



THE RTO/ERO TEACHERS OF ONTARIO

CONSTITUTION

DISTRICT 28

REGION OF DURHAM

Constitution Committee:

Bernie Doucette

Gord. McKay

Revised March 2006

approved

CONSTITUTION OF DISTRICT 28, REGION OF DURHAM

The geographical area of District 28 is defined by the boundaries of the Region of Durham.

The organization shall be known as the RTO/ERO TEACHERS OF DISTRICT 28 REGION OF DURHAM.

GOAL: To promote the interests of persons receiving pensions under the Teachers' Pension Act.

PREAMBLE

Whereas it is the mandate and the objective of both the Provincial and District Organizations to represent the interests of Retired Teachers of Ontario, members of RTO/ERO at both these levels shall pursue these following objectives:

OBJECTIVES

- 1.To endeavour to have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act.
- 2.To support or seek support for those members who may be in financial or personal need.
- 3.To encourage Full and Associate Members to participate fully in all the other benefits the organization offers - e.g. - Health and Insurance Benefits, Travel Opportunities and Retirement Planning.
- 4.To increase membership by actively campaigning at the District level to sign up non-members and to reach potential members among active teachers both by personal contact and designating programs to meet their special needs.
- 5.To use a variety of media resources to publicize and promote District Activities and Accomplishments to its members, to its retired teachers who are non-members and to active teachers.
6. To develop closer relationships with local teachers' organizations in order to explain the RTO/ERO objectives and to offer assistance in educating active teachers to plan ahead for retirement.
7. To provide leadership and guidance to provincial representatives who attend the Senate Meetings of RTO/ERO.

ARTICLE 1 - DISTRICT MEMBERSHIP

1.1 All persons who are members of the Provincial organization are automatically affiliated to the local RTO/ERO District of their choice. Provincial criteria are set out in Article 4 of the Provincial Constitution.

1.2 Rights and Privileges of the Membership are outlined in Article 5 of the Provincial Constitution.

ARTICLE 2 - DISTRICT EXECUTIVE

STRUCTURE OF THE DISTRICT EXECUTIVE :

2.1 The District Executive shall consist of a Past-President, President, 3 Vice-Presidents, Secretary and Treasurer.

2.2 The District Executive shall create a Board of Directors. The Board of Directors includes the District Executive, the Chairs of district standing committees, any district members who hold provincial offices, and may include members at large as elected by the membership at District meetings or appointed by the Board of Directors.

2.3 The Board of Directors shall meet at the call of the President or at the request of any other two members of the District Executive. A quorum shall be a simple majority.

DUTIES OF THE BOARD OF DIRECTORS

2.4 To determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and shall file a copy with the Provincial Office.

2.5 To hold at least two general meetings a year, one of which shall be the Fall Annual Meeting for the election of district officers.

2.6 To elect at a meeting of the District or appoint by the District Executive, two Senators who, at provincial organization expense, will represent the District at Senate Meetings that are called by the President of the Provincial Organization. If the District has a member on the Provincial Executive, the District shall appoint another representative as a Senator.

2.7 To send one or more Official Observers to Senate Meetings, at District expense.

2.8 To establish standing and special committees, to appoint their chairs, 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.

2.9 To send to the Provincial Executive Director the Annual District Financial Statement.

2.10 To send to the Provincial Executive Director resolutions which have been passed at a general meeting of the District for Senate consideration.

2.11 To apply to the Provincial Executive for an additional special grant to promote special District programmes that will strengthen or enhance the effectiveness of our District.

2.12 To review the names of District candidates for consideration as recipients of RTO/ERO pins or awards.

2.13 To appoint an auditor for the current year.

ELECTION OF THE BOARD OF DIRECTORS

2.15 a) The Board of Directors shall be elected for a period of one year, but a member's term of office may be extended for more than one term. If a vacancy occurs, it shall be filled by the Executive following recommendation of the Nominating Committee.

b) The Board of Directors shall take office at the close of the Fall Annual Meeting.

c) A quorum shall be a simple majority.

PROCEDURES

2.16 NOMINATIONS

a) The Nominating Committee shall be chaired by the District Past-President with at least two other Directors as part of the committee.

b) The Chair of the Nominating committee shall submit nominations for the Elective offices of the Board of Directors to the Fall Annual Meeting.

c) Additional nominations for the elective offices may be made from the floor by district members in attendance at the Fall Annual Meeting.

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 conducting of the election shall be the responsibility of the President, or the chair of the meeting.

e) The President or chair of the meeting shall appoint scrutineers to distribute and count ballots.

f) Election of a candidate shall be by majority vote of those present, qualified to vote and who have cast ballots.

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 of a tie vote, when there are three or more candidates on the ballot, the candidate with the lowest number of votes shall be dropped from the ballot.

i) In the event of a tie vote when there are only two candidates, 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 Nominating Committee.

RESIGNATION/LEAVE OF ABSENCE/REMOVAL FROM OFFICE

2:17 a) Any member of the Board of Directors may resign from the office upon giving a written resignation. Such a resignation becomes effective when received or at a time specified in the resignation, whichever is later.

moved from office only by
resolution passed by at least two-thirds of those present at the District
meeting, providing that notice specifying the intention to pass such a
resolution has been given at least thirty days in advance of the District
meeting.

c) Any member of the Board of Directors because of sickness or absence, may
request a temporary leave of absence.

b
)
A
n
y
m
e
m
b
e
r

o
f

t
h
e

B
o
a
r
d

o
f

D
i
r
e
c
t
o
r
s

m
a
y

b
e

r
e

d) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled by appointment by the Executive.

DUTIES OF THE EXECUTIVE

2:18 Duties of the President:

- a) To convene and chair the regular and special meetings of the Board of Directors.
- 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 act as a liaison with the Provincial Executive.

2:19 Duties of the Past-President and Vice-Presidents:

- a) The duties of the Past-President are:
 - 1) To chair the Nominating Committee.
 - 2) To write the District History for the past year. One copy is to be filed and one copy is to be forwarded to the Provincial Office.
 - 3) To conduct or assign a designate to conduct the swearing-in-ceremony of the new executive.
- b) The duties of the Vice-Presidents are:
 - 1) To perform the duties of the President when the President is unable to carry out such duties.
 - 2) To assume and retain responsibility for one of the following: Health Services, Retirement or Membership Networking.
 - 3) To assume the responsibilities of the Awards Committee.

2:20 Duties of the Secretary and Treasurer

a) The duties of the Secretary are:

- 1) To prepare and present the minutes of the District Executive Committee, the Board of Directors and Membership Meetings, as well as, any special meetings called by the President.
- 2) To carry on the correspondence that is required to conduct the business of the District Executive, the Board of Directors and its membership.
- 3) To send notices of Executive Committee, Board of Directors, Membership and special meetings at the direction of the President and the Board of Directors.

b) The duties of the Treasurer are:

- 1) To maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District.
- 2) To receive the annual rebate of monies from the RTO/ERO Provincial Treasury.
- 3) To pay all invoices as directed by the Board of Directors.
- 4) To receive a copy of the provincial membership list of the Full and Associate members from the Membership Chair or District Secretary.
- 5) To receive a financial statement for the fiscal year from the Chair of a standing or special committee that is handling district money.
- 6) To present an audited report to the Board of Directors at least one month before the Spring Annual Meeting.
- 7) To send the Annual District Financial Statement to the Provincial Executive Director.

ARTICLE 3 - COMMITTEES: EXECUTIVE AND STANDING

3:01 Executive Committees

a) Nominating Committee:

- 1) The Nominating Committee, chaired by the District Past-President, shall be composed of at least two other Executive members.
- 2) The Chairman of the Nominating Committee shall submit Nominations for the elective officers of the Board of Directors to the Fall Annual Meeting.

b) Awards Committee:

- 1) The Awards Committee will consist of the Vice-Presidents of the District.
- 2) The Awards Committee shall present the names of possible recipients to the Board of Directors for consideration and approval.
- 3) The Board of Directors shall award an RTO/ERO pin to the District Presidents on their retirement from office.
- 4) The Board of Directors may make an appropriate award to district members who, in the opinion of the Board of Directors, have given loyal service to the district over a number of years.
- 5) Awards are to be made at the Spring and/or Fall Annual Meeting.

3:02 Standing Committees/Duties

a) GOODWILL COMMITTEE

- To communicate with district members who are hospitalized, with those who are bereaved and those who are celebrating special days.
- May serve as liaison between a district member and the RTO/ERO Emergency Assistance Program when there is a need for financial aid.

b) COMMUNICATIONS COMMITTEES

1. MEDIA: To inform members of ongoing RTO/ERO activities through the local media.

2. NEWSLETTER: To prepare and distribute a newsletter to the district membership whenever the Board of Directors deems it necessary.

3. WEBSITE: To establish and maintain a Website as required.

4. MEMBERSHIP NETWORKING: To establish and maintain a network of members and to communicate with district members on a regular basis.

c) MEMBER SERVICES COMMITTEE

1.To receive the membership lists from the Provincial Office and to reconcile the District membership list and the Provincial list.

2.To keep the membership list up-to-date.

3.To investigate and recommend to the Executive ways and means of increasing Provincial and District Membership for both those soon-to-retire active teachers and for those retired teachers who are not members of RTO/ERO.

d) HEALTH COMMITTEE

1.To assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program.

2.To study and advise the District Executive of such proposals re health insurance, car insurance and community housing, etc. as may affect or be of interest to District members.

e) POLITICAL ACTION COMMITTEE

1.To spearhead political action on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial Government initiatives.

2.To liaise with other organizations which express an interest in pursuing political action at the provincial and federal levels for seniors and retired educators.

f) SOCIAL COMMITTEE

To be responsible for all the arrangements for the membership meetings and other social activities.

g) TRAVEL COMMITTEE

1. To be knowledgeable of the tours offered through the Provincial Office.
2. To plan trips and excursions for District members to places of interest.

h) BURSARY/SCHOLARSHIP COMMITTEE

To encourage the attendance of local students at Durham Community College by providing bursaries/scholarships.

i) ARCHIVIST

To collect, maintain and make available any materials relating to the history of the District.

ARTICLE 4 - BANKING AND FINANCE

4.1 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.

4.2 The President shall deposit or cause to be deposited all funds accruing to the District in an accredited financial institution maintained in the name of the District.

4.3 All accounts payable and other disbursements made by the District shall be made by cheque, signed by any two signing officers.

4.4 The signing officers shall be two of:
The President,
A Vice-president,
The Treasurer

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 the Fall Annual 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 Fall Annual Meeting, 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, By-laws and Policies of The Retired Teachers of Ontario/les enseignantes et enseignants retraites de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

5.03 MEETING PROCEDURES

With respect to procedures to be adopted in the conduct of all district meetings of RTO/ERO and its committees that are not covered in this Constitution, the *Sturgis Standard Code of Parliamentary Procedures* shall govern.

5.04 This constitution replaces any and all Constitutions previously in force in the District.