

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

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

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 regular 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;
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 designating 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 Secretary |
| 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

Webmaster

Political Action Co-ordinator

Health and Insurance Co-ordinator

Pension and Retirement Concerns Co-ordinator

Project Service to Others Co-ordinator

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 on the Executive.

Duties of the District Executive:

2.04 To determine, in consultation with the District membership, its constitution with due regard to the Constitution, Bylaws 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 appoint two Senators who will represent the district at Provincial Senate meetings.

2.07 To send District observers to Senate meetings at district expense.

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 Report and 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 act as liaison with the Provincial Executive.

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 1st to July 31st 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.
 - (e) Election of the candidate shall be by majority vote of those present and qualified to vote who have cast ballots.
 - (f) In the event of a tie vote, 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 candidate with the greatest seniority of membership and service in the District shall be deemed to have won the vote.

2.15 Vacancies in Elected Offices:

- (a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled forthwith by resolution of the Executive, by

appointment of a substitute, for such 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.
- © Any member of the executive because of sickness or absence may request a temporary leave of absence.

Special 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.

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 Co-ordinator 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) shall 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) shall 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) shall assist the Co-ordinator of Health and Insurance.

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) shall be responsible for the booking of the meeting rooms and all other logistical details associated with meetings of the Executive.
- (c) shall be responsible for the arrangements including the entertainment for the May and October membership meetings.
- (d) shall assist the Co-ordinator of Pension and Retirement Concerns.

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 Secretary

- (a) to maintain and update district membership lists.
- (b) to write letters of invitation, including an application form for membership, to all recent retirees who are reported as not being members of RTO/ERO.
- (c) to chair the Membership Committee.

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.

3.02 **Standing Committees**

With the exception of the Membership Committee, the District Executive shall appoint the chairs and members of the listed committees. The term of office shall be for one year. Chairs and members may be appointed for 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 90th or 100th birthdays, a 50th or 60th 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.

(b) Health Services and Insurance Committee:

To assist the membership of the District with information and advice 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.

(c) Membership Committee

To receive the membership lists from the Provincial Office and send letters of welcome to new members.

To maintain an updated District membership list.

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) Newsletter Committee

To prepare and distribute a newsletter to the district membership whenever the Executive deems it necessary.

(e) Political Action Committee

To spearhead political action on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives. 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 Activities Committee (Recreation, Social, Tours)

To be responsible for all arrangements for the membership meetings, and to plan such 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.

(g) Project :Service to Others Committee

To Administer Project: Service to Others grants

To fulfil 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 – POLICIES AND PROCEDURES

As attached

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.

BYLAWS

BYLAW 1 – MEMBERSHIP AND FEES

Section 1 – External Affiliation

Regular 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.

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