**Association canadienne des enseignantes et des enseignants retraités**



 **Canadian Association of Retired Teachers**

**CORPORATE DOCUMENTS**

1. Bylaws
2. Articles
3. Policies
4. Protocols

###### BYLAWS

|  |  |  |
| --- | --- | --- |
| **BY-LAW** | **TITLE** | **Page** |
|  | Table Of Contents |  2 |
|  | Definitions |  3 |
|  1 | Name |  4 |
|  2 | Head Office |  4 |
|  3 | Corporate Seal |  4 |
|  4 | Membership, Conditions and Rights |  4 |
|  5 | Governance |  4 |
|  6 | Members’ Meetings |  5 |
|  7 | Board Of Directors |  6 |
|  8 | Executive Committee  |  8 |
|  9 | Duties Of The OfficersPresidentVice-PresidentRegional RepresentativeExecutive Director |  9 |
| 10 | Committees | 10 |
| 11 | Amendments of By-Laws | 10 |

**ARTICLES**

|  |  |  |
| --- | --- | --- |
| **ARTICLE** | **TITLE** | **PAGE** |
|  | Definitions | 1 |
| 1 | Official Languages | 2 |
| 2 | Objectives | 2 |
| 3 | Agenda and Parliamentary Authority | 2 |
| 4 | Members | 2 |
| 5 | Roles And Responsibilities of Members | 3 |
| 6 | Executive Director | 3 |
| 7 | Annual General Meeting/ Meetings of the Board | 3 |
| 8 | Executive Committee | 4 |
| 9 | Committees | 5 |
| 10 | Committee Terms Of ReferenceCommunications Committee Health Service and Insurance CommitteeLegislative CommitteeNominations and Election CommitteePension and Retirement Income Committee Political Advocacy Committee | 556666 |
| 11 | Elections Election GuidelinesNominating ProceduresElection Procedures | 677 |
| 12 | Finances | 7 |
| 13 | Travel Expenses | 8 |
| 14 | Duties of Officers and the Executive DirectorThe PresidentThe Vice PresidentThe Immediate Past-PresidentThe Regional RepresentativeThe Executive Director | 99999 |
| 15 | Amendments to the articles  | 10 |

**POLICIES**

**A. PENSION AND RETIREMENT INCOME**

|  |  |  |
| --- | --- | --- |
| A-01 | Pension | 1 |
| A-02 | Representation on Provincial Pension Boards and Committees | 2 |
| A-03 | Tax Credit Reduction | 2 |

**B. HEALTH SERVICE AND INSURANCE**

|  |  |  |
| --- | --- | --- |
| B-01 | Health Care in Canada | 3 |
| B-02B-03 | Long Term Health CareNational Pharmacare and Pharmaceutical Formulary | 45 |

**C. GOVERNANCE**

|  |  |  |
| --- | --- | --- |
| C-01C-02C-03C-04C-05C-06C-07C-08C-09C-10C-11C-12 | Duties of the Regional RepresentativeRepresentation on the Board of DirectorsSupport and Assistance to Active Teachers’ OrganizationsSupport for Humanitarian OrganizationsReserve Fund Reserve Fund InvestmentTravel Expenses and MealsTrademark Protection Dissolution of ACER-CART **Performance Appraisal of Executive Director****Non Contribution of Membership Fee**Political Advocacy | 6677889910101011 |

###### PROTOCOLS

|  |  |  |
| --- | --- | --- |
| **PROTOCOL** | **TITLE** | **Page** |
|  1 | Regional Representative Travel |  2 |
|  2 | Election Procedures  |  2 |
|  3 | Other Committees |  3 |
|  4 | Policy Development Process |  4 |
|  5 | Resolutions to the AGM - Procedures  |  4 |
|  6 7  | Cheque Signing ProcedureReview of Financial Statements |  5 5 |