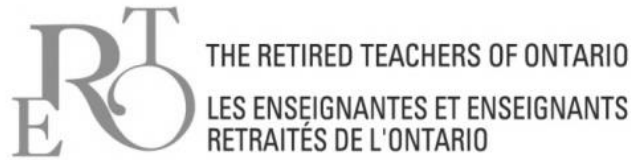


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**RTO/ERO DISTRICT 14
NIAGARA**

CONSTITUTION

PLEASE DESTROY PREVIOUS VERSIONS

Revised November 2016

CONSTITUTION OF DISTRICT 14

The geographical area of **District 14 RTO/ERO** is defined by the Eastern Boundaries of the City of Hamilton, Wentworth, Haldimand, and Norfolk Counties to the West, by Lake Ontario to the North, by the Niagara River to the East and by Lake Erie to the South.

NAME:

This organization shall be known as The Retired Teachers of Ontario/Les Enseignantes et Enseignants Retraites de l'Ontario (RTO/ERO), District 14. District 14 is comprised of the following nine Areas:

1. Fort Erie, Ridgeway, Crystal Beach, Sherkston, Stevensville;
2. Niagara Falls;
3. Niagara-on-the-Lake, Virgil, Queenston, St. David's;
4. Welland, Port Robinson;
5. Port Colborne;
6. St. Catharines, Thorold;
7. Wainfleet, Wellandport, St. Ann's, Smithville, Caistor Centre;
8. Grimsby, Beamsville, Vineland, Vineland Station, Jordan, Jordan Station;
9. Fonthill, Fenwick, Ridgeville, North Pelham.

OBJECTIVES:

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act;
2. To have all retired members and their survivors, including those members from other educational institutions and roles, 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 benefits the organization offers, in accordance with the RTO/ERO Constitution and Bylaws;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members through personal contact and by designing 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 the accomplishments of our members to teachers, School and

Board administrators, educational support staff, and College and University faculty in retirement;

7. To develop closer relationships with organizations representing potential members, in order to explain the objectives of RTO/ERO and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to our District representatives who attend the Senate meetings of RTO/ERO;
9. To promote the activities, contributions and value of retirees from the Education Sector to the community.

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 District Executive:

2.01 The District Executive shall consist of at least four Table Officers and the Committee Chairs.

2.02 (a) The Executive of District 14 shall be as follows:

TABLE OFFICERS

President
Past President
First Vice-President
Second Vice-President
Treasurer
Secretary
Communications Chair

COMMITTEE CHAIRS & LIAISONS

Archivist Chair
Communications Chair
Goodwill Chair
Events Chair

Membership and Recruitment Chair
Political Advocacy Chair
Health Services and Insurance Chair
Pension and Retirement Concerns Chair
RTO/ERO Charitable Foundation Liaison

(b) A member of District #14 who has been elected to the Provincial Executive or selected to serve on a Provincial Committee will be Ex Officio members of the District Executive.

2.03 Ex Officio members on either governing body will not have voting rights.

2.04 (a) A minimum of four Executive meetings shall be held during the year on days and at times specified by the President.

(b) The quorum for an Executive meeting shall be 50% + 1 of Executive Members.

2.05 Members of the Executive are expected to attend all Executive Meetings. They must notify the President if they are unable to attend a meeting, and submit to the President their report in writing prior to the meeting. If an Executive Member misses two (2) consecutive meetings without reasonable notice and without submitting a written report, they may be subject to removal from Office by the Executive.

Duties of the District Executive:

2.06 To determine the Constitution, Procedures and Budget with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office;

2.07 To hold an annual meeting for the election of officers in the Fall;

2.08 To elect at a meeting of the District or appoint by the District Executive, two Senators who, at Provincial organization expense, will represent the District at Senate meetings;

2.09 To send District Observers to Senate meetings at District expense;

2.10 To establish standing and special committees, and 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;

2.11 To send to the Provincial Executive Director the Annual District Financial Statement;

- 2.12 To send to the Provincial Executive Director resolutions which have been passed at a General and/or Executive meeting of the District for Senate consideration;
- 2.13 To approve the annual District budget;
- 2.14 To send to the Provincial Executive Director resolutions for Senate consideration which have been passed at a general meeting of the District or a meeting of the District Executive; and
- 2.15 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

Election of the District Executive:

2.16 The term of office shall be from January 1 to December 31.

2.17 **Procedures**

Nominations:

- a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members from different Areas 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 President or the Chair of the Nominating Committee may preside over the election of officers once the proposed slate of officers has been presented by the Chair of the Nominating committee.
- e) The President or Chair of the Nominating Committee shall appoint members to distribute and count the ballots.
- f) Election of a candidate shall be by majority vote of those present who are members and have cast ballots.
- g) 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.
- h) 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 roster including the winner of the vote to break the tie that had been held in abeyance;
- v. 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.

2.18 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 by resolution of the Executive, by appointment of a substitute, for such 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 become effective when received or at a time specified in the resignation, whichever is later.
- c) Any member of the Executive may request a leave of absence.

2.19 Removal from Office:

- a) Any member of the 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 as least thirty days in advance to the District.

Specific Duties of Executive Members:

2.20 Duties of the President:

- a) To convene and chair the regular and special meetings of the District Executive;
- b) To act as chair for District 14/Niagara General Membership meetings;
- c) To be an ex-officio member of all standing committees;
- d) To be a Signing Officer for the District;
- e) To have a general responsibility for all activities in District 14/Niagara;
- f) To be a member of the Communications Committee;
- g) To extend invitations to attend the spring and fall luncheons to the local Directors of Education, local Affiliate/Union Presidents, and the local presidents of other retired Education Worker groups, as deemed appropriate by the Executive.
- h) To act as liaison with the Provincial Executive;
- i) To chair the Project Service to Others Committee; and
- j) To forward updates of the District 14 Membership List to the Database Manager and the Communications Chair.

2.21 Duties of the Past President:

- a) To assist the President;
- b) To serve as chair of the Nominating Committee;
- c) To be responsible for the installation of the new officers;
- d) To serve as chair of the Constitution Committee;
- e) To serve as a member of the Events Committee; and
- f) To be a Signing Officer for the District.

2.22 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 perform the duties of the President when the President so requests;
- c) To chair the Resolutions Committee;
- d) To be a member of the Political Advocacy Committee; and
- e) To be a Signing Officer.

2.23 Duties of the Second Vice-President:

- a) To perform the duties of the President or Vice-President if they are unable to carry out such duties;
- b) To be a member of the Membership Committee;
- c) To personally contact all new members to the District, welcoming them, and informing them of the activities of the District;
- d) To compile and publish the District Annual Report for the Fall Annual Meeting; and
- e) To be a Signing Officer.

2.24 Duties of the Secretary:

- a) To prepare, present, and distribute the Minutes of District Executive, Table Officers, and General 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 District Executive;
- d) To maintain a current copy of the District 14 Constitution, and Policies and Procedures; and
- e) To be a Signing Officer.

2.25 **Duties of the Treasurer:**

- a) To maintain in a separate account in an accredited financial institution all monies accruing to the District. The designated financial institution shall be approved by the District Executive;
- b) To be a Signing Officer for the District;
- c) To receive the annual rebate of monies from the RTO/ERO Provincial Office;
- d) To receive and collect charges levied by the local District, if applicable;
- e) To prepare an annual budget for approval by the District Executive;
- f) To pay all invoices for expenditures approved by the Executive;
- g) To submit periodic reports on receipts and expenditures for approval at the meetings of the District Executive;
- h) To receive a financial statement from the chair of a standing or special committee that is handling district money;
- i) 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 District Meeting; and
- j) To send the Annual District Financial Statement to the Provincial Executive Director.

ARTICLE 3 – COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

a) Constitution Committee:

Shall be chaired by the Past President and shall be composed of at least two other Executive Members:

- i. To review periodically the District Constitution and to recommend any necessary changes to the Executive;
- ii. To become familiar with the Provincial Constitution so that the Chair can be a resource to District Executive;
- iii. To make suggestions for changes that the District might want to propose to the Provincial Constitution, Bylaws and Policies; and
- iv. To make recommendations to the District Executive for changes in the District Constitution and/or Procedures, where applicable.

b) Nominating Committee:

- i. The Nominating Committee, chaired by the Past President, shall be composed of at least two other Executive Members from different areas of the District.
- ii. The Chair of the Nominating Committee shall submit nominations for the elective positions of the District Executive to the Annual District Meeting.

c) Resolutions Committee:

- i. The Resolutions Committee, chaired by a Vice-President, shall be composed of the President and the chair of the Constitution Committee. [If the District Senator is not the President then that person should also be a member.]
- ii. The Resolutions Committee shall receive resolutions or recommendations from the Executive and from the Annual District Meeting for discussion and appropriate wording.
- iii. The Resolutions Committee shall present properly worded resolutions to the Executive. The Executive may forward resolutions to the Provincial Executive Director.

3.02 Standing Committees:

a) Archivist Committee:

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

b) Communications Committee:

- i. To recommend a District 14 RTO/ERO member to the Executive for approval as Newsletter Editor;
- ii. To prepare and distribute a Newsletter according to Procedure V – Newsletter in the Policy Document;
- iii. To establish and maintain a District 14 RTO/ERO Website as required by the Executive;
- iv. To recommend a District 14 RTO/ERO member to the Executive for approval as webmaster;
- v. To establish and maintain a District 14 RTO/ERO District Facebook Page as required by the Executive;
- vi. To recommend a District 14 RTO/ERO member to the Executive for approval as Public Relations Co-ordinator;
- vii. To recommend a District 14 RTO/ERO member to the Executive for approval as Data Base Manager; and
- viii. To publish and adhere to the RTO/ERO Provincial Privacy Code.

c) Goodwill Committee:

- i. To communicate with district members who are hospitalized, with those who are bereaved, and those who are celebrating special days;
- ii. To implement a telephone fan-out system to be activated as directed by the Executive;
- iii. Area Representatives are members of the Goodwill Committee;

d) Health Services and Insurance Committee:

- i. To act as a liaison person with the Provincial RTO/ERO Health Services and Insurance Committee;
- ii. To assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program;
- iii. To communicate with the District Executive about changes in the Health Services and Insurance Plans; and
- iv. To organize and offer a yearly workshop related to the RTO/ERO Health Benefits Plans.

e) Membership and Recruitment Committee:

- i. To maintain and update membership lists, local and provincial;
- ii. To act as a liaison between District 14 Area Representatives and the Provincial Office of RTO/ERO;
- iii. To inform the Area Representatives of changes re: new members, associate members, addresses of members and other pertinent information;
- iv. To investigate and recommend to the Executive ways and means of increasing provincial and district membership; and
- v. To write letters of invitation, including an application form for membership, to all new retirees.

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; and
- iii. To recommend actions to the District 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 Municipal, Regional, Provincial and Federal levels in the best interest of members;
- iii. To communicate with the Provincial Political Advocacy Committee through the Committee liaison person;
- iv. To recommend actions to the District Executive to support achievement of Provincial/District goals in this area; and
- v. To encourage members of RTO/ERO to become politically involved.

h) Events Committee

- i. To make the social arrangements of meetings as directed by the Executive;
- ii. To organize tours and recreational activities for members;
- iii. To arrange special functions as directed by the Executive;
- iv. To report to the District Executive on plans for activities; and

- v. To serve as a liaison between the Provincial Member Services Committee, Travel Guild, and District 14.

3.03 Provincial Liaisons

a) RTO/ERO Charitable Foundation Liaison

- i. To act as a strong advocate for the Foundation at the District level;
- ii. To report back to their District any information sent to her/him;
- iii. To arrange for information sent out by the Foundation to be included in the newsletters and website, especially fundraising campaigns, as appropriate;
- iv. To be the key point of contact at the District for Foundation information (updates, fundraising campaigns, granting priorities etc.); and
- v. To help promote the Tribute Giving Program (including “In Memory” and “In Honour” donations, as well as distribution of Foundation donation cards at local funeral homes).

ARTICLE 4 – AREA REPRESENTATIVES

Duties of the Area Representatives:

- a) To serve in a specified geographical area of the District.
- b) To be a source of information re: RTO/ERO.
- c) To implement a telephone fan-out system to be activated when directed by the Executive.
- d) To be a member of the Goodwill Committee.

ARTICLE 5 – BANKING AND FINANCE

- 5.01 The fiscal year shall commence on January 1 and shall terminate on December 31 of each year.
- 5.02 The President and/or Treasurer shall deposit or cause to be deposited all funds accruing to the District in an accredited financial institution in the name of the District.
- 5.03 All accounts payable and other disbursements made by the District shall be made by cheque, signed by any two signing officers.
- 5.04 The signing officers shall be:
 - President
 - Past President
 - First Vice-President
 - Second Vice-President

Treasurer
Secretary

ARTICLE 6 – CONSTITUTIONAL SAFEGUARDS

6.01 Amendments to the Constitution

This constitution may be amended by the consent of two-thirds of the eligible district members voting at a General 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 District members voting at a General District Meeting, previous notice not having been given.

6.02 Interpretation

Nothing in this District Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and Policies of the Retired Teachers of Ontario/les Enseignantes et Enseignants Retraités de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

6.03 Meeting Procedures

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of the District.