



# RTO/ERO TORONTO DISTRICT 16 CONSTITUTION

Amended at the Annual General Meeting, May, 2010

The geographical area of District 16 is defined by the boundaries of the former City of Toronto.

## DEFINITIONS

- a) "AGM" shall mean the "Annual General Meeting";
- b) "CARP" shall mean "Canadian Association of Retired Persons";
- c) "District" or "District 16" shall mean "RTO/ERO - District 16 Toronto";
- d) "Executive" shall mean the "RTO/ERO - District 16 Toronto Executive";
- e) "Member" or "Members" shall mean "a Member or Members of RTO/ERO who have chosen to affiliate with RTO/ERO - District 16 Toronto as determined by the monthly updated membership lists;
- f) "OTPP" shall mean the "Ontario Teachers' Pension Plan";
- g) "RTO/ERO" shall mean "The Retired Teachers of Ontario/Les enseignantes et enseignants retraités de l'Ontario, 18 Spadina Road, Toronto, Ontario";
- h) "RTO/ERO Toronto Districts" shall mean the four RTO/ERO Districts within the boundaries of the current City of Toronto namely: Etobicoke/York ~ District 22; North York ~ District 23; Scarborough/East York ~ District 24.
- i) "Senator" shall mean "District 16's representative to the governing body of RTO/ERO;
- j) "Table Officer" shall mean "the Past-President, President, Vice-Presidents, Secretary and Treasurer.

## 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 levels shall pursue the following Objectives:

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- a) To endeavor to have all members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act;
- b) To support or seek support for Members who may be in financial or personal need;
- c) To encourage Members to participate fully in all other benefits our organization offers, e.g. health and insurance benefits, travel opportunities, retirement planning, etc.;
- d) To increase our membership by actively campaigning at the District level to sign up non-members and to reach potential members among active teachers by both personal contact and by planning programs to meet their special needs;
- e) To use a variety of resources to publicize and promote District activities and accomplishments of our Members to retired teachers who are non- members, and to active teachers;
- f) To develop closer relationships with local organizations of active educators and retired persons (e.g. CARP, etc.) in order to explain our objectives and to demonstrate how we can assist them to educate their members in the area of retirement planning;
- g) To provide guidance to our provincial representatives who attend meetings of the Senate of RTO/ERO and Provincial Committees;
- h) To promote the availability and quality of pensions and benefits and health and dental plans and assistance for all retired educators receiving a pension from the OTPP; and,
- i) To promote the interests of persons receiving pensions under the Teachers Pension Act..

## ARTICLE 1 - DISTRICT MEMBERSHIP

- 1.01 Any RTO/ERO member in good standing, as set out in Article 4 of the Provincial Constitution, may elect to join District 16 with all rights and privileges bestowed by the Provincial Constitution.

## **ARTICLE 2 - DISTRICT EXECUTIVE**

- 2.01 The Executive shall be composed of at least six Executive members:
- 2.01.01 a President;
  - 2.01.02 two Vice-Presidents;
  - 2.01.03 one Recording Secretary;
  - 2.01.04 one Treasurer;
  - 2.01.05 the immediate Past President;
  - 2.01.06 the Standing Committee Chairs;
  - 2.01.07 up to five members-at-large; and,
  - 2.01.08 a Member who is serving as a member of the RTO/ERO Executive or as a member of an RTO/ERO Committee.
- 2.02 The Executive will meet at the call of the President or of any two members of the Executive.
- 2.03 The Duties of the Executive shall be:
- 2.03.01 to hold an Annual General Meeting each Spring;
  - 2.03.02 to select the second Senator and one or more observers (where possible, the first and second Vice-Presidents) to attend the RTO/ERO Senate Meetings (fall and spring);
  - 2.03.03 to appoint or ratify the chairs of the standing committees;
  - 2.03.04 to appoint such special committees as may be deemed necessary, and to establish the terms of reference and name the chairpersons;
  - 2.03.05 to send the District Annual Report and financial statement to the Provincial Executive Director;
  - 2.03.06 to send to the Provincial Executive Director, resolutions which have been passed by a District General Meeting, or by the Executive, for Senate consideration;
  - 2.03.07 to apply to the Provincial Executive for any additional grants that might be needed to promote District 16 programs for the welfare of its members;
  - 2.03.08 to fill any vacancies occurring in any or all positions in the District organization;
  - 2.03.09 present to a General Meeting, candidates for awards;
  - 2.03.10 to distribute District Newsletters throughout the year; and,
  - 2.03.11 to appoint representatives to RTO/ERO Toronto Districts.
- 2.04 **Election of the Executive**
- 2.04.01 The Executive shall be elected at the Spring AGM by a vote of those members of District 16 who are in attendance.

2.05 **Term of Office**

2.05.01 The Executive shall be elected at a Spring AGM.

2.05.02 The Term of Office shall be from July 1 to June 30.

2.06 **Quorum**

2.06.01 A quorum for all duly constituted Executive and Membership Meetings shall be those in attendance..

**ARTICLE 3 - ELECTION PROCEDURES**

3.01 The Past President shall chair the Nominating Committee of at least three Executive members, one of whom will be a member-at-large.

3.02 The Chair of the Nominating Committee shall submit nominations for the elective offices of the Executive at the Spring AGM.

3.03 Additional nominations for the elective offices may be made from the floor by District members in attendance.

3.04 If more than one candidate is nominated for any of the Executive offices, then a vote by secret ballot shall be held.

3.05 The election shall be the responsibility of the Chair of the meeting.

3.06 **Resignation/Leave of Absence/Removal from Office**

3.06.01 Upon vacancy in any office of the Executive, the District Executive shall forthwith, and as soon as practical, call an Executive meeting for the purpose of appointing, by motion, a replacement to fill the vacancy.

3.06.02 *Resignation* - Any member of the Executive may resign from office upon giving a written resignation to the District Executive and such resignation becomes effective when received by the District Executive or at a time specified in the resignation, whichever is later;

3.06.03 *Leave of Absence* - Any member of the Executive, because of sickness or absence, may request a temporary leave of absence; and,

3.06.04 *Removal From Office* - Any member of the Executive may be removed from office through a resolution passed by at least three-quarters of the Executive. Notice specifying the intention to pass such a resolution has been given at least thirty days in advance to any meeting held at which such motion is presented.

**ARTICLE 4 - DUTIES OF THE PRESIDENT**

4.01 It shall be the duty of the President:

4.01.01 to convene and chair the regular monthly and special meetings of the Executive;

4.01.02 to act as chairperson for the District Membership Meetings held in the fall and spring;

4.01.03 to be an ex-officio member of all standing committees of District 16;

4.01.04 to have a general responsibility for all activities of the District organization.

4.01.05 to send the District Annual Report to the Provincial Executive Director;

- 4.01.06 to carry on the correspondence that is required to conduct the business of the Executive and membership;
- 4.01.07 to report to the immediately following Executive meeting any business meetings, actions, decisions made by RTO/ERO Toronto Districts; and,
- 4.01.08 to be, or designate, a District Senator in fulfilment of the obligation to provide a Senator under the Provincial Constitution.

#### **ARTICLE 5 - DUTIES OF THE PAST PRESIDENT**

- 5.01 The Past President shall chair the Nominating Committee.

#### **ARTICLE 6 - DUTIES OF THE VICE-PRESIDENTS**

- 6.01 *The First Vice-President* shall perform the duties of the President when the President is unable to carry out such duties and also chair the Resolutions Committee.
- 6.02 *The Second Vice-President* shall perform the duties of the President or First Vice-President if neither is available, and also chair the Executive Committees (Awards, Constitution).

#### **ARTICLE 7 - DUTIES OF THE SECRETARY**

- 7.01 It shall be the duty of the Secretary:
  - 7.01.01 to prepare and present the minutes of Executive Meetings, General Meetings, and any special meetings called by the President;
  - 7.01.02 to send notices of Executive Meetings, General Meeting, and special meetings, at the direction of the President and Executive;
  - 7.01.03 to prepare and present Agenda for such meetings as directed by the President and/or Executive.

#### **ARTICLE 8 - DUTIES OF THE TREASURER**

- 8.01 It shall be the duty of the Treasurer:
  - 8.01.01 to maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District;
  - 8.01.02 to receive the annual rebate of monies from the RTO/ERO Provincial Treasury;
  - 8.01.03 to receive and collect charges levied by the local district, if applicable;
  - 8.01.04 to pay all invoices as directed by the Executive;
  - 8.01.05 to receive a copy of the provincial membership list of the full and associate members from the Membership Chair or District Secretary;
  - 8.01.06 to send the District Annual Financial Statement to the Provincial Executive Director;
  - 8.01.07 to present an audited report to the Executive at least one month before the April AGM; and,

- 8.01.08 to present to the accredited financial institution in which District 16 maintains its accounts, a letter of introduction/authority for the President to access all accounts in cases of emergency.

## **ARTICLE 9 - EXECUTIVE AND STANDING COMMITTEES**

### **9.01 EXECUTIVE COMMITTEES**

- 9.01.01 Executive Committees shall meet at the call of the President as required to transact the business of the District.
- 9.01.02 **The Awards Committee:**
- 9.01.02.01 shall be the Executive; and,
- 9.01.02.02 shall determine those candidates to receive awards.
- 9.01.03 **The Constitution Committee:**
- 9.01.03.01 shall meet annually to review and/or make recommendations for change to the District Executive;
- 9.01.03.02 shall also become familiar with the Provincial Constitution; and,
- 9.01.03.03 shall be chaired by the Third Vice-President.
- 9.01.04 **The Nominating Committee:**
- 9.01.04.01 shall be chaired by the Past President; and,
- 9.01.04.02 follow the procedures set out in Article 3.
- 9.01.05 **The Resolutions Committee:**
- 9.01.05.01 shall be chaired by and meet at the call of the First Vice-President; and,
- 9.01.05.02 shall receive all resolutions, or recommendations from the Executive, and from the District Membership Meetings that should be forwarded to the Executive Director of RTO/ERO for the consideration of the Provincial Executive and the Senate.

### **9.02 STANDING COMMITTEES**

- 9.02.01 **The Archives Committee:**
- 9.02.01.01 shall retain, store and catalogue past copies of Minutes, Newsletter, Constitutions, and other historical data of District 16 and so maintain a complete historical record of the organization.
- 9.02.02 **The Communications Committee:**
- 9.02.02.01 shall prepare and distribute a newsletter to the Members at least four times a year;
- 9.02.02.02 shall host a District website; and,
- 9.02.02.03 shall be responsible for the mailing of the Newsletter.

- 9.02.03      **The Goodwill Committee:**
- 9.02.03.01      shall communicate with Members who are either ill or incapacitated and with those who are bereaved;
- 9.02.03.02      shall, in conjunction with the President, take appropriate action for special occasions such as 100th birthdays, 50th anniversaries or public recognition; and,
- 9.02.03.03      may serve as liaison between a Member and the Provincial Member Services Committee when there is need for financial aid.
- 9.02.04      **The Health Services and Insurance Committee:**
- 9.02.04.01      shall assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program; and,
- 9.02.04.02      shall study and advise the Executive of such proposals re health insurance, car insurance and community housing, etc. as it may affect or be of interest to Members.
- 9.02.05      **The Membership/Recruitment Committee:**
- 9.02.05.01      shall receive the membership lists from the Provincial Office and try to verify the Provincial list with the District membership list; and,
- 9.02.05.02      shall investigate and recommend to the Executive ways and means of increasing our Provincial and District membership for both those soon-to- retire active teachers, and for those retired teachers who are not members of RTO/ERO.
- 9.02.06      **The Political Advocacy Committee:**
- 9.02.06.01      shall spearhead political awareness on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives; and,
- 9.02.06.02      liaise with other organizations which express an interest in pursuing political awareness at the provincial and federal levels for seniors and retired educators.
- 9.02.07      **The Pensions and Retirement Concerns Committee:**
- 9.02.07.01      shall keep the Members up-to-date on pension and retirement issues emanating from the RTO/ERO Pensions and Retirement Concerns Committee;
- 9.02.07.02      shall express any concerns of Members to the RTO/ERO Pensions and Retirement Concerns Committee.
- 9.02.08      **The Program Committee:**
- 9.02.08.01      shall organize the program for the District Membership Meetings.
- 9.02.09      **The Social/Recreation Committee - Club 16:**
- 9.02.9.01      shall organize and co-ordinate all social, cultural events of Club 16 including trips, and tours.
- 9.02.10      **The Travel Committee:**
- 9.02.10.01      shall keep Members up-to-date on travel plans emanating from the RTO/ERO Member Services Committee; and,

9.02.10.02 shall express any concerns of Members to the Member Services Committee and from Club 16.

## **ARTICLE 10 - BANKING AND FINANCE**

- 10.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 10.02 The Executive shall receive at each Executive meeting an itemized statement of all receipts and expenditures posted since the previous Executive meeting, stipulating from whom the monies were received/expended; and a complete statement of all bank accounts updated to the most current month prior to the executive meeting.
- 10.03 Statements of expenditures shall include payee, expense detail and budget line item.
- 10.04 Bank accounts are to be structured to permit the treasurer to transfer funds within accounts/investments held by District 16 and that debits from cash accounts be by cheque only.
- 10.05 The treasurer shall be the sole signing authority for District 16 accounts.

## **ARTICLE 11 - AMENDMENTS TO THE CONSTITUTION AND POLICIES**

- 11.01 This Constitution and Policies may be amended by the consent of two-thirds of the eligible Members voting at the Spring AGM, provided that notice of motion has been sent to the members prior to the Meeting.
- 11.02 This Constitution and Policies may be amended by the consent of ninety percent of the eligible Members voting at the Spring AGM when no notice of motion has been presented in accordance with 11.01.

## **ARTICLE 12 - INTERPRETATION OF THE CONSTITUTION AND POLICIES**

- 12.01 Nothing in this Constitution and Policies shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and Policies of RTO/ERO nor in a manner prejudicial to the best interests of RTO/ERO.

## **ARTICLE 13 - MEETING PROCEDURES**

- 13.01 The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of District 16 and its committees.

## **POLICIES**

### **1.01 AWARDS/RECOGNITION**

- 1.01.01 a 5-Year Certificate of Appreciation and guest invitation to the AGM Luncheon for presentation to Executive members and others in voluntary district leadership after five years of service.
- 1.01.02 a 10-Year Pin and guest invitation to the AGM Luncheon for presentation to Executive members and others in voluntary district leadership after ten years of service.
- 1.01.03 20-Year Honorary Life Member Plaque and annual guest invitation to the AGM Luncheon presented to those having served 20 years continuous service on the Executive or other voluntary district leadership.
- 1.01.04 an STO (Service to Others) Award Certificate and guest invitation to a Luncheon be presented to a Member under the following criteria:

- 1.01.04.01 no more than three awards granted per year;
- 1.01.04.02 outstanding personal voluntarism outside RTO/ERO;
- 1.01.04.03 recommendations to be made from submissions made to the executive after advertisement in district newsletter.
- 1.01.05 a Special Circumstances Award presented to Members reaching specific stages in their lives (100 years, external recognition by outside agency).
- 1.01.06 a President's RTO/ERO Pin, of the best quality available, presented to the out-going President.
- 1.01.07 a complimentary 'new member' breakfast for each new Member to be claimed within the first 5 years of that membership.
- 1.01.08 Members in their 75th year shall receive a complimentary invitation to the Annual General Meeting and the Spring Luncheon;
- 1.01.09 annually, in January, an In Memoriam Recognition be made honouring those Members who have passed away during the previous calendar year; and,
- 1.01.10 Recipients of any listed awards are to be given recognition in a Newsletter.

**1.02 DISTRICT EXECUTIVE PARTICIPATION IN DETERMINING AWARD GRANTS**

- 1.02.01 All RTO/ERO Grants, Provincial and District, shall be available to the general membership including Executive members.
- 1.02.02 RTO/ERO Toronto Executive Members may apply for or sponsor any request for a RTO/ERO Grant after the closing date for application by the general membership should no other application have been submitted.
- 1.02.03 RTO/ERO Executive Members shall declare any personal affiliation with a grant request in advance of the selection and shall remove himself or herself from the selection process.

**2.01 REIMBURSEMENT OF EXPENSES**

- 2.01.01 Upon presentation of proper documentation, i.e. receipts, the District shall reimburse Executive members and volunteers for out-of-pocket expenses incurred in carrying out duly authorized business of the District (materials, services, etc.);
- 2.01.02 The District shall reimburse Executive members for round trip, address to address travel (kilometrage) from home to the site of a duly approved; RTO/ERO Toronto District 16 function, RTO/ERO that is not already covered by the Provincial office or RTO/ERO Districts function (excluding Executive meetings);
- 2.01.03 Kilometrage shall be reimbursed at the current rate as determined by the RTO/ERO Provincial Executive (\$0.43 per kilometre as of November 1, 2006);
- 2.01.04 Receipts for duly authorized expenses shall be required for any claim of \$10.00 or more;
- 2.01.05 All reimbursements shall be made by cheque in November and May;
- 2.01.06 All records of disbursements made under this policy shall be open to examination by any member of the executive and made available at normally convened Executive meetings.