



DISTRICT 7 RTO/ERO

WINDSOR - ESSEX

GOVERNANCE

DOCUMENT

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Please destroy all previous versions

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DISTRICT GOVERNANCE DOCUMENT FOR 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, and other pension plans;
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 pension plans;
3. To seek support for these members in need;
4. To encourage members to participate fully in all the benefits the organization offers, in accordance with the RTO/ERO Provincial By-Law and Policies;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members through personal contact and by planning 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, and all those eligible for membership, including: teachers, School and Board administrators, educational support staff, College and University faculty, child care workers, and Early Years personnel;
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 Annual and Senate Meetings of RTO/ERO;
9. To promote the interests of seniors.

ARTICLE 1 - DISTRICT MEMBERSHIP

- 1.01 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 Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 5-2 of the Provincial Policies.

ARTICLE 2 - DISTRICT EXECUTIVE

Structure of the Executive:

- 2.01 a) The District Executive shall consist of six members: President, President-Elect/First Vice-President, Second Vice-President, Secretary, Treasurer and Past-President. The President Elect/First Vice-President, Second 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/First Vice-President.;
- 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.

Duties of the Executive

- 2.05 To hold at least two (2) meetings of the general membership a year. The spring meeting shall be held before May 31 and shall be designated as the Annual Meeting of the District.
- 2.06 To appoint the President and President-Elect/First Vice-President of District 7 as Senators (Corporate Members) for a period of one year ending June 30, who, at Provincial organization expense, will represent District 7 at Senate Meetings that are called by the Chair of the Board of Directors. The Executive may, in special circumstances, appoint or elect

members other than those mentioned above. Each year by June 30 the District President shall provide written notification to the Executive Director of RTO/ERO of the Senators elected or appointed by the District.

a) The District Executive may remove and replace a Senator. The removal and replacement shall be effective upon the District President providing written notice of the removal and replacement to the Executive Director of RTO/ERO.

b) If at any time the District has fewer than two Senators, the District may appoint or elect an individual to fill the balance of the Senator's one-year term ending on June 30. The District President shall provide written notice to the executive Director of RTO/ERO of such election or appointment.

2.07 To send to Senate the Second 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, on a yearly basis, between the District Secretary and the District Treasurer. If for any reason the Second 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.

a) The term of office for each Observer shall end on June 30. Each year by June 30 the District President shall provide written notification to the Executive Director of RTO/ERO of the names of District Observer 1 and District Observer 2.

b) The District Executive may remove and replace an Observer. The removal and replacement shall be effective upon the District President providing written notice of the removal and replacement to the Executive Director of RTO/ERO.

2.08 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.

2.09 To establish Standing and Executive Committees.

2.10 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.

2.11 To approve the annual District budget.

2.12 To approve the annual District Financial Statement and send it to the Executive Director of RTO/ERO.

2.13 To send resolutions, which have been passed at a general meeting of the District or at a meeting of the Executive, to the Board of Directors of RTO/ERO for consideration in accordance with By-Law 2018-01.

The District President or Senator, with the support of his or her District, may propose that the Directors introduce a resolution at an Annual or Special Meeting by providing a detailed written description of the resolution signed by the Senator and the District President to the Executive Director of RTO/ERO at least thirty (30) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual or Special meeting unless the resolution:

- (a) is to enforce a personal claim or redress a personal grievance against RTO/ERO or its directors, officers, members or debt obligation holders;
- (b) does not relate in a significant way to the activities or affairs of RTO/ERO;
- (c) is substantially similar to a resolution before the Annual Meeting in the past two years; or
- (d) abuses rights conferred by this section in order to secure publicity.

2.14 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.

2.15 To determine its local governance policies, which shall not conflict with the By- Law and Policies of RTO/ERO, and to file a copy with the Provincial Office.

2.16 To approve the appointment of an Assistant Treasurer when recommended by the Treasurer.

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

2.18 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.

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 July 1 following the Annual Meeting and end on June 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 Provincial Annual Meeting and at Senate Meetings;
- (g) to act as liaison with the Board of Directors;
- (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 Co-chair the Governance Committee;
- (d) to be responsible for the installation of new officers;

2.26 Duties of the President-Elect/First Vice-President:

- (a) to perform the duties of the President when the President is unable to carry out the responsibilities of the office;
- (b) to co-chair the Governance Committee;
- (c) to represent District 7 as Senator at the Provincial Annual Meeting and at Senate meetings;
- (d) to file a copy of the Revised District Governance Document with the Provincial Office;
- (e) 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;
- (f) to be a Signing Officer for the District.

2.27 Duties of the Second 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 the Provincial Annual Meeting and at Senate meetings when the District Executive decides to send District Observers at District expense;
- (d) to act as Coordinator for the Member Services Committee.

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 the Provincial Annual Meeting and at Senate Meetings as per section 2.07 of the District Governance Document;
- (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 the Provincial Annual Meeting and at Senate Meetings as per section 2.07 of the District Governance Document;
- (i) to consider the appointment of an Assistant Treasurer, 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;
 - (b) such other duties as agreed upon with the Treasurer.
 - (c) to be a Signing Officer for the District.

2.30 Duties of Senators

It shall be the duty of Senators elected or appointed by the District:

- a) to represent the interests of the District at Annual and Senate meetings;
- b) to review and discuss Annual Meeting and Senate issues with the District Executive; and
- c) to report to the District Executive and the District members on the business of Senate following each Annual and Senate Meeting.

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 Second 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 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 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 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) Governance Committee

The Governance Committee shall be co-chaired by the Past-President and the First Vice-President/President-Elect with at least two (2) other Executive members as part of the committee.

Duties:

- i) to be familiar with the Provincial By-Law 2018-01 and Policies and the District Governance Document and act as a resource for the interpretation of these documents;
- ii) to make recommendations to the Executive for changes in the District Governance Document;
- iii) to receive resolutions or recommendations from the Executive and from the Annual District Meeting;

iv) to present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director for presentation to the Board of Directors for inclusion on the agenda of the Provincial Annual Meeting or a Special Meeting.

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

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

Duties:

- 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) Bilingual Committee

Duties:

- i) to monitor the need to translate District 7 flyers, announcement of events, and written publicity offered in French;
- ii) to advise the Executive of possible uses of the provincial grant of up to \$3000.

(c) Communications Committee

Duties:

- 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.

(d) Goodwill Committee

Duties:

- 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

(e) Health Services and Insurance Committee

Duties:

- 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.

(f) Member Services Committee

Duties:

- 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.

(g) Pension and Retirement Concerns Committee

Duties:

- 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.

(h) Political Advocacy Committee

Duties:

- 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.

(i) Social Committee

Duties:

- 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.

(j) Travel Committee

The duty of the Travel Committee is 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 over \$500 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/First Vice-President
 - Treasurer
 - Secretary
 - Assistant Treasurer

Article 5 - CONSTITUTIONAL SAFEGUARDS

5.01 Amendments to the Governance Document

This document may be amended by the consent of two-thirds (2/3) of the eligible District members voting at the Annual 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 Meeting, previous notice not having been given.

5.02 Interpretation

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the Provincial Governance document of the Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario nor in a manner or in terms prejudicial to the best interests 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.

An opportunity to declare a conflict of interest shall be provided at each meeting.

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

DRAFT