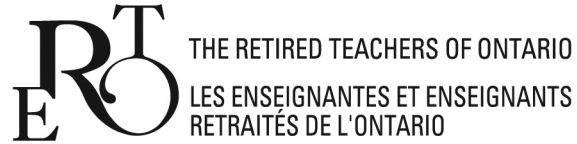


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RTO/ERO

NORTHUMBERLAND DISTRICT 30

CONSTITUTION



PLEASE DESTROY PREVIOUS VERSIONS

REVISED – NOVEMBER 2017

CONSTITUTION OF DISTRICT 30

The name of the District shall be RTO/ERO District 30 – Northumberland.

The geographical area of District 30 is defined by the boundaries of Northumberland County.

Objectives

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act;
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other public defined pension plans;
3. To support or seek support for those members in need;
4. To encourage Full and Associate members to participate fully in all the benefits the organization offers in accordance with the RTO/ERO Constitution and Bylaws; e.g., health and insurance benefits, travel opportunities and retirement planning;
5. To increase membership by actively campaigning at the Provincial and District levels to enroll non-members and to reach potential members who qualify both by personal contact and designing programs to meet their special needs;
6. To use a variety of media resources to publicize and promote Provincial and District RTO/ERO activities and accomplishments to its members, to retired teachers, School Board administrators, educational support staff, College and University faculty who are non-members and to active teachers;
7. To develop close relationships at the District level with the organizations of teachers, School Board administrators, educational support staff, College and University faculty in order to explain the RTO/ERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to provincial representatives who attend the Senate Meetings of RTO/ERO.

Article 1 – DISTRICT MEMBERSHIP

- 1.01 Persons who are members of the Provincial organization are normally affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution.
- 1.02 Rights and Privileges of Membership are outlined in Article 5 of the Provincial Constitution.

Article 2 – DISTRICT EXECUTIVE

Structure of the District Executive:

- 2.01 The District Executive shall consist of at least four members. Members of the District Executive may include the Past President, the President, the First Vice-President, the Second Vice-President, the Secretary, the Treasurer, the Chairs and Co-Chairs of District Committees.
- 2.02 The Executive shall meet at the call of the President or at the request of any other two members of the Executive. A quorum shall be a simple majority. At the discretion of the President, a Between Meeting Protocol can be employed when a decision needs to be made between District Executive meeting dates. The details related to the decision would be distributed electronically to all Executive members. Executive members would be asked to provide input and indicate approval or disapproval of the matter presented. A quorum shall be a simple majority.

Duties of the District Executive:

- 2.03 To determine a Constitution for District 30 with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office.
- 2.04 To hold a Spring and Fall Meeting each year. The Fall Meeting shall be the Annual General Meeting of the District.
- 2.05 If the President or Vice-President cannot attend, to appoint two Senators who, at provincial expense, will represent the District at Senate Meetings that are called by the President of the Provincial Organization.
- 2.06 To send a minimum of one District Observer to Senate Meetings at District expense. If only one person is sent, preferably, it would be the Second-Vice President.
- 2.07 To inform the Provincial Executive if the District intends to form a Unit (within the District). The District shall determine the funding formula for the Unit.

- 2.08 To appoint additional members to District Committees as required.
- 2.09 To establish special committees, to appoint their Chairs, to ratify their terms of reference, and to require a financial statement from any Committee Chair whose committee is receiving or spending money on behalf of the District.
- 2.10 To send to the Provincial Executive Director the Annual District Financial Statement by the last day of February.
- 2.11 To send to the Provincial Executive Director for Senate consideration resolutions which have been passed at the Annual General Meeting of the District.
- 2.12 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.
- 2.13 To initiate and submit applications for Project Service to Others to the Provincial Service to Others Committee on an annual basis.
- 2.14 To encourage District members to get involved with the governance of the organization by becoming members of committees or the Executive at both the District and Provincial levels.
- 2.15 To receive and consider applications of District members who wish to apply for positions at the Provincial level where District approval is required.

Election of the District Executive:

- 2.16 District Executive shall be elected at the Annual General Meeting of the District for a period of one or two years and the term of the new Executive shall begin directly following the meeting.

2.17 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President and at least two additional Executive Members as part of the Committee.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the Annual General Meeting of the District.
- (c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual General Meeting of the District.

- (d) If more than one candidate is nominated for any of the District elective offices then a vote by secret ballot shall be held. The Chair of the Nominating committee shall conduct the election.
- (e) The Chair of the meeting shall appoint members to distribute and count the ballots.
- (f) Election of a candidate shall be by majority of the ballots cast by members present and qualified to vote.
- (g) In case of more than two candidates for any one of the elected offices, and failing a majority vote for any one candidate on the first ballot, the candidate with the lowest number of votes shall be dropped from the succeeding ballots until a majority is reached.
- (h) In the event of a tie vote results in there being two or more candidates dropped from the ballot at the same time, the following shall occur:
 - (i) the vote results for all candidates except those in the tie vote shall stand;
 - (ii) the members shall then vote to break the tie;
 - (iii) the result of this vote shall establish the roster for the next vote;
 - (iv) the members shall then resume the voting process with the roster, including the winner of the vote to break the tie.
- (i) In the event of a tie vote when there are only two candidates, there shall be a further ballot and, if the tie persists, there shall be a further ballot and, if the vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nomination Committee.

2.18 Resignation / Leave of Absence:

- (a) Should any vacancy in any office occur, such vacancy shall be filled forthwith following recommendation of the Nomination Committee by resolution of the Executive.
- (b) Any member of the Executive may resign from the office giving a written resignation, and such resignation becomes effective when received or at a time specified in the resignation, whichever is later.
- (c) Any member of the Executive may request a leave of absence.

2.19 Removal from Office:

Any elected member of the Executive may be removed from office only by resolution passed by two-thirds majority at a District Meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District.

Specific Duties of Executive Members:

2.20 Duties of the President:

- (a) to convene and chair regular and special meetings of the District Executive;
- (b) to act as Chair for District Meetings;
- (c) to be an ex-officio member of all District Committees;
- (d) to have general responsibility for all activities of the District organization;
- (e) to represent the District as Senator 1 at Senate Meetings;
- (f) to act as liaison with the Provincial Executive;
- (g) to be a Signing Officer for the District.

2.21 Duties of the Past President and Vice-Presidents:

- (a) The Duties of the Past President are:
 - (i) to chair the Nominating Committee;
 - (ii) to conduct the election at the Annual General Meeting of the District;
 - (iii) to be a Signing Officer for the District.
- (b) The Duties of the First Vice-President are:
 - (i) to perform the duties of the President when the President is unable to carry out such duties;
 - (ii) to chair the Resolutions Committee;
 - (iii) to represent the District as Senator 2 at Senate Meetings.
- (c) The Duties of the Second Vice-President are:
 - (i) to chair the District Awards Committee;
 - (ii) to chair the District Constitution Committee;
 - (iii) to inform the media in advance of District Meetings and activities;

- (iv) to represent the District as Observer 1 at Senate Meetings at District expense (when feasible).

2.22 Duties of the Secretary:

- (a) to prepare and present the minutes of District Executive and District Meetings, and of any special meetings called by the President;
- (b) to carry on the correspondence that is required to conduct the business of the District Executive and its membership;
- (c) to send notices of meetings at the direction of the President and District Executive.

2.23 Duties of the Treasurer:

- (a) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
- (b) to receive the annual rebate monies from the RTO/ERO Provincial Office;
- (c) to receive monies collected by the District;
- (d) to pay all invoices as directed by the Executive;
- (e) to receive a copy of the provincial membership list of the full and associate members from the Membership Chair;
- (f) to receive a financial statement for the fiscal year from the Chair of any committee that is handling District money;
- (g) to send the Annual District Financial Statement to the Provincial Executive Director;
- (h) to serve as a Signing Officer for the District;
- (i) to prepare an annual budget for the District for approval by the District Executive;
- (j) to present financial reports at Executive and District Meetings.

2.24 Duties of Committee Chairs:

- (a) to chair District Committee Meetings;
- (b) to act as a liaison between the District and the appropriate Provincial Committee as required;

- (c) to provide reports for Executive and District Meetings, newsletters and website postings;
- (d) to provide financial statements to the District Executive if the Committee is receiving or spending money on behalf of the District.

Article 3 – COMMITTEES

3.01 Duties of Committees:

(a) Awards Committee:

The Awards Committee shall:

- (i) be chaired by the Second Vice-President who may add additional Executive members;
- (ii) present the names of possible recipients of an RTO/ERO pin to the Executive for consideration and approval;
- (iii) award an RTO/ERO pin to District Presidents on their retirement from office and to District members who, in the opinion of the District Executive, have given loyal service to the District over a number of years.

(b) Constitution Committee:

The Constitution Committee shall:

- (i) be chaired by the Second Vice-President and include the Chair of the Resolutions Committee and additional Executive members;
- (ii) make recommendations to the District Executive for changes in the District Constitution;
- (iii) be familiar with the Provincial Constitution, Bylaws and Policies, so that the Chair can be a resource to the District Executive in the interpretation of this document;
- (iv) be able to make suggestions for changes that the District might want to propose to the Provincial Constitution, By-laws and Policies;
- (v) ensure that District Executive and District Committee Chairs have a copy of the current District Constitution;
- (vi) ensure that the Current District Constitution is available to members on the District's website and at District Meetings.

(c) **Nominating Committee:**

The Nominating Committee shall:

- (i) be chaired by the District Past President who may include additional Executive members;
- (ii) submit nominations for the elective officers of the District Executive to the Annual General Meeting of the District.

(d) **Resolutions Committee:**

The Resolutions Committee shall:

- (i) be chaired by the First Vice-President and shall be composed of the President and the Chair of the Constitution Committee. If the District Senator is not the President then that person should also be a member;
- (ii) receive resolutions or recommendations from the Executive and from the Annual General Meeting of the District which shall be forwarded to the Provincial Executive Director for consideration by the Provincial Executive, or the Senate;
- (iii) present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director.

(e) **Archivist Committee:**

The Archivist Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) retain, store and catalogue past copies of Minutes, Newsletters, Constitutions and other historical data of the District in order to maintain a complete historical record of the organization.

(f) **Goodwill Committee:**

The Goodwill Committee shall:

- (i) be composed of a Chair and Area Representatives;
- (ii) endeavour to communicate with District members who are seriously ill, hospitalized, bereaved, and those who are celebrating special days.

(g) **Health Services and Insurance Committee:**

The Health Services and Insurance Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) assist the membership of the District with information regarding the RTO/ERO Group Benefits Program;
- (iii) recommend actions to the District Executive to support the achievement of Provincial/District goals in this area;
- (iv) study and advise the District Executive of any insurance proposals of interest to District members: i.e., health, dental, long term, car, home;
- (v) communicate with the Provincial Health Services and Insurance Committee through the Committee liaison person.

(h) **Recruitment and Membership Committee:**

The Recruitment and Membership Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) receive the membership lists from the Provincial Office and reconcile the Provincial list with the District membership list;
- (iii) investigate and recommend to the Executive methods of increasing Provincial and District membership for both those soon-to-retire teachers, School Board administrators, educational support staff, College and University faculty and eligible retired members of the above groups who are non-members of RTO/ERO;
- (iv) plan and conduct information meetings/events for soon-to-retire teachers, School Board administrators, educational support staff, College and University faculty;
- (v) work with the Provincial Member Services Committee to organize District Retirement Workshops as required.

(i) **Communications Committee:**

The Communications Committee shall:

- (i) be co-chaired by the Newsletter Editor and the Webmaster and may include additional members as required;

- (ii) prepare and distribute a newsletter to the District membership whenever the District Executive deems it necessary;
 - (iii) establish and maintain a District website as required;
 - (iv) communicate with the Provincial Communications Committee through the Committee Liaison person;
 - (v) solicit applications for Project Service to Others through the District's newsletters and website;
 - (vi) communicate vacancies on committees and/or the Executive at both Provincial and District levels and application procedures to District members through the District's newsletters and website.
- (j) **Political Advocacy Committee:**

The Political Advocacy Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) coordinate political action with respect to issues that affect members;
- (iii) liaise with other organizations that express an interest in pursuing political action at the provincial or federal levels for seniors, retired educators and educational support staff;
- (iv) communicate with the Provincial Advocacy Committee through the Committee Liaison person.

(k) **Social and Travel Committee:**

The Social and Travel Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) be responsible for the arrangements for membership meetings, including location, food, refreshments and entertainment;
- (iii) ensure members are informed about tours, cruises and long stay holidays available from Merit Travel, ERO/RTO's officially appointed tour and travel company.

(l) **Pension and Retirement Concerns Committee:**

The Pension and Retirement Concerns Committee shall:

- (i) be composed of a Chair and additional members as required;
- (ii) inform members regarding pension and retirement concerns that affect them and District 30;
- (iii) communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person;
- (iv) recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

Article 4 – BANKING AND FINANCE

- 4.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 4.02 The Treasurer shall deposit, or cause to be deposited, all funds accruing to the District in an accredited financial institution in the name of the District.
- 4.03 All accounts payable and other disbursements made for less than \$1000.00 by the District shall be made by cheque, signed by the Treasurer.
- 4.04 All accounts payable and other disbursements made by the District for amounts of \$ 1000.00 or more shall be made by cheque, signed by two of the Treasurer, President and/or Past President.

Article 5 – CONSTITUTIONAL SAFEGUARDS

5.01 Amendments to the Constitution

This Constitution may be amended by the consent of two-thirds 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 the Annual General Meeting of the District, previous notice not having been given.

5.02 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/les enseignants retraités de l'Ontario or in a manner or in terms prejudicial to the best interests of RTO/ERO.

5.03 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.

5.04 This Constitution replaces any and all previous District Constitutions.