

DISTRICT 34 YORK REGION

THE RETIRED TEACHERS OF ONTARIO

CONSTITUTION  
BY-LAWS

REVISED : MAY 2010

**CONSTITUTION OF DISTRICT 34  
YORK REGION  
THE RETIRED TEACHERS OF ONTARIO**

The geographical area of District 34 is defined by the boundaries of York Region.

**PREAMBLE**

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

**Objectives**

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act;
2. 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;
3. To support or seek support for those members who may be in financial or personal need;
4. To encourage Full and Associate members to participate fully in all the benefits the organization offers;
5. 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 designing programs to meet their special needs;
6. To contact retired teachers ( both members and non-members ) and active teachers through a variety of media for the purpose of publicizing district events and accomplishments;
7. 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;
8. To provide leadership and guidance to provincial 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 automatically affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Constitution of The Retired Teachers of Ontario.
- 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 Executive of District 34 shall consist of the following officers:

President	Secretary
First Vice-President	Treasurer
Second Vice-President	Membership Coordinator
Past President	Two Executive Members

2.02 The Executive Board of District 34 will include the District Executive and the following persons as appointed by the Executive:

Social Activities Convenor: As determined by the Social Committee, one member of the Social Committee will be a voting member at each Executive meeting.

- Goodwill and Friendship Convenor
- Newsletter Editor
- Web Master
- Political Action Coordinator
- Health Insurance Representative
- Pension and Retirement Representative
- Project Service to Others Coordinator
- Recruitment Convenor

These non-elected members of the Executive Board will be included in Executive meetings and will have the right to participate in all aspects of the meetings including the right to make motions and to vote on all motions.

2.03 The Executive shall meet at the call of the President or at the request of any other two members of the Executive. The quorum at Executive meetings shall be 50% plus one of the total members of the Executive as listed in Article 2.01.

**Duties of the District Executive:**

2.04 To determine, in consultation with the District membership, its constitution with due regard to the Constitution, By-Laws and Policies of RTO/ERO and to file a copy with the Provincial Office.

2.05 To hold at least two general meetings a year, one of which shall be the Annual Meeting for the election of district officers. A quorum at general meetings shall be a simple majority of those present.

- 2.06 To elect at a meeting of the District or appoint by the District Executive, two Senators who, at provincial organization's expense, will represent the District at Senate meetings that are called by the president of the provincial organization
- 2.07 To send District observers to Senate meetings at district expense if appropriate
- 2.08 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.
- 2.09 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 programs that will strengthen or enhance the effectiveness of the District organization.
- 2.12 To appoint three signing officers at the beginning of each Executive year, two of whom shall be the President and the Treasurer and to direct that two signatures must appear on each cheque issued by the District.

**Election of the District Executive:**

- 2.13 A District Executive shall be elected at the Annual General Meeting to serve for the period of one year. The term of office shall be from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year. An executive member may serve for more than one year.
- 2.14 Procedures for 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 the District Executive to the Annual District Meeting.
  - (c) Additional nominations for the elective offices may be made from the floor  
by District members in attendance at the Annual District 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, in accordance with procedures established by the Provincial Constitution.

- (e) Election of the candidate shall be by majority vote of those present and qualified to vote who have cast ballots.
- (f) In the case of more than two candidates for any 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 any succeeding ballots until a majority is reached.
- (g) 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 the 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.
- (h) 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.

#### 2.15 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 a 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 letter of resignation, whichever is later.
- (c) Any member of the Executive because of sickness or absence may request a temporary leave of absence.
- (d) 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**

### 2.16 Duties of the President:

- (a) To convene and chair the regular and special meetings of the District Executive.
- (b) To act as chair of 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 be the official spokesperson and representative of the District.
- (f) To act as liaison with the Provincial Executive.

### 2.17 Duties of the Past President:

- (a) To assist and advise the President.
- (b) To chair the Nominating Committee.

### 2.18 Duties of the Vice-Presidents:

Vice-Presidents may also hold one of the offices of Coordinator as listed in Article 2:02.

#### Duties of the First Vice-President:

- (a) To perform the duties of the President when the President is unable to carry out such duties.
- (b) To be responsible for the details required to conduct any seminars presented by the District including booking of the locations, arrangements for the food, and the advertising of the event in the newsletter.
- (c) To be responsible for the co-ordination and assistance of all the social events planned by the District. This includes being the contact person for District 34 members who volunteer to co-ordinate events.
- (d) To assist the Health Insurance representative.

#### Duties of the Second Vice-President

- (a) To perform the duties of the President and/or the First Vice-President when either is unable to carry out such duties.
- (b) To be responsible for the booking of the meeting rooms and all other logistical details associated with meetings of the Executive.
- (c) To be responsible for the arrangements including the entertainment for the May and October membership meetings.
- (d) To assist the Pension and Retirement representative.

2.19 Duties of the Secretary

- (a) To prepare and present the minutes of District Executive and Membership 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 Executive, Membership, and special meetings at the direction of the president and the District Executive.
- (d) To retain, store and catalogue past copies of minutes, newsletters, and constitutions, and other historical data of District 34 and so maintain a complete historical record of the organization.
- (e) To send the annual District reports as approved by the District Executive, to the Provincial Executive Director.

2.20 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 rebates of monies from the RTO/ERO Provincial Treasury.
- (c) To receive and collect charges levied by the local District, if applicable.
- (d) To pay all invoices as directed by the Executive.
- (e) To receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money.
- (f) To present an audited report to the District Executive at least one month before the Annual District Meeting.
- (g) To send the annual District financial statements as approved by the District Executive, to the provincial Executive Director.

2.21 Duties of the Membership Coordinator

- (a) To maintain an updated District membership list.
- (b) To receive membership lists from the Provincial Office and reconcile the District membership list and the provincial membership list.
- (c) To receive membership change lists from the Provincial Office and send letters of welcome to new members.
- (d) To communicate with the Provincial Member Services Committee through the Committee liaison person.

2.22 Duties of the Executive Members

- (a) To attend and participate in Executive meetings
- (b) To assume such tasks as decided by the Executive.

### **Article 3 – COMMITTEES: EXECUTIVE AND STANDING**

#### **3.01 Executive Committees:**

##### **(a) Nominating Committee**

- (i) The Nominating Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.
- (ii) The Nominating Committee shall give notice in the District newsletter of the upcoming nomination process one month prior to the Annual District Meeting.
- (iii) The Chair of the Nominating Committee shall submit nominations for the elective officers of the District Executive to the Annual District Meeting.

##### **(b) Constitution Committee**

- (i) The Constitution Committee shall be composed of three executive members. The chair shall be appointed by the Executive.
- (ii) The Constitution Committee shall become familiar with the Provincial Constitution, By-Laws 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, By-Laws and Policies.
- (iv) The Constitution Committee shall make recommendations to the District Executive for changes in the District Constitution, By-laws and Policies, where applicable.

#### **3.02 Standing Committees**

All chairs and members of the listed committees shall be appointed by the District Executive. The District Executive shall appoint the chairs at the first Executive meeting after the District Annual Meeting. The term of office shall be for one year. Chairs and members may serve more than one term.

The Standing Committees are:

- (a) Good Will and Friendship Committee  
 To share our sorrow with those members who are hospitalized or experience a bereavement.  
 To recognize those members on special occasions such as celebrating 90<sup>th</sup> or 100<sup>th</sup> birthdays, a 50<sup>th</sup> or 60<sup>th</sup> wedding anniversary, receiving an honorary life membership in the district, or other very special occasions.  
 To provide District members with information of upcoming events by e-mail or if requested, by telephone.  
 To serve as liaison between a district member and the Provincial Services Committee when there is a need for emergency assistance if requested.  
 To communicate with the Provincial Member Services Committee through the Committee liaison person.
- (b) Health Insurance Committee:  
 To assist the membership of the District with information regarding the RTO/ERO Group Benefits Program.  
 To study and advise the District Executive of such proposals re health insurance, car insurance, and community housing, etc. as it may affect or be of interest to district members.  
 To communicate with the Provincial Health Services and Insurance Committee through the Committee liaison person.
- (c) Recruitment Committee  
 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.  
 To implement any strategies approved by the Executive to increase District membership or to publicize the District.  
 To coordinate Retirement Planning workshops for the District.
- (d) Newsletter/Communications Committee  
 To prepare and distribute a newsletter to the District membership whenever the Executive deems it necessary.  
 To establish and maintain a District Website as required.  
 To advise any members who so request, of upcoming events by e-mail.  
 To communicate with the Provincial Communications Committee through the Committee liaison person.

- (e) Political Action Committee  
To coordinate political action with respect to issues that affect members.  
To be a liaison with other organizations which express an interest in pursuing political action at the provincial and federal levels for seniors and retired educators.  
To communicate with the Provincial Political Action Committee through the Committee liaison person.
- (f) Pension and Retirement Concerns Committee  
To inform members regarding pension and retirement concerns that affect them and their communities.  
To communicate with the Provincial Pension and Retirement Concerns liaison person.
- (g) Social Activities Committee (Recreation, Social, Tours)  
To be responsible for any arrangements for the 2 annual membership luncheons and any other events as directed by the Executive.  
To plan trips and excursions for district members to places of interest.  
To study and report to the District Executive on plans for activities such as golf, bowling, card games, slide and lecture programs.  
To advertise all such events in the District newsletter.
- (h) Project :Service to Others Committee  
  
To administer Project: Service to Others grants  
  
To fulfill the following duties:  
(i) the timely review of all Project: Service to Others applications  
(ii) an annual recommendation to the Executive regarding the forwarding of one application to the provincial Service to Others Committee  
(iii) an annual recommendation to the Executive regarding the expenditure of funds designated by the District for Service to Others purposes  
  
To adhere to the following terms of reference:  
(i) all applications must be submitted by RTO/ERO District 34 members  
(ii) the group/organization recommended for a Provincial grant would receive a Local grant should they not be successful at the provincial level

(iii) other Local grants may be given in the same year to groups or organizations whose applications are not recommended for Provincial grants

(iv) priority status shall be given to those groups or organizations that are actively supported by District 34 members

(v) applications for District grants may be submitted on behalf of groups or organizations on a yearly basis to allow for continued funding

#### **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, and signed by any two signing officers.
- 4.04 The signing officers shall be the President and the Treasurer and one of the following: First Vice-President, Second Vice-President, Secretary, Executive Member, Membership Coordinator, 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 the 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 members voting at the Annual District Meeting, previous notice not having been given.

##### **5.02 Interpretation**

Nothing in the 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; nor in a manner nor 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 the meetings of RTO/ERO and its committees.

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

**BY-LAWS**

**BY-LAW 1 – MEMBERSHIP AND FEES**

**Section 1 – External Affiliation**

Full or Associate members of RTO/ERO whose prime affiliation is with a District other than 34, may be a member of District 34 upon payment of the annual External affiliation fee which is established by the District 34 Executive. External Affiliate members will receive the District 34 newsletter and may participate in all events organized by the District but may not vote at general meetings and may not hold District office.