

MARTA

Miramichi Area Retired Teachers' Association Constitution and By-laws
Revised 1998, 2004; amended 2005, 2007, 2011, 2014, 2019

Constitution

I - Name:

The name of the organization shall be the *Miramichi Area Retired Teachers' Association*, hereinafter referred to as either MARTA or the Branch.

II – Objectives:

The objectives of MARTA shall be

1. to protect the interests of its members,
2. to maintain a continuing interest in education in New Brunswick,
3. to provide an organization for cultural and social activities in keeping with the interests of the membership.

III - Membership:

Membership shall be available to any retired teacher in the Miramichi area.

IV - Association Officers:

1. There shall be an Executive Committee composed of the President, Past President, Vice-president, Secretary and Treasurer.
2. There shall be a Board of Directors which shall be the Executive Committee and the Chairpersons of the Branch Committees.
3. Each Branch Committee shall have a chairperson elected or appointed from within the Branch Membership.

V - Duties and Responsibilities:

1. The Executive Committee

- a. The President shall preside over all meetings of the Executive Committee and Board of Directors, and over General Meetings of the Branch. He/She shall exercise general supervision over the affairs of the Branch, be a signing officer of the Branch, have authority to call special meetings, act as spokesperson on behalf of the Branch in dealing with public interest, and be a Provincial Director. (see by-law #5)
- b. The President normally serves for one two-year term; however, he/she may be elected to one additional two-year term.
- c. No one shall sit as President for more than two consecutive, two year terms.
- d. The Past President shall serve as consultant and/or advisor to the Executive Committee and Board of Directors, and may be requested to perform specific tasks.
- e. The Vice-president shall, in the absence or inability of the President, assume the duties and responsibilities of the President.
- f. The Secretary shall keep records of the Executive, Board, and General Meetings, and provide copies of the minutes to the members of the Board of Directors. The Secretary shall preserve all other records of the Association, and carry out communication on behalf of the Branch.

- g. The Treasurer shall receive all Branch monies in the name of the Branch, and keep them on deposit in a chartered bank in the name of MARTA, be a signing officer of the Branch, make payment, usually by cheque, of authorized expenditures, keep an accurate record of receipts and expenditures, and render an accounting at all meetings of the Board and the Members.

2. The Board of Directors

The Board of Directors shall meet at the request of the President for the purpose of considering matters of interest to the Branch, to help plan General Meetings, and to report to Board and General Meetings about activities within their respective committees. There shall be no restriction on the number of years a member may serve as a Committee Chair.

3. The Provincial Director

The Provincial Director shall attend meetings of the New Brunswick Society of Retired Teachers, hereinafter referred to as NBSRT, on behalf of MARTA, represent the wishes of MARTA members and report to MARTA members on the meetings and activities of the Provincial Organization. (see also by-law #5)

4. The Committees and Committee Chairpersons

(Further details of each of the following may be found on the website under the Terms of Reference Tab in the Documents section)

- a. **SPECIAL PROJECTS:** This Committee shall devise and conduct fund-raising activities on behalf of the Branch for the purpose of supporting the Scholarship Fund and other MARTA activities.
- b. **MEMBERSHIP:** This Committee shall maintain current membership lists.
- c. **SOCIAL:** This Committee, in consultation with the executive or Board of Directors, shall plan and conduct the program(s) offered at the General Meetings, Special Meetings, or Social Gatherings at various times of the year, and will collect payments for dinners and other Branch social activities.
- d. **REFLECTIONS:** (1) This Committee shall see to the transmission of all newsworthy items to the NBSRT magazine "*Reflections*" and (2) it shall have contact with members of MARTA for the purpose of having articles written about Branch activities, and forward them to the editor. (3) It shall collect and then forward local subscription lists to NBSRT, and monies to the Treasurer.
- e. **TELEPHONE:** The Chairperson of this Committee shall form a network of members (and activate it when required) who will undertake to advise MARTA Members of forthcoming meetings or other events.
- g. **NEWSLETTER:** The chairperson of this committee shall oversee the gathering and publishing of relevant material in the form of a newsletter to be given to members at each general meeting.
- h. **ON-LINE MEDIA:** The chairperson of this committee shall develop and maintain a MARTA website. The chairperson shall see to keeping the website current, and post notices as requested by the Executive. The chairperson may form a committee of interested members to help with providing information, photos and notices.
- i. **WELLNESS:** This committee shall organize and coordinate all Branch Wellness Activities, in consultation with the Executive.

- j. **COURTESY:** This committee shall advise the President and/or his/her designate of the death of a member or immediate family of a member. The Chairperson shall also send out cards to the family of the deceased. The message to be used is contained in the detailed Duties and Responsibilities document.

VI - Meetings:

Three types of meetings are used to direct the activities of the MARTA:

- a. General Meeting (GM) which will be held in the spring and fall and will be open to all members in good standing of the Branch
- b. The Board Meeting which consists of the Executive Committee and the chairs of all committees operating at the time of the meeting. Others may be extended an invitation to attend as the situation warrants. These shall be called at the discretion of the President at a time and place of his/her choosing.
- c. Executive Committee Meeting which shall be called at the discretion of the President at a time and place of his/her choosing.
- d. None of the above shall preclude the calling of a 'Special Meeting' should the situation warrant such.

VII - Amendment of Constitution:

This Constitution and/or its By-laws may be amended by serving a Notice of Motion, plus details of the proposed amendment(s), to the Members, two weeks prior to a vote at a General Meeting. This notice shall be posted on the MARTA website which shall be the means of providing the official notification.

VIII - Privacy

MARTA shall protect the personal information of its members using the following statements as its guide:

- a. Personal information collected by authorized members of the MARTA shall be used only for the purposes of maintaining a record of who belongs to the society, and/or for conducting MARTA related activities.
- b. Persons authorized to collect and/or edit a member's personal information on behalf of the MARTA shall do so in a discreet manner, and shall protect the integrity of personal information to preserve the member's privacy.
- c. MARTA members who have access to non-public personal information of other members **shall not share that information outside of the MARTA** unless with the permission of the affected member(s).
- d. Personal information shall only be shared with a third party As part of a legal investigation by a recognized law enforcement agency.

By-laws

1.
 - a. A NOMINATING COMMITTEE shall be appointed every two years.
 - b. At the Spring General Meeting it shall propose a slate of Officers and Committee Chairpersons for the biennial elections.
 - c. The newly elected and the outgoing Board of Directors shall have a turn over/transfer meeting by June 15.
2. Dues shall be established by the Provincial Body, NBSRT.
3. The Board of Directors shall be reimbursed for expenses incurred in the performance of their duties.
4. The expenses incurred by the Provincial Director when attending meetings at the Provincial level are covered by the Provincial Body; expenses of an additional Branch Delegate attending meetings of the Provincial Body as authorized by the Executive Committee, shall be paid by MARTA.
 - a. In order to provide continuity from one Board to the next, the Provincial Director shall be the current Branch President or an alternate, and,
 - b. The alternate shall be the Vice-president.
 - c. The Vice-president or his/her alternate shall attend the NBSRT meetings as a voting delegate.
 - d. The Executive or Board of Directors shall appoint an alternate to the Vice-president if necessary.
5.
 - a. There shall be two signing officers of the Branch, the President and the Treasurer.
 - b. All monies collected by any committee shall be given to the Treasurer for deposit into a MARTA account. (see Article #V, 1e)