



**RETIRED TEACHERS'  
ASSOCIATION OF MANITOBA**

**POLICY MANUAL**

*The RTAM Policy Manual was last amended, sanctioned, and confirmed by the members of the Corporation at the Annual General Meeting of May 5, 2021.*

## POLICY MANUAL OF THE RETIRED TEACHERS' ASSOCIATION OF MANITOBA - 2021

RTAM Policies 2009 enacted by the membership on May 13, 2009.

RTAM Policies 2014 enacted by the membership on May 28, 2014

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RTAM Policies 2019: SECTION 1 - DEFINITIONS (n), SECTION 7 – BOARD OF DIRECTORS 7.05 (a), SECTION 8 – DUTIES OF THE OFFICERS 8.01 (e), SECTION 9 – COMMITTEES 9.04 (d), 9.07 (4) (a), 9.07 (4) (i) (c), 9.07(4) (iii) (a), were amended, and confirmed by the members of the Corporation at the Annual General Meeting of May 8, 2019.

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RTAM Policies 2021: SECTION 2 – PRINCIPLES of RTAM 2.11 Respectful Workplace **NEW**, SECTION 5 – BOARD ELECTIONS 5.01 a), b), d), 5.04 a), 5.05 a), 5.05 k) and 5.05 j), SECTION 7 – BOARD OF DIRECTORS 7.01 new c) and d), SECTION 8 – DUTIES OF THE OFFICERS 8.05 new d), 8.06 , SECTION 9 – COMMITTEES 9.01 Standing Committees were alphabetized, 9.07 (1), 9.07 (5), 9.07 (10), 9.07 (11) terms of reference were revised, 9.07 (4) (ii) b) and e), 9.07 (6) i) **NEW**, 9.07 (9) b) and c), 9.07 (4) (i) (c), 9.07(4) (iii) (a), SECTION 11 – BUSINESS of RTAM 11.03 (9), SECTION 16 – DONATIONS, AWARDS, AND GIFTS title of section was changed, 16.03 A and B were revised, 16.05 Acknowledgement of Longevity **NEW**, 16.06 Gifts and Conflict of Interest **NEW** were amended, and confirmed by the members of the Corporation at the Annual General Meeting of May 5, 2021

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## PREAMBLE

This document is the Policy Manual of the RETIRED TEACHERS' ASSOCIATION OF MANITOBA INC. (RTAM). This Policy Manual regulates the transaction of business and affairs as well as the day-to-day operations of RTAM, a not-for-profit, mutual benefit corporation without share, initially incorporated under The Corporations Act (Manitoba) on October 24, 1989. In this Policy Manual, the terms "RTAM" and the "Corporation", as defined in Section 1, both refer to the RETIRED TEACHERS' ASSOCIATION OF MANITOBA INC. and may be used interchangeably. (The full review and revision of the Corporation's Policy Manual was affirmed at [REDACTED].)

## SECTION 1 – DEFINITIONS

In this Policy Manual, unless otherwise specified or the context otherwise requires it:

- a) "**ACER-CART**" means Association canadienne des enseignantes et des enseignants retraités-Canadian Association of Retired Teachers;
- b) "**Act**" means *The Corporations Act (Manitoba)*, C.C.S.M. c. C225, and any statute that may be substituted therefore, as from time to time amended;
- c) "**Annual General Meeting**" or "**AGM**" means the Annual General Meeting of members of RTAM;
- d) "**Articles**" means the Articles attached to the Articles of Incorporation of RTAM, dated October 24, 1989, as amended or restated;
- e) "**Board**" means the Board of Directors of RTAM;
- f) "**Board year**" means one (1) month following an AGM to one (1) month less one (1) day following next AGM.;
- g) "**Bylaws**" means the Bylaws of RTAM;
- h) "**Corporation**" means the Corporation incorporated by Articles of Incorporation under the Act and named the Retired Teachers' Association of Manitoba (RTAM);
- i) "**Educator**" means a person who provides instruction or education, a certified teacher;
- j) "**Fiscal year**" means the fiscal; year of the Corporation, which begins on July 1 and ends on June 30;
- k) "**KIT**" means the Keep in Touch magazine published quarterly by RTAM;

- l) **“Member”** means someone who qualifies for, and is admitted to, membership under Article 4 of the Bylaws;
- m) **“MTS”** means the Manitoba Teachers' Society;
- n) **“Officers”** mean those Directors of the Corporation who are its President, Vice President, Secretary, Treasurer and Past President;
- o) **“Privacy Legislation”** means *The Freedom of Information and Protection of Privacy Act (Manitoba)*, C.C.S.M. c. F175 (FIPPA), and *The Personal Health Information Act (Manitoba)*, C.C.S.M. c. P33.5 (PHIA);
- p) **“RTAM”** means the corporation incorporated by Articles of Incorporation under *The Corporations Act (Manitoba)* and named the Retired Teachers' Association of Manitoba Inc.;
- q) **“Special meeting of members”** means a special meeting of all members entitled to vote at an annual general meeting of members that is not the AGM; and
- r) **“TRAF”** means the Teachers' Retirement Allowances Fund.

## SECTION 2 – RTAM POLICY STATEMENTS

The following Policy Statements outline RTAM's position on principles and issues of key importance to the membership.

### 2.01 Liaison with the MTS

RTAM supports, and is committed to advocating for the following as it pertains to the Manitoba Teachers' Society (MTS):

- a) that RTAM be represented at the annual general meeting of MTS;
- b) that RTAM representative(s) at the annual general meeting of MTS have the right to speak to any motion that might affect retired teachers;
- c) that RTAM may submit resolutions to the annual general meeting of MTS for consideration; and
- d) that RTAM be represented on committees of MTS.



## **2.02 Representation on the TRAF Board**

RTAM supports, and is committed to advocating for the following as it pertains to the TRAF:

- a) that retired members of the TRAF plan have a representative on the TRAF board of directors; and
- b) that the retired members' representative referred to in Section 2.02(a) be nominated by RTAM, as per Section 11.04 of this Policy Manual.

## **2.03 Role of the ACER-CART**

RTAM supports, and is committed to advocating for the following as it pertains to the role of ACER-CART:

- a) that ACER-CART shall take a leadership role in the public discussion of national issues;
- b) that ACER-CART shall speak for retired teachers on national issues affecting them;
- c) that ACER-CART shall facilitate and promote liaison and mutual assistance among its member organizations;
- d) that ACER-CART shall promote the interests of its member organizations;
- e) that ACER-CART shall develop strategies for joint action of common concern to member organizations;
- f) that ACER-CART shall co-operate with other organizations on matters of common concern; and
- g) that ACER-CART shall promote and support public education.

## **2.04 Representation on Outside Committees**

RTAM supports, and is committed to advocating for the following:

- a) that RTAM be represented on any committees of the Provincial Government, coalitions or other organizations whose objectives impact the economic welfare of, or services to, RTAM members; and
- b) that RTAM work in co-operation with other organizations on matters of common concern.

## 2.05 Health Policy

RTAM supports, and is committed to advocating for:

- a) the following general policy on national health care:
  - i. Acceptance of the five (5) core principles of the *Canada Health Act*, R.S.C., 1985, c. C-6, and the national principles that govern the Canadian health care insurance system, namely, public administration, comprehensiveness, universality, portability and accessibility;
  - ii. Adherence to national standards;
  - iii. Establishment of a funding formula;
  - iv. Meeting the demands for home care;
  - v. Supporting a national Pharmacare program; and
  - vi. Providing accessible, affordable and timely health care to the elderly
- b) ACER-CART policies on Health Service and Insurance as endorsed by the Board.

RTAM opposes:

- a) any legislation that would introduce user fees for medical care.

## 2.06 Retirement Income

RTAM supports, and is committed to advocating for the following as it pertains to retirement income:

- a) that a teacher is entitled to receive adequate retirement income;
- b) that inflation protection shall be provided to enable retirees to maintain their standard of living; and
- c) that full inflation protection shall be the goal of the TRAF cost of living allowance (COLA).

## 2.07 TRAF Five Year Pension Averaging

RTAM supports, and is committed to advocating for the following as it pertains to TRAF pension averaging:

- a) that TRAF pensions be based on a five (5) year average for both active and retired teachers; and
- b) that the following be the basis of calculations for those with service prior to 1980:
  - i. Active teachers who bought back to achieve a five-year average shall receive reimbursement of the cost of buy-back plus accrued interest;
  - ii. Retired teachers whose pension is based on both a seven-year average and five-year average shall receive a pension based on a five-year average; and
  - iii. Retired teachers who bought back their pension to achieve a five-year average for all years of service shall receive an actuarially based pro-rated amount of the cost of the buy-back plus interest.

## **2.08 TRAF Surplus**

RTAM supports, and is committed to advocating for the following as it pertains to any TRAF surplus:

- a) that in decision-making regarding the use of any TRAF surplus, RTAM is recognized by the provincial government as the representative of retired teachers; and
- b) that *The Teachers' Pension Act, C.C.S.M. c. T20*, contain provisions for determining allocation of pension plan surpluses.

## **2.09 TRAF Investing**

RTAM supports, and is committed to advocating for the following as it pertains to RTAF investing:

- a) that the first principle of management objectives be to seek maximum returns for the benefit of the pension plan; and
- b) that investment portfolio management decisions be based solely on economic merit.

## SECTION 3 – RTAM CODE OF CONDUCT

### 3.01 Applicability of the Code of Conduct

All members of RTAM, regardless of membership class, shall be required to honour and follow the RTAM Code of Conduct as it pertains to all activities and business of RTAM, including activities and business of the Board of Directors and Executive Committee.

### 3.02 Code of Conduct Principles

All members of RTAM, regardless of membership class, agree:

- a) that RTAM member meetings shall be conducted with respect for others and with proper decorum;
- b) that RTAM members who participate in member meetings shall address the question or issues debated and avoid personality matters.
- c) that an RTAM member shall first direct any criticism of the conduct of another to that member in private. Only after informing that member of the intent to do so, the complainant may direct the criticism to the Board through a formal notification;
- d) that RTAM members shall speak and act with respect and dignity and deal judiciously with all others, always being mindful of each other's rights;
- e) that an RTAM member's conduct towards their colleague(s) and all those associated with RTAM is to be characterized by consideration and good faith;
- f) that RTAM members are expected to adhere to the highest standard of ethical conduct, consistent with the values of integrity, impartiality and discretion; that
- g) that RTAM members shall attend to business diligently and explore all options for any issue presented;
- h) that RTAM members shall accept final decisions made on any particular issue;
- i) that RTAM members shall attempt to make meetings as pleasant as possible, as all members are volunteers attempting to work for the greater benefit of all RTAM members; and
- j) that the Code of Conduct belongs to all and should be followed by all.

### **3.03 Enforcement of the Code of Conduct**

The following principles apply to the enforcement of the RTAM Code of Conduct:

- a) it is the responsibility of all members to enforce the Code of Conduct;
- b) members shall encourage and support other members in maintaining compliance with the Code of Conduct;
- c) members may confidentially contact the President or the Executive Director, or another individual designated by the Executive Committee, to inquire about the Code of Conduct and to receive advice in support of maintaining compliance;
- d) The President, Executive Director, or other individual designated by the Executive Committee, may proactively contact and advise a member if a potential breach of the Code of Conduct by that member has informally come to their attention. In such circumstances these individuals shall not be required to submit formal notification even if they believe non-compliance has occurred. The intention of such contact is to encourage and support the member in achieving compliance;
- e) Any member shall be entitled to submit a formal notification to the Board should they believe a member has behaved in a manner that does not comply with the Code of Conduct;
- f) Upon receipt of formal notification of a member's contravention of this Code, the Board shall undertake the required steps outlined in Section 4.05(b) to initiate the member discipline process; and
- g) Any member who conducts themselves in a manner that does not comply with the Code of Conduct is in contravention of the Code and the Bylaws and may be subject to disciplinary action up to and including suspension or expulsion from RTAM;

## **SECTION 4 – RTAM RESPECTFUL ENVIRONMENT POLICY AND PROCEDURES**

### **PREAMBLE**

#### **4.01 RTAM Commitments**

RTAM affirms its commitment to maintaining a safe and respectful environment for all members and staff that is free from harassment and at all times supports the dignity and self-esteem of individuals. All employees, as well as members, are entitled to a workplace that is free of harassment, discrimination and workplace violence.

All employees, regardless of their position or seniority, found to have engaged in conduct constituting harassment or violence will face appropriate disciplinary action up to and including dismissal. All employees of RTAM will be apprised of the policy and procedure. This policy will be posted in the RTAM lunchroom.

All members, regardless of their position, found to have engaged in conduct constituting harassment or violence will face appropriate disciplinary action, up to and including expulsion.

RTAM has developed this organization-wide policy intended to ensure, so far as reasonably practicable, that no worker or member is subjected to harassment or violence in the workplace and/or while involved in RTAM associated activities, and to deal quickly and effectively with any incident that might occur.

Employees or members experiencing harassment or violence should not assume RTAM is aware that a problem exists. If an employee or member feels that they are being harassed, discriminated against, or the subject of workplace violence, or has witnessed any of this behavior, RTAM wants the employee or member to let RTAM know as soon as possible. The procedures for reporting workplace and RTAM-associated harassment and violence are set out below in this policy.

Harassing or violent behavior can occur on RTAM's premises or in the pursuit of a business activity off RTAM's premises. This policy applies to all persons who are employed at RTAM or who are members of RTAM, as well as to third parties (such as visitors or contractors) while they are on RTAM's property or are participating in an RTAM sponsored activity.

For the purposes of this policy, a "Competent Person" is defined as a person who:

- is impartial;
- has knowledge, training and experience in issues relating to workplace violence and harassment; and
- has knowledge of relevant legislation.

#### **4.02 Employee and Member Rights and Responsibilities**

Employees and members have the responsibility to treat each other with respect. We ask that any employee or member who experiences harassment or sees another person harassed reports it to the appropriate person at RTAM.

Employees and members are responsible to co-operate in the investigation of a harassment or violence complaint or incident. Anyone who participates in a complaint investigation is asked to keep details confidential until the investigation is complete.

This policy is not intended to discourage or prevent a complainant from exercising any other legal rights, actions or remedies that may be available pursuant to any other law. Pursuant to legislation, employees have the right to contact the Manitoba Human Rights Commission to file a complaint of harassment in the workplace.

This policy is not intended to apply to cases of suspected child abuse. Child abuse situations are governed by Child Welfare and must be referred directly to Child and Family Services.

#### **4.03 RTAM Responsibilities**

RTAM leadership must ensure, to the extent reasonably possible, that no employee or member is harassed or subjected to violence in the workplace or while involved in RTAM associated activities.

RTAM, its Executive Committee and Executive Director are responsible for keeping a safe work environment. If you occupy one of these offices or positions and you become aware of harassment or violence in the workplace or pertaining to RTAM associated activities, you must do everything reasonably in your power to stop it, whether or not a complaint is made.

Courts and the Human Rights Commission presume that employers and managers are responsible for being aware of harassment in their organization, and may penalize them accordingly if they do not take steps to address matters. RTAM leadership who ignore harassment or violence leave themselves and RTAM open to legal consequences, and will be disciplined for ignoring or perpetuating harassment or violence if they knew or ought to have known of the circumstances.

RTAM will take decisive and suitable action will be taken with anyone found to have harassed or perpetuated violence towards another person in the workplace or in association with RTAM activities.

RTAM will ensure that all employees, members and leadership are made aware of and understand this policy.

### **PART I - HARASSMENT**

#### **4.04 Definitions of Harassment**

##### **a) Definition of Workplace Harassment**

Workplace harassment is a form of discrimination. Harassment creates a hostile or intimidating environment, in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work performance, or creates a risk to a worker's health, or psychological or physical wellbeing.

It may be broadly defined as a single severe event (in some circumstances) or a series of incidents that involve unwelcome or objectionable comments, conduct or display undertaken or made on the basis of the following grounds:

- a person's ancestry, including colour and perceived race;
- nationality or national origin;
- ethnic background or origin;
- religion or creed, or religious belief, religious association or religious activity;
- age;
- sex, including sex-determined characteristics or circumstances such as pregnancy, the possibility of pregnancy, or circumstances related to pregnancy;
- gender-identity;
- sexual orientation;
- marital or family status;
- source of income;
- political belief, political association or political activity;
- physical or mental disability or related characteristics or circumstances, including reliance on a dog guide or other animal assistant, a wheelchair, or any other remedial appliance or device;
- social disadvantage;
- conviction for an offence for which a pardon has been granted; or
- other prohibited grounds (including physical size and weight) that creates a risk to the health of a worker, detrimentally affects the work environment or leads to adverse job-related consequences for the victims.

This behavior need not be intentional in order to be considered harassment.

"Discrimination" means discrimination based on the grounds set out above.

This definition also applies to harassment in association with RTAM member activities.

c) Definition of Sexual Harassment

"Sexual Harassment" is defined in *The Human Rights Code (Manitoba)* as:



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- a series of objectionable and unwelcome sexual solicitations or advances of a sexual solicitation;
- an advance made by a person who is in a position to confer any benefit on, or deny any benefit to, the recipient of the solicitation or advance, if the person making the solicitation or advance knows or ought to reasonably to know that it is unwelcome; and/or
- a reprisal or threat of reprisal for rejecting a sexual solicitation or advance.

In addition to the behaviours defined in the Manitoba Human Rights Code, RTAM also recognizes sexually oriented behaviour or remarks which create a negative psychological environment to be sexual harassment. Such behaviour or remarks include, but are not restricted to:

- demeaning remarks based on gender;
- suggestive jokes about sex;
- inappropriate comments about clothing, physical characteristics or activities;
- inappropriate displays of sexual pictures or materials;
- leering, ogling, or suggestive or insulting sounds; and/or
- unwanted questions or comments about one's private life.

Like other forms of harassment, an incident of sexual harassment may involve a single event if sufficiently serious.

### *d)* Definition of Personal Harassment

Personal Harassment is also prohibited by this policy. It is defined as a course of continuous conduct that is objectionable, unwelcome, degrading, and offensive and serves no legitimate work-related purpose and has the effect of interfering with a person's work performance, psychological or physical well-being, or creates an intimidating, humiliating, hostile or offensive environment. It can include:

- unjustified, unfair criticism or ridicule;
- insults, mocking, belittling or abusive comments and behavior especially in front of others;
- repeated incidents of yelling, screaming or name calling;

- behavior that is rude, intimidating or vindictive; and/or
- is not based on grounds protected by Human Rights legislation.

Personal Harassment relates to the cruel, harsh, unfair, or threatening treatment of an employee which may or may not have as its object encouraging the employee to terminate their employment with RTAM.

Like other forms of harassment, personal harassment may involve a single event if sufficiently severe, so as to have a lasting, harmful effect on the worker or member.

**e) Definition of Bullying and Generally Disrespectful Behaviour**

RTAM believes that bullying can be a serious problem that when occurring, requiring prompt and accurate intervention. For that reason, bullying has been included in this policy, and will be considered a form of harassment. Complaints involving bullying of staff, Board members and/or members will be addressed and violations of this policy may result in discipline, up to and including termination of employment or expulsion from membership.

Bullying is defined as unfair and one-sided aggression towards another person and may include physical, verbal, social, or written aggression (including electronic communication such as social media, text messaging and email), isolation or intimidation. It often involves an imbalance of power and strength and results in the target person feeling humiliated and/or distressed. Bullies generally hurt, threaten, and/or frighten others in a repetitive, intentional way. However, a single event of severe objectionable conduct that adversely affects a person's psychological or physical well-being may be considered bullying if it is sufficiently severe, so as to have a lasting, harmful effect on the worker or member.

Disrespectful behavior towards others is also contrary to the values and objectives of RTAM.

Employees, Board members and members are expected to treat every other employee, Board member, member, and visitor in a respectful manner such that their behavior would set an example of appropriate conduct for others.

Examples of disrespectful behavior include, but is not limited to:

- swearing, yelling, name calling, and/or gossiping;
- reprimanding in the presence of others;
- the improper use of power or authority inherent in one's position; and
- offensive or inappropriate remarks, gestures, behavior or displays of material.

**f) Further Examples of Prohibited Conduct**

Examples of conduct which may violate this policy include, but are not limited to: behavior or conduct addressed directly to an individual(s) that threatens violence or property damage, or incites imminent lawless action that is made with specific intent to harm; racial and ethnic epithets, slurs and insults; slander, libel or, obscene speech that advocates racial, ethnic or religious discrimination, hatred or persecution; unwelcome sexual flirtations, sexual advances, physical or visual conduct that is abusive or propositions including sexually degrading words and unwelcome physical touching; sexual, racial or other jokes; e-mails; drawings; cartoons or written materials which are offensive.

Harassment does not include actions occasioned through exercising good faith, or if RTAM is exercising its normal managerial rights and responsibilities such as assigning and organizing work, evaluating performance, setting reasonable standards of work, taking corrective action (i.e. coaching, counseling or discipline) with respect to conduct or performance.

**4.05 Reporting and Investigation Procedure**

**4.05 (a) Reporting Harassment and Discrimination**

The following reporting procedure applies to all incidents of harassment and discrimination. The procedure for reporting workplace violence is set out separately in this policy.

Reporting harassment is to be done as follows:

- i. If you feel you are being subjected to harassment, the first thing to do is to tell the person harassing you to stop, if you feel comfortable doing that. You can do this in person or in writing.
- ii. If you feel unable to deal with the person directly, you should submit a complaint, in writing to the Executive Director of RTAM. If the complaint involves a Board Member or the Executive Director, then the complaint may be directed to the President of RTAM. In either case, the Board will be advised that a complaint has been filed, unless the complaint involves a member of the Board, in which case that individual will not be advised. In being advised of a complaint, the Board will receive, at a minimum, the names of the parties to the complaint and the nature of the complaint.
- iii. All complaints will be taken seriously, and will be dealt with fairly and promptly. There may be informal ways to handle a complaint. The Executive Director or President may speak to the alleged harasser. The Executive Director or President may arrange for mediation, in which a neutral third party helps the people involved reach an acceptable solution. If the informal route does not succeed or is not

appropriate in the circumstances, RTAM will support a formal investigation into the complaint.

#### **4.05 (b) Investigations**

Where an investigation is required, it will be performed by a Competent Person, designated by RTAM. RTAM retains the right to determine whether to designate an internal or external Competent Person, depending on the circumstances of the complaint.

The complainant and the respondent are both entitled to a fair process and will both be informed of the process, progress and results of the investigation in writing by RTAM. The complainant and the respondent will both be interviewed, as well as any other witnesses.

Given the sensitivity of these matters, RTAM will do its best to preserve confidentiality throughout the process during the investigation, and will not disclose the name of the complainant or an alleged harasser unless necessary to investigate the complaint or take corrective action with respect to the complaint, or where required by law.

RTAM shall, on completion of the investigation into the incident of harassment:

- keep a record of the report from the Competent Person, as well as any communications to the parties informing them of the results of the investigation;
- provide the Board and the workplace safety committee or the health and safety representative, as the case may be, with the results of the investigation, so long as such disclosure is not prohibited by this Policy or by law; and
- take suitable and decisive action in respect of any person under RTAM's direction who subject's another person to harassment. This action may likely include discipline or corrective action up to and including the dismissal of the offending person(s) from employment, or in the case of members, discipline or corrective action up to and including the expulsion of the offending person(s) from membership.

## **PART II – VIOLENCE**

### **4.06 Application to Members**

Unless expressly stated otherwise, Part II of this Policy applies in full to members of RTAM. References to "employee" are interchangeable with member, and references to "workplace" are interchangeable with any place where RTAM activities are being conducted.

### **4.07 Definition of Workplace Violence**

Workplace violence constitutes any action, conduct, threat or gesture of a person towards an employee in their workplace that can reasonably be expected to cause harm, injury or

illness to that employee. It includes, but is not limited to, actual or attempted physical force against a person, or any threatening statement that gives a person reasonable cause to believe that physical force will be used against them or another person.

RTAM is committed to ensuring, so far as is reasonably practicable, that no employee is subjected to violence in the workplace and will ensure all employees are aware of the risks of violence in the workplace and are properly trained and equipped to protect themselves. As such, it is committed to:

- providing a safe, healthy and violence-free workplace, to the extent reasonably practicable;
- dedicating sufficient attention, resources and time to address factors that contribute to workplace violence including, but not limited to, bullying, teasing, and abusive and other aggressive behavior and to prevent and protect against it;
- communicating to its employee's information in its possession about factors contributing to workplace violence;
- training employees on this policy;
- ensuring employees comply with this policy; and
- assisting employees who have been exposed to workplace violence.

#### **4.08 How to Report Incidents of Violence**

In the case of workplace violence, employees must report incidents of violence to their supervisor. Should the supervisor be the object of a violence complaint, the complaint should be made to the Executive Director. Complaints can be made orally or in writing.

The complainant and the Executive Director will assess the risk associated with the situation and a documented incident report must be prepared and submitted to the President and/or Board within twenty-four (24) hours of being notified of the violent incident. The documented report must be completed for all incidents of violence, whether there is actual violence or a threatening situation where there is a reasonable expectation that it may become violent, and regardless of whether there is actual injury.

In the event immediate assistance is required when an incident of violence occurs or is likely to occur, the employee or supervisor shall follow the steps outlined in "Emergency Procedures" below.

Incidents of violence will be investigated as soon as reasonably practicable after the incident. This will be done by a Competent Person, designated by RTAM. RTAM retains the right to determine whether to designate an internal or external Competent Person, depending on the circumstances.

Given the sensitivity of these matters, RTAM will do its best to preserve confidentiality throughout the investigation, and will not disclose the names of the persons involved unless necessary to investigate the incident of violence or take corrective action with respect to the complaint, or where required by law. If personal information must be disclosed as described in this paragraph, it will be the minimum amount necessary for the purpose.

RTAM shall, on completion of the investigation into the workplace violence incident:

- keep a record of the report from the Competent Person;
- provide the workplace safety committee or the health and safety representative, as the case may be, with the report of the Competent Person, providing information whose disclosure is not prohibited pursuant to this policy or by law;
- take suitable and decisive action in respect of any person under RTAM's direction who subject's another person to violence, which action may likely include discipline or corrective action up to and including the dismissal from employment of the offending person(s), or in the case of members, discipline or corrective action up to and including expulsion from membership; and
- adapt or implement, as the case may be, controls to prevent a recurrence of the workplace violence.

#### **4.09 Notification of Employees as Risk**

When an actual incident of violence has occurred or when a situation is reasonably expected to become violent, RTAM will take the following steps to ensure the safety of all employees and members:

- The Executive Director will advise the employee, if aware the employee is at risk. The Executive Director will also coordinate a review of current procedures in an effort to eliminate or minimize risk.
- Unless otherwise prohibited by law, in informing the employee of risk, the information will include any information in RTAM's possession, including personal information, related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work. The personal information provided will be the minimum required to accomplish the purpose. Depending on the circumstances, appropriate steps will be taken to protect the employee or member, as far as reasonably practicable.

#### **4.10 Recommendation to Get Medical Help**

If an employee or member has been the victim of violence, the employee or member will be:

- encouraged to get immediate medical help;
- given the opportunity to be examined by a physician; and/or
- encouraged to attend post-incident counseling, if appropriate.

#### **4.11 Workplace Violence Training**

RTAM shall provide information, instruction and training on the factors that contribute to workplace violence and the risks of workplace violence to each employee that may be exposed to a risk of workplace violence.

RTAM shall provide information, instruction and training:

- before assigning to an employee any new activity for which a risk of workplace violence has been identified;
- when new information on workplace violence becomes available; and
- at least every three years.

The information, instruction and training shall include the following:

- the nature and extent of workplace violence and how employees may be exposed to it;
- the communication system established by RTAM to inform employees about workplace violence;
- information on what constitutes workplace violence and on the means of identifying the factors that contribute to workplace violence;
- the workplace violence prevention measures that have been developed; and
- RTAM's procedures for reporting on workplace violence or the risk of workplace violence.

Unless otherwise prohibited by law, in providing information, instruction and training on risks of violence, the information will include any information in RTAM's possession, including personal information, related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work. The personal information provided will be the minimum required to accomplish the purpose.

At least once every three years, and in either of the following circumstances, RTAM shall review and update, if necessary, the information, instruction and training provided:

- when there is a change in respect of the risk of workplace violence; or

- when new information on the risk of workplace violence becomes available.

RTAM shall maintain signed records, in paper or electronic form, on the information, instruction and training provided to each employee with respect to this policy.

Annually, RTAM will prepare a report that compiles the records of incidents of violence to a worker in the workplace (if any), the results of any investigation into an incident of violence, including a copy of investigation reports prepared and details of recommended and implemented control measures. This report will be provided to the workplace safety committee, or health and safety representative, or if there is neither, then to all employees of RTAM.

This training may or may not be provided to members, and such decision will be left to the Board.

#### **4.12 Steps to Eliminate or Minimize the Risk of Violence**

The following work areas and job functions have been identified as those where an incident of violence has occurred in the past, or where risks of violence could be reasonably expected to occur:

**[LIST]** - legislation requires employers to provide description of particular worksite at the workplace where an incident has occurred or could reasonably be expected to occur, or job functions where worker performing that job function has been exposed to violence, or may reasonably be expected to be exposed to violence.

Safe work procedures have been developed to inform and train employees about the risks of violence identified above, and to identify the measures that will be used in an effort to eliminate or control those risks. [Note: legislation requires details of the measures that the employer has implemented to eliminate or control the risks identified above – if risks listed are minimal, then incorporating directly into this policy may be more appropriate; if multiple risks, then separate procedures are likely more appropriate]. The safe work procedures will be reviewed with all employees.

Documented safe work procedures on or relating to violence prevention include:

- Emergency Action Plan – Located on the Staff Fridge
- Staff Manual – On the RTAM shared server, the Executive Director also maintains a paper copy in his office.
- Visitor and Guest Violence Prevention and Safety– Listed in the Staff Manual (given to each staff member)
- Safe Workplace Policy – Listed in RTAM Policy Manual (given to each staff member)



- Violent Workplace Training and Safety Guide – Located on the Staff Fridge
- Portable Defibrillator – Located on the Staff Fridge

These safe work procedures are integral to, and form a part of this policy.

#### **4.13 Emergency Procedures**

Employees and members should take all reasonable steps to protect their personal safety and remove themselves from a violent situation if possible.

Where a violent situation occurs or appears likely to occur, help should be summoned by calling 911 and seeking formal help from the authorities.

**Please seek further instruction and details from the Emergency Action Plan (EAP) located on the staff fridge in the RTAM lunchroom.**

The Executive Director and/or a member of the Executive Committee must be notified immediately.

If a physical assault occurs, the police must be contacted.

### **PART III - NO RETALIATION**

#### **4.14 Retaliation Will Not be Tolerated**

Retaliation of any kind against employees or members who file discrimination, harassment, or violence complaints, or against those who participate in or give evidence in an investigation, will not be tolerated, and will be considered to have engaged in harassment themselves. Regardless of the outcome of a harassment or violence complaint made in good faith, retaliation or reprisals against the complainant, as well as anyone providing information is not acceptable, will be investigated and may be the subject of discipline up to and including dismissal from employment or expulsion from membership.

Malicious and deliberately false complaints will also result in disciplinary action up to and including termination of employment or expulsion from membership against the complainant. Documentation of the false complaint may be placed in the complainant's personnel or membership file.

If, following an investigation, there is no evidence to support a complaint, no record will be kept in the file of the respondent. Where there is a finding to support a complaint, the written complaint, investigation findings, and corrective action (if any), will be recorded on the personnel or membership file of the respondent.

If it becomes apparent following investigation that any unfavorable performance reviews or comments were placed on a complainant's personnel file, or membership file, as a result of the harassment or violence, they will be removed from the file.

Should more information be required about this Policy, or you have any concerns about this Policy, please bring them to the attention of Senior Management, in particular, the Executive Director.

## **SECTION 5 – MEMBERSHIP**

### **5.01 Required Information**

All members, regardless of membership class, must provide RTAM with a mailing address, an email address, or both, to enable RTAM to necessary communications. Members are expected to contact RTAM regarding any changes to member contact information.

### **5.02 Payment of Membership Fees**

- a) Payment of annual membership fees can be made:
  - i. by signing a statement authorizing the membership fee to be deducted from pension in pay and paid to the Corporation by the Teachers' Retirement Allowance Fund (TRAF); or
  - ii. for non-TRAF members, by arranging for payment of fees with the RTAM office by June 30.
- b) A member who pays their annual fee by way of section 5.02(a)(i) will have their membership automatically renewed each year on July 1.
- c) A member who pays their annual fee by way of section 5.02(a)(ii) will receive reminders from RTAM prior to June 30 regarding renewal of membership and payment of membership fees. Where payment is not made by June 30, RTAM will send notice of overdue payments following June 30.

### **5.03 Security of the Membership List**

RTAM is committed to following legislative requirements with respect to the storage, release and control of the personal contained in the Membership List. To that end:

- a) The membership list shall be used only in the pursuit of the interests, aims and objectives of RTAM and shall remain confidential to the President and RTAM staff;
- b) Under the direction of the President, the Member Services Coordinator shall manage the membership list; and
- c) When, in the discretion of the Board, it is in the interest of, and consistent with the goals and objectives of RTAM, to cooperate with a commercial entity

in distributing information to RTAM members then, where practical and with all costs being borne by the requesting group, such information may be distributed through RTAM print and electronic media or a bonded mailer to which RTAM will provide a single-use mailing list.

#### **5.04 Liaison with Membership**

The RTAM Board shall ensure that regular reports on the actions and deliberations of the Board and its Committees are reported to the membership through print and electronic media.

### **SECTION 6 – ELECTION OF THE BOARD OF DIRECTORS**

#### **6.01 Nomination Procedure**

- a) At any point during the Board year, but no later than ninety (90) days before an AGM of members, the Board shall appoint either a member, or an employee of RTAM, to act as Returning Officer (RO).
- b) The RO shall solicit and receive nominations for vacant Officer and Board positions.
- c) The deadline for nominations shall be one (1) month prior to the date of the AGM (the "Nomination Deadline").
- d) To be nominated for a Board position, a Full Member must submit the following information to the RO on or before the Nomination Deadline:
  - i. the Full Member's first and last name;
  - ii. the position the Full Member seeks to be nominated for;
  - iii. a brief biography (no more than 500 words);
  - iv. a brief summary of why they are seeking election (ex. platform points, goals, etc.); and
  - v. up to date contact information (either a phone number, email address, or both).
- e) The RO shall, no later than two (2) week prior to the AGM, make public to members a list of nominees for each position, including the required information in Section X.02(d) (i) through (iv).

- f) Where there is only one (1) candidate for any vacant Officer position, or where the number of candidates is equal to the number of vacancies for Director-at-Large positions, the candidates shall be acclaimed to the position, and such acclamation shall be announced to the membership along with the list of nominees.

## **6.02 Election Procedure**

- a) Voting at the AGM shall open at the start of the AGM and shall close immediately following lunch time.
- b) Full members registered and present, in person or virtual, may vote at any time while voting is open.
- c) Full members may vote one of two (2) ways:
  - i. by paper ballot, which will be available at a voting station at the AGM; or
  - ii. by electronic voting, a link for which will be provided to all members at the start of the AGM.
- d) As it pertains to the election of Officers, each Full Member may vote for one (1) candidate for each of the following offices:
  - i. President;
  - ii. Vice-President;
  - iii. Treasurer; and
  - iv. Secretary.
- e) As it pertains to the election of Directors-at-Large, each member shall be entitled to vote for the same number of candidates as there are vacancies (for example, if there are two (2) vacant Director-at-Large positions, each Full Member shall be entitled to vote for two (2) candidates for Director-at-Large).
- f) Immediately following lunch, the RO will proceed to count the paper and electronic ballots. The RO may ask members of the assembly to assist as scrutineers and/or with the counting of ballots.
- g) In the event of a tie:
  - i. where the tie is for a position for which there were three (3) or more candidates, the candidate with the lowest total votes will be removed from consideration, and a re-vote will take place. If the Chairperson determines

that it is not feasible to re-vote using the procedure in 6.02(c), then the vote may take place by way of show of hands; or

- ii. where the tie is for a position for which there were only two (2) candidates, the tie shall be broken by a vote of the President.
- h) The RO will announce the results of the election before the end of the AGM.
- i) After the ballots are counted, any candidate may request the number of votes that the candidate received.
- j) All paper ballots and the electronic results shall be kept by RTAM for a period of three (3) month following the election in the event a recount is required, or a concern is raised. After three (3) months, all ballots, physical and virtual, shall be destroyed.

### **6.03 Vacancies**

Subject to the Act, where a vacancy in the Board (as elected at the last AGM) occurs, a quorum of the Board may fill the vacancy. Where there is a vacancy on the Board, the remaining Directors may exercise all the powers of the Board so long as a quorum remains.

Where the vacancy has caused the Board to fall below quorum, or where the vacancy has arisen from a failure of the members to elect the minimum number of Directors required by these Bylaws to reach quorum, the Board shall, immediately without delay, call a special meeting of members for the purpose of filling the vacancy. Should the Board fail to call such special meeting, or if there are no Directors in office to call such special meeting, any member of the Corporation may call such special meeting per Article 6.03 of the Bylaws.

## **SECTION 7 – BOARD OF DIRECTORS**

### **7.01 General Rules**

If an Officer is unable to complete their term, the Board may choose from its members a Director to complete that term.

At its inaugural meeting or any meeting thereafter, and with due consideration to the holding of every second (regular) meeting of the membership outside of Winnipeg, the Board shall determine the geographical location of the AGM for the next Board year.

Respecting the privacy of members and staff is a basic value of RTAM. In the course of their duties, Board and Committee members may be made aware of information of such nature that the use or release of that information, in any fashion other than that authorized by the Board, may cause damage or injury to RTAM, the Board, the provider

of the information, or a third party. Therefore, annually all Board and Committee members shall sign a pledge of confidentiality upon commencement of their positions.

Though Board members are expected to act as ambassadors for RTAM with members and Chapters, they shall not disclose matters of a confidential nature, personnel information pertaining to staff, or consultant(s) hired by the Board any discussion from Board meetings or discussion or decisions from in camera sessions of the Board. Unauthorized disclosure of confidential information is a serious violation of this policy and will subject those who made the unauthorized disclosure to appropriate consequences including removal from the Board and/or its Committees.

## **7.02 Duties of Directors**

All Directors shall:

- a) Attend meetings of the Board;
- b) Chair, or become a member of, at least one (1) Board Committee;
- c) Remain accessible to members of RTAM through regular access to email and/or phone;
- d) Be sufficiently conversant with current communication methods and computer technology as to be capable of participating in, and assisting with, the work of the Board including access to, and a working knowledge, of email; and
- e) Perform any other duties incidental to the position within reasonable discretion as directed by the President and/or Executive Committee, or by the Governing Documents of the Corporation.

Board members may, at the direction of the President and/or Executive Committee, be assigned to liaise with a Chapter of RTAM. A Board member so assigned shall:

- a) Update the Chapter President on issues that the Board identifies and facilitate communication with the Board; and
- b) Attempt to attend meetings of the Chapter to facilitate sharing of information.

The Board may remove an Officer/Director as permitted by the Act and Bylaws.

## SECTION 8 – DUTIES OF THE OFFICERS

### 8.01 President

Subject to the authority of the Board, the President shall be responsible for general supervision and oversight of the business of the Corporation, and shall have such other powers and duties as the Board may specify.

The President shall:

- a) Oversee the activities of the Corporation;
- b) Act as presiding officer at AGMs and special meetings, the Board of Directors and the Executive Committee;
- c) Be an ex-officio member of all RTAM committees;
- d) Execute all legal documents of RTAM;
- e) As it pertains to KIT:
  - i. Submit a President's Report for each issue of KIT; and
  - ii. Approve each issue of KIT prior to its printing;
- f) In conjunction with the Board, supervise the Executive Director;
- g) Act as the Privacy Officer of the Corporation;
- h) Act as the official spokesperson of the Corporation;
- i) Maintain the President's files and ensure that copies of committee reports, annual reports and issues of KIT are maintained in RTAM files;
- j) As it pertains to AGMs:
  - i. Approve the AGM venue for the next Board year subject to Article 6.04 of the Bylaws;
  - ii. Approve arrangements and plan the program and agenda for the current Board year AGM;
  - iii. Prepare, for the AGM, a President's Report on the year's activities of the Corporation, and on the activities as President, including a list of the year's Directors and committee members;

- iv. Receive resolutions from Chapters and private members, ensure that they are published in RTAM print and electronic media and included in the agenda of the AGM;
  - v. Ensure that a yearly report from each Standing Committee, Ad hoc Committee and Chapter of RTAM, is included in the AGM Report; and
  - vi. Receive nominations for the Distinguished Service Award.
- k) As it pertains to Chapters and Special Interest Groups:
- i. Arrange for the presentation of the Charter to each new Chapter and Special Interest Group;
  - ii. Maintain contact with Chapters and Special Interest Groups and visit as possible; and
  - iii. Extend an invitation to Chapter and Special Interest Group Presidents to attend Chapter and Special Interest Group Presidents' Meetings.
- l) Arrange for the presentation of Life Membership Certificates to qualifying members;
- m) Prepare an agenda for each Board meeting and have it forwarded along with the notice of meeting to the members of the Board;
- n) Approve for payment, all expenses not expressly covered by Section 11.03;
- o) Approve all communications with outside bodies;
- p) Represent RTAM at meetings, conferences and other events or delegate such attendance;
- q) Arrange a liaison for RTAM with MTS, ACER-CART (see also Section 11.06), and the TRAF Board, and other organizations as directed by the Board; and
- r) Be responsible, or designate a person responsible, for laying a wreath on behalf of retired teachers for each Chapter participating in a Provincial Remembrance Day Ceremony;
- s) Ensure that all provincial and federal government reporting and other requirements are fulfilled, including oversight of each annual report and directing the Secretary to file such annual report.



- t) When a situation has been deemed to be emergency, the President, if applicable, and at least three other members of the Board, at least one of whom should be an Officer, shall determine what action is to be taken. Any such action, and the rationale for it, shall be reported to the Board as soon as possible.

## **8.02 Vice President**

The Vice President shall:

- a) Assume the duties of the President during absences of the President;
- b) Support the President, as requested, in the operation of RTAM;
- c) Serve as an ACER-CART Director for the current Board year (see also section 11.06); and
- d) Perform such other duties as the Board or the President may assign.

## **8.03 Secretary**

The Secretary shall:

- a) Keep accurate records of the proceedings of the AGM;
- b) Keep accurate records of the proceedings of each meeting of the Board;
- c) Keep accurate records of the proceedings of each meeting of the Executive Committee;
- d) Ensure minutes of all Board meetings are distributed to members of the Board prior to the next meeting of the Board in a timely manner;
- e) Ensure that highlights of board meeting minutes are distributed to Chapter and Special Interest Group Presidents, Board Members and Committee Members;
- f) Arrange for the posting of the highlights in Section 8.04(e) to the RTAM Website;
- g) Ensure that a monthly report of decisions made, and actions taken, by the Board are distributed to members of the Board prior to each Board meeting and the AGM;

- h) Give, or cause to be given, notice of AGMs and special meetings to all members, Directors and auditors;
- i) Act as the custodian of all books, papers, records, documents and instruments belonging to the Corporation except where alternative custodial appointments are expressly provided for in the Governing Documents of the Corporation;
- j) At the direction of the President, be responsible for filing the annual report of the Corporation to the Government of Manitoba; and
- k) Perform such other duties as the Board or the President may assign.

#### **8.04 Treasurer**

The Treasurer shall:

- a) Ensure accurate records of the monies received and expended by RTAM are kept;
- b) Ensure financial controls, safekeeping and audit trails are in place for the fiscal management of RTAM;
- c) Be responsible for the deposit of monies, the safekeeping of securities and the disbursement of funds of the Corporation;
- d) Ensure that expenses incurred by Directors and committee members which expressly qualify under Section 11.03 or, for which Board or President approval has been given, are reimbursed;
- e) Ensure that invoices presented for payment that are outside the parameters of the budget, shall be honored where there is a motion from the Board to cover the same;
- f) Ensure that signing officers are in place;
- g) Present a report on the financial state of RTAM to the Board at each Board meeting;
- h) Notify committee chairs of any concerns regarding committee expenses;
- i) Ensure that the financial records of RTAM are provided to an independent auditor each year for verification of the accuracy of the financial records
- j) As it pertains to the AGM:

- i. Present the financial reports for the prior fiscal year and the current fiscal year at the AGM;
  - ii. Prior to each AGM, prepare an annual budget in consultation with the Board and present the budget approved by the Board to the membership at the AGM;
  - iii. Recommend to the membership fees for each membership class that would provide sufficient income to enable RTAM to carry out all of its anticipated activities and support the proposed budget;
  - iv. Present the auditor's report at the AGM; and
  - v. Recommend to the AGM an independent auditor for appointment for a period of up to three years; and
- k) Perform such other duties as the Board or the President may assign.

#### **8.05 Past President**

The Past President shall:

- a) Provide the Board with historical knowledge of the Corporation as well as relevant background information concerning ongoing issues;
- b) Assist in transitioning the new Board;
- c) Assist the RO of Board elections as required; and
- d) Perform such other duties as the Board or the President may assign.

#### **8.06 Transition Requirements**

- a) Prior to the expiration of their term, each outgoing Officer shall prepare a written transition report for their successor.
- b) Outgoing officers shall ensure that the transfer of books and records for their position is completed no later than June 30 annually.

### **SECTION 9 – STANDING COMMITTEES OF THE BOARD**

#### **9.01 Names of the Standing Committees**

The Standing Committees of the Board shall be:

- 1) Benefits Committee;
- 2) KIT Committee;
- 3) Public Relations Committee
- 4) Executive Committee;
- 5) Membership, Chapters and Special Interest Groups Committee;
- 6) Pension Committee;
- 7) Political Advocacy Committee;
- 8) Student Awards/Student Portfolio Working Group;
- 9) Wellness Advocacy Committee;
- 10) Emeriti Committee; and
- 11) Equity, Diversity and Inclusion (EDI) Committee.

#### **9.02 Ad-Hoc Organizing Committee**

Immediately following the close of elections at each AGM, an Ad hoc Organizing Committee consisting of the President, Vice President and immediate Past President shall be struck. The Organizing Committee shall:

- a) Solicit applications from the RTAM membership for Committee members as soon as reasonably possible after the striking of the Organizing Committee; and
- b) recommend to the Board, at the first Board meeting, members to serve as the chairs of each Standing Committee and any other Ad hoc Committees established in the prior Board year whose work will continue into the current Board year.

#### **9.03 Committee Makeup and General Responsibilities**

Each standing committee shall:

- a) Ordinarily consist of a minimum of six (6) committee members, all of which must be members in good standing, including:
  - i. a chair, who shall be a Director or another member as designated by a Director; and

- ii. a minimum of five (5) members, at least three (3) of whom shall be Full RTAM members or Life Members, and no more than two (2) of which shall be Directors.
- b) Be governed by the Standing Committees' Terms of Reference under Section 9.07 and/or as directed by the Board;
- c) As the first order of business following each AGM, review and, if necessary, recommend updates to the Terms of Reference of the Committee under Section 9.07 for approval by the Board;
- d) Develop and recommend actions to accomplish the goals and objectives established by the Board that pertain to Committees, including but not limited, to those identified in the strategic plan;
- e) Monitor and assess developments within their areas of responsibility;
- f) Meet at least once annually, unless otherwise directed by the Policy Manual or the Board;
- g) Report to the Board a minimum of once annually;
- h) Provide an annual report of the Committee at each AGM;
- i) Review the Bylaws and Policies of RTAM as they pertain to the Committee and recommend changes as needed;
- j) Establish and/or maintain an operating guide for the committee;
- k) With the approval of the Board, promote and facilitate pre-retirement contacts with active teachers; and
- l) Take no action without prior approval of the Board.

#### **9.04 Removal of Committee Chairs or Members**

The Board may remove a Committee Chair or member, who has:

- a) violated the Code of Conduct;
- b) violated the Respectful Environment Policy;
- c) failed to fulfil the duties of the position;
- d) missed, without adequate cause, three (3) meetings of the Committee; or
- e) requested to be removed.

Subject to the provisions of the Act, the Board may, by resolution passed at a special meeting, remove any Committee chair from office and may fill the vacancy. The said resolution must be adopted by a vote of two-thirds (2/3) majority of the Directors in attendance.

The following due process is to be followed in the event the Board seeks to remove a committee Chair:

- a) The Officer/Director must be informed of the pending resolution for removal at least one (1) month before the Board meeting at which the resolution will be tabled;
- b) The Officer/Director must be informed of the reasons for which the resolution will be tabled; and
- c) The Officer/Director must be informed that they are entitled to respond to the resolution at that meeting, by written submission beforehand or by appearing in person.

#### **9.05 Responsibilities of the Chair of a Standing or Ad hoc Committee**

The Chair of a Standing or Ad hoc Committee shall:

- a) Be a Director or designate;
- b) Attend and chair all meetings of the Committee;
- c) Be conversant with RTAM policy, bylaws and the terms of reference of the Committee;
- d) Take no action that would commit RTAM resources or funds or be seen as representing the views and opinions of RTAM without express permission from the Board;
- e) Call committee meetings and determine, in consultation with committee members, whether the meeting will be held in-person or using distance technologies to ensure member participation is maximized;
- f) Prepare an agenda for committee meetings;
- g) Ensure that minutes are recorded, distributed to committee members and submitted to the office for filing;

- h) Prepare a regular report for meetings of the Board and ensure that such report is submitted to the office for filing;
- i) Be responsible for ensuring any other reports and/or information in the interest of RTAM is submitted to the office for filing;
- j) Prepare a report on the work of the committee for inclusion in the AGM Report including a list of members and the number of meetings held;
- k) Seek the approval of the Board for the allocation of budget funds to support approved projects and to inform the Board of, and seek permission for, any projected committee budget over-expenditures prior to incurring same;
- l) Obtain the approval of the President prior to committing RTAM funds or resources from the approved budgets;
- m) Transfer books and records to the incoming chair by June 30 of the next Board year or 30 days after the term ends whichever is earlier;
- n) Take no action without prior approval of the Board;
- o) Immediately notify the President when a situation, perceived as being an emergency, becomes known; and
- p) Perform such other duties as the Board or the President may assign.

#### **9.06 Responsibilities of the Members of a Standing or Ad hoc Committee**

The members of a Standing or Ad hoc Committee shall:

- a) Be conversant with RTAM policy, bylaws and the terms of reference of the Committee;
- b) Attend meetings of the Committee
- c) Seek the opinions of RTAM members to enhance services;
- d) Be sufficiently conversant with current communication methods and computer technology as to be capable of participating in, and assisting with, the work of the Board including access to, and a working knowledge, of email;
- e) Be a member of no more than three Standing Committees and one Ad hoc Committee;
- f) Take no action which would commit RTAM resources or funds or be seen as representing the views and opinions of RTAM;

- g) Immediately notify the Committee Chair when a situation, perceived as being an emergency, becomes known;
- h) Strive to assist in the recruitment of non-Directors as committee members; and
- i) Perform such other duties as the Committee Chair, the Board, or the President may assign.

## **9.07 Terms of Reference of Standing Committees, Sub-committees and Ad hoc Committees**

### **9.07 (a) Benefits Committee**

The Benefits Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Monitor group insurance programs available to members;
- c) Make recommendations to the Board on any changes deemed necessary to protect and enhance RTAM-sponsored group insurance programs;
- d) Periodically review insurance plans as well as government healthcare and Pharmacare programs to ensure that RTAM programs are appropriate to current needs;
- e) Prepare other insurance packages as directed by the Board;
- f) Update insurance related publications;
- g) Raise member awareness of insurance plans available to RTAM members;
- h) Maintain liaison with The Manitoba Teachers' Society Group Benefits Standing Committee; and
- i) Perform such other duties as the Board or the President may assign.

### **9.07 (b) KIT Committee**

The KIT Committee shall:

- a) Fulfill the duties outlined in Section 9.03;



- b) once the issue of KIT has been approved by the President, direct the printing and distribution of the magazine to members and to others including: ACER-CART President, MTS Local Association Presidents, TRAF, school divisions, funded independent schools and other organizations as directed or approved by the Board;
- c) develop and recommend guidelines for letters to the editor for Board approval;
- d) direct the printing and distribution of the magazine to members and to others including: ACER-CART President, retired teachers' organizations in other provinces, MTS President, MTS Local Association Presidents, TRAF, school divisions, funded independent schools and other organizations as directed or approved by the Board; and
- e) perform such other duties as the Communications Committee, the Board, or the President, may assign.

**9.07 (c) Public Relations Committee**

The Public Relations Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) be responsible for the planning, implementation and evaluation of the public relations goals of RTAM;
- c) publicize events sponsored by RTAM in consultation with the Committee(s) responsible for the event;
- d) maintain liaison with the editor of *The Manitoba Teacher* and facilitate publication of RTAM news in *The Manitoba Teacher*;
- e) through liaison with Chapters and Special Interest Groups, as well as the President, facilitate publication of significant news about RTAM in community newspapers and in other print and electronic media;
- f) recommend promotional items for RTAM; and
- g) perform such other duties as the Communications Committee, the Board, or the President, may assign.

**9.07 (d) Executive Committee**

The Executive Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Consist of the President, Vice President, Secretary, Treasurer and Past President;
- c) Be chaired by the Past President who, in consultation with the President, shall determine the date and agenda of meetings;
- d) Call a special meeting at the request of not fewer than two Officers, or by motion of the Board;
- e) Be responsible for the interviewing, hiring, and supervision of the Executive Director of RTAM;
- f) Review items related to administration, including staff hiring and staff contract negotiation, finance matters, and/or any other matters referred to it by the Board for study and report, and to bring recommendations on such administrative matters to the Board for consideration;
- g) Regularly review the financial reports;
- h) Review the Auditor's Report with the Auditor together with one Director-at-Large appointed by the Board;
- i) Recommend to the Board, for approval, Human Resource Management policies consistent with Section 15.0;
- j) Assist the Board in defining issues of importance to the membership and initiate consideration of other pertinent issues;
- k) Ensure, where appropriate, that a Memorandum of Understanding (MOU) or contract be established with all vendors who do business with RTAM and that these MOU/Contracts be reviewed at least annually;
- l) Take no action without the prior approval of the Board unless an emergency exists; and
- m) Perform such other duties as the Board may assign.

**9.07 (e) Membership, Chapters and Special Interest Groups Committee**

The Membership, Chapters and Special Interest Groups Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Promote membership of retired teachers in RTAM;

- c) Make recommendations to the Board regarding qualifications for all membership classes;
- d) Facilitate liaison between Chapters and Special Interest Groups and the Board;
- e) Promote and facilitate the formation of Chapters and Special Interest Groups of RTAM;
- f) Develop Chapter and Special Interest Group formation information packages that include a sample constitution;
- g) Review Chapter and Special Interest Group formation applications including the review of the Chapter and Special Interest Group Constitutions to ensure they are compliant and compatible with RTAM bylaws and policy;
- h) Make recommendations to the membership at AGMs for the formation of a new Chapter or Special Interest Groups or provide reasons why the Chapter or Special Interest Group should not be formed;
- i) Maintain regular contact with Chapters and Special Interest Groups and offer assistance as needed;
- j) Administer the Chapter Initiative Grant program including the review and approval of grant applications;
- k) Review and assess membership applications from individuals who are not receiving a TRAF pension; and
- l) Perform such other duties as the Board or the President may assign.

#### **9.07 (f) Pension Committee**

The Pension Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Maintain current awareness of basic aspects of the TRAF Board, The Teachers' Pension Act and regulations, The Pension Benefits Act and regulations and other relevant pension matters;
- c) Advise the Board on pension issues and make recommendations for policies and actions;
- d) Assist the Board in responding to pension issues on behalf of RTAM members;

- e) Assist the Board in educating members, other related parties and the public on pension issues;
- f) Establish and maintain liaison with other relevant pension groups;
- g) Pursuant to Section 11.04, carry out the search process for RTAM's nomination for the government's discretionary appointment of a "representative" of retired Plan members to the TRAF Board;
- h) Make recommendations to the Board in accordance with *RTAM Nomination Process for TRAF Board Appointment*; and
- i) Perform such other duties as the Board or the President may assign.

#### **9.07 (g) Political Advocacy Committee**

The Political Advocacy Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Develop and recommend actions to accomplish goals and objectives established by the Board;
- c) Monitor political, economic and social issues and advise the President and/or the Board on emerging issues relevant to RTAM;
- d) Initiate, plan and organize advocacy on emergency and emerging issues with the approval of the Board; and
- e) Perform such other duties as the Board or the President may assign.

#### **9.07 (h) Student Awards/Student Portfolio Working Group**

The Student Award/Student Portfolio working group shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Administer the RTAM Student Awards Program;
- c) Annually review the *RTAM Student Award Program Operating Manual*; and
- d) Perform such other duties as the Board or the President may assign.

#### **9.07 (i) Wellness Advocacy Committee**

The Wellness Advocacy Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Ensure members are better informed about healthy aging/wellness topics;
- c) Organize events/seminar opportunities for retired teachers;
- d) Provide members with information on healthy aging/wellness topics in KIT and on the Website;
- e) Promote lifelong learning; and
- f) Perform such other duties as the Board or the President may assign.

**9.07 (j) Emeriti Committee**

The Emeriti Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Perform such other duties as the Board or the President may assign.

**9.07 (k) Equity, Diversity and Inclusion (EDI) Committee**

The EDI Committee shall:

- a) Fulfill the duties outlined in Section 9.03;
- b) Perform such other duties as the Board or the President may assign.

**9.08 Ad hoc Committees**

Ad hoc Committees shall:

- a) Be established by the membership at the AGM or by the Board, with defined terms of reference that include a reporting structure and a timeline for the Committee;
- b) Be chaired by a full member of RTAM;
- c) Be governed, generally, by the rules outlined under Section 9 of this Policy Manual; and
- d) Be in effect until the next AGM or until the work of the committee is complete.

## **9.09 RTAM Ownership**

Results/reports from any task assigned to and carried out by a committee on behalf of RTAM, shall become the domain of RTAM and filed with the office. Where appropriate, such results/reports shall be appended to the committee's operating guide.

## **SECTION 10 – RTAM CHAPTERS AND SPECIAL INTEREST GROUPS**

### **10.01 Chapter and Special Interest Group Organization**

- a) Chapters and Special Interest Groups may be organized pursuant to the Bylaws of the Corporation.
- b) A Chapter may be formed to represent groups of members based on geographical location or regions, while a Special Interest Group may be formed to represent groups of members based on demographic or specific interests.
- c) Where a group of members wishes to organize a Chapter or Special Interest Group, they may submit a request to the Membership, Chapters and Special Interest Group Committee for a Chapter Formation information package.
- d) To have a Chapter or Special Interest Group considered at an RTAM AGM, the group of members must prepare and submit a proposal package to the Membership, Chapters and Special Interest Group Committee for consideration. The Proposal Package shall include:
  - i. A list of retired teachers' signatures, indicating their interest in the formation of a Chapter or Special Interest Group;
  - ii. The name of the proposed Chapter or Special Interest Group and a copy of their Terms of Reference;
  - iii. Names of the interim executive officers and Chapter or Special Interest Group members;
  - iv. The frequency of meetings; and
- e) The Membership, Chapters and Special Interest Group Committee shall include all proposal packages, as well as the Committee's recommendation on the proposals, in its annual report to RTAM membership.
- f) RTAM will reimburse Chapters or Special Interest Groups expenses for an honorarium up to \$100.00 if they engage an Indigenous Elder to give a Blessing or Acknowledgement, at the Chapter's or Special Interest Group's first annual general meeting, regarding the Calls to Action from the Truth and Reconciliation

Commission and/or the Report on the Missing and Murdered Women and Children at the Chapter's or Special Interest Group's annual general meeting.

### **10.02 Aims and Objectives of a Chapter or Special Interest Group**

The aims and objectives of a Chapter or Special Interest Group shall be to:

- a) Support the objectives and goals of RTAM;
- b) Provide for its members opportunities to meet socially with colleagues;
- c) Promote for its members participation in stimulating, meaningful, creative and age appropriate activities designed for whole-person development;
- d) Provide for its members, information relative to RTAM services;
- e) Communicate to its members RTAM priorities and activities;
- f) Communicate the needs of its members to the RTAM Board;
- g) Support RTAM in the development of strategies for the improvement of the economic well-being of its members;
- h) Enhance the quality of life of its members;
- i) Encourage members to stand for election to the RTAM Board or its committees; and
- j) Perform such other duties as the Board may assign.

### **10.03 Terms of Reference**

Each Chapter or Special Interest Group so formed shall have its own Terms of Reference, but in no manner shall they conflict with those of RTAM. In the event of a conflict, the RTAM Bylaws, Policies and Terms of Reference shall prevail.

### **10.04 Chapter or Special Interest Group Membership**

The membership of a Chapter or Special Interest Group may be comprised of the same classes of members as outlined in Article 4.01 of the Bylaws.

### **10.05 Chapter and Special Interest Group Reports and Nominations**

- a) Each Chapter and Special Interest Group shall submit to the RTAM Board a list of current members and the status of their membership, if applicable, by July 7th each year.

- b) Each Chapter and Special Interest Group shall submit a written report to the Board by no later than March 1 each year that includes:
  - i. An up-dated list of the current Chapter executive (if applicable);
  - ii. A list of those members elected for the Chapter executive for the coming year (if available at the time of reporting); and
  - iii. A list of meetings and activities for the designated reporting period.

#### **10.06 Council of Chapter and Special Interest Group (SIG) Presidents**

The President and the Executive Committee shall convene-regular meetings of the Chapter and Special Interest Group Presidents, referred to as the Council of Chapter and SIG Presidents, on the first Thursday of every second month. These meetings will take place in June, August, October, December, February and April each year.

The Council of Chapter and SIG Presidents shall:

- a) Take part in the planning and review of activities and/or projects of RTAM including the development of priorities and strategies;
- b) Make recommendations to the Board for the advancement of RTAM goals and objectives;
- c) Promote liaison between the Board and the membership of Chapters and SIGs;
- d) Promote the establishment of Chapters within RTAM; and
- e) Perform such other duties as the Board may assign.

### **SECTION 11 – BUSINESS OF RTAM**

#### **11.01 Advertising and Notices in RTAM Publications and Website**

- a) RTAM and Chapter sponsored events may be promoted free of charge in RTAM publications and on the RTAM website.
- b) Not-for-profit organizations that wish to place public service announcements, school or teacher reunion notices, or information on volunteer opportunities with service groups may do so free of charge. These may be promoted at the discretion of, and for a period of time as determined by, the Editor of KIT or for the Website, the Chair of the Website Sub-Committee, based on criteria approved by the Board.



- c) Commercial and classified advertising that does not compete directly with an RTAM program or service may be included at the discretion of the Editor for KIT or for the Website, the Chair of the Website Sub-Committee at rates approved by the Board.
- d) Unless so indicated, RTAM shall not endorse or promote any products, services, or events presented. The Editor, Chair of the Website Sub-Committee and/or Board of RTAM accept no responsibility or liability for failure to insert a commercial or classified advertisement for any reason. In such instances, a full refund will be given.

### **11.02 Member Expense Reimbursement**

- a) The expenses listed in this subsection shall be reimbursed to Board and Committee Members for costs incurred for travel on RTAM business.
- b) Such expenses will be reimbursed at the rates approved by the Board in the year that the rates change and subject to the limitations specified herein. Rates will be printed on the RTAM Expense Claim form. Reimbursement will be made after the travel has been completed or other costs incurred. Such mileage and expenses claims must be within and not exceed the most current CRA guidelines.
- c) Notwithstanding subsections (a) and (b):
  - i. Only those Committee Members who are full members of RTAM and are required by the Board to attend the AGM in person shall be reimbursed for travel costs.
  - ii. Out-of-Province members, including Chapter Presidents and Chapter delegates, invited by the Board to attend meetings in person shall be reimbursed at the lesser of the actual cost or the combination of actual and imputed costs for the portion of their travel within Manitoba.
  - iii. the RTAM President shall be allocated an annual budget for transportation, accommodation, and meals costs to support visitations to RTAM Chapters upon receipt of invitations from RTAM Chapters. Receipts for transportation, accommodation, and meals are required.
- d) Such mileage and expenses claims must be within and not exceed the most current CRA guidelines.

#### **11.02 (a) Transportation**

Members shall consider time, cost and safety in determining the mode of transportation used. RTAM shall pay transportation expenses between the member's residence, and/or place of accommodation, as the case may be, and the location at which the

authorized RTAM business is conducted, subject to the rates set out in the Expense Claim form and the provisions herein:

- i. Private Automobile: An allowance shall be paid which covers the gas and mileage used for the requisite travel.
- ii. Air, Rail, and Bus: The lesser of economy class airfare, rail transportation, bus transportation and the actual cost of such travel shall be reimbursed (receipts required).
- iii. Ground Transportation: Where required, actual costs of ground transportation, which includes rental vehicles, taxis and ride share vehicles, shall be reimbursed (receipts required).
- iv. Parking Charges: Where required, actual costs shall be reimbursed (receipts required).

**11.02 (b) Accommodation**

- a) RTAM shall cover accommodation costs for the night before the RTAM business if the member is required to leave his/her residence prior to 8:00 a.m. on the day of the RTAM business.
- b) RTAM shall cover accommodation costs for the night of RTAM business if:
  - i. the member will not arrive at his/her residence prior to 8:00 p.m. (including a dinner break) on the day of RTAM business;
  - ii. when consecutive meetings carry over to a subsequent day and the member would be required to leave his/her residence prior to 8:00 a.m. on the day of the meeting; or
  - iii. when the cost of the accommodation is less than the cost of the private automobile allowance which would be incurred in traveling back and forth.
- b) The lesser of the maximum rate, single room rate or actual cost shall be reimbursed (receipt required).
- c) Where private accommodation is selected, an allowance shall be paid at 50% of the maximum approved accommodation rate in lieu of hotel costs.

**11.02 (c) Meals**

Where a member is required to leave their residence prior to 8:00 a.m. breakfast may be claimed. Lunch and dinner can be claimed if the member is unable to be home for a normal mealtime due to travel. Claims for meals cannot be made for meals that have been provided without charge by RTAM or any other source without charge. Expenses must comply with the rates set

out in the Expense Claim form.

**11.02 (d) Meals and Accommodations outside of Winnipeg**

When on RTAM business in a location outside of Winnipeg, and when accommodation rates and actual meal expenses exceed the approved RTAM rate, all reasonable costs will be reimbursed based upon presentation of receipts. Whether or not a cost is deemed reasonable shall be at the discretion of the President.

**11.02 (e) Other Travel Costs**

Notwithstanding the above, in the event that unusual expenses are incurred while on RTAM business, these may be taken into consideration and approved by the President when submitted with a detailed explanation and receipts, where applicable. Such expenses include those incurred for the reimbursement of expenses for extended stays due to inclement weather or adverse travel conditions and out-of-province travel insurance (where applicable).

**11.02 (f) Telephone**

The actual cost of long-distance calls made in relation to RTAM business will be reimbursed when supported by an itemized receipt and explanation for the calls. Whenever possible, approval for long distance calls should be sought prior to making the call. Where this does not occur, and where it is deemed that it could have occurred, reimbursement may not be guaranteed.

**11.02 (g) Distance Technology Communication Costs**

The actual incremental cost to the participant incurred while participating in RTAM business via distance technologies will be reimbursed when supported by a receipt and an itemized calculation of the incremental cost. Such costs cannot exceed the cost that the participant would have incurred in attending the meeting in person.

**11.02 (h) Computer Consumables**

An allowance shall be available to Board Members to cover costs for computer related consumables used in relation to RTAM business.

**11.02 (i) Other Costs**

Invoices presented for payment, which are outside the parameters of the budget, shall be honored when there is a motion from the RTAM Board to cover the same.

### **11.02 (j) Appeal**

The route of appeal for a person submitting an expense for payment which is deemed non-compliant or rejected by the President is the Board.

### **11.03 Reserve Fund**

- a) The Board shall maintain a permanent Reserve Fund (Reserve).
- b) Annually, at the AGM, the reserve shall be restored to a level of twenty-five percent (25%) of the previous year's budget with a minimum of fifty thousand dollars (\$50,000).
- c) Funds in the Reserve may be invested in easily accessible accounts.
- d) The Reserve may be used:
  - i. To cover any deficit in the current year.
  - ii. For special purposes determined by a two-thirds majority vote of the Board.

### **11.04 TRAF Board Representative Nomination**

Pursuant to Section 2.02 and consistent with the *RTAM Nomination Process for TRAF Board Appointment*, (adopted March 15, 2012), the Board shall nominate an RTAM nominee whose name is to be provided to government for the government's discretionary appointment of a retired TRAF Plan member to the TRAF Board.

### **11.05 Representatives to the ACER-CART AGM**

- a) Observer: The President of the preceding Board year shall attend as an Observer at the ACER-CART AGM.
- b) Director: The Vice President of the preceding Board year shall attend as a Director at the ACER-CART AGM.
- c) The Board may appoint a designate where the person in a) and/or b) is unable to attend or where vacancies exist.
- d) The Director must report to the meeting of the RTAM Board following the ACER-CART AGM.

## **SECTION 12 – RTAM LOGO**

- a) The RTAM logo is a trademark of the Retired Teachers' Association of Manitoba.

- b) The RTAM Logo symbolizes the Retired Teachers' Association of Manitoba and its objectives. Its use is restricted to those purposes deemed appropriate by the Retired Teachers' Association of Manitoba, as determined in this policy. Where permission to use the logo is required, application must be made in writing to the RTAM President.
- c) Any individual, group, agency, or business wishing to reproduce the RTAM logo in any form, including electronic reproduction and/or distribution and/or display, whether for commercial reasons or otherwise, must first obtain written permission from the RTAM Board to do so.
- d) Use of the RTAM logo is authorized for printed, electronic, or other form as deemed appropriate, in relation to all manners of communication and distribution, which are initiated as a normal part of their duty by the Board of RTAM or staff. This may also include the production of promotional materials subject to the authorization of the Board.
- e) RTAM Chapters may use the RTAM logo in combination with their Chapter name or their own logo on official documents, and other items of business including promotional items subject to the authorization of the Board.
- f) The organizers of any activities sponsored or co-sponsored by RTAM that wish to incorporate the RTAM logo in printed materials or promotional items require Board authorization to do so.

### **SECTION 13 – RTAM SPONSORED INSURANCE PLANS**

- a) Persons who wish to participate in RTAM sponsored insurance plans, and who are in receipt of a TRAF pension, may have the premiums deducted at TRAF.
- b) Changes to RTAM sponsored insurance plans and premium rates shall occur by formal motion of the Board.
- c) The broker shall only implement changes approved in clause b) upon receiving written instructions from the President.
- d) Communications to members about changes to insurance plans and premium rates shall be signed by the President, and, if a second signature is included, it shall be that of the Benefits Chair.
- e) A summary of RTAM sponsored insurance plans shall be on file in the RTAM office and available to members and non-members upon request.

## **SECTION 14 – Human Resources (HR) Management**

### **14.01 Human Resources Policy**

HR Management policies are formalized, documented and approved by the Board. Such policy should:

- a) Comply with employment, workplace health and safety, and other related legislation;
- b) Be reviewed bi-annually at a minimum and revised if necessary;
- c) Demonstrate best practices appropriate to RTAM and management decisions and actions that are consistent, uniform and predictable;
- d) Promote RTAM values;
- e) Be accessible to management, employees and Board members;
- f) Include those issues that govern the work and actions of employees, such as:
  - i. Employee Information;
  - ii. Accessibility;
  - iii. Performance Management;
  - iv. Hiring;
  - v. Statutory Holidays;
  - vi. Hours of Work;
  - vii. Leaves of Absence;
  - viii. Overtime;
  - ix. Termination; and
  - x. Vacation

### **14.02 Hiring**

The Executive Committee shall be responsible for the hiring process for positions approved by the Board and for the negotiation of staff contracts to be approved by the Board and co-signed by the President and the staff member.

### **14.03 Staff Performance Appraisal**

On an annual basis, the performance of each employee will be reviewed formally and in writing, additional appraisal may be conducted in development stages or when performance is not meeting standards. The method of appraisal should reflect the demands of the job and be useful for the purpose of improving the employee's value and potential within RTAM.

## **SECTION 15 – DONATIONS, AWARDS, AND GIFTS**

### **15.01 Grants and Charitable Donations**

The Board may approve grants or charitable donations to individuals or organizations for purposes consistent with the Objects and Values and Principles of the Bylaws and where there is alignment with the RTAM Strategic Plan. The donation should serve to enhance the profile of RTAM specifically, and retired teachers generally.

### **15.02 Commemorative Donations**

To honor the memory of a deceased Board member, current or former, a donation to a suitable charity may be approved by the Board to a maximum of \$100.

Commemorative donations to honor the memory of any other deceased person may be approved by the Board to a maximum of \$100 per donation.

Where there is a published obituary with a list of charities for donations included, the donation shall be made to the first listed charity.

Where there is a published obituary with the option of a "charity of choice", the donation shall be made to the RTAM Endowment Fund at the Winnipeg Foundation.

Where there is no published obituary, and where a member of the family is readily contactable, the family should be asked for a preference of charity; and

Where there is no published obituary, and where a member of the family is not readily contactable, the donation shall be made to the RTAM Endowment Fund at the Winnipeg Foundation.

### **15.03 Distinguished Service Awards (DSA)**

#### **a) Provincial**

A Distinguished Service Award may be presented to an individual whose service to RTAM, in the opinion of the Board of Directors, has been extraordinary. The Award may be given posthumously.

- i. The nominator must be a full member of RTAM for at least five years. The nominee must have served on the RTAM Board and/or RTAM Committee for at least five years.
- ii. The nomination shall include a comprehensive description of the nominee's involvement and service to RTAM.
- iii. The President of RTAM shall receive the nomination(s).
- iv. The Award shall consist of a framed certificate duly signed by the RTAM President.
- v. If possible, the Award(s) shall be presented at the evening reception before the AGM (Annual General Meeting). RTAM shall assume all travel and accommodation expenses, incurred by the recipient(s) to attend the AGM, on the same basis and rates allotted to Chapter Presidents.
- vi. More than one Distinguished Service Award may be given annually, with a maximum of two Awards in that year.
- vii. An individual can only receive one DSA.
- viii. The RTAM Board shall make the final decision on the granting of the Distinguished Service Award(s).
- ix. The final date for submissions shall be announced annually in RTAM media by March 15.

b) Chapter or Special Interest Group

A Chapter or Special Interest Group Member Distinguished Service Award may be awarded to a Chapter or Special Interest Group member whose service to the Chapter or Special Interest Group has been extraordinary. The Award may be given posthumously.

- i. The nominator and nominee must each have been full members of RTAM for at least five years.
- ii. The nomination must include a comprehensive description of the nominees' significant contribution to the Chapter or Special Interest Group and why the nominee is deserving of the Award.
- iii. A maximum of two Awards per Chapter or Special Interest Group may be given annually.
- iv. The deadline for receipt of nomination(s) is March 1st annually.



- v. The Chapter or Special Interest Group President shall receive the nomination(s).
- vi. The nomination(s) will be submitted to the Chapter or Special Interest Group Executive for decision.
- vii. The Award shall consist of a certificate duly signed by the RTAM President and framed by the Chapter or Special Interest Group.
- viii. The Award will be presented at the Chapter or Special Interest Group's annual general meeting.

#### **15.04 Student Awards and Bursaries**

##### a) RTAM Student Awards Program

- i. RTAM shall offer an annual RTAM Student Awards Program funded by the revenue generated by the *Retired Teachers Endowment Fund* at The Winnipeg Foundation.
- ii. The amount and number of awards offered is to be approved by the Board annually.
- iii. The RTAM Student Awards Program is to be administered according to the *RTAM Student Award Program Operating Manual*.
- iv. The Student Awards' Program winners will be approved by the Board and their names forwarded to The Winnipeg Foundation for payment.

##### b) RTAM Indigenous Student Bursaries Program

RTAM will annually budget for bursaries for four Indigenous student(s) attending The University College of the North with two of the bursaries allocated to tradespersons.

#### **15.05 Acknowledgement of Longevity**

RTAM shall acknowledge, with an appropriate gift, members who reach the age of 100 and 110 years.

#### **15.06 Gifts and Conflict of Interest Policy**

- a) The Retired Teachers' Association of Manitoba is permitted to receive corporate gifts which will benefit RTAM Members.

- b) Individual RTAM Board Members (directors and officers), RTAM Committee Members, and RTAM Staff shall not:
- i. Disclose or use confidential information acquired in the course of their official duties to further substantially their personal financial interests;
  - ii. Accept a gift of substantial value or substantial economic benefit tantamount to a gift of substantial value which would tend to improperly influence a reasonable person in their position or which they know or should know is primarily for the purpose of rewarding them for official action taken;
  - iii. Engage in a substantial financial transaction for their private business purposes with a person whom they supervise in the course of their official duties;
  - iv. Perform an official act which directly and substantially confers an economic benefit on a business or other undertaking in which they have a substantial financial interest, or in which they are engaged as a counsel, consultant, representative, or agent. The phrase "economic benefit tantamount to a gift of substantial value" (\$250.00 or more) includes a loan at a rate of interest substantially lower than the prevailing commercial rate and compensation received for private services rendered at a rate substantially exceeding the fair market value.
- c) It is permissible for RTAM Board Members (directors and officers), RTAM Committee Members, and RTAM Staff to receive:
- i. An occasional non-pecuniary gift which is insignificant in value;
  - ii. A non-pecuniary award publicly presented by a non-profit organization in recognition of public service;
  - iii. Payment or reimbursement for actual and necessary expenditures for travel and subsistence for attendance at a convention or other meeting on behalf of RTAM at which they are scheduled to participate;
  - iv. Payment for speeches, debates, or other public events when acting on behalf of RTAM and where an honorarium is received.

## **SECTION 16 – EFFECTIVE DATE**

### **16.01 Effective Date**

- a) Subject to the Act, this Policy Manual shall come into force when confirmed by the Board, or by the membership.

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President –

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Secretary –