

POLICY STATEMENTS OF RTO/ERO DISTRICT 34

LUNCHEON COSTS

The cost of each luncheon for members and non-members will be determined by the Executive. (revised June 2008)

PRAYER AT LUNCHEONS

Any prayer used at luncheons will be non-denominational and inclusive in order to be sensitive to the diverse beliefs of the membership. (2004)

ORGANIZERS OF EVENTS

Members who organize events may attend that event at no cost. (a maximum of 2 organizers per event). (2004)

DISTRICT 34 SENATORS

The Senators for District 34, as appointed by the Executive, shall be the President and the First Vice-President or their designates. District 34 will, whenever possible, and budget allowing, send two observers appointed by the Executive to each Senate. (2004)

ADVERTISING IN THE 34th STORY

Free advertising in the newsletter will be allowed providing that it is for the benefit of the members of District 34. It should provide them with a special benefit such as a free or discounted price for a product or service. Excluded would be health benefits or any plan already provided by RTO Provincial. The editor of the newsletter, in consultation with the President, will judge the suitability of all submitted ads against these criteria. Classified ads are for the information of our members and do not imply endorsement by RTE/ERO District 34. (2004)

EXECUTIVE EXPENSES

District 34 will pay the expenses of members of the Executive, members of ad hoc committees and any additional members authorized to perform duties on behalf of District 34. With the exception of the President, ordinary expenses associated with the two annual luncheon membership meetings (i.e. food and mileage) are not included. (2004)

EXECUTIVE REIMBURSEMENT

Executive members claiming expenses for meals and mileage will be reimbursed at the same rate as that set by the provincial office of RTO/ERO. (June 2008)

HONORARIA

Honoraria costs for speakers and/or entertainment at luncheons can be up to \$250. Any costs beyond this amount must be approved by the Executive. (2004)

HONORARY LIFE MEMBERSHIP

The Executive of District 34, on behalf of the membership, may bestow a long-serving former executive member with an Honorary Life Membership. This member would be recognized for outstanding and distinguished service to the District. The award would be made at the Annual General meeting of the District. The recipient of this award could then attend, along with a guest, all District 34 events at no cost. (2004)

HONORARY LIFE MEMBER: JOHN KIPPEN, MAY 2003.

GOODWILL REMEMBRANCES AND EXPENSES

The costs related to such things as cards, flowers, donations, e-mail deliveries, or any other out-of-pocket- expenses will be paid from the annual budget of the District. The Executive will deal with extraordinary expenses exceeding \$75. (2005)

Special remembrances will be sent to members who have reached the age of 100. Birthday cards will be sent annually to members who have reached their ninetieth year. (2006)

EXECUTIVE BOARD ATTENDANCE

All executive members are expected to attend all Executive meetings. However, exceptional circumstances may necessitate absence. The absent member needs to notify the President of the situation. After absences at 3 consecutive meetings and following discussion with the President, the Executive may ask the member to resign from his/her position. (2004)

REQUESTS FOR PERMISSION TO SPEAK AT DISTRICT 34 EVENTS

Any request received from a person to speak at a District 34 function regarding the gathering of contributions or the need for personnel for some cause other than that of District 34 or RTO/ERO will be denied. (December 2006)

EXTERNAL AFFILIATE FEES

The fees for External Affiliate members shall be \$15.00 per year. This fee shall be reviewed from time to time by the Executive to ensure that publication and mailing costs for the newsletter are being met. (2006)

BUDGET CARRYOVER

The District 34 Treasurer shall budget an amount equal to 20% of the current year's Provincial Grant to be set aside as a carryover for the following year's budget. (April 2008)

ELECTRONIC COMMUNICATIONS

Any member of the District 34 executive or any committee chairperson may request that an electronic communication containing an issue relevant to their portfolio be sent to the membership by the Email Communications Representative.

Any request for an electronic communication made by anyone other than an executive member or committee chairperson must be approved by the President or the First Vice-President.

Any electronic communication must fall within the parameters of usual District 34 business and be in the best interests of the members who would receive it. (December 2008)

PROCEDURES OF THE EXECUTIVE OF DISTRICT 34

PROJECT SERVICE TO OTHERS

Names of recipients and amounts of Project Service to Others grants from District 34 shall be maintained as an archival list. The Chair of the Project Service to Others committee shall be responsible for this list. (2004)

COMMITTEE MEMBERS

Names of all known committee members shall be submitted to the Executive at the first Executive meeting for the year. Others will be added as soon as positions are filled. A list of these names shall be kept current and names added as necessary during the year. The secretary will keep a master list and each executive member should maintain an updated list. (2004)

AUDITING THE FINANCIAL STATEMENT

Each year, the Executive will appoint an auditor of the financial statement. The Treasurer, along with 2 other members of the Executive will sign the financial report that is sent annually to RTO/ERO. (2005)

HAVA JAVAS (MORNING COFFEE GATHERINGS)

The Past President shall be responsible for the Hava Java events. This would include (1) selection of dates and locations (2) notifications of the proprietors of the events (3) ensuring coverage by executive members at each of the locations (4) the advertisements of the events in the newsletters. (June 2007)

OPEN HOUSE FOR NEW MEMBERS

The incoming First Vice-President shall be responsible for the organization of the September Open House for new members. This would include (1) coordination with the Social Committee to choose a date, location and the caterer (2) consultation with the Membership Coordinator regarding notices of the event to be sent to potential retirees (3) taking reservations for the event (4) advertising the event in the newsletter, giving notice in the April issue and writing an inviting article for the September issue (5) setting the program for the event and (6) arranging the décor of the room. (June 2007)

ARCHIVIST

The executive of District 34 shall appoint one of its members as an archivist. The archivist will receive, organize, and safely store paperwork such as minutes, financial reports, executive lists, newsletters and any other items which are of historic and general interest to District 34. (November 2007)

FINANCES

1. The RTO member coordinating a social activity for which there is a fee paid by participants shall be responsible for completing the form entitled 'Event Reconciliation' within one month of the completion of the activity and submitting the form to the District Treasurer.
2. All requests for monies shall be accompanied by a complete 'Expense Claim' form. (2007)

COORDINATING LUNCHEON EXPENSES

At the beginning of each financial year, the Executive will appoint a member of the Executive to coordinate expense claims for the fall and spring luncheons and submit them to the treasurer for recording and payment. (June 2008)

GENERAL PROTOCOL FOR A REQUEST TO MAKE AN ORAL
PRESENTATION AT AN EXECUTIVE MEETING

1. Anyone other than an executive member wishing to present an issue at an executive meeting must submit a written request asking to make an oral presentation to the executive.
2. At the next regularly scheduled meeting, the executive will consider the request and decide whether to allow or refuse the request.
3. The President will contact the person who made the request to inform him/her of the decision of the executive.
4. Should the person be given permission to speak, the executive will assign a designated time at the next regularly scheduled meeting for the presentation.
5. A written copy of the presentation must be submitted to the President at least 7 days prior to that meeting. (November 2009)

BUSINESS ARISING BETWEEN REGULAR EXECUTIVE MEETINGS

When an item of business arises and requires action before the next executive meeting, the President will request, or an executive member will submit a motion by e-mail or phone to the President. The President will circulate the motion asking for a seconder and will then request a vote by phone or e-mail. The results will be circulated and the President will take appropriate action. The motion will be read into the minutes of the next meeting. (January 2010)

PREPARING AND PRESENTING THE BUDGET

The Treasurer will prepare a budget for the following fiscal year by the end of November of the current year to be presented to the Executive at their December meeting. (August 2010)