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SECTION 1 – DEFINITIONS (New)

1.01 Definitions

In the policies of the Corporation, unless the context otherwise requires it:

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- a) **"Act"** means *The Corporations Act (Manitoba)* and any statute that may be substituted therefore, as from time to time amended.
- b) **"ACER-CART"** means l'association canadienne des enseignantes et enseignants retires – The Canadian Association of Retired Teachers.
- c) **"Annual General Meeting" or "AGM"** means the membership at an Annual General Meeting.
- d) **"Articles"** means the Articles attached to the Articles of Incorporation of the Corporation, dated October 24, 1989, as amended or restated May 13, 2009.
- e) **"Board"** means the Board of Directors of the Corporation.
- f) **"Bylaws"** means the bylaws of the Corporation.
- g) **"COLA"** means a cost of living allowance.
- h) **"Corporation"** means the corporation incorporated by Articles of Incorporation under the Act and named the Retired Teachers' Association of Manitoba.
- i) **"Emergent situation"** means one that may require action before the next regularly scheduled meeting of the Board.
- j) **"Meeting"** means an assembly, a majority of whom are members of RTAM, authorized to conduct the business of RTAM in whole or in part. Such meeting may be in one place, or several if conducted electronically.
- k) **"MTS" and "Society"** means the Manitoba Teachers' Society.
- l) **"Officers"** means those directors of the Corporation who are its President, Vice President, Secretary, Treasurer and Past President.
- m) **"PAA"** means the Pension Adjustment Account.
- n) **"RTAM" and "Association"** mean the Retired Teachers' Association of Manitoba.
- o) **"TRAF"** means the Teachers' Retirement Allowances Fund Board.

SECTION 2 – PRINCIPLES OF RTAM

(Relevant committees will study and make recommendations on the following Principles of RTAM at a later date)

- 2.01 Liaison with MTS** (Page 8)
- 2.02 Representation on the TRAF Board** (Page 8)
- 2.03 Role of ACER-CART** (Page 8)
- 2.04 Representation With Other Agencies** (Page 8)
- 2.05 Health Policy** (Page 13)
- 2.06 Retirement Income** (Page 14)

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2.07 Five Year Pension Averaging (Page 14)

2.08 Pension Surplus (Page 14)

2.09 Pension Fund Investing (Page 14)

2.10 Advertising in RTAM Print and Electronic Media (Page 11)

SECTION 3 – MEMBERSHIP (Page 9)

3.01 Security of the Membership List

Pursuant to the requirements of the Privacy Act:

- 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.
- b) Under the direction of the President, the Administrative Assistant shall manage the membership list.
- c) When, in the discretion of the Board of Directors of RTAM, it is consistent with the interests, aims and objectives of RTAM to cooperate with an external or commercial venture in distributing information to RTAM members then, where practical, such information may be distributed through RTAM print and electronic media.

3.02 Liaison with Membership (Page 7)

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 4 – AUTHORITY

4.01 Statements of Policy (Page 6)

RTAM shall maintain statements of policy which shall govern the actions and activities of the Corporation.

4.02 Establishment of Policy (Page 6)

The establishment of policy is the responsibility of the membership: interim policy may be established by the Board of Directors but shall be submitted to the membership for disposition at the next AGM.

4.03 Policy Review (Page 6)

The Board shall review annually the RTAM Policy Manual and for each policy statement that was passed five or more years earlier:

- a) It shall reaffirm, add to, amend, or delete the policy on an interim basis.
- b) It shall date any policy amended, deleted, reaffirmed, or added to the Policy Manual and ratified by the membership, as of the date of the AGM where the ratification occurred.

SECTION 5 - ANNUAL GENERAL MEETING (Page 5)

5.01 Nominations Process (New)

The Past President shall chair the Elections Committee.

5.01 (1) Nominations before the Deadline

- a. The Board will determine a date and time by which nominations shall be received by the Elections Chair and shall distribute this information to the

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RTAM membership. Such date shall be at least 30 days prior to the AGM. Only members in good standing are eligible for nomination.

b. Nomination forms shall include the signature of the nominee. Nomination may be made for a position of Director- at- Large and/or exactly one (1) Officer position. Nominees who meet the nomination deadline shall be asked to submit a biography, which will be part of the AGM booklet. Their names will be included as part of the appropriate elections ballot.

5.01 (2) Nominations after the Deadline

a. Any person whose nomination is received after the determined date and time will be informed that that nomination will only be accepted at the AGM. The Elections Chair will offer to send a copy of the criteria for "nominations from the floor at AGM".

b. All changes to declared nomination positions received by the Elections Chair after the determined deadline will be considered as nomination from the floor and will be subject to the policy thereof.

5.01 (3) Nominations from the Floor at AGM

a. Immediately following acceptance of the minutes of the previous AGM the Elections Chair will inform the assembly:

i) Of all valid nominations received, the names of the individuals seeking election and the position/s they seek.

ii) That the floor will be open to further nominations for a thirty (30) minute period.

b. Pursuant to Bylaw 5.11(e), for nominations from the floor to be valid a nomination form will be completed, signed by the proposed candidate and endorsed by ten (10) members in good standing and in attendance at the AGM.

c. After thirty minutes all nominations will close and the names of any additional nominees will be added to the ballot.

5.02 The Elections Process (Page 5)

- a) The Elections Chair will act as Returning Officer (RO). With the permission of the AGM, the RO may ask members of the assembly to assist.
- b) If, after nominations close, the slate is complete, the RO will present the names of the incoming directors to the membership present. If there are more candidates than positions, the RO will announce the time of the election and the rules for voting.
- c) After each election, the RO will inform the assembly of the names of the successful candidates.
- d) Should there be a tie vote, an immediate re-vote of those candidates shall take place.
- e) After the ballots are counted, any candidate may request the number of votes he or she received.
- f) Following the election, and by motion of the assembly, the ballots shall be destroyed.

5.03 Rules for Voting

- a) If there are more candidates than positions, the election will be divided into two parts:
 - 1) Election of officers: President, Vice President, Secretary and Treasurer. (The Past President is appointed)
 - 2) Election of directors to fill the remaining Board positions.
- b) Members present may cast one (1) vote for each officer position and one (1) vote for each director position needed to complete the Board.

5.04 Bylaw Resolutions

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- a) The Board of Directors, Chapter Presidents and/or individual members may present resolutions for disposition at the AGM.
- b) Resolutions, with the names of the mover and seconder, shall be sent to the President not less than forty-five (45) days prior to the meeting at which the resolution will be considered.
- c) Should the President determine that the resolution would be problematic for reasons such as incorrect numbering or potential conflict with existing Bylaws, Policy or Statutes he or she will contact the mover to discuss the concern. However, the will of the mover shall prevail.

SECTION 6 – BOARD OF DIRECTORS

6.01 Duties of the Board of Directors

- a) At its inaugural meeting, 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 next AGM.

6.02 Liaison with Chapters (Page 7)

Board members may be assigned to liaise with a Chapter of RTAM. The Board member so assigned should:

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

SECTION 7 – DUTIES OF THE OFFICERS

7.01 President (Pages 4 & 5)

The President shall:

- a) Oversee the activities of the organization.
- b) Act as presiding officer at regular and called meetings of the membership, the Board of Directors and the Officers Committee.
- c) Be an ex-officio member of all RTAM committees.
- d) Execute all legal documents of RTAM.
- e) Supervise staff, set priorities for tasks and chair the staff support team.
- f) Be the Corporation's Privacy Officer.
- g) Maintain the President's files and ensure that the President's documents are retained in the RTAM files.
- h) Ensure that copies of committee reports, annual reports and issues of KIT are maintained in the RTAM files.
- i) Submit a President's Report for each issue of the RTAM newsletter.
- j) Approve arrangements for the AGM and plan the program and agenda.
- k) Prepare, for the AGM Report, a President's Report on the year's activities of the organization and on his or her activities as president, and include in it a list of the year's directors and committee members.

- l) Receive private member's resolutions, see that they are published in RTAM print and electronic media and included in the agenda of the AGM.
- m) Ensure that a yearly report from each Standing Committee, Ad Hoc Committee and Chapter of RTAM, is included in the AGM Report.
- n) Ensure that the documents necessary for the AGM are prepared.
- o) Arrange for the presentation of Life Membership certificates to qualifying members.
- p) Receive nominations for the Distinguished Service Award.
- q) Prepare an agenda for each Board meeting and have it forwarded along with the notice of meeting to the members of the Board of Directors.
- r) Approve for payment the Treasurer's expenses and all expenses not expressly covered by Policy 10.02.

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- s) Arrange for the presentation of the Charter to each new Chapter. Maintain contact with Chapters and visit as possible.
- t) Extend an invitation to Chapter Presidents to attend Chapter Presidents' Meetings.
- u) Approve all communications with outside bodies, and represent RTAM at meetings, conferences and other events.
- v) Arrange liaison for RTAM with MTS, ACER-CART, the TRAF Board, and other organizations as directed by the Board.
- w) Be a Director at ACER-CART AGM .
- x) Ensure that the annual report to Government is submitted.
- y) When a situation has been reported as "emergent", the President, in a special meeting with the Chair of the relevant committee and at least three other members of the Board, 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.
- z) Ensure that when communicating face to face with (an) individual(s) on RTAM business, whether money is paid for the service or not, a second person serving as a recorder is present unless approval to the contrary is received from the Board. These records shall be part of the RTAM official records.

7.02 Vice-President (Page 5)

The Vice-President shall:

- a) Assume the duties of the President in his or her absence.
- b) Support the President, as requested, in the operation of the organization.
- c) Be a member of the staff support /evaluation committee.
- d) Be an Observer at ACER-CART AGM.

7.03 Secretary (Page 5)

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 of Directors.
- c) Ensure minutes of all Board meetings are printed and distributed to members of the Board prior to the next meeting of the Board.
- d) Assist the President in the distribution of the adopted minutes to Chapter Presidents, committee members who are not members of the Board, Past Presidents and to the representative to ACER-CART. Motions will be preceded by the designation M/S and applicable requirements of the Privacy Act will be followed.
- e) Prepare a report of decisions made, and actions taken, by the Board so it may be available to members and at the AGM, with consideration of the requirements of the Privacy Act and the privacy needs of the Corporation.
- f) Carry out other duties as assigned by the Board.

7.04 Treasurer (Page 5)

The Treasurer shall:

- a) Keep accurate records of the monies received and expended by the organization and present the financial report at the AGM.
- b) Before 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.
- c) Recommend to the membership at the AGM a membership fee that would provide sufficient income to enable the organization to carry out all of its anticipated activities.
- d) Report on the financial state of the organization at each Board of Directors meeting and notify a committee chair of any concerns regarding the committee's expenses.
- e) Arrange for the reimbursement of those expenses incurred by directors and committee members while doing board and committee work which falls under their terms of reference, within Policy 10.02 or having Board approval.
- f) Submit the financial records of the organization to an independent auditor each year for verification of their accuracy, and present the auditor's report at the next AGM.

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7.05 Past President (Page 5)

The Past-President shall:

- a) Chair the AGM and Elections Committee and act as Returning Officer at the AGM.
- b) Provide the Board with necessary background information about ongoing issues.
- c) Assist with the transition to a new Board.

7.06 Incomplete Term (Page 6)

If an Officer, other than the Past President, is unable to complete his/her term, the Board may choose from its members a director to complete that term.

7.07 Representatives to the ACER-CART AGM (Page 8)

The President shall be a Director at ACER-CART AGM and the Vice President shall be an Observer. If the Vice President is unable to attend, the Board may appoint a replacement.

7.08 Transfer of Records

The transfer of books and records for the outgoing officers shall be no later than June 30.

SECTION 8 – COMMITTEES

8.01 Names of the Standing Committees (Page 1)

The Standing Committees of the Board shall be named:

- 1) AGM and Elections Committee
- 2) Benefits Committee
- 3) Bylaws and Policy Committee
- 4) Communications Committee
- 5) Educational Advocacy Committee
- 6) Membership and Chapters Committee
- 7) Officers Committee
- 8) Pensions Committee
- 9) Political Action Committee
- 10) Travel Committee
- 11) Wellness Committee

8.02 Committee Makeup and General Responsibilities (Page 1)

Each standing committee shall:

- a) Consist of a chair, selected at the first meeting of the Board, and a maximum of five (5) members, exclusive of the President, appointed by the Board of Directors. Additional members, if required, may be added by resolution of the Board.
- b) Be governed by the committee's Terms of Reference as defined by the Board and listed in Policy.
- c) Monitor and assess developments within their areas of responsibility.
- d) Report to the Board on a regular basis and to the AGM.
- e) Undertake responsibilities as directed by the Board.
- f) Review the Bylaws and Policies of the Corporation as they pertain to their particular area and recommend changes as needed.
- g) Strive to include non-directors as members.
- h) Meet at least once annually.
- i) Establish and maintain an operating guide for the committee.
- j) With the approval of the Board, promote and facilitate pre-retirement contacts with active teachers.
- k) Take no action without prior approval of the Board. When a situation is perceived as being emergent, the Committee Chair shall notify the President.
- l) Ensure that when communicating face to face with (an) individual(s) on RTAM business, whether money is paid for the service or not, a second person serving as a recorder is present unless approval to the contrary is received from the Board. These records shall be part of the RTAM official records.

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8.03 The Chair of a Standing Committee (Page 1)

The Chair of a Standing Committee shall:

- a) Be a director of the Corporation.
- b) Submit to the Board for consideration, early in the year, a list of potential members.
- c) Prepare an agenda for committee meetings and ensure that minutes are recorded and distributed to committee members.
- d) Prepare a regular report for meetings of the Board.
- e) 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.
- f) Inform the Board of, and seek permission for, any predicted committee budget over-expenditures.
- g) Be responsible for ensuring that minutes are recorded and reports are filed in the RTAM office.

8.04 Responsibilities of the Members of Standing Committees (Page 1)

The members of a Standing Committees shall:

- a) Be conversant with RTAM policy, bylaws and the terms of reference of the Committee.
- b) Seek the opinions of RTAM members to enhance services.
- c) Be members of no more than three (3) standing committees and one (1) ad-hoc committee.
- d) Be sufficiently conversant with current communication methods as to be capable of assisting the work of the committee.

8.05 Terms Of Reference of Standing Committees

8.05 (1) AGM and Elections Committee (Pages 1 & 4)

The AGM and Elections Committee shall:

- a) Be chaired by the Past President, who will act as Returning Officer.
- b) Recommend to the Board, at its October meeting, a suitable venue within the location chosen for the AGM.
- c) Solicit the cooperation and assistance of any local Chapter in holding the AGM, planning its social events, and operating the registration desk.
- d) Assist the President in ensuring that materials required for the AGM are available to those attending, are published in KIT and on the Website.
- e) Prepare, in cooperation with the President, an evaluation form to be completed by the AGM participants, and a report to the Board of the result.
- f) Initiate the call for nominations in RTAM print and electronic media.
- g) Distribute official nomination forms to Chapters, and to other members upon request.
- h) Accept and verify nominations up until the published deadline and solicit a brief biography for each official candidate, for distribution at the AGM.
- i) Prepare the official slate of candidates for both officers and members-at-large.
- j) Prepare official ballots and counting cards.
- k) Prepare voting processes to be used in an election.

8.05 (2) Benefits Committee (Page 2)

The Benefits Committee shall:

- a) Monitor group insurance programs available to members.
- b) Make recommendations to the Board on any changes deemed necessary to protect and enhance RTAM-sponsored group insurance programs.
- c) Periodically review insurance plans as well as government healthcare and Pharmacare programs to ensure that RTAM programs are appropriate to current needs.
- d) Prepare other insurance packages as directed by the Board.
- e) Update insurance related publications.
- f) Assist Chapters in raising member awareness of insurance plans available to RTAM members.

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- g) Maintain liaison with the Manitoba Teachers' Society Group Benefits Committee.

8.05 (3) Bylaws and Policy Committee (Page 2)

The Bylaws and Policy Committee shall:

- a) Be aware of legislation, such as the Corporations Act and the Privacy Act, which affects the operation of RTAM.
- b) Update the Policy Manual as changes are ratified by the membership at the AGM.
- c) Review the Policy Manual annually and make recommendations to the Board on any Policy that is due to be re-affirmed, amended or deleted.
- d) Ensure that RTAM Bylaws are current.

8.05 (4) Communications Committee (New)

The Communications Committee shall:

- a) Early in the Board year, recommend to the Board:
 - i) editorial philosophy, policy and priorities
 - ii) a process to determine:
 - a. the accepting, rejecting or editing of material received for publication,
 - b. the identifying of, and method of dealing with, contentious issues,
 - c. whether to publish only material submitted or to seek other materials for inclusion.
- b) Co-ordinate public relations activities.
- c) Recommend advertising rates, details of which shall appear as an appendix to the Policy Manual.
- d) Have the Editor of KIT, the Chair of Public Relations and the Webmaster, or their representatives, as members.

8.05 (4) (i) KIT Sub-Committee: (Page 2)

- a) Shall be responsible for the design, development and publishing of KIT under guidelines set by the Board.
- b) Shall direct the printing and distribution of the newsletter to members and to others including: non-TRAF members of RTAM, representatives of the ACER-CART executive, representatives of other provincial retired teachers' organizations, Provincial Executive members and staff of MTS, MTS Association Presidents (upon request), and other organizational and governmental organizations as directed by the Board.

8.05 (4) (ii) Public Relations Sub-Committee (Page 3)

- a) Shall be responsible for the planning, implementation and evaluation of the public relations goals of the organization.
- b) Shall publicize events sponsored by RTAM.
- c) Shall maintain liaison with the editor of, and facilitate publication of RTAM news in, *The Manitoba Teacher*.
- d) Through liaison with Chapters, shall facilitate publication of significant news about RTAM in community newspapers and in other print and electronic media.
- e) Shall purchase promotional items for RTAM.

8.05 (4) (iii) Website Sub-Committee: (Page 3)

- a) Shall be responsible for the design, development and publishing of information in the electronic media under the guidelines set.

8.05 (5) Educational Advocacy Committee (Page 2)

The Educational Advocacy Committee shall:

- a) Have as its primary goal the protection of the right of children in Manitoba to an education which will best prepare them to lead full and productive lives.
- b) Study issues of importance for the maintenance and promotion of the public

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- school system and make recommendations to the Board.
- c) Make members and the public better informed about educational issues.
- d) Promote educational opportunities for retired teachers.

8.05 (6) Membership and Chapters Committee (Pages 2 and 3)

The Membership and Chapters Committee shall:

- a) Promote membership of retired teachers in RTAM.
- b) Make recommendations to the Board regarding qualifications for associate membership.
- c) Promote and facilitate the formation of Chapters of RTAM.
- d) Maintain regular contact with Chapters and offer assistance as needed.
- e) Review Chapter Constitutions to ensure they are compatible with RTAM bylaws.
- f) Facilitate liaison among Chapters and Directors.

8.05 (7) Officers Committee (Page 4)

The Officers Committee shall:

- a) Consist of the officers of the Corporation who are the President, Vice President, Secretary, Treasurer and the immediate Past President.
- b) Be chaired by the President who shall determine the date and agenda of meetings. A special meeting may be called at the request of not fewer than two Officers, or by motion of the Board.
- c) Review items related to staff and finance referred to it by the Board for study and report, and bring recommendations to the Board for consideration.
- c) Bring recommendations to the Board regarding staffing and office matters.
- e) Regularly review the financial reports with the Treasurer and, with one Director appointed by the Board, review the Auditor's Report with the Auditor.

8.05 (8) Pension Committee (Page 3)

The Pension Committee shall:

- a) Be current with basic aspects of the Teachers' Retirement Allowances Fund Board, the Teachers' Pension Act and other relevant pension matters.
- b) Advise the Board on pension issues and make recommendations for policies and actions.
- c) Assist the Board in responding on pension issues on behalf of RTAM members.
- d) Assist the Board in educating members, other related parties, and the public, on pension issues.
- e) Establish and maintain liaison with other relevant pension groups.

8.05 (9) Political Action Committee (Page 3)

The Political Action Committee shall:

- a) Develop and recommend actions to accomplish goals and objectives established by the Board.
- b) Monitor political issues and advise the President and/or the Board on emerging issues relevant to RTAM.
- c) Plan and organize political action, if so directed by the Board.

8.05 (10) Travel Committee (Page 3)

- a) The Travel Committee shall facilitate member interests in travel.
- b) Should RTAM sponsor a trip, any benefits derived from the travel agency/company shall be shared by all participants.

8.05 (11) Wellness Committee (Page 3)

The Wellness Committee shall:

- a) Promote issues of wellness for retired and active teachers.
- b) Plan and organize seminars on topics related to wellness.
- c) Make available information on wellness topics.

8.06 Ad Hoc Committees (Page 1)

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Ad Hoc committees shall:

- a) Be established by the AGM or the Board, with defined terms of reference that include a reporting structure.
- b) Be chaired by a full member of RTAM.
- c) Be governed, generally, by Policies 8.02 b) to h); 8.03; 8.04 and 4.01.
- d) Be in effect until the next AGM, or until the task is completed.

8.07 Removal of Committee Members (New)

The Board may remove a member of a committee who has missed, without adequate cause, three meetings of the committee, providing that the member has been informed of a pending motion in this regard and given opportunity to respond. A two-thirds majority vote shall be required.

SECTION 9 – CHAPTERS OF THE CORPORATION (Page 7)

9.01 Organization

Any group of members of the Corporation may, with the consent of the Board of Directors, organize and establish a local Chapter for the advancement of the objectives of RTAM.

9.02 Aims and Objectives of a Chapter

The aims and objectives of a Chapter shall be:

- a) To support the objectives and goals of RTAM.
- b) To provide for its members opportunities to meet socially with colleagues.
- c) To promote for its members participation in stimulating, meaningful, creative and age-appropriate activities designed for whole-person development.
- d) To provide for its members information relative to RTAM services.
- e) To communicate to its members RTAM priorities and activities.
- f) To communicate the needs of its members to the RTAM board.
- g) To support RTAM in the development of strategies for the improvement of the economic well being of its members.
- h) To enhance the quality of life of its members.
- i) To encourage members to stand for election to the board of directors or its committees.

9.03 Bylaws and Constitution (Page 7)

Each Chapter so formed shall have its own constitution and may have bylaws, but in no manner shall they conflict with those of the Corporation. The Membership and Chapters Committee will provide a sample constitution as a guide.

9.04 Chapter Membership (Page 7)

The membership of a Chapter may include:

- a) Retired teachers or educators,
- b) Spouses of retired teachers or educators,
- c) Spouses of deceased teachers or educators,
- d) Other interested persons, provided that the majority of Chapter members shall be members of the Corporation.

9.05 Application for Chapter Status (Page 7)

Once an organizing group is prepared to apply for Chapter status, it shall submit:

- a) A list of retired teachers' signatures, indicating their interest in the formation of a chapter.
- b) The name of the proposed chapter and a copy of the proposed constitution and bylaws.
- c) Names of the interim executive officers and charter members.
- d) The frequency of meetings and the proposed date of the first AGM where the proposed constitution and bylaws will be adopted and the executive elected.

9.06 Chapter Status Confirmed (Page 7)

Chapter status will be confirmed and a Charter document prepared for presentation to the new Chapter by motion of the Board upon the recommendation of the Membership and Chapters Committee.

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9.07 Chapter Reports and Nominations (Page 8)

- a) The Chapter shall submit a list of current members and the nature of their membership status by October 31 each year.
- b) In time for the RTAM AGM, the Chapter President shall submit a written report to the Board including:
 - i) A list of retiring Chapter executive members.
 - ii) A list of those members nominated for the Chapter executive for the coming year.
 - iii) A list of meetings and activities.
 - iv) Nominations, if any, for the RTAM Board of Directors.

9.08 Council of Chapter Presidents (New)

The Council of Chapter Presidents shall:

- a) Take part in the planning and the review of activities and/or projects of the Corporation including the development of priorities and strategies.
- b) Make recommendations to the Board for the advancement of the objectives of the Corporation.
- c) Promote liaison between the Board and the membership.
- d) Promote the establishment of Chapters within the Corporation.
- e) Carry out other duties as assigned by the Board of Directors.

SECTION 10 – BUSINESS OF THE CORPORATION

10.01 Membership Fees (Page 9)

- a) Wherever possible, the membership fee established at the AGM shall be deducted from the TRAF pension.
- b) The fee for Life Members shall be waived.

10.02 Reimbursement of Expenses (Page 9)

Pursuant to Bylaws 5.02 and 6.19, the following expenses shall be reimbursed at the rates listed in an appendix to the Policy Manual:

10.02 (1) Transportation (Page 9)

RTAM shall pay transportation expenses to its representatives subject to the provision of receipts. Members shall consider time, cost and safety in determining the mode of transportation used.

- a) Private automobile - chargeable rates as established by the AGM.
- b) Public transportation - economy class public transportation will be paid.
- c) Ground transportation - where required, actual costs of taxi or bus will be paid.
- d) Parking charges - where parking costs are incurred because of attendance at RTAM meetings or while on RTAM business, charges may be claimed.

10.02 (2) Accommodation (Page 9)

RTAM shall cover accommodation costs for members required or invited to attend RTAM meetings when travel time exceeds one hour or when consecutive meetings, or sessions of a meeting, carry over to a subsequent day and the member is eligible for accommodation coverage due to distance.

10.02 (3) Meals (Page 9)

Where such a member is unable to be home for a normal mealtime, RTAM shall provide an allowance for meal expenses, inclusive of gratuities.

10.02 (4) Telephone (Page 9)

The cost of long distance calls made in relation to RTAM business will be reimbursed when supported by the telephone company billing and an itemized explanation of the calls.

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10.02 (5) AGM Attendance Expenses (Page 10)

- a) RTAM will pay the expenses of those committee members who are required by the Board to attend the AGM.
- b) Chapter Presidents or their alternates invited by the Board to attend meetings shall be reimbursed at rates approved by the Board.

10.02 (6) Other (Page 10)

Notwithstanding the above, in the event that unusual expenses are incurred while on RTAM business, these may be taken into consideration when submitted with a detailed explanation. The route for appeal by a person submitting an expense for payment is: the President and the Board.

10.03 Honoraria (Page 10)

The Board may approve honoraria.

10.04 Reserve Fund (New)

- 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.

SECTION 11 – RULES OF ORDER (Page 7)

11.01 Rules of Order

- a) Where specific procedures are not already denoted in policy, the rules of procedure governing all meetings of the Corporation shall be the most recent edition of Bourinot's Rules of Order. Where these rules and policy are silent, the will of the majority shall prevail.
- b) A Summary of Frequently Used Rules of Procedure shall be appended to the Policy Manual.

11.02 Meetings by Electronic Media (New)

- a) When meetings are held by electronic media, all available members entitled to attend and vote shall have the opportunity to participate in discussions and be aware of the viewpoints of other members before voting occurs.
- b) When such a meeting occurs, voting shall be made in a manner in which all members entitled to vote are informed of the votes of the other members before the result is valid.

11.03 In Camera Meetings (New)

- a) The use of in-camera meetings should be sparing and limited to those occasions when they are absolutely necessary.
- b) Minutes of an in-camera meeting will be placed in a sealed file. Motions passed in camera may be, by motion passed while in camera, published in the subsequent minutes of a regular meeting.
- c) In camera meetings should be considered where the following subject matter is to be discussed:
 - 1. The security of the assets, personnel or property of RTAM,
 - 2. Personal matters about any identifiable individual, including any director, employee or member of RTAM,
 - 3. A proposed or pending financial transaction of RTAM or related entities,

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4. Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties,
5. Labour relations, personnel matters and employee compensation,
6. Litigation or potential litigation including, without limitation, matters before administrative tribunals affecting RTAM,
7. The receiving of advice that is subject to privilege, including communications necessary for that purpose,
8. Matters that are in the developmental stage and not ready for broader discussion throughout the organization,
9. Any matter, that, if in the public domain, could be detrimental to RTAM or its members.

SECTION 12 – RTAM LOGO (Page 11)

- 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.
- 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. Such permission will normally be sought through the RTAM Public Relations Committee Chair.
- d) Provincial 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 is initiated by the Board of RTAM, its Officers Committee, or staff persons as a normal part of their duty. This may also include the production of promotional materials subject to the authorization of the Board.
- e) RTAM Chapters may use the logo in combination with their Chapter name or their own logo on official documents, and other items of business. Should a Chapter wish to use the logo on promotional or complimentary items such as gifts, the Chapter shall contact the RTAM Public Relations Committee Chair to indicate its interest in producing such items.
- f) The organizers of any RTAM sponsored activities that wish to incorporate the RTAM logo into printed materials or promotional items should first contact the Public Relations Chair. Use of the logo in these circumstances would normally include reference to the particular activity.

SECTION 13 – RTAM SPONSORED INSURANCE PLANS

13.01 Premiums (Page 13)

- a) Persons who wish to participate in RTAM sponsored insurance plans, and who are in receipt of a TRAF pension, shall have their premiums deducted at source.
- b) A list of RTAM sponsored insurance plans shall be appended to the Policy Manual.

SECTION 14 – STAFF (New)

14.01 Staff Contracts

The Officers Committee shall maintain a contract detailing remuneration, hours, over-time, paid holidays, travel expenses, working conditions and deductions (OAS, CPP, TX) etc. to be approved by the Board and co-signed by the President and the staff member. A review of staff job descriptions shall occur at least once a year.

14.02 Staff Review

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An evaluation of staff performance shall occur at least every three years. The evaluation/support committee will consist of: the President, the Vice President and one Director chosen by the staff person.

14.03 Duties of the Administrative Assistant

The Administrative Assistant shall:

- a) Provide administrative support to the RTAM president by preparing for board meetings; booking board meeting rooms; printing and circulating agendas and board minutes; coordinating the copying of AGM materials; handling correspondence, etc.
- b) Monitor the voice-mail line and become familiar with the contents of RTAM informational materials in order to respond to requests for factual information and refer requests requiring an opinion to the appropriate committee chair.
- c) Organize and maintain RTAM files including committee minutes and reports.
- d) Organize the distribution of RTAM promotional materials.
- e) Maintain an inventory list of capital assets and RTAM-owned software.
- f) Keep track of RTAM membership numbers, both TRAF and non-TRAF; maintain the non-TRAF membership list and send annual invoices for membership fees.
- g) Assist with the publication of KIT by downloading the membership list from TRAF, removing the names of those who have requested it and uploading the resultant mailing list to the mailing company.
- h) Forward requests for changes of address to TRAF.
- i) Maintain an updated list of names of those receiving complimentary copies of KIT and arrange for mailing.
- j) Send out Life Membership Certificates as required.
- k) Perform occasional clerical tasks for Directors, subject to the approval of the President.
- l) Perform other such duties as determined by the President.
- m) Sign an employee non-disclosure and confidentiality agreement.

SECTION 15 – DONATIONS AND AWARDS (Page 11)

15.01 Grants and Charitable Donations

- a) A percentage of the annual RTAM budget, up to 2%, may be allocated for charitable donations and/or grants.
- b) The main objectives of the RTAM grant/ charitable donations budget shall be to:
 - i) Promote goodwill among teachers on an international level.
 - ii) Promote awareness and understanding of global interdependence.
 - iii) Assist teachers in developing countries to improve their professional skills and competencies.
 - iv) Promote literacy among students in developing countries.

The project/program to be supported should be operated by the Canadian Teachers' Federation and/or Education International. Preference may be given to projects where donations trigger additional financial support from government or other aid agencies.

15.02 Commemorative Donations

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

15.03 Distinguished Service Award (Page 11)

- a) 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.
- b) The President shall receive the nominations.
- c) The nominee, and the nominator, must each be a full member of RTAM.
- d) The Award shall consist of a framed certificate signed by the President.
- e) If possible, the Award shall be presented at the Annual General Meeting. RTAM shall assume all travel and accommodation expenses, incurred by the recipient to attend the AGM, on the same basis and at the rates allotted to Chapter Presidents.
- f) The final date for submissions shall be announced annually in RTAM media at least forty (40) days before the AGM.

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SECTION 16 – APPENDICES (New)

The following appendices shall be associated with the Policy Manual and updated annually:

- 1: Rates of Reimbursement of Expenses.
- 2: Advertising Rates in RTAM Publications.
- 3: A Summary of RTAM Sponsored Insurance Plans.
- 4: A Summary of Frequently Used Rules of Procedure.
- 5: A Brief History of RTAM
- 6: Other appendices as approved by the Board.

APPENDIX 1 – Rates Of Reimbursement of Expenses (AGM 2009)

1. Travel

Mileage shall be reimbursed at a rate of \$0.47 /KM. Travel by other approved means shall be reimbursed at actual cost.

2. Meals

Meals shall be reimbursed at actual cost to a daily maximum of \$39.00, with the rate for lunch not to exceed \$12.00

3. Accommodation

Hotel costs shall be reimbursed at actual cost to a daily maximum of \$118.
Accommodation with family or friends, in lieu of hotel, shall be reimbursed to a daily maximum of \$40.00

APPENDIX 2: Advertising Rates in RTAM Publications. (AGM 2009)

1. Advertising Rates for KIT per issue:

1/16 page (9.53 cm. wide x 3.2 cm. deep)	\$100.00
1/8 page (9.53 cm. wide x 6.5 cm. deep)	\$150.00
¼ page (9.53 cm. wide x 12.7 cm. Deep)	\$200.00
1/2 horizontal (19.6 cm. wide x 12.4 cm. deep)	\$250.00
1/2 vertical (9.53 cm. wide x 25.7 cm. deep)	\$250.00
1 page (19.6 cm. wide x 25.7 cm. deep)	\$300.00

Add 5% GST to above prices.

2. Free Public Service Announcements

Not-for-profit organizations that wish to place: public service announcements, volunteer opportunities with service groups, school or teacher re-unions, are encouraged to do so. Submissions are printed free of charge.

3. Advertising on the RTAM Web Site

Membership reunions and Chapter events may be promoted on the RTAM website at the discretion of, and for a period determined by, the Webmaster. There shall be no fee for posting these events.

APPENDIX 3: A Summary of RTAM Sponsored Insurance Plans. (2009)

See attached.

APPENDIX 4: Rules of Procedure.

GENERAL MEETINGS

Bourinot's Rules of Order will be used where specific procedures are not already denoted in policy. Where these rules and policy are silent, the will of the majority shall prevail.

MOTIONS

1. Motions which consist of more than one part may be considered clause by clause. Such motions may be considered in Committee of the Whole.
2. Only motions which have been submitted in accordance with Policy I Governance - D in the Policy Handbook) will be printed and circulated at the meeting.
3. No resolutions will be accepted at the Annual General Meeting unless such resolutions arise from the business of the Annual General Meeting and can, therefore, be presented as Business Arising.
4. The time limit on speaking to a motion will be five minutes for the mover and three minutes for all other speakers to a motion. If the mover of the motion chooses to close debate, there will be a limit of three minutes.

MOTIONS TO REFER

1. A motion to refer is used when:
 - a) the motion before the meeting is not properly worded and needs extensive changes
 - b) additional information is required.
2. When a motion of referral to the Board of Directors is made, it may stipulate the nature of the action recommended.

QUESTIONS

1. Delegates at the Annual General Meeting who wish detailed information regarding the policy of RTAM or the conduct of its business must submit the questions in writing to the President prior to the Annual General Meeting in order that the information may be available at the required time.
2. Questions arising from the floor of the meeting which require detailed information will be taken under advisement and the information will be provided as soon as possible.

PROCEDURE

1. TEMPORARY SUSPENSION OF SECTION OF BYLAW ON RULES

1. Privileged motion
2. Debatable
3. Requires unanimous consent
4. Not applicable to: (a) whole bylaw;
(b) 2/3rds votes **or** unanimous votes;
(c) ballot vote.

NOTE: OTHER BYLAWS MAY BE SUSPENDED BY 90% VOTE.

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2. AMENDMENTS

A motion to amend shall not negate the original motion; but shall be germane to the original motion. Motions to amend shall propose:

- to leave out words; or
- to leave out words, in order to insert or add others; or
- to insert or add words.

3. AMENDMENT TO THE AMENDMENT

A motion to amend the amendment shall deal only with the wording of the amendment.

4. COMMITTEE OF THE WHOLE

1. Motion to move into Committee of the Whole **MUST** include subject(s) to be discussed.
2. No seconder is needed for motions while in Committee of the Whole.
3. No limit is imposed on the number of times a member may speak to a motion.
4. Motion to rise and report is not debatable or amendable.

RISE TO POINT	PURPOSE	CHAIR'S OPTION
Of Order	Point of rules breached	*Accept or *reject - may explain
Of Personal Privilege	Remedy matter of personal comfort or point out misquote or misunderstanding of current speaker re personal position (above may be accompanied by motion).	*Accept or *reject - may explain

*Anyone may appeal ruling

5. DEBATE

Before addressing the Council, a member shall make identification by stating his/her name and association.

A member shall not speak twice to a motion except, at the discretion of the Presiding Officer, in explanation of a material part of the speech which may have been misunderstood.

A member who moves a main motion may speak a second time to that motion by way of reply. Such reply shall close the debate.

A member who moves an amendment may not close debate.

The Chair may interrupt speaker if debate is not on the motion.

No one may speak a second time (except mover) unless:

- Asking question (Chair may rule out any preamble perceived as debate)
- Raising a point of order
- Raising a question of privilege

6. DILATORY MOTIONS (Require majority for passage.)

To table – cannot be amended or debated and shall immediately be put to the vote.

To refer – advisability to refer is debatable – may be amended.

To postpone to a definite time – is debatable and amendable as to time.

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7. STANDING VOTE

A member may call for a division on a question after the question has been put and before another motion has been stated by calling out “Division”

8. ENDING DEBATE

A member who has spoken on the main question shall not move or second a motion to put the question.

- Requires for passage a two-thirds vote.
- Is not debatable.

9. WITHDRAWING A MOTION

A mover of a motion may request to withdraw that motion any time before voting on the motion has begun by rising and saying “I request permission to withdraw (state motion/resolution)”.

The Presiding Officer shall ask the meeting if there are any objections to the withdrawal. If an objection is raised, the motion may not be withdrawn except by motion.

10. RANK ORDER OF MOTIONS

NOTE: Motions may be withdrawn by mover only if no objection. If any objection, then motion to withdraw must be passed.

TYPE	MOVER	SECONDER	DEBATE	VOTE	OTHER
Reconsider	Any	Any	None until “called up” by any member, then yes	2/3rds	Must be made during same or next sitting. Cannot be “called up” until after one full sitting.
Adjourn	Any	Any	If no business pending, yes. Otherwise, no.	Majority	Not “amendable”.
Recess	Any	Any	No	Majority	Not “amendable” On resumption mover of recess may have floor
Privilege	Any	Any	As in main motion	Majority	Presiding Officer makes ruling on question of privilege. If it stands, rules on urgency.
Table	Any	Any	No	Majority	When tabled motion is raised, debate resumes where it left off.

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Put Question	No one who has spoken on main motion.	No one who has spoken on main motion	No	2/3rds	If carried, vote without further debate. Motion to put the questions may be made to amendment.
Postpone to definite time	Any	Any	Yes	Majority	Amendable only with regard to time (may be considered earlier if 2/3rds majority.)
Refer	Any	Any	Yes, re: advisability	Majority	Amendable.
Amend	Not mover of main motion	Not seconder of main motion	Yes	Majority	No member may move more than one amendment. Amendment shall not negate original motion.
Main Motion	Any	Any	Yes	Majority	
Rescind (unless privilege)	Any	Any	Yes	2/3rds	
N.B.Objection to consideration	Any	None required	No	2/3rds	Must be made before question discussed.

April 30, 2006

APPENDIX 5: A Brief History of RTAM

In the early spring of 1987 the Welfare Services Steering Committee of the Manitoba Teachers' Society appointed a task force of former teachers to develop the parameters under which the MTS might establish an association of retired teachers.

The original members of the Task Force were Nina Phillips of Winnipeg Beach, Jack George of Winnipeg, and John Kastrukoff of Swan River as chair. Doris Hunt of Winnipeg assisted in the absence of Nina Phillips in the final stages of planning by the Task Force. George Strang was appointed by the MTS to assist in the research and the actual formation of the proposed association.

What at first appeared to be a relatively simple process turned out to be a major undertaking. In order to gain as much preliminary information as possible, all organized retired teachers' organizations across Canada, as well as small organized retired teachers' groups in Manitoba, were contacted.

The Task Force aimed, first of all, to establish objectives which are critical to retired teachers but not too extensive as to be prohibitive in the implementation. It was debated initially whether the new organization should be established as a Special Area Group of the MTS or as a separate entity.

The decision was reached to proceed along the special area group concept and accordingly work began on the framing of a constitution and establishing the necessary By-laws. Upon completion of this initial step it was discovered, to the dismay of the Task Force members, that such an association was not legally possible under the terms of the existing MTS Act.

Before embarking on different concepts of affiliation, it was decided to make available legal assistance in preparing a new constitution. The only avenue that was feasible was to apply for incorporation of the Association. Upon incorporation, steps would then follow to develop the terms of affiliation with the MTS. Work began again to draft a new constitution and by-laws which would be in keeping with the requirements of the Corporations Act.

After two years of research and preparation it was decided to hold an inaugural meeting to assess the interest of retired teachers. On May 27, 1989 the inaugural meeting was held in the auditorium of McMaster House. Registration was limited to 116 because of the size of the room available to the meeting. The 116 retired teachers who were present voted unanimously to form an organization to be known as the Retired Teachers' Association of Manitoba.

The first executive elected was:

John Kastrukoff	President
Walter Nowosad	Vice-President
Nina Phillips	Secretary
Anne Thiessen	Treasurer
Valdine Johnson	Member-at-Large
John Chalaturnyk	Member-at-Large

George Strang was the assigned MTS Staff Officer.

The first issue to be addressed by the newly formed Association was to make final the interim document detailing the elements of the constitution and drafting the necessary by-laws in keeping with the legal intricacies of incorporation. This proved to be a time consuming process and after several months the document was once again reviewed and forwarded to the proper legal authorities for refinement and approval.

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The next very important step was the establishment of the details of affiliation with the MTS. The main objective was to achieve a close working relationship between the two organizations. It should be noted that the MTS presidents and provincial executives of the time were most cooperative in the establishment of the articles of affiliation.

The Society was of great help to the new Association by providing a start-up grant of \$6,000. When, at the end of its first year of operation, there were still unexpended funds, the Society generously donated the balance to RTAM. This sum enabled the Association to continue to function until a regular cash flow was established through the payment of fees by the membership.

With the formation of local chapters, RTAM continues to grow. A board membership (of at least 12 and up to 20 members) undertakes to provide a range of services to the membership. A toll free telephone line, email connections, a regular newsletter, information booklets and pamphlets (in English and French), a web page and a policy manual ensure that the members can be informed. The RTAM Annual General Meeting provides another venue for review and debate. Also, RTAM has become a member of the national equivalent, the Canadian Association of Retired Teachers (ACER-CART) located in Ottawa. This provides an opportunity to share opinions with other provincial retired teachers associations on common issues, and to have a forum for discussion on matters of federal interest to retired teachers.

The Presidents of RTAM have been:

1989-90	John Kastrokoff	Swan River
1990-91	Valdine Johnson	Winnipeg
1991-92	John Chalaturnyk	Gimli
1992-93	Jack George	Winnipeg
1993-94	Laurena Leskiw	Brandon
1994-95	Phyllis Moore	Winnipeg
1995-96	Orest Ziolkowski	Roblin
1996-97	Ethel Buchanan	Winnipeg
1997-98	Homer Gill	Portage la Prairie
1998-99	Murray Smith	Winnipeg
1999-00	Peggy Prendergast	Winnipeg
2000-01	Kim Hasselriis	Winnipeg
2001-02	Terry Clifford	Winnipeg
2002-03	Terry Clifford	Winnipeg
2003-04	Dee Dee Rizzo	Winnipeg
2004-05	Dee Dee Rizzo	Winnipeg
2005-06	Vaughn Wadelius	The Pas
2006-07	Con Lynch	Winnipeg
2007-08	Pat Bowslaugh	Brandon
2008-09	Pat Bowslaugh	Brandon
2009-10	Richard R. Benoit	Winnipeg