



DISTRICT 7 RTO/ERO

WINDSOR - ESSEX

CONSTITUTION

Revised April 2013

Please destroy all previous versions

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CONSTITUTION OF DISTRICT 7

The name of the District shall be Windsor/Essex

The geographical area of District 7 is defined by the boundaries of the City of Windsor and the County of Essex.

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 those members in need;
4. To encourage Full and Associate members to participate fully in all the other benefits the organization offers, in accordance with the RTO/ERO Constitution and Bylaws;
5. To increase membership by actively campaigning to reach potential members by both personal contact and by planning programs to meet their interests and needs, where possible.
6. To use a variety of media resources to publicize and promote RTO/ERO activities and accomplishments to its members, to teachers, School 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 Executive:

- 2.01 a) The District Executive shall consist of six members: President, President-Elect, Vice-President, Secretary, Treasurer and Past-President. The Vice-President, Secretary and Treasurer shall be elected from the full membership.
- b) The position of President will not be an elected position but will evolve from that of the President-Elect. The Vice-President shall move to the position of President-Elect when this person assumes the Presidency.
- 2.02 The District shall have an Executive Board. The Executive Board will include the six District Executive members, plus chairs of District Standing Committees, any District members who hold provincial offices, and such other members who may be appointed from time to time by the Executive. The rights and privileges of voting and making motions shall be extended to include all members of the Executive Board.
- 2.03 The Executive Board will commonly be called the Executive.
- 2.04 The Executive shall meet at the call of the President or at the request of any other two (2) members of the Executive. . A quorum shall be a simple majority of the Executive but must include at least three (3) District Executive members.
- 2.05 The following procedures will be used when an electronic vote is taken by the Executive between Executive meetings:
- i) the President or designate shall propose a motion with rationale and e-mail it to the Executive;
 - ii) members of the Executive shall vote by return e-mail, via 'reply all', within 5 days of receipt of the motion;
 - iii) a quorum of the Executive must vote on the motion or it is deemed lost;
 - iv) the President shall declare the motion passed or lost and inform the Executive;
 - v) the motion and its disposition shall be reported at the next Executive meeting as information and recorded in the minutes.

Duties of the Executive:

- 2.06 To hold at least two (2) meetings of the general membership a year. The spring meeting shall be held before April 30 and shall be designated as the Annual General Meeting of the District.
- 2.07 To appoint the President and President-Elect of District 7 as Senators who, at Provincial organization expense, will represent District 7 at Senate Meetings that are called by the President of the Provincial Organization.
- 2.08 To send to Senate the Vice-President of District 7 as the first Official Observer and to do so at District expense. Should the District elect to send, at District expense, a second Official Observer this role would alternate between the District Secretary and the District Treasurer. If for any reason the Vice-President, Secretary or Treasurer is unable to attend Senate, or is already a member of Senate by virtue of his/her office at the Provincial level, the District shall appoint another Executive member as representative to the Senate.
- 2.09 To inform the Provincial Executive if the District intends to form a Unit within the District. The funding formula for a Unit shall be determined by the District.
- 2.10 To establish Standing and Executive Committees.
- 2.11 To approve the terms of reference for Standing and Executive Committees and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District.
- 2.12 To approve the annual District budget.
- 2.13 To approve the annual District Financial Statement and send it to the Provincial Executive Director.
- 2.14 To send resolutions, which have been passed at a general meeting of the District or at a meeting of the Executive, to the Provincial Executive Director for consideration by the Senate.
- 2.15 To approve the names of District candidates presented by the Awards committee for consideration as recipients of District 7 RTO/ERO awards or for nomination for a Provincial Award.
- 2.16 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.
- 2.17 To approve the appointment of an Assistant Treasurer when recommended by the Treasurer.

2.18 To consider the approval of grants to groups who submit applications.

Election of the District Executive:

2.19 A District Executive shall be elected for a period of one (1) year. A District Executive member is eligible for re-election.

2.20 A District Executive shall be elected at the Annual Meeting of the District. The term of office for the District Executive shall begin on May 1 following the Annual General Meeting and end on April 30 of the following year.

2.21 Election Procedures:

(a) The Nominating Committee shall be chaired by the District Past-President with at least two (2) other Executive members as part of the committee.

(b) The Chairperson of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the District Annual Meeting.

(c) Additional nominations for 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, 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 Nominating Committee, in accordance with procedures established by the RTO/ERO Constitution, Bylaws, and Policies.

(e) Election of a 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 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.

(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 this vote shall establish the roster for the next vote;

(iv) the members will then resume the voting process on the 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.

2.22 Resignation/Leave of Absence

(a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled forthwith. Following recommendation of the Nominating Committee, the District Executive shall pass a resolution appointing a substitute, for such period of time as may be appropriate under the circumstances.

(b) Any member of the District 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 District Executive may request a leave of absence.

2.23 Removal from Office

Any member of the District Executive may be removed from office only by 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 members.

Specific Duties of District Executive Members:

2.24 Duties of the President:

- (a) To be official spokesperson for District 7 RTO/ERO;
- (b) To convene and chair the regular and special meetings of the District Executive;
- (c) To act as chairperson for the District membership meetings;
- (d) To be an ex-officio member of all District Standing Committees;
- (e) To have general responsibility for all activities of the District organization;
- (f) To represent District 7 as Senator at the Senate Meetings;
- (g) To act as liaison with the Provincial Executive;
- (h) To be a Signing Officer for the District.

2.25 Duties of the Past-President:

- (a) To consult with, assist, and advise the President;
- (b) To chair the Nominating Committee;
- (c) To be responsible for the installation of new officers.

2.26 Duties of the President-Elect:

- (a) To perform the duties of the President when the President is unable to carry out the responsibilities of the office;
- (b) To chair the Resolutions Committee;
- (c) To chair the Constitution Committee;
- (d) To represent District 7 as Senator at the Senate meetings;
- (e) To file a copy of the Revised District Constitution with the Provincial Office;
- (f) To track Project – Service To Others grant applications, to see that forms are filled out correctly, that deadlines are met and that appropriate reports are completed by the recipient and filed with Provincial Office;
- (g) To be a Signing Officer for the District.

2.27 Duties of the Vice-President:

- (a) To chair the Awards Committee;
- (b) To carry out tasks as directed by the President;
- (c) To represent District 7 as an Observer at Senate Meetings when the District Executive decides to send District Observers at District expense;
- (d) To be a Signing Officer for the District.

2.28 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 represent the District as an Official Observer at Senate Meetings as per section 2.08 of the District's Constitution;
- (e) To be a Signing Officer for the District.

2.29 Duties of the Treasurer:

- (a) To prepare an annual budget for approval by the District Executive at its January meeting;
- (b) To receive the annual rebate of monies from the Provincial Office of RTO/ERO;
- (c) To pay all invoices as directed by the Executive;
- (d) To maintain in a separate account in an accredited financial institution monies accruing to District 7;

- (e) To receive and collect charges levied by the District, if applicable;
- (f) To present an annual District Financial Statement, reviewed by at least two District members, to the District Executive at least one month before the Annual Meeting of the District;
- (g) To be a Signing Officer for the District;
- (h) To represent the District as an Official Observer at Senate Meetings as per section 2.08 of the District's Constitution;
- (i) To consider the appointment of an Assistant Treasurer, in conjunction with, and with the approval of the District Executive. The duties of the Assistant Treasurer shall be:
 - (a) To assist the Treasurer with his/her duties, particularly to receive and collect monies for the annual "The Hell with the Bell Breakfast", the Fall Luncheon and the District Annual General Meeting. The Assistant Treasurer shall submit a brief report and financial statement to the District Executive following each of these events.

ARTICLE 3 - COMMITTEES: EXECUTIVE AND STANDING

The Term of Office of District 7 Windsor-Essex Committee Chairpersons and Committee Members shall be for one year with provision for reappointment. The District Executive shall appoint the Chairs and Members of Standing Committees and shall set the maximum number of members on each committee.

3.01 EXECUTIVE COMMITTEES:

a) Awards Committee:

The Awards Committee shall be chaired by the Vice-President with at least two (2) other Executive members as part of the committee.

Duties

a) To present to the Executive for consideration and decision, names of members eligible for one of the following District awards in accordance with the following Terms of Reference:

- i) **President's Pin** – presented to the District 7 President on retirement from Office. (Awarded at the Annual General Meeting Luncheon);
- ii) **Lenore Graham Award** - may be presented to up to three District 7 Members who, in the opinion of the District Executive, have served the District and the Community through leadership and volunteerism (Awarded at the Fall Luncheon);
- iii) **Outstanding Service Award** – may be presented to District 7 Members who, in the opinion of the District Executive, have given loyal service to the District over a number of years (Awarded at the Annual General Meeting);
- iv) **Community Service Award** – may be presented to a District 7 Member in recognition of long-term or special service to children, seniors, or the community (Awarded at the Annual General Meeting).

b) To present to the Executive for consideration and decision, names of members eligible to be nominated for one of the following RTO/ERO Provincial Awards in accordance with the Terms of Reference:

- i) **Provincial Founding Member Award** - The Award is presented to an RTO/ERO member in recognition of outstanding voluntary contributions to the work of RTO/ERO at the provincial level;
- ii) **RTO/ERO Distinguished Member Award** – Recipients of this Provincial Award will be selected in recognition of their outstanding and/or long time contributions to the work of RTO/ERO at the Provincial and/or District level.

c) To prepare and send to Provincial Office the completed nomination package for District members nominated for either of the Provincial Awards mentioned above.

d) To establish a sub-committee entitled “Bursary Committee”. The Bursary Committee, through the Awards Committee will present to the Executive for consideration and decision, names of successful applicants to be presented with District 7 RTO/ERO Bursaries.

e) To prepare for presentation a certificate for new members entering “OUR YOUNG- AT- HEART CLUB”.

b) Constitution Committee:

The Constitution Committee shall be chaired by the President-Elect with at least two (2) other Executive members as part of the committee.

Duties:

- i) To be familiar with the Provincial and District 7 Constitution and act as a resource for the interpretation of these documents.
- ii) To make recommendations to the Executive for changes in the District Constitution

c) Nominating Committee:

The Nominating Committee shall be chaired by the District Past-President with at least two (2) other Executive members as part of the committee.

Duties:

- i) To submit nominations for the elective offices of the District Executive to the Annual General Meeting of the District.
- ii) To receive additional nominations for the elective offices from the floor at the Annual General Meeting of the District.
- iii) To follow election procedures as set forth in section 2.21 of District 7 Constitution
- iv) To receive and review applications for positions on Provincial Committees and/or Provincial Executive, paying particular attention to service at the District level and to present these names to the District Executive for their approval.

d) Resolutions Committee:

The Resolutions Committee shall be chaired by the President-Elect. The other members should be the President and the Past-President.

Duties:

- i) To receive resolutions or recommendations from the executive and from the Annual District General Meeting.
- ii) To present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director.

3.02 **STANDING COMMITTEES:**

The Chairperson of any Standing Committee that handles District money shall submit a complete financial statement to the District Treasurer at least two (2) weeks prior to the end of the fiscal year.

(a) Archivist Committee:

- i) To retain, store and catalogue past copies of Minutes, Newsletters, Constitutions, and other historical data of District 7 and Provincial RTO/ERO and maintain a complete historical record of the organization

(b) Communications Committee:

- i) To prepare and distribute at least three newsletters to the District membership during the year;
- ii) To liaise with the media and the general public about District activities which have been approved by the District President;
- iii) To maintain and update the District 7 web page under the RTO/ERO website;
- iv) To administer the District Facebook and Twitter accounts;
- v) To administer the District Flickr account;
- vi) To communicate with the Provincial Communications Committee through the Committee liaison person.

(c) Goodwill Committee:

- i) To communicate with District members who are bereaved, hospitalized or celebrating special days.
- ii) To send an expression of sympathy and a Surviving Spouse Information Package to the family of a deceased Member

(d) Health Services and Insurance Committee:

- i) To assist the membership of the District with information about the RTO/ERO Group Benefits Program.
- ii) To recommend actions to the Executive to support achievement of Provincial goals in this area.

(e) Member Services Committee:

- i) To investigate and recommend to the District Executive ways and means of increasing Provincial and District membership.

- ii) To provide Retirement Planning Workshops in the District.
- iii) To receive the membership list from Provincial Office and reconcile the District membership list and the Provincial membership list.
- iv) To keep a record of District 7 members who have passed away, to present these names to the membership at our meetings, to post the names in the Newsletter and to record the names of deceased members in the "In Memoriam Book"
- v) To communicate with the Provincial Member Services Committee through the Committee liaison person.

(f) 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 Executive to support achievement of Provincial/District goals in this area.

(g) 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 recommend actions to the Executive to support achievement of Provincial/District goals in this area.
- iv) To communicate with the Provincial Political Advocacy Committee through the Committee liaison person.

(h) Social Committee:

- i) To be responsible for the arrangements for the two (2) membership meetings and the "Hell With The Bell" Breakfast. Such arrangements to include location food, and decorations, if applicable
- ii) To assist the Member Services Committee with planning the Retirement Planning Workshop.
- iii) To arrange social activities of interest to the membership.

(i) Travel Committee:

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

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 any two Signing Officers.
- 4.04 The Signing Officers shall be:
 - President
 - President-Elect
 - 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 (2/3) of the eligible district members voting at the Annual District General Meeting provided that a Notice of Motion has been sent to members prior to a meeting; OR, by a 90% vote of the eligible district members voting at the Annual District General Meeting, previous notice not having been given.

5.02 Interpretation

Nothing in this District Constitution shall be interpreted in a manner or in terms inconsistent with the Constitution, By-laws and Policies of the Retired Teachers of Ontario; or in a manner nor in terms prejudicial to the best interest of RTO/ERO.

5.03 Meeting Procedures

The current edition of the Sturgis Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of RTO/ERO District 7 and its committees.

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

