



THE RETIRED TEACHERS OF ONTARIO
LES ENSEIGNANTES ET ENSEIGNANTS
RETRAITÉS DE L'ONTARIO

WELLINGTON DISTRICT 31 CONSTITUTION

Revised and Amended
September 2011

CONSTITUTION OF DISTRICT 31

The name of the District shall be Wellington District 31. The geographical area of District 31 is defined by the boundaries of Wellington 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 seek support for 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;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members who qualify, both by personal contact and by designating programs to meet their interests and needs;
6. To use a variety of media resources to publicize and promote RTO/ERO activities and accomplishments to its members, to teachers, School and Board administrators, educational support staff, and College and University faculty in retirement;
7. To develop closer relationships at the District level with organizations representing potential members, 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 District representatives who attend the Senate Meetings of RTO/ERO.

Article 1 – DISTRICT MEMBERSHIP

- 1.01 All persons who are members of the Provincial organization are normally members of the district of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution.
- 1.02 Rights, Privileges and Responsibilities of Membership are outlined in Article 5 of the Provincial Constitution.

Article 2 – DISTRICT EXECUTIVE

Structure of the District Executive:

- 2.01 The Executive shall consist of at least four Executive members.

- 2.02 The Executive of District 31 shall include the Past President, President, two Vice-Presidents, Secretary, Treasurer, Counsellors to a maximum of four, and Chairs of the Sub-committees.
- 2.03 Members of Provincial Committees may be ex-officio members of the Executive.
- 2.04 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.

Duties of the District Executive:

The duties of the District Executive are:

- 2.05 To determine its Constitution with due regard for the Constitution, Bylaws, and Policies of RTO/ERO and to file a copy with the Provincial Office for approval;
- 2.06 To hold at least one meeting a year which shall be the Fall Annual Meeting for the election of District Officers;
- 2.07 To appoint two Senators, who, at the provincial organization's expense, will represent the District at Senate meetings that are called by the President of the provincial organization;
- 2.08 To send Observers to Senate meetings at the District's expense;
- 2.09 To appoint chairs of standing and special committees, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District;
- 2.10 To send to the Provincial Executive Director resolutions which have been passed at a general meeting of the District or a meeting of the Executive for Senate consideration;
- 2.11 To review the names of candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.

Election of the District Executive:

- 2.12 An executive shall be elected for a period of two (2) years at an Annual Meeting of the District.
- 2.13 A member of the Executive is eligible for re-election.
- 2.14 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members as part of the Committee.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of President, Vice-Presidents, Secretary and Treasurer of the Executive to the Annual Meeting.

- (c) Additional nominations for the elective offices may be made from the floor by members in attendance at the Fall Annual Meeting.
- (d) If more than one candidate is nominated for any of the elective offices, then a secret ballot shall be held. Elections will be conducted by the Chair of the Nominating Committee.
- (e) The Chair of the Nominating Committee shall appoint scrutineers to distribute and count the ballots.
- (f) Election of a candidate shall be by majority vote of those present and qualified to vote, who have cast votes.
- (g) In the 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 there are more than two candidates for an elected position and 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 and be held in abeyance;
 - 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 will then resume the voting process on the roster including the winner of the vote to break the tie that had been held in abeyance.
- (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.

2.15 Resignation/Leave of Absence:

- (a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled forthwith following recommendation of the Nominating Committee by resolution of the Executive, by appointment of a substitute, for such period of time as may be appropriate under the circumstances.
- (b) Any member of the Executive may resign from office upon giving a written resignation and such resignation becomes effective when received or at the time specified on the resignation, whichever is later.
- (c) Any member of the Executive may request a temporary leave of absence.

2.16 Removal from Office

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

Specific Duties of Executive Members:

2.17 Duties of the President:

- (a) To convene and chair the regular and special meetings of the Executive;
- (b) To act as Chair for the District Membership Meetings;
- (c) To be an ex-officio member of all District Standing Committees;
- (d) To have a general responsibility for all activities of the District organization;
- (e) To send the Annual District Report to the Provincial Executive Director;
- (f) To act as liaison with the Provincial Executive;
- (g) To be a Signing Officer for the District;
- (h) To retain, store and catalogue past copies of Minutes, Newsletters, Constitutions and other historical data of the District.

2.18 Duties of the Past President:

- (a) To act as Chair for the Nomination Committee;
- (b) To act as Chair for the Constitution Committee.

2.19 Duties of the Vice-Presidents:

- (a) To perform the duties of the President when the President is unable to carry out such duties;
- (b) To act as Chair of the Resolutions Committee;
- (c) To act as Chair of the Awards Committee;
- (d) To be a Signing Officer for the District.

2.20 Duties of the Secretary:

- (a) To prepare and present the minutes of Executive, Fall General Meeting, Annual Meeting and any special meetings called by President;

- (b) To carry on the correspondence that is required to conduct the business of the Executive and its membership;
- (c) To send notices of Executive, Membership and special meetings at the direction of the President and Executive.

2.21 Duties of the Treasurer:

- (a) To maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District;
- (b) To receive the annual rebate of monies from the RTO/ERO Provincial Office;
- (c) To receive and collect charges levied by the local District, if applicable;
- (d) To prepare an Annual Budget for approval by the District Executive;
- (e) To pay all invoices as directed by the Executive;
- (f) To receive a copy of the Provincial Membership List of the Full and Associate Members from the Membership Chair or Secretary;
- (g) To receive a financial statement for the fiscal year from the Chair of a standing or special committee that is handling District money;
- (h) To send the Annual Financial Statement to the Provincial Executive Director;
- (i) To present an annual District Financial Statement, reviewed by at least two District members to the Executive at least one month before the Annual Meeting;
- (j) To be a Signing Officer for the District.

Article 3 – COMMITTEES: EXECUTIVE AND STANDING

3.01 **Executive Committees:**

- (a) Awards Committee:

The Awards Committee shall be chaired by the 1st Vice-President who may appoint two more members from the Executive.

The Awards Committee shall present the names of possible recipients of an RTO/ERO pin to the Executive for consideration/approval and arrange for pin presentations.

The Executive may award an RTO/ERO pin or an appropriate alternative gift::

- to District Presidents on their retirement from office; and
- to District members who, in the opinion of the Executive, have given loyal service to the District over a number of years.

(b) Constitution Committee:

The Constitution Committee shall be chaired by the Past President and composed of at least two other Executive members.

The Constitution Committee shall become familiar with the Provincial Constitution, Bylaws and Policies, so that it can be a resource to the Executive in the interpretation of this document.

The Constitution Committee will be able to make suggestions for changes that the District might want to propose to the Provincial Constitution, Bylaws and Policies.

The Constitution Committee shall make recommendations to the Executive for changes in the District Constitution, Bylaws and Policies, where applicable.

(c) Nominating Committee:

The Nominating Committee shall be chaired by the Past President and composed of at least two other Executive members.

The Chair of the Nominating Committee shall submit nominations for the elected officers of the Executive to the Fall General Meeting.

(d) Resolutions Committee:

The Resolutions Committee shall be chaired by a Vice-President and composed of the President and the Chair of the Constitution Committee. If the District Senator is not the President, then that person shall also be a member.

The Resolutions Committee shall receive resolutions or recommendations pertaining to provincial matters from the Executive and from the District meetings which shall be forwarded to the provincial Executive Director for consideration by the provincial executive or the Senate.

The Resolutions Committee shall present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director.

3.02 **Standing Committees:**

The Executive shall appoint the Chairs of Standing Committees.

(a) Goodwill Committee:

To follow the procedures as outlined in the Goodwill Policy;

To communicate with members who are hospitalized, with those who are bereaved, and those who are celebrating special days;

To serve as liaison between a District member and the Provincial Member Services Committee when there is a need for emergency assistance if requested.

(b) Health Services and Insurance Committee:

To assist the membership with information regarding the RTO/ERO Group Benefits Program;

To communicate with the provincial Health Services and Insurance Committee through the Committee liaison person.

(c) Communications Committee:

To prepare and distribute a newsletter to the membership on a schedule determined by the Executive;

To maintain a web site;

To communicate with the Provincial Communications Committee through the Committee liaison person.

(d) Membership Committee:

To receive the membership lists from the Provincial Office and reconcile the District membership list and the Provincial membership list;

To investigate and recommend to the Executive ways and means of increasing Provincial and District membership from those soon-to-retain active teachers, those retired teachers who are not members of RTO/ERO and any other educational employees eligible to become members of RTO/ERO;

To communicate with the Provincial Member Services Committee through the Committee liaison person.

(e) Pension and Retirement Concerns Committee:

To keep members informed about significant issues and developments that affect retired teachers and their communities;

To communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.

(f) Political Advocacy Committee:

To co-ordinate political advocacy on behalf of seniors or retired educational employees in anticipation of Municipal, Provincial and Federal government initiatives;

To liaise with other organizations which express an interest in pursuing political advocacy at the Municipal, Provincial and Federal levels for seniors and retired educators;

To communicate with the provincial Political Advocacy Committee through the Committee liaison person.

(g) Recreation/Social Committee:

To recommend and plan activities such as golf, bowling, card games, slide, and lecture programs to the Executive.

To assist the Membership Committee in planning events for new members. Arrangements include details related to location, entertainment and refreshments.

(h) Travel Committee:

To plan trips and excursions for members.

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 by the District shall be made by cheque, signed by any two signing officers.

4.04 The signing officers shall be:

- President
- Vice-President
- Treasurer.

Article 5 – POLICIES AND PROCEDURES

5.01 Policies

- a) Policies shall be statements of direction, in keeping with the Provincial and District Constitutions and Bylaws, which shall be used as guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations
- b) Policies as required shall be appended to this Constitution.
- c) The following Policies are appended to this Constitution:
 - Donations and Grant Policy (April 2005)
 - Policy for Advertising in Local Newsletters (September 2005)
 - Goodwill Policy (April 2009)

5.02 **Procedures**

- a) Procedures may be amended by the District Executive;
- b) Procedures as required shall be appended to this Constitution.

Article 6 - CONSTITUTIONAL SAFEGUARDS

- 6.01 This Constitution may be amended by the consent of two-thirds of the eligible District members present and voting at the Annual 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 Members present and voting at the Annual Meeting, previous notice not having been given.
- 6.02 Policies appended to this Constitution may be amended at any time by an enhanced majority vote (66%) of the District Executive.
- 6.03 Nothing in this Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws, and Policies of RTO/ERO nor in a manner nor in terms prejudicial to the best interests of RTO/ERO..
- 6.04 The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of the RTO/ERO and its committees.
- 6.05 This Constitution replaces any and all Constitutions previously in force in the District.

**RTO/ERO District 31
Donations and Grants Policy**

**Policy #1
April 2005**

In providing financial donations or grants, District 31 will be guided by the following criteria:

1. The first priority donations/grants will be for educational purposes followed by health care, and social welfare.
2. Projects within Wellington County will be given higher consideration than those in other geographic regions.
3. Projects associated with the volunteer efforts of District 31 RTO/ERO members will take precedence over projects presented by members of the community at large.
4. Political Advocacy will be sponsored only for causes espoused by Provincial RTO/ERO.
5. Amounts totaling \$1 500 or less per year will be given after approval of a motion at a meeting of the Executive of District 31. Up to \$500 per donation will be the usual amount. Donations in excess of the yearly maximum total (\$1 500) will require a vote at a General Meeting of the membership.
6. In order to enhance the image of District 31 and to ensure good public relations, the usual donation will be at least \$100.

**RTO/ERO District 31
Policy for Advertising in Local Newsletters**

**Policy #2
September 2005**

In an effort to promote equity and fairness, the following guidelines will be established for advertising in the RTO District 31 newsletter.

1. No advertising fee will be charged for trips, events, activities sponsored by the local executive.
2. A twenty-five dollar (\$25.00) fee will be charged to members who advertise travel opportunities or services (for profit) not initiated by District 31 but geared to retired members of District 31.
3. All advertisements to be included in the District 31 newsletter must be approved by the local executive. Advertising fees for non-members will be determined by the local executive.
4. Advertisements must be sent to the Newsletter Editor prior to the deadline for publication.

**RTO/ERO District 31
Goodwill Policy**

**Policy #3
April 2009**

In order to promote Caring, Compassion and Celebration of RTO/ERO members in District 31, the following guidelines are established to recognize milestones and personal life situations which occur during retirement. It is our goal to maintain contact with the members through a variety of methods.

1) Greeting Cards:

- a) Birthday, Christmas/Holiday cards (sensitive to cultural and religious beliefs) will be sent to all members 80 years and older.
- b) Sympathy cards will be sent to members and/or the immediate family of a RTO member.
- c) Get Well and Special Anniversary cards will be sent to members.
- d) Special Occasions (Community Awards, Order of Ontario, Long-time Service to Service Clubs and Charities, etc.) will be acknowledged with a card.
- e) Thinking of You cards may be sent to any member in situations of difficulty, trauma or when a message of support is deemed meaningful.

2) Visits:

Members of the Goodwill Committee (or a designated RTO member) may organize individual or group visits to Nursing Homes, Hospitals or Shut-ins residing at home or with family members. Cards and/or token gifts on special occasions may be presented in the above situations. Telephone calls or offers to provide transportation may be provided by the committee if available or deemed appropriate.

3) Donations:

- a) A donation to a selected charity will be sent to the family in memory of a deceased member who has served on the District 31 executive or local committees (e.g. Constitution, Nominating or Goodwill Committee, etc.) Donations will be \$50.00.
- b) Special Occasions which celebrate the contributions and/or accomplishments or acknowledges the serious illness of a District 31 executive member (past and present) will be recognized in a manner deemed appropriate by the current executive. A motion to approve this expenditure will be included in the minutes of an executive meeting.

4) Recognition of Members 90 years plus:

- a) The Goodwill Committee will request a certificate from the Provincial RTO Office for members in the district who are 90 years (plus).

b) District 31 will send a congratulatory card and attend any Open Houses or Celebrations, if invited or if a member of the Goodwill Committee has maintained a personal relationship with the celebrant (any RTO member may fulfill this role when appropriate).

5) Website:

The Goodwill Policy will be posted on the website (www.rto31.org). Members and family of the RTO member are encouraged to contact members of the Goodwill Committee and/or Executive to report situations where the Goodwill Committee could provide friendship and encouragement. Telephone numbers and e-mail addresses of the committee members will be posted on the website and published in newsletters.