

**THE RETIRED TEACHERS OF ONTARIO**

**LES ENSEIGNANTES ET ENSEIGNANTS RETRAITES DE L'ONTARIO**

**DISTRICT 20 CONSTITUTION**  
**FRONTENAC, LENNOX & ADDINGTON**

Approved October 2011

Policy and Procedures Updated and Approved September 2013 and June 2014

## 1. CONSTITUTION OF DISTRICT NO.20

The geographical area of District 20 is defined by the boundaries of the counties of Frontenac and Lennox & Addington.

### 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 - health and insurance benefits, travel opportunities, social events, and retirement planning;
5. To increase membership by actively campaigning at the Provincial and District level to reach potential members who qualify, both by personal contact and by designing 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 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 seven officers -President, First Vice-President, Second Vice-President, Secretary, Treasurer, Past President and Membership Secretary.

2.02 The District Executive Board shall include the Executive members, Chairs of District standing Committees, any District members who hold provincial offices and up to five councillors representing various geographical and population areas.

2.03 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 of those present and eligible to vote.

2.04 All members of the District Executive Board shall have the right to make motions and to vote. Approval shall be a simple majority of those present and eligible to vote.

2.05 The term of office shall be one year, renewable.

2.06 The President shall be an ex-officio member of each committee.

### Duties of the District Executive:

2.07 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.

2.08 To hold one or two general meetings a year at the call of the President, one of which shall be the Annual Meeting for the election of District officers (held in the autumn months).

2.09 To appoint, from the 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. The District President should be one of the Senators. A District member of the Provincial Executive may not be appointed as a senator.

2.10 To send District Observers to Senate meetings at District expense if appropriate.

2.11 To inform the Provincial Executive if the District intends to form a Unit (within the District). Financial assistance for a Unit shall be determined by the District

2.12 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.

2.13 To approve the annual District budget.

2.14 To approve the annual District Financial Statement and to send it to the Provincial Executive Director.

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

2.16 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins or other awards.

2.17 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

2.18 To apply to the Provincial Executive for additional special grants to promote special District programs that will strengthen or enhance the effectiveness of the District organization.

Election of the District Executive:

2.19 The District Executive shall be elected at an Annual Meeting of the District for a period of one year, but an executive member's term of office may be extended for more than one term. If a vacancy occurs on the Executive, it shall be filled by the executive following recommendation by the Nominating Committee (see section 2.20). The District Executive shall take office at the close of the Annual Meeting.

## 2.20 Procedures for Nominations/Elections:

- (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members as part of the Committee. Both counties must be represented on this committee.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the Annual 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 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 conducting of the election shall be the responsibility of the President, or the Chair of the meeting, in accordance with procedures established by the RTO/ERO Constitution, Bylaws and Policies.
- (e) The President or Chair of the meeting shall have the District appoint scrutineers to distribute and count the ballots.
- (f) Election of a candidate shall be by majority of the votes cast by those present and qualified to vote.
- (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;
  - (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 on the roster.
- (v) 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 Nominating Committee.

#### 2.21 Resignation/Leave of Absence:

- (a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nominating Committee, the Executive may pass a resolution appointing 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 a time specified in the resignation, whichever is later.
- (c) Any member of the Executive may request a temporary leave of absence.

#### 2.22 Removal from Office:

Any elected member of the Executive may be removed from office solely by a resolution passed by a 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:

##### 2.23 Duties of the President:

- (a) To convene and chair the regular and special meetings of the District Executive;
- (b) To act as Chair for the District 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 liaison with the Provincial Executive;
- (f) To be a Signing Officer for the District.

2.24 Duties of the Past President and Vice-Presidents:

(a) Duty of the Past President

(i) to chair the Nominating Committee.

(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 chair the Pension and Retirement Concerns Committee.

(c) Duties of the Second Vice-President:

(i) to perform the duties of the President when the President and the First Vice-President are unable to carry out their duties

(ii) to chair the Awards Committee

2.25 Duties of the Secretary and Treasurer:

(a) the duties of the Secretary are:

(i) to prepare and present the minutes of District Executive, District Executive Board and District Meetings, and of any special meetings called by the President;

(ii) to carry on the correspondence that is required to conduct the business of the District

(iii) to send notices of Executive, Committee, District, and special meetings at the direction of the President and District Executive.

(b) The duties of the Treasurer are:

(i) to prepare an annual budget for approval by the District Executive;

(ii) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;

- (iii) to receive the annual rebate of monies from the RTO/ERO Provincial Office;
- (iv) to receive and collect charges levied by the local District, if applicable;
- (v) to pay all invoices as directed by the Executive;
- (vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
- (vii) to present an annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District.

c) The duties of the Membership Secretary are:

- (i) to serve as liaison between a District member and the Provincial Member Services Committee when there is a need for emergency assistance, if requested.
- (ii) to maintain a District 20 membership database and receive and reconcile Provincial membership lists with District 20 membership lists
- (iii) to investigate and recommend to the Executive, strategies for increasing RTO/ERO Provincial and District membership from those soon-to-retire teachers, and retired teachers who are not members of RTO/ERO and from potential associate members who are about to retire.

2.26 Duties of the Councillors:

- (i) to represent the members of the District;
- (ii) to initiate social functions as needs demand, e.g. breakfasts, first day of school gatherings, golf tournaments, theatre nights, etc.
- (iii) to assist the nominating Committee in finding capable councillors;
- (iv) to maintain and submit expense vouchers for costs incurred in the performance of duties, e.g. mileage, telephone and incidentals;
- (v) to report on activities at Executive Board meetings.



## 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 who has the power to add two more members from the Executive or the Executive Board.

(ii) the Awards Committee shall present the names of possible recipients of an RTO/ERO pin to the Executive for consideration and approval. Pin presentations are usually made at the Annual Meeting of the District.

(iii) a District Executive may 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.

(iv) the Awards Committee shall present the names of possible recipients of the Irwin Ruttle Award to the Executive. (see Policies and Procedures)

#### (b) Constitution Committee:

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

(ii) the Constitution Committee shall become 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.

(iii) 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.

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

#### (c) Nominating Committee:

(i) the Nominating Committee, chaired by the District Past President, shall be composed of at least two other Executive Members. Both counties will be represented.

(ii) the Chair of the Nominating Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

(d) Resolutions Committee:

(i) the Resolutions Committee, chaired by the First Vice-President, 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) the Resolutions Committee shall receive resolutions or recommendations from the Executive and from the Annual District Meeting for discussion and appropriate wording.

(iii) 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:

(a) Health Services and Insurance Committee:

(i) to assist the membership of the District with information regarding the RTO/ERO Group Benefits Program.

(ii) to communicate with the Provincial Health Services and Insurance Committee through the Committee liaison person.

(iii) to recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(b) Communications Committee:

(i) to prepare and distribute a newsletter to the District membership whenever the Executive deems it necessary.

(ii) to establish and maintain a District Website as required.

(iii) to communicate with the Provincial Communications Committee through the Committee liaison person.

(c) Pension and Retirement Concerns Committee:

(i) to inform members regarding pension and retirement concerns that affect them and their communities.

(ii) to communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.

(iii) to recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(d) Political Advocacy Committee:

(i) to coordinate political advocacy with respect to issues that affect members.

(ii) to liaise with other organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels in the best interests of members.

(iii) to communicate with the Provincial Political Advocacy Committee through the Committee liaison person.

(iv) to recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(e) Membership services Committee

(i) to communicate with District members (see Policies and Procedures)

(f) Travel Committee

To plan trips and excursions for District members to places of interest.

(g) Ad Hoc Committee

The executive may establish ad hoc committees as required.

#### 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 All funds accruing to the District shall be deposited 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 two signing officers.

4.04 The signing officers shall be:

President

First Vice-President

Treasurer

Secretary

#### 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 Annual Meeting, or at a general meeting of the District, 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 Meeting of the District, previous notice not having been given.

5.02 Amendments to Policies and Procedures

Policies and procedures appended to this Constitution may be amended at any time by an enhanced majority vote (66%) of the District Executive.

5.03 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 Enseignantes et Enseignants Retraités de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

#### 5.04 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.

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

### **POLICIES AND PROCEDURES**

#### 1. The District 20 Irwin Ruttle Award

The District 20 Irwin Ruttle Award is named in honour of Irwin Ruttle who has served as Secretary-Treasurer of District 20, RTO/ERO for over 20 years. Irwin has established an excellent model of volunteer service and leadership in RTO and in the wider community.

The award consists of a certificate and a donation in the amount of five hundred dollars to the charity of the recipient's choice.

The first recipient of this award was Irwin Ruttle, the person after whom the award is named.

Criteria for selection:

1. The District 20 Irwin Ruttle Award is presented to an RTO/ERO member in recognition of outstanding voluntary contributions to the work of RTO/ERO at the District level.
2. No more than one Award is presented per year.
3. To retain the prestige associated with the Award, its presentation is at the discretion of the District Executive, not necessarily on an annual basis.
4. RTO/ERO members who are still serving in any capacity at the District level are normally not eligible for nomination for the Irwin Ruttle Award. The exception is in the selection of the first recipient of this award.

#### Procedures:

1. Members are invited to submit nominations.
2. A candidate for receipt of the Award is chosen by the District Executive.
3. The Award is presented at an Annual District Meeting.
4. The Award consists of
  - a) a framed certificate, and
  - b) a donation of \$500.00 to the charitable organization of the recipient's choice.

Nominations must reach the District Secretary by April 1, in any given year.

#### 2. Member Services:

The Membership Secretary will communicate with members who are hospitalized, with those who are bereaved, and those who are celebrating special days. Members who are at the age of 80 and over will receive birthday greetings at 5 year intervals. Members who are at the age of 100 or over will receive birthday greetings annually.

#### 3. Project Service to Others: (Revised September 2013 and June 2014)

Project-Service to Others is a Provincial RTO/ERO program which provides grants to districts for initiatives which support the concept of "Service to Others". Its intent is to raise the profile of members by visibly demonstrating to the public-at-large that our members care about their communities and about public education, and are willing to do something to help those who need assistance. These assistance projects could be in any form that supports the goals of Project-Service to Others as outlined below.

District 20 RTO/ERO has adapted this program to meet local objectives. In doing so, it espouses the same goals as the provincial project.

#### What are the Goals of Project-Service to Others?

1. To provide financial assistance to education related and other community projects;
2. To facilitate member participation in education and/or community assistance projects;
3. To help serve educational and other needs of the disadvantaged in the community;

4. To promote District participation in local, provincial, national and/or international education/community projects;
5. To raise the profile of retired teachers and RTO/ERO;
6. To show the general public that retired teachers continue to serve after retirement;
7. To demonstrate to potential RTO/ERO members that RTO/ERO is a dynamic organization to which they should consider belonging when they retire.

#### How Does It Work?

District 20 will earmark a minimum of \$2,000 annually for local Service to Others projects. The District Executive will select projects on their merit. The Second Vice President who has the responsibility of "Awards" will receive the applications. In conjunction with the Awards committee, recommendations will be made to the Executive.

If the budgeted amount is not spent in any one year the amount remaining will be carried forward as an STO reserve fund. The amount to be awarded will never be more than \$8000.00 in any one year. Normally the maximum amount awarded to one project is \$1000.00.

Either individuals or groups may apply for funding. An application form must be completed in full detail to enable the Executive to make a decision. Applications must be received by October 31 of each year and must be sent (electronically if possible) to the Second Vice President.

Successful applicants must submit a written record regarding the use of funds within 2 months of the completion of the project. Photos and newspaper articles would be an additional asset in publicizing this initiative. The application form is available at the District 20 website ([www.rtoero20.com](http://www.rtoero20.com))

#### APPLICATION - PROJECT SERVICE - TO - OTHERS

Title of your Project: \_\_\_\_\_

Name of the Group: \_\_\_\_\_

Contact person: Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Project Information:

1. How does your proposed project relate to the goals of Project Service to Others?
2. Describe the project briefly.
3. Where will the project take place?
4. When will the project be completed?
5. How will the project benefit the community?
6. How will the project raise the profile of retired teachers and benefit the image of RTO/ERO, particularly in District 20?
7. Additional comments:

#### PROJECT BUDGET

##### Planned Expenditures:

Itemize the planned expenditures and list estimated costs for each expenditure.

##### Revenues:

List any other revenues you expect in support of the project and the source.

The amount of your request from RTO/ERO District 20?:

Have you received money from RTO/ERO previously?

If so, how much?

Applications should be sent to the Second Vice President preferably by email.