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

**Canadian Association of Retired Teachers**

###### Protocols

March 2024

###### PROTOCOLS

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**PROTOCOL 1 - REGIONAL REPRESENTATION**

1. When an Officer receives an invitation to attend a general meeting of a member organization of that region, it shall be reported to the ACER-CART President. The President will determine representation depending upon availability, budget, and protocol.
2. The President will review the request, taking into consideration:
   1. The available budget and costs to attend.
   2. Requests within other regions already received, confirmed, and/or anticipated.
   3. Invitations received and accepted from the requesting member organization during the last four years.
3. The President will then confer with the Officer in deciding.
4. Once a decision is made, the Executive will be advised of the invitation and the decision.
5. Consideration shall be made to ensure that:
   1. Each year priority is given to a member organization that has not been visited within the last four years.
   2. Only one invitation per region shall be accepted each year unless budgeted resources are sufficient.
6. When both the President and the Officer have received invitations to the same event, the President’s invitation shall be a budget priority if resources are limited.

2012 Amended 2021 amended 2024

**PROTOCOL 2 - ELECTION PROCEDURES**

1. Commencing in 2024 and continuing in even years the Annual General Meeting shall be held in person on a date and place approved by the Executive. Elections will only take place at Annual General Meetings in even years.
2. Commencing in 2025 and continuing in odd years the abbreviated Annual General Meeting shall be conducted via video conference on a date approved by the Executive. There will be no elections at these meetings. Each region will have an in-person regional conference at a time and place as approved by the Executive upon recommendation from the hosting Member.
3. **Nominations**
4. Nominations for offices on the Executive are prepared on the official nominating form and presented to the Chair of the Nominations and Elections Committee no later than one month before the AGM.
5. Any retired teacher member of a provincial/territorial association of retired teachers who have been nominated by the member’s association is eligible for election as an Officer.

The members present or who have indicated in writing their intention to stand for a particular office.

1. In addition to receiving nomination forms by the advertised deadline for publication in the AGM Handbook, the Chair of the Nominations and Elections Committee will also call for nominations one hour after the beginning of the first day of the Annual General Meeting.
2. Nominations will close at the recess of the first day of the AGM.
3. One hour after the beginning of the second day of the AGM, the Chair of the Nominations and Elections Committee shall report to the Annual General Meeting, on the nominations received.
4. The Chair will then proceed to the elections.
5. In the event of a one-day AGM, the timelines will be adjusted by the Executive.
6. **Promotion of the Candidate**

a) ACER-CART will provide links made through its web page to a candidate’s website. Each candidate may create and maintain a website at his/her own expense.

b) An information biography to a maximum of 500 words and a photo of the candidate may be submitted for publication in the AGM Handbook. If this deadline is missed, the materials may be distributed at the AGM.

1. **Presentations**
2. Prior to the election of executive positions, candidates may be invited to address the AGM delegates.
3. There will be a time limit of three minutes for addressing the delegates in session.
4. If the candidate is neither a Director nor an Alternate, that person will be invited to attend the AGM.
5. **Election**
6. The Chair of the Nominations and Elections Committee shall appoint at least two (2) members as returning officers. Appointment as a returning officer shall not deprive a representative of the right to vote.
7. When the number of candidates nominated is the same as the number of positions to be filled, no ballot shall be taken, and the candidates shall be declared elected.
8. Where required, elections at the Annual General Meeting shall be held in the following order:

i) election of the President

ii) election of the Vice-President

ii) election of Officers.

1. Elections shall be by secret ballot. Representatives eligible to vote shall mark their ballots, fold them, and submit the folded ballots to the returning officers.
2. The returning officers shall collect and count the ballots.
3. After the ballots have been counted, the Chair of the Nominations and Elections Committee shall announce the results of the vote.
4. At the conclusion of all balloting, the number of votes received by each candidate may be provided to the candidates.
5. A run-off election between tied candidates shall be held.

2012 Amended 2021, amended 2024

**PROTOCOL 3 AD HOC COMMITTEES**

1. Ad hoc committees may be created to undertake specific tasks as assigned by the AGM or the Executive.
2. Expectations of the committee should be clearly prescribed by the approved terms of reference. The expectation is that the committee will be able to complete its assignment within a year of being created. Unless otherwise specified, the committee will be chaired by a member of the Executive.
3. It is reasonable to expect that committee members will undertake work assignments so that the achievement of the terms of reference can be facilitated.

2012 Amended 2021

**PROTOCOL 4: BELIEF STATEMENTS DEVELOPMENT AND REVISION PROCESS**

1. ACER-CART shall maintain Belief Statements which govern its actions and activities.
2. When an interim Belief Statement has been created by the ACER-CART Executive, the President will inform the Directors and provide rationale. Interim Belief Statements will be presented for approval at the following Annual General Meeting.
3. The ACER-CART Executive shall annually review the Beliefs Statements.

2012 Amended 2021

**PROTOCOL 5: RESOLUTIONS TO THE ANNUAL GENERAL MEETING - PROCEDURES**

1. **Origins of Resolutions:**

Resolutions to the Annual General Meeting of ACER-CART will be accepted from:

1. The ACER-CART Executive and its Standing Committees.
2. Members of ACER-CART provided that each resolution is accompanied by documentation.
3. An Ad Hoc Committee struck by the Annual General Meeting and required to report to a subsequent AGM.
4. **Deadlines for Resolutions:**
5. The ACER-CART Executive shall annually establish the deadline for receipt by the Executive Director of all resolutions to the Annual General Meeting.
6. All resolutions so received shall be reviewed by the ACER-CART Legislation Committee.
7. Any resolutions received after the deadline shall be referred to the Executive, and if the Executive deems that such a resolution deals with a matter of sufficient urgency, then the resolution shall be circulated on the first day of the Annual General Meeting.
8. **Requirements for Resolutions:**

For resolutions to go forward to the Annual General Meeting, they must be accompanied by a rationale. If implementation costs are known, these should be identified in the rationale.

Amended 2021

**PROTOCOL 6: CHEQUE SIGNING PROCEDURE**

1. For the purpose of advising the financial institution, the names of the signing officers will be determined at the post AGM executive meeting in accordance with article 11.08 of the Constitution.
2. For cheques of less than $2,000, only one signature is required.
3. For cheques more than $2,000 two signatures are required.
4. Cheques for reimbursements of expenses by the Executive Director will be signed by another signing officer.
5. If the cheque to the Executive Director is more than $2,000, the Executive Director may cosign the cheque.

2015 Reaffirmed 2021

**Protocol 7 REVIEW OF FINANCIAL STATEMENTS**

1. The previous year’s financial statements will be reviewed annually by a committee of the Board.
2. The committee will consist of one member of the Executive, and one member of the Board of Directors. If no director is available, then we will choose an available Alternate. Failing to identify a candidate, a second person from the Executive will be chosen.
3. The Executive member will chair the review committee.
4. The Executive Director and the Account Manager will act as advisors to the committee.
5. The Board Members will be appointed by the Executive from the list of Directors or Alternates who have submitted their names and are available at the set date.
6. The committee will convene prior to the AGM.
7. All documents necessary for the review will be made available by the Executive Director or the Account Manager.
8. The committee will review the documents and make recommendations.
9. The committee will report through the Executive to the AGM.

2017 Amended 2021 amended 2024

**Protocol 8 ADVOCACY AND PROMOTION GUIDELINES FOR RETIRED TEACHERS AND**

**SENIORS IN CANADA**

The Members of ACER/CART are committed to working together to promote healthy, active, and dignified retirement living for their retired teacher members and Canadian seniors. Members benefit from the shared focus of all of the associations. The network provides the mutual support and the opportunity to collaborate in areas of shared interest. The Members understand the strength of a united and cohesive alliance.

1. Each organization/association (Members) has as its main strategic focus the provision of services and benefits to enhance the well-being of retired teachers whose active service was within its own provincial or territorial jurisdiction.
2. Members work together to share research regarding healthy, active, dignified living.
3. Members share health plan details and resources.
4. Members share well-researched and well-written articles for possible inclusion in their organizational publications and via social media channels.
5. Members actively recruit new members from within their own provincial and territorial jurisdictions.
6. Members recognize that teacher retirees in Canada may choose to join any of the other Members, especially as these members relocate across Canada throughout their retirement years.
7. Members could consider offering free reciprocal memberships for those who relocate outside their home jurisdiction, as a means of continuing to build social cohesion across the Canadian retired teacher sector (must remain a member of their originating association).
8. Members agree to work cooperatively to highlight any emerging issues that may have a direct impact on the pensions or healthy, active, and dignified living of all retired teacher members or seniors in Canada.
9. Members can act together with other like-minded, not-for-profit, organizations such as the “Vibrant Voices” banner, to develop advocacy events and materials designed to bring important seniors’ issues to the attention of the public and all levels of government.

2019 Amended 2021 reaffirmed 2023

**Protocol 9 TRAVEL EXPENSES AND MEALS**

1. Except for meals and mileage, receipts must be provided for any expense over $10.00.
2. Travel expenses, when using one’s vehicle, will be 55 cents per kilometre.
3. Meal maximums include taxes and gratuities.
4. They are claimed on the following scale.
5. Breakfast $25.00
6. Lunch $35.00
7. Dinner $55.00
8. Group meals are paid by ACER-CART.
9. Actual invoices must be provided for hotel accommodations. Credit card vouchers are not suitable.
10. ACER-CART will reimburse for transportation that is most direct and economical.
11. ACER-CART will only reimburse expenses incurred while travelling on official ACER-CART business pre-approved by the Executive.
12. Expense claims will be processed promptly, provided all expense accounts are complete, valid and receipts have been provided.

**2021 Amended January 2023**

**Protocol 10 COMMITTEE MANDATES**

1. **Pension and Retirement Income**

The Pension and Retirement Income Committee shall

1. Respond to requests regarding matters pertaining to pension concerns.
2. Make recommendations to the Executive on matters pertaining to pension concerns.
3. Receive concerns and recommendations from member organizations.
4. Prepare for the Executive proposals and position papers related to pension and retirement concerns with appropriate recommendations.

1. **Communications**

The Communications Committee shall

1. Maintain the ACER-CART website.
2. Produce information for use on the website and by Members.
3. Encourage and facilitate communication among Members.

1. **Health Services**

The Health Services Committee shall

1. Provide Members with links to reliable information on personal health and well-being.
2. Advocate for health goals identified in ACER-CART’s strategic plans and Member resolutions.
3. Prepare for the Executive proposals, position papers and appropriate recommendations related to health concerns.

1. **Nominations and Elections**

The Nominations and Elections Committee shall

1. Receive and solicit nominations for offices on the Executive and for committees.
2. Assume responsibility for the elections.

1. **Political Advocacy**

The Political Advocacy Committee shall

1. Develop and recommend to the Executive actions regarding political advocacy that respond to the goals and objectives established by the Board.
2. Monitor political issues and advise the Executive on emerging issues relevant to ACER-CART.
3. Plan and organize political action, if so, directed by the Executive.

1. **Legislation**

The Legislation Committee shall

1. Make recommendations to the Executive Committee for changes to the Bylaws, Constitution, Belief Statements and Protocols.
2. Become familiar with legislation which may have an impact on the status of retired teachers.
3. Review AGM resolutions received.
4. Advise the Chair in the interpretation of Bourinot Rules of Order.

2021

**Protocol 11 WEBSITE**

1. **Purpose**
2. ACER-CART maintains a website to inform members and the general public of the raison d’être of our organization. It hosts issues of interest to retired members and to seniors.
3. It also hosts a confidential secure platform for the sharing of documents that are confidential to Members and the Executive.
4. **Political affiliation**
5. ACER-CART is independent of any political party.
6. Documents posted should not be interpreted as a support for its content. They are posted to furnish different views on subjects relevant to members.
7. **Website Links**

We receive requests from many organizations to include their link on our website. These guidelines enable us to evaluate them.

1. **Parameters**
2. Content must be relevant to the needs of our membership.
3. Content must be Canadian.
   1. Exception can be accepted if the information has direct relevance to our members and is deemed beneficial to members.
4. Content must have a national scope.
   1. Exception can be accepted if the information has direct relevance to our members and is deemed beneficial to members.
5. Content must not sell any product or service.
6. **Procedure**
   1. When a request is received, it is transmitted to the Chair of the Communications Committee.
   2. The Chair reviews the request and may consult with his/her committee.
   3. If the request does not fall within the established guidelines, the request is rejected.
   4. If the request fall within the accepted parameters and is seen as beneficial, it can be posted.
   5. The agenda of the next Committee meeting will contain a review of the newly posted links.
7. **Maintenance**

All links are to be reviewed by the Communications Committee at least once a year.

1. **Advertising**

There will be no advertising on the website. Advertising is defined when an individual, organization or company wants to sell a product from which they receive a pecuniary benefit.

1. **Maintenance**

The website is maintained by the Communications Committee with support from the Executive.

2021