



Retired Teachers of Ontario
RTO/ERO

The Constitution
For
District 41

Elgin

Revised May 2009

CONSTITUTION – TABLE OF CONTENTS

.	Geographic Boundary, Preamble and Objectives	
.	<u>Article 1</u>	<u>Membership</u>
.	<u>Article 2</u>	<u>Executive and Board of Directors</u>
.		Structure of the Executive
.		Duties of the Executive
.		Election of the Executive
.		Procedures for Nominations and Elections
.		Resignation/Leave of Absence
.		Removal from Office
.		Specific Duties of Executive Members
.		Duties of the President
.		Duties of the Past President and Vice President(s)
.		Duties of the Secretary and Treasurer
.	<u>Article 3</u>	<u>Committees</u>
.		Executive Committees
.		Awards
.		Budget
.		Constitution
.		Nominating
.		Resolutions
.		Standing Committees
.		Archives
.		Goodwill
.		Communications
.		Health Services
.		Recruitment and Member Services
.		Political Action
.		Pension and Retirement Concerns
.		Social
.		Telephone
.		Travel
.	<u>Article 4</u>	<u>Constitution Safeguards</u>
.		Amendments to the Constitution
.		Interpretation
.		Meeting Procedures

DISTRICT NO. 41 (Elgin)
Retired Teachers Of Ontario
Revised May 2008

The geographical area of District 41 is defined by the boundaries of ELGIN COUNTY

PREAMBLE

Whereas it is the mandate and objective of both the Provincial and District organizations to represent the interests of all Retired Teachers and Educational Support Workers of Ontario; members of RTO/ERO at both of these levels shall pursue the following objectives:

OBJECTIVES

1. To promote the interests of all persons receiving pensions under the Teachers' Pension Act;
2. To endeavour to have all retired members and their survivors receive the maximum benefits that are rightly theirs under the terms of the Teachers Pension Act;
3. To support and/or seek support for those members who may be in financial or personal need;
4. To encourage Full and Associate members to participate fully in all benefits offered by the organization;
5. To increase membership by actively campaigning at the District level to sign up non-members and to reach potential members among active education employees both through personal contact and designing programs to meet their special needs;
6. To use a variety of media resources to publicize and promote District activities and accomplishments to its members, to retired education employees who are non-members and to active education employees;
7. To develop closer relationships with local organizations representing education employees in order to explain the RTO/ERO objectives and to offer assistance in helping active education employees in planning ahead for retirement.
8. To provide leadership and guidance to Provincial representatives who attend the Senate meetings of RTO/ERO or who sit on Provincial committees or the Provincial Executive;

ARTICLE 1 - MEMBERSHIP

- 1.01 All persons who are members of the Provincial organization are automatically affiliated to District 41 (Elgin) if they choose.
- 1.02 The rights of Membership are outlined in Article 5 of the Provincial Constitution.

ARTICLE 2 - DISTRICT EXECUTIVE

- 2.01 The District Executive shall consist of at least six (6) members who shall be the Past President , the President, the First Vice-President, the Second Vice-President, the Secretary and the Treasurer.
- 2.02 District 41 shall have an Executive Board. The Executive Board shall include the Standing Committee Chairs (or designates), District members who hold Provincial office and such other members as appointed from time to time by the Executive. Members of the District 41 Executive Board have all the rights and responsibilities as the members of the District Executive at Executive meetings.
- 2.03 The Executive consists of the Executive Board and the District Executive.
- 2.04 The Executive shall meet at the call of the President or at the request of two (2) Executive members.
- 2.05 A quorum shall be a simple majority.

DUTIES OF THE EXECUTIVE:

- 2.06 To determine the District 41 (Elgin) Constitution with due regard for the Constitution, Bylaws and Policies of the Provincial RTO/ERO, seek approval at an Annual General Meeting and file an approved, up-to-date copy of the District Constitution with the Provincial Office.
- 2.08 To hold at least two (2) general meetings a year, one of which shall be the Annual Meeting for the election of District officers
- 2.09 To name two (2) Senators who shall attend the RTO\ERO Senate at Provincial expense. Unless otherwise appointed, the Senators shall be the President and the First Vice-President respectively. If not available, the Executive shall appoint or arrange for an election for up to two (2) Senators. A member of the Provincial Executive may not serve as a District Senator
- 2.10 To send a District Observer(s) to Senate meetings if appropriate. The Observers shall attend at district expense. Unless otherwise appointed, one Observer shall be the Second Vice-President. A member may be appointed as an observer to attend at personal expense.

- 2.11 i) To establish Standing and Special Committees, to appoint Committee Chairs and to ratify Committee terms of reference.
 - ii) To establish appropriate financial controls that will be required from committees that use District funds to meet their terms of reference.
 - iii) To forward pertinent information from the Provincial office to the appropriate District Committee Chair as quickly as possible.
- 2.12 To review the budget prior to the Annual District Meeting.
- 2.13 To review the names of Members presented by the Awards Committee as candidates for RTO\ERO Awards and or RTO/ERO pins.
- 2.14 To actively encourage District members to become involved at both the District and Provincial levels and to approve nominees from the District for Provincial Offices.
- 2.15 To send the Annual District Financial Statement the Provincial Executive Director.
- 2.16 To send to the Provincial Executive Director resolutions which have been passed by the Executive or at a general meeting of the District for Senate consideration.
- 2.17 To apply to the Provincial Executive for additional special grant(s) to promote special District programs.
- 2.18 To act as a liaison with the Provincial Executive.
- 2.19. To conduct the day to day business of the District.
- 2.20 To submit the names candidates for Provincial awards

ELECTION OF THE DISTRICT EXECUTIVE:

- 2.21 i) The District Executive shall be elected at the Annual General Meeting for a term of one year commencing July 1 and ending June 30.
 - ii) An Executive Member's term of office may be extended at the Annual Meeting.
 - iii) Should a vacancy occur on the Executive, it shall be filled as soon as possible by the Executive.

2.22 PROCEDURES

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President with the President and First Vice-President or their designates as members of the committee.
- (b) The Chair of the Nominating Committee shall present nominations for District Executive Officers to the Annual Meeting.
- (c) Additional nominations may be made from the floor by District members in attendance at the Annual Meeting.
- (d) If more than one candidate is nominated for any District office, then a vote by secret ballot shall be held. The election shall be conducted by the Chair of the Nominating Committee.
- (e) Chair of the Nominating Committee shall have the District appoint scrutineers to distribute and count ballots.
- (f) Election of a candidate shall be by majority vote of those eligible to vote who have cast ballots.
- (g) In the case where there are more than two (2) candidates for an office and if the vote does not provide a majority for one candidate, then the candidate with the lowest number of votes shall be dropped from succeeding ballots until a majority for one candidate is achieved.
- (h) In the event there are more than two (2) candidates for an office and a tie vote would result in the dropping of more than one candidate from the next ballot the following shall occur:
 - (i) The results of all those candidates except those in the tie vote shall stand.
 - (ii) The members shall then vote to break the tie.
 - (iii) The result of the vote in (ii) shall establish the roster for the next vote.
 - (iv) Voting on the roster shall resume.
- (i) In the event of a tie vote between two (2) candidates, a second and, if necessary, a third ballot shall be held. If the tie still persists then the successful candidate will be chosen by a flip of the coin .
- (j) The installation of officers shall be done by the Chair of the Nominating Committee in accordance with District 41 (Elgin) procedures.

2.23 **RESIGNATION/ REMOVAL/ LEAVE OF ABSENCE**

- (a) Should any vacancy in any District Executive office occur for any reason such vacancy shall be filled as soon as possible. Following a recommendation from the nominating committee, the Executive may pass a resolution appointing a substitute for the remainder of the term.
- (b) Any member of the Executive may resign from office or request a temporary leave of absence.
- (c) Any elected member of the District Executive may be removed from office only by a resolution passed by at least two-thirds of those voting at a District meeting called for such purpose under the following conditions:
 - (i) The member has been notified in writing prior to any action.
 - (ii) District members have been notified in writing at least thirty (30) days prior to the vote.
 - (iii) The member is provided an opportunity to defend him/herself at the meeting.
 - (iv) The vote shall be by secret ballot.
- (d) Any other member of the Executive Board can be removed from office by a resolution passed by at least two thirds of the members of the Executive provided the Member has been given thirty (30) days notice of the meeting at which the resolution to remove will be considered.
- (d) Should a vacancy occur in any Executive Board office such vacancy shall be filled forthwith by resolution of the Executive.

2.24 **SPECIFIC DUTIES OF EXECUTIVE MEMBERS:**

A Duties of the President:

- (a) To convene and chair regular and special meetings of the District Executive or the Executive.
- (b) To chair District Meetings.
- (c) To prepare a schedule of meeting dates for the year and to present the schedule to the Executive for approval and distribution.
- (d) To be an ex-officio member of all District Standing Committees.
- (e) To be one of those with signing authority on District bank accounts.
- (f) To serve on the Budget Committee.

B Duties of the Past President:

- (a) To chair the Nominating Committee.
- (b) To present the Nominating Committee report to the Annual meeting.
- (c) To install the incoming Executive members.
- (d) To be a source of information for the new Executive.
- (e) To serve on the Budget Committee.

C Duties of the First Vice-President:

- (a) To perform the duties of the President if the President is unable to do so.
- (b) To be a member the Resolutions Committee and be a member of the Constitution Committee.

D Duties of the Second Vice-President:

- (a) To chair the Awards Committee.
- (b) To chair the Social Committee.

E Duties of the Secretary

- (a) To record, prepare and report the minutes of Executive and District meetings and of any special meetings called by the President.
- (b) To prepare correspondence necessary to the conduct of business by the District.
- (c) To distribute materials received from the Provincial Office to the appropriate persons.
- (d) To place completed minute books in the Archives.
- (e) To be a member of the Constitution Committee.

F Duties of the Treasurer:

- (a) To maintain in a separate RTO/ERO account(s) in an accredited financial institution(s) all monies accruing to the District.
- (b) To account for District funds as available.
- (c) To report to Executive and District meetings the current status the budget.
- (d) To submit financial statements to the District Newsletter where appropriate.
- (e) To receive rebates and grants from the RTO/ERO Provincial Office
- (f) To ensure, in cooperation with the Executive, that all monies accruing to the District from the Provincial RTO/ERO Provincial Office are received.
- (g) To maintain appropriate financial reports and records.
- (h) To ensure that requests for rebates from the RTO/ERO Provincial Office are submitted in a timely fashion.
- (i) To receive monies payable to and to satisfy accounts arising from District functions.
- (j) To prepare a draft budget, in cooperation with the Budget Committee, for presentation to the Executive for review and the Membership at the Annual General Meeting for approval.
- (k) To report the budget status in District Newsletters where appropriate.
- (l) To pay all properly documented invoices as directed by the Executive.
- (m) To receive financial statements from the Chairs of Standing or Special Committees that carry out projects for the District.
- (n) To present a reviewed financial report to the Executive at least one month prior to the Annual Meeting .
- (o) To submit the Annual District Financial Statement to the Provincial Executive Director.
- (p) To chair the Budget Committees

2.24 General Financial Procedures:

- (a) The fiscal year shall commence on January 1 and end on December 31 each year.
- (b) Accounts payable and other disbursements made by the District shall be made by cheque signed by two (2) signing officers as determined by the Executive.
- (c) All Committees and functionaries of the District will conduct District business with appropriate financial controls to be determined and supervised by the Treasurer and the Executive.

ARTICLE 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 EXECUTIVE COMMITTEES

(A) Awards Committee:

- (i) The Awards Committee shall be chaired by the Second Vice-President and include at least two other members.
- (ii) The Awards Committee shall present the names of possible award recipients to the Executive for approval.
- (iii) "The Awards Committee shall present the names of the proposed award recipients to the executive for approval.
- (iv) The Awards will be presented at the appropriate general meeting or as directed by the Executive.
- (v) The District may award an RTO/ERO pin to
 - (a) District Past Presidents at the Fall Dinner following their Presidency.
 - (b) District members who, in the opinion of the Committee and Executive have given loyal or special service to the District.
- (vi) Past Secretaries and Treasurers may receive an award on their retirement from office.
- (vii) The Committee shall maintain an up-to-date record of all award recipients and place them in the archives.

(B) Budget Committee:

- (i) The Budget Committee shall consist of the Treasurer (Chair), the President, and the Past President and shall have the power to add other Members.
- (ii) The Budget Committee shall present a draft budget to the Executive for review and to the Annual Meeting for approval.
- (iv) The Budget Committee shall give a financial report at Executive meetings, at the Annual General Meeting and, where appropriate, in the District Newsletters.
- (v) The Budget Committee shall recommend to the Executive/Annual Meeting the disposition of any excess funds.
- (vi) The Budget Committee shall prepare an Annual District Financial Statement and submit the statement to the Provincial Executive Director in a timely fashion.

(C) Constitution Committee:

- (i) The Constitution Committee shall consist of the First Vice-President, Secretary and two other members.
- (ii) The Constitution Committee shall make recommendations to the Executive with respect to changes to the District Constitution.
- (iii) The Constitution Committee shall make recommendations to the Resolutions Committee with respect to changes to the Provincial Constitution.
- (v) The Constitution Committee shall become familiar with the Provincial Constitution so that the members can be a resource to the District with respect to the Provincial Constitution and By Laws.
- (vi) The Chair shall be an ex officio member of the Executive and the Resolutions Committee.

(D) Nominating Committee:

- (i) The Nominating Committee shall be chaired by the District Past President and include the President and First Vice-President or their designates.

- (ii) The Chair shall present a list of nominations for the District Executive to the Members at the Annual General Meeting.
- (iii) The Members, at the Annual General Meeting, will elect the District Executive members
- (iii) The Chair shall install the District Executive members.

(E) Resolutions Committee:

- (i) The Resolutions Committee shall be chaired by the First Vice-President. The President and one other Executive shall be members of the Resolutions Committee. The Resolutions Committee may add other members.
- (ii) At least one member of the Resolutions Committee shall be a Senator.
- (iii) The Resolutions Committee shall receive resolutions or recommendations from the Executive and the Annual General Meeting and prepare them for Senate or Provincial Executive consideration.
- (iv) Resolutions must be presented to the Executive in written form. Such resolutions shall include rationale. Such resolutions may be forwarded to the Resolutions Committee:
 - To properly word motions for Executive consideration,
 - To ensure the rationale is complete,
 - To ensure that motions are submitted in a timely fashion,
 - To track motions through the process and
 - To report to the Annual General Meeting with respect to their disposition.

3.02 Standing Committees:

(i) General:

The Chair and members of all Standing Committees shall be appointed by the Executive. The Chairs of Standing Committees or their designate shall be members of the Executive. The Executive is responsible for the duties of any Committee not actively serving the District.

- (ii) The Standing Committees and duties are:

(A) The Archives Committee:

- (i) The Archives Committee should retain, store and catalogue past copies of minutes, newsletters and constitutions and other historical data relevant to the District as a historical record of the District organization.
- (ii) The Archives Committee should maintain an updated Book of Memories and have copies available at District meetings.
- (iii) The Archives Committee should maintain a record of past Executive Members and Committee Chairs.

(B) Good Will (Member Services)

The following are guidelines for the Goodwill (Member Services) Committee:

- (i) To work with the Provincial Office and Membership Committee to maintain an up-to-date list of members including birthdates of those 80 years of age and over
- (ii) To send birthday cards using RTO/ERO notelets to members (regular and associate) from 80 years of age on.
- (iii) To make a personal visit to deliver a plant, flowers or other suitable gift for 90th birthdays
- (iv) To attempt to keep a record of members in nursing/retirement homes, shut-ins, etc.
- (v) To distribute plants and cards after the Christmas dinner meeting to those who are sick, in nursing/retirement homes, shut-ins, etc.
- (vi) To provide plants from the spring annual meeting to those who are sick, in nursing/retirement homes, shut-ins, etc.
- (vii) To send a note of sympathy to family following a member's death and let them know that a memorial donation will be

made. Notify the treasurer to send a memorial donation after the death of a member.

- (viii) To request a 100th Birthday certificate from Provincial Office for those reaching that age, have it signed by the local president and personally present it
- (ix) To communicate with District members celebrating special days, deaths in family, sickness, etc. when made aware
- (x) To serve as a liaison between a District member and the Provincial Goodwill Committee when there is a need for financial assistance.
- (xi) To record deaths among the membership, submit an “In Memoriam” list to the Newsletter and District meetings.
- (xii) To forward to the treasurer invoices for the plants distributed following dinner meetings and to submit other Goodwill expense receipts to the treasurer for reimbursement
- (xiii) To maintain an adequate supply of RTO cards
- (xiv) To maintain a supply of Associate Membership forms and get one to a surviving spouse as expeditiously as possible.
- (xv) To maintain a file of RTO/ERO Fact Sheets for information

(C) Health Services and Insurance Committee

- (i) The Health Services and Insurance Committee should assist the membership of the District with information regarding the RTO/ERO Group Benefits plan.
- (ii) The Health Services and Insurance Committee chair or designate should attend the annual Provincial Committee Health Seminar.
- (iii) The Health Services and Insurance Committee should study materials coming from the Provincial Committee and advise the Executive and District of information which may be of interest to Members.

- (iv) The Health Services and Insurance Committee should retain updated copies of relevant materials and have them available at District meetings.
 - (iv) The Health Services and Insurance Committee should assist District members who request assistance with issues and applications.
 - (v) The Health Services and Insurance Committee should present Resolutions to the Executive for appropriate disposition.
- (D) **Membership Committee:**
- (i) The Membership Committee should receive District Membership Lists from the Provincial office and verify the information on the Lists.
 - (ii) The Membership Committee should notify the Provincial Office of errors or omissions on the Lists including recent changes.
 - (iii) The Membership Committee should verify changes in personal information.
 - (iv) The Membership Committee should maintain, in cooperation with the Good Will Committee, a record of Honorary Members whose age is greater than 80 and those whose age is greater than 90
 - (v) The Membership Committee should maintain a record of Members who have been retired for twenty-five (25) years.
 - (vi) The Membership Committee should notify the Good Will Committee of any Members removed from the Provincial list by death.
 - (vii) The Membership Committee should maintain list of new retirees for a period of one year.
 - (viii) The Membership Committee should maintain, in cooperation with the Archive Committee, a record of all retired teachers within the District. This record may be used as a means of contact with non-members.
 - (ix) The Membership Committee should maintain contacts in the schools for the exchange of relevant information and documents.
 - (x) The Membership Committee should produce a package of pertinent retirement materials for all new retirees and distribute them as soon as practicable.

- (xi) The Membership Committee should investigate and recommend programs designed to increase Provincial and District membership those soon to retire and for those retirees who are non-members.
- (xii) The Membership Committee shall maintain strict privacy and confidentiality with respect to Members' personal information.

(E) **Communications Committee:**

- (i) The Communications Committee should prepare, print and distribute a Newsletter to the District membership and interested people, as often as determined by the Executive
- (ii) The Communications Committee should not receive commercial advertising not related to education.
- (iii) The Communications Committee should, in consultation with the Executive, advertise RTO\ERO programs and activities.
- (iv) The Communications Committee should retain a file of District 41 newsletters for the archives.
- (iv) The Communications Committee should liaise with the Provincial Office and other Districts with respect to newsletters and websites.
- (viii) The Communications Committee should supervise the establishment and maintenance of an updated District website.

(F) **Political Action Committee:**

- (i) The Political Action Committee should coordinate Executive approved political action initiatives on behalf of retired teachers at the District and/or Provincial level.
- (iii) The Political Action Committee and the Executive should inform the other regarding political action initiatives under consideration at the Provincial office.
- (iv) The Political Action Committee should study the wording of requests from the Provincial Office with respect to proposed submissions to organizations or governments and notify the Executive should any concerns arise.

- (v) The Political Action Committee should liaise with other Executive approved organizations which express an interest in pursuing political action initiatives for seniors and/or retired educators.
- (v) The Political Action Committee should use the Newsletter and the website to update the membership on any District political action initiatives.

(G) Social Committee:

- (i) The Social Committee shall be chaired by the Second Vice-President or designate.
- (iii) The Social Committee should be responsible for arrangements for Executive and District Meetings.
- (iv) The Social Committee should plan such other events as designated by the Executive such as a New retirees' social, the Bell Breakfast and the Golf tournament.
- (v) The Social Committee should report the results of activities to the Executive and through the Newsletter and at the Annual general Meeting

(H) Telephone Committee:

- (i) The Telephone Committee should consist of at least 5 members those being one from East Elgin, West Elgin and London and two from Central Elgin.
- (ii) The Telephone Committee should obtain telephone lists from the Membership Committee.
- (iii) The Telephone Committee should provide personal contact with Members at the request of the Executive.
- (iv) The Telephone Committee should forward requests for special assistance from Members for transportation and other mobility issues to the Executive.

(I) Travel Committee:

- (i) The Travel Committee should plan trips and excursions for District members and publish such plans to the Members.

- (ii) The Travel Committee should cooperate with the Treasurer with respect to financial considerations and reports related to trips and excursions and maintain appropriate financial controls.
- (ii) The Travel Committee should report trip plans and their results to the Executive and to the District.
- (v) The Travel Committee should provide information from the Provincial Travel Committee and publish such information to the District.

J) Pension Services Committee

- i) The Pension Services Committee should assist the membership of the District with information regarding Teacher Pension Plan (TPP) issues..
- ii) The Pension Services Committee should study materials coming from the Provincial Office and advise the Executive and District of information which may be of interest to Members.
- iii) The Pension Services Committee should retain updated copies of relevant materials and have them available at District meetings.
- iv) The Pension Services Committee should assist District members who request assistance with issues and applications.
- v) The Pension Services Committee should present Resolutions to the Executive for appropriate disposition

ARTICLE 4 - Constitutional Safeguards

4.01 Amendments to the Constitution:

This Constitution may be amended by the consent of two-thirds (66.6%) of the eligible District members voting at a District meeting provided that a Notice of Motion has been sent to the members prior to the meeting; or by a 90% vote of the eligible District members voting at a District meeting, previous notice not having been given.

4.02 **Interpretation:**

Nothing in this District Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and Policies of the Retired Teachers of Ontario, or in a manner or in terms prejudicial to the best interests of RTO/ERO

4.03 **Meeting Procedures**

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of RTO/ERO and its Committees

4.04 This Constitution replaces any and all Constitutions previously in force in the District

DRAFT