President(s):
 - 13.1.1 Ensures that behaviour of the Executive is consistent with the Code of Conduct.
 - 13.1.2 Ensures that the discussions of the Executive focus on its decision-making role.
 - 13.1.3 Acts in accordance with the policies of PARTA.
 - 13.1.4 Speaks on behalf of PARTA or may select a delegate. (Sec. A 6.1.3.1).
 - 13.1.5 Serves as an ex-officio member on all committees.

14.0 Ad Hoc Committee Principles

- 14.1 A successful committee relies on members operating in the interest of the committee, as a group, and the organization as a whole.
- 14.2 An Ad Hoc Committee:
 - Is selected or elected as required.
 - Reports to and is accountable to PARTA membership.
 - May access specialized expertise, including legal advice, within their established budget or with the approval of the Executive.
 - Develops business plans and budget requirements and submits these to the Executive and membership as required.
 - Is responsible for making recommendations to PARTA.
 - Will be extended or disbanded by the President as required.
- 14.3 Committee members:
 - 14.3.1 Are responsible for building cohesiveness and respecting confidentiality.
 - 14.3.2 Will promote openness and awareness of committee progress to the membership through written and oral reports for the record.

15.0 Public Relations

- 15.1 Public relations are intended to promote and enhance a positive image for PARTA and ARTA.
- 15.2 The president is the only person authorized to speak for PARTA as per ARTA board policy. The president has the authority to issue press releases and respond to the media on behalf of PARTA.
- 15.3 The president endeavours to consult with the Executive prior to media or press coverage.

16.0 Communications Media

- 16.1 The means of Communication media used by PARTA will include the:
 - 16.1.1 Information Sheet/Newsletter sent out to members by email.
 - 16.1.2 Website: <https://sites.google.com/site/partateachers/>
- 16.2 These shall carry out the following three major functions:
 - 16.2.1 serve as the official communication medium for PARTA,
 - 16.2.2 express the views and concerns of members and provide a forum to convey their opinions, and
 - 16.2.3 serve as a means of keeping members informed of issues relating to retirement that impact the lives of our members.
- 16.3 Only Briefing Notes, excluding names and private information, provided by ARTA or PARTA, will be shared on the website.

17.0 Membership Eligibility

- 17.1 PARTA will grant full membership and full voting privilege to any person who is:
 - 17.1.1 In receipt of a pension from Alberta Teachers' Retirement Fund
 - 17.1.2 A retired or previously employed teacher from Alberta
 - 17.1.3 The spouse/partner of a member
 - 17.1.4 The surviving spouse of a retired teacher
 - 17.1.5 A retired teacher from another province, institution or district
 - 17.1.6 A previous employee of Parkland School Division
 - 17.1.7 An Honorary Member of Alberta Teachers' Association
 - 17.1.8 Accepted by ARTA as a regular or affiliate member
 - 17.1.9 A person who is welcomed to PARTA meetings to share in the programs, fellowship and initiatives of the group.

18.0 Membership Fees

- 18.1 Annual membership fees are set at \$10.00 per year. Members can pay fees more than one year at a time.
- 18.2 The fiscal year is from September 1 to August 30.

19.0 Member Categories

- 19.1 Active Members:
 - 19.1.1 Paid annual membership fees as decided by the membership.
 - 19.1.2 Acknowledge invitations and usually attend meetings and events.
- 19.2 Inactive Members:
 - 19.2.1 Have let their membership fees lapse since September of this current year.
 - 19.2.2 Do not usually attend meetings or events or acknowledge email invitations to meetings and phone calls to remind.
- 19.3 Members by Interest:
 - 19.3.1 Unable to attend meetings but acknowledge the invitation when received.
 - 19.3.2 Have let their membership fees lapse.
 - 19.3.3 Appreciate the information they receive from PARTA.
- 19.4 Consequences of being declared an "Inactive Member":
 - 19.4.1 One year following your last membership fee payment, you will be notified that you have become an "Inactive Member" by letter.
 - 19.4.2 You will be removed from the call/email list for further invitations to PARTA meetings and events.
 - 19.4.3 You will be moved from "Active" or "Member by Interest" to "Inactive" on the Member Database.
 - 19.4.4 You will no longer receive invitations to PARTA meetings or events.
 - 19.4.5 You will be reinstated to the "Active Member" list upon payment of your membership fees. There will be no retroactive fees required.

20.0 Meetings

20.1 Executive Meetings

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

20.2 Annual General Meeting

20.2.1 The Annual General Meeting of the membership shall be held at the Regular PARTA Meeting 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 statements
- the election of Executive Members
- new business

20.3 General Meetings

20.3.1 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.

20.3.2 Membership shall be notified at least two weeks prior to the date of the meeting.

20.4 Social Functions

20.4.1 Social functions and presentations shall be ratified by the Executive, in conjunction with the Program Committee, each year.

20.4.2 The form of the activities shall be in accordance with the wishes and needs of the membership.

20.5 Presentations:

From time to time, members may wish to share information about organizations with which they are associated or volunteer opportunities they feel may be of interest to others.

20.5.1 Permission to present must be obtained from a member of the Executive prior to the meeting.

20.5.2 The presentation will be made after the adjournment of the meeting.

20.5.3 Presentation time will be limited to two minutes or at the discretion of the Chairperson.

20.5.4 Alternatively, printed information can be displayed on the "Information" table at each meeting.

20.5.5 This policy will be included in future monthly invitations.

20.5.6 This policy will be presented on the PARTA website "Opportunities" page.

20.6 An honorarium for presenters or a donation to their organization and lunch will be provided. Members may make a personal donation if they choose.

21.0 Expense Guidelines

- 21.1 The reimbursement of expenses to PARTA members is meant to cover out-of-pocket costs that are not normally part of their everyday expenses.
 - 21.1.1 PARTA Expense Guidelines will be revised, as required, to correspond with updates and amendments to ARTA Expense Guidelines.
 - 21.1.2 The guidelines are to be used in the submissions of claims by authorized persons for expenses incurred attending meetings or functions on behalf of PARTA which will not be covered by ARTA.
 - 21.1.3 A minimum of two PARTA executive members will review and approve requests for reimbursement and expense claims will be paid at their discretion.
- 21.2 Travel Expenses
 - 21.2.1 Car mileage is round trip mileage at 54 cents per kilometre, using the most direct route prescribed by mapquest.ca or googlemaps.ca.
 - 21.2.2 Plane, train, bus or other form of transportation: The most economical fare will be paid upon presentation of a commercial receipt.
- 21.3 Accommodation Expenses
 - 21.3.1 Up to \$175 per day will be paid upon presentation of a receipt for commercial accommodation.
 - 21.3.2 Room service, telephone calls and special hotel services will not be covered.
 - 21.3.3 The person claiming expenses for accommodation must live 50 kilometers or more from the place of the meeting or event.
- 21.4 Meal Expenses:
 - 21.4.1 Meals will be paid up to a maximum of \$62 per day with receipts, limited to the following amounts:
 - 21.4.1.1 Breakfast: \$12
 - 21.4.1.2 Lunch: \$15
 - 21.4.1.3 Dinner: \$35
 - 21.4.2 Without receipts, meals will be paid up to a maximum of \$35 per day, limited to the following amounts:
 - 21.4.2.1 Breakfast: \$6
 - 21.4.2.2 Lunch: \$9
 - 21.4.2.3 Dinner: \$20
 - 21.4.3 If a meal is provided by the host organization, no claim can be made for a meal eaten elsewhere.
- 21.5 Expenses Incurred by PARTA Executive:

Executive members are authorized to spend up to \$100 on incidental and necessary items for the branch without membership approval. An accounting of the expenditure(s) will be made at the next regular meeting.

Section C: Templates and Forms

1. Agenda for a Regular PARTA Meeting.
2. Guideline for Election of Officers at Annual General Meeting.
3. Agenda for an Executive Meeting
4. Template for Committee Report to Membership or Executive
5. Expense Guidelines and PARTA Expense Claim Form

**Template For
AGENDA of Regular Meeting of
PARKLAND AREA RETIRED TEACHERS' ASSOCIATION (PARTA)
DD/MM/YY**

1.0 Call to Order:

- 1.1 Welcome: "The meeting will now come to order."
- 1.2 Welcome special guests and new members and guests.

2.0 Additions to the Agenda:

You will find the minutes of the previous meeting on your tables.
"Are there any corrections to the minutes as printed?"
"Seeing none, the minutes will be adopted as presented."

If there is a need to read the minutes, they will be dealt with by:

Motion to Approve Minutes.

Moved: _____

Carried/Defeated

3.0 Business Arising from Minutes:

- 3.1 _____
- 3.2 _____

4.0 Financial Report:

Bank Balance: _____

Details: _____

This report requires no action from the assembly.

"Does anyone have any questions regarding the report?"

"The financial report is accepted as read."

5.0 New Business

5.1 Topic: _____

Moved by: _____

Seconded by: _____

Discussion: _____

Carried/Defeated

5.2 _____

5.3 _____

6.0 Reports:

6.1 _____

Presenter: _____

7.0 Announcements:

7.1 _____

7.2 _____

8.0 Adjournment:

“Is there any further business?”

“If not, I adjourn the meeting.”

9.0 Program/Presentation:

10.0 Visiting and Lunch

11.0 Notes/Reminders/Addendum:

11.1 Notes:

11.2 Reminders:

11.3 Addendum:

**TEMPLATE FOR
AGENDA of Annual General Meeting of
PARKLAND AREA RETIRED TEACHERS' ASSOCIATION (PARTA)
Date**

1.0 Call to Order:

- 1.3 Welcome: "The meeting will now come to order."
- 1.4 Welcome special guests and new members and guests.

2.0 Additions to the Agenda:

You will find the minutes of the previous Annual General Meeting on your tables.
"Are there any corrections to the minutes as printed?"
"Seeing none, the minutes will be adopted as presented."

If there is a need to read the minutes, they will be dealt with by:

Motion to Approve Minutes.

Moved: _____

Carried/Defeated

3.0 Business Arising from Minutes:

- 3.1 _____
- 3.2 _____

4.0 Financial Report for the current fiscal year-end.

Bank Balance: _____

Details: _____

This report requires no action from the assembly.

"Does anyone have any questions regarding the report?"

"The financial report is accepted as read."

5.0 New Business

5.1 Topic: **Elections:**

- 5.1.1 Position and Term
- 5.1.2 Position and Term
- 5.1.3 Position and Term

For each position:

"I call for nominations from the floor for the position of _____."

"Second call for nominations....."

"Third call for nominations....."

"_____ moved nominations cease."

"_____ is the new/continuing _____."

The PARTA Executive for the year is as follows:

President – _____ Term
Vice-President – _____ Term
Secretary/Treasurer – _____ Term
Past President – _____ Term
Webmaster – _____

Branch Representatives:

ARTA Committee Members, Officers, Trustees, Directors, Chairpersons

6.0 Reports:

- 6.1 _____
Presenter: _____
- 6.2 _____
Presenter: _____
- 6.3 _____
Presenter: _____
- 6.4 _____
Presenter: _____
- 6.5 _____
Presenter: _____

7.0 Announcements/Reminders:

7.1 **Meeting dates for next year will be as follows:**

September	February
October	March
November	April
December	May
January	June (AGM)

7.2 The next meeting will be held at the Spruce Grove Motor Inn at 10:30 am on September _____.

7.3 Annual memberships are due at the September meeting. Check to see if you have paid multiple years and when they are due.

8.0 Adjournment:

“Is there any further business?”

“If not, I adjourn the meeting.”

9.0 Visiting and Lunch

10.0 Notes/Reminders/Addendum

Parkland and Area Retired Teachers' Association (PARTA)
NOMINATION FORM

- Nominations will only be fully considered if they have been signed by the nominee.
- If there is more than one candidate for a position, there will be an election at the Annual General Meeting (AGM) in June of the year.
- If there is only one candidate for a position, that candidate will be acclaimed to the position.

I wish to put my name forward for the position of:

President _____

Secretary _____

Vice-President _____

Treasurer _____

Secretary/Treasurer _____

Name: _____

Home Address: _____

Landline Number: _____

Cell Number: _____

E-mail: _____

- I hereby accept the nomination to serve the Parkland and Area Retired Teachers Association.
- I have read the information package.
- I am aware of, and can support, the Bylaws and Policies and Procedures of PARTA.
- The information in this nomination form is complete and accurate.
- I am prepared to speak to my nomination at the Annual General Meeting Election of Officers.

Signature

Date

**Template For
AGENDA of Executive Meeting of
PARKLAND AREA RETIRED TEACHERS' ASSOCIATION (PARTA)
DD/MM/YY
Location**

1.0 Call to Order:

7.1 Welcome: "The meeting will now come to order."

7.2 Executive Present:

2.0 Additions to the Agenda:

2.1 _____

3.0 Minutes

3.1 Reading of the Minutes of the last Executive Meeting.

"Are there any corrections to the minutes as read?"

Motion to Approve Minutes.

Moved: _____

Carried/Defeated

4.0 Business Arising from Minutes:

4.1 _____

4.2 _____

5.0 Items to Discuss and Action to be Taken:

5.1 _____

5.2 _____

5.3 _____

6.0 Notes/Reminders/Addendum:

6.1 Notes:

6.2 Reminders:

6.3 Addendum:

7.0 Adjournment:

Motion to Adjourn the meeting.

Moved: _____

Carried/Defeated

PARTA Policy and Procedures

Expense Guidelines

- The reimbursement of expenses to PARTA members is meant to cover out-of-pocket costs that are not normally part of their everyday expenses.
- PARTA Expense Guidelines will be revised, as required, to correspond with updates and amendments to ARTA Expense Guidelines.
- The guidelines are to be used in the submissions of claims by authorized persons for expenses incurred attending meetings or functions on behalf of PARTA which will not be covered by ARTA.
- A minimum of two PARTA executive members will review and approve requests for reimbursement and expense claims will be paid at their discretion.

Travel Expenses:

- **By vehicle:** Mileage will be paid for round trip at 54 cents per kilometer using the most direct route prescribed by mapquest.ca or googlemaps.ca.
- **By plane, train, bus or other form of transportation:** The most economical fare will be paid upon presentation of a commercial receipt.

Accommodation Expenses:

- Up to \$175 per day will be paid upon presentation of a receipt for commercial accommodation.
- Room service, telephone calls and special hotel services will not be covered.
- The person claiming expenses for accommodation must live 50 kilometers or more from the place of the meeting or event.

Meal Expenses:

- Meals will be paid up to a maximum of \$62 per day with receipts and will be limited to the following amounts:
 - Breakfast: \$12
 - Lunch: \$15
 - Dinner: \$35
- Without receipts, meals will be paid up to a maximum of \$35 per day and will be limited to the following amounts:
 - Breakfast: \$6
 - Lunch: \$9
 - Dinner: \$20
- If a meal is provided by the host organization, no claim can be made for a meal eaten elsewhere.



PARTA Expense Claim Form

___ Travel Expenses

___ Material/ Supply Purchases

<u>DATE</u>	<u>DESCRIPTION</u>	<u>RECEIPT</u>	<u>AMOUNT</u>

Signed: _____

Date: _____

Authorized: _____

Date: _____

Cheque Number: _____

Notes/Comments:

**Template For
Committee Report to the Membership/Executive
PARKLAND AREA RETIRED TEACHERS' ASSOCIATION (PARTA)**

Committees are often required to report their progress to the board and/or to the larger group. While such a report may be presented orally at meetings, it is often recommended, if not required, to also publish a report in print format. Below is a suggested format for such a committee report.

The number of items and depth of detail depends on the nature of the committee and the issues being addressed. In general, it is a good idea to keep points of information short for easy review, with additional information available through a committee contact.

Committee Name: _____

Committee Members:

Position:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Date of last meeting: (DD/MM/YY) _____

Date of next meeting: (DD/MM/YY) _____

Action Items Completed: Item and Details

- _____
- _____

Action Items In-progress/Pending:

- _____
- _____

Announcements:

- _____
- _____

Questions for the board/larger group:

- _____
- _____

Other Notes:

- _____
- _____
- _____
- _____

Submitted by: _____
