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THE RETIRED TEACHERS OF ONTARIO
LES ENSEIGNANTES ET ENSEIGNANTS
RETRAITÉS DE L'ONTARIO

Here for you now ... Here for your future. Since 1968.

**RTO/ERO DISTRICT 14
NIAGARA**

**GOVERNANCE
DOCUMENT**

PLEASE DESTROY PREVIOUS VERSIONS

Approved May 2019

GOVERNANCE DOCUMENT 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 and other pension plans;
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 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 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 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 accomplishments to its members, and all those eligible for membership, including: teachers, School and Board administrators, educational support staff, and 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 our District representatives who attend the Annual Meeting and Senate of RTO/ERO;
9. To promote the interest 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 1 of the Provincial Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the Provincial Policies.

ARTICLE 2 –DISTRICT EXECUTIVE

Structure of the District Executive:

- 2.01 The District Executive shall consist of at least four elected members;
- 2.02 The District shall create an Executive Board which will include the District Executive, plus the chairs of the District standing committees, any District member who holds a Provincial Office or who serves on a Provincial Committee, and those holding liaison or appointed positions. All members of the Board shall have the right to make and vote upon motions.
- 2.04 (a) The Executive of District 14 shall be as follows:
 - President
 - Past President
 - First Vice-President
 - Second Vice-President
 - Treasurer
 - Secretary
 - Communications Chair
- 2.05 The Executive Board of District 14 shall be as follows:
 - (a) The Elected Executive and the following Committee Chairs, Liaisons and Appointed Positions:
 - Goodwill Chair
 - Membership and Recruitment Chair
 - Political Advocacy Chair
 - Health Benefits Chair
 - Pension and Retirement Concerns Chair
 - RTO/ERO Charitable Foundation Liaison
 - Francophone Liaison
 - Newsletter Editor

Database Manager
Website Manager

- (b) A member of District #14 who has been elected to the Provincial Board of Directors or selected to serve on a Provincial Committee will be an Ex Officio member of the District Executive Board.
- (c) The Executive Board will be commonly referred to as the Board. All members of the Board have equal rights as members at Board meetings.

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

2.07 (a) The Executive and Executive Board shall meet at the call of the President or at the request of any other two members of the Executive. A quorum shall be a number of members to be determined by the Executive Board at the first meeting of each year.

- (b) A minimum of four Board meetings shall be held during the year on days and at times specified by the President.

2.08 Members of the Executive and the Board are expected to attend all 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 or Board 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 Board.

Duties of the Board

2.09 To determine the Constitution, Procedures and Budget which shall not conflict with the Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office;

2.10 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District;

2.11 To determine the number for quorum for Board meetings at the first Board meeting of the year;

2.12 To elect at a meeting of the District or appoint by the Board, two Senators who, at Provincial organization expense, will represent the District at Senate meetings that are called by the Chair of the Board of Directors;

- a) The District shall be entitled to appoint or elect two Corporate Members. An individual must be a member in RTO/ERO as described in section 1.01 (a) to (f) of the Provincial Policies in order to be eligible to be elected or appointed as a Senator by the District. 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.

- b) The District shall have a term of Corporate Membership for one year ending on June 30 each year. The Senator shall be eligible for unlimited re-appointment or re-election by a District.
- c) A District Executive may remove and replace a Senator. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Executive Director of RTO/ERO.
- d) If at any time the District has fewer than two Senators, then 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.

2.13 To send two District Observers to Senate meetings at District expense;

- a) Each District may name a District Observer 1 and District Observer 2, each of whom must be a member of RTO/ERO in the District as described in section 1.01 (a) to (f) of the Policies. 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, District Observer 2.
- b) The District Observers shall have a term in such positions for one year ending on June 30 each year. A District Observer shall be eligible for unlimited re-appointment or re-election.
- c) The District Board may remove and replace a District Observer. The removal or replacement shall be effective upon the District providing written notice of the removal or replacement to the Executive Director of RTO/ERO.

2.14 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;

2.15 To approve the annual District budget;

2.16 To approve the Annual District Financial Statement and send it to the Provincial Board of Directors;

2.17 To send to the Board of Directors of RTO/ERO resolutions, for consideration, in accordance with By-Law 2018-1 which have been passed at a general meeting of the District or a meeting of the District Executive;

A Senator, with support of his or her District, may propose that the Directors introduce a resolution on any matter relevant 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 Senate 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 Senate in the past two years; or
- d) rights conferred by this section are being abused to secure publicity.

2.18 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO awards.

2.19 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

Procedures for Electronic Voting

2.20 The following procedures will be used when an electronic vote is taken by the Board between Board meetings:

- (i) the President or designate shall propose, via email, a motion with rationale, seeking a mover. It will then be e-mailed to the Board;
- (ii) members of the Board shall vote by return e-mail via "Reply All" within 5 days of receipt of the motion;
- (iii) a quorum of the Board must vote on the motion or it is deemed lost;
- (iv) the President shall declare the motion passed or lost and inform the Board;
- (v) the motion and its disposition shall be reported as information at the next Board meeting and the minutes shall include the report.

Election of the District Executive:

2.21 A member of the District Executive is eligible for re-election.

2.22 A District Executive shall be elected at an Annual Meeting of the District for a specified period of one year, and the term of the new Executive shall begin on June 1 and end on May 31 of the next year.

2.23 Procedures

Nominations:

- a) The Nominating Committee shall be chaired by the District Past President with at least two other Members.
- 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 will preside over the election of officers in accordance with procedures established by the RTO/ERO Governance By-Law and Policies.
- 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 shall then resume the voting process on the roster.
- i) 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.

2.24 Resignation/Leave of Absence:

- a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nominating Committee, the Executive may pass a resolution appointing a substitute, for such period of time as may be appropriate under the circumstances.
- b) Any member of the Board 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 Board may request a leave of absence.

2.25 Removal from Office:

- a) Any elected member of the Board may be removed from office only by resolution passed by a two-thirds majority of members present 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:

2.26 Duties of the President:

The duties of the President are:

- a) To convene and chair the regular and special meetings of the Executive and Board;
- 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 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.
- g) To act as liaison with the Provincial Board of Directors;
- h) To forward updates of the District 14 Membership List to the Database Manager and the Communications Chair.

2.27 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 Governance Committee;
- e) To chair the Project Service to Others Committee; and
- f) To be a Signing Officer for the District.

2.28 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.

2.29 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 chair the Awards Committee;
- c) To compile and publish the District Annual Report for the Annual General Meeting; and
- d) To be a Signing Officer.

2.30 Duties of the Secretary:

- a) To prepare, present, and distribute the Minutes of Executive, Board, 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 Board and its membership;
- c) To send notices of Executive, Board, Membership, and special meetings at the direction of the President, Executive, and Board;
- d) To maintain a current copy of the District 14 Governance Document, and Policies and Procedures; and
- e) To be a Signing Officer.

2.31 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 Board;
- f) To pay all invoices for expenditures approved by the Board;
- g) To submit periodic reports on receipts and expenditures for approval at the meetings of the Board;
- 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 Board at least one month before the Annual District Meeting; and
- j) To send the Annual District Financial Statement to the Provincial Chief Financial Officer.

2.32 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 the Annual Meeting and Senate;
- b) to review and discuss Annual Meeting and Senate issues with the District Board; and
- c) to report to the District Board and the District members on the business of Senate following each Annual Meeting and Senate.

ARTICLE 3 – COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

a) Awards Committee:

- i. The Awards Committee shall be chaired by a Vice-President who has the power to add two more members from the Board;
- ii. The Awards Committee shall present names of possible recipients of an RTO/ERO award to the Board for consideration and approval. Award presentations are usually made at the Annual Meeting of the District;
- iii. The Board may present an RTO/ERO award:
 - To District Presidents, and

- To members who, in the opinion of the District Board, have given loyal service to the District over a number of years.

b) Nominating Committee:

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

c) Resolutions Committee:

- i. The Resolutions Committee shall be chaired by a Vice-President, and shall be composed of at least two other Executive members (one of which should be a Senator);
- ii. The Resolutions Committee shall be familiar with the Governance By-Law and Policies, so that the Chair can be a resource to the Executive.
- iii. The Resolutions Committee may recommend changes that a District might want to propose to the Provincial Annual Meeting to amend the Governance By-Law and Policies.
- iv. The Resolutions Committee shall make recommendations to the Board for changes in the District Governance document, where applicable.

3.02 Standing Committees:

The Executive, on the recommendation of the members of Standing Committees will appoint the Chairs of these committees. Their term of office will be one year from June 1 to May 31 of the following year. There are no restrictions on the number of members of a Standing Committee.

a) 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 Procedures Document;
- iii. To establish and maintain a District 14 RTO/ERO Website as required by the Board;
- iv. To recommend a District 14 RTO/ERO member to the Board for approval as webmaster and archivist;
- v. To establish and maintain a District 14 RTO/ERO District Facebook Page as required by the Board;
- vi. To recommend a District 14 RTO/ERO member to the Board for approval as Public Relations Co-ordinator;
- vii. To recommend a District 14 RTO/ERO member to the Board for approval as Data Base Manager; and
- viii. To publish and adhere to the RTO/ERO Provincial Privacy Code.
- ix. To communicate with the Provincial Communications Committee through the Committee liaison person.

b) Goodwill Committee:

- i. To communicate with district members in keeping with the Provincial Goodwill Guidelines.

c) Benefits Committee:

- i. To act as a liaison person with the Provincial RTO/ERO Benefits Committee;
- ii. To assist the membership of the District with information and advice regarding the RTO/ERO Group Insurance Program;
- iii. To recommend actions to the District Board to support achievement of Provincial/District goals in this area; and
- iv. To organize and offer a yearly workshop related to the RTO/ERO Benefits Plans.

d) Membership and Recruitment Committee:

- i. To receive the membership lists from the Provincial Office and reconcile the District membership list and the Provincial membership list.
- ii. To act as a liaison between District 14 Area Representatives and the Provincial Office of RTO/ERO;
- iii. To personally contact all new members to the District, welcoming them, and informing them of the activities of the District;
- iv. To inform the Area Representatives of changes re: new members, associate members, addresses of members and other pertinent information;
- v. To investigate and recommend to the Board ways and means of increasing provincial and district membership; and
- vi. To communicate with the Provincial Member Services Committee through the Committee liaison person.

e) 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 Board to support achievement of Provincial/District goals in this area; and
- v. To encourage members of RTO/ERO to become politically involved with current issues.

f) Events Committee

- i. To make the social arrangements for meetings as directed by the Board;
- ii. To organize tours and recreational activities for members. All trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).
- iii. To arrange special functions as directed by the Board;
- iv. To report to the Board on plans for activities; and
- v. To serve as a liaison between the Provincial Member Services Committee, Travel Guild, and District 14.

g) Francophone Liaison

- i. To guide the Board and the Executive in ensuring that our activities respect the needs of our French-speaking members including:
 - Providing translations of important information whenever possible;
 - Including French in our oral presentations whenever possible;
 - Offering workshops in French whenever possible.
- ii. To assist members in finding services in the French language;
- iii. To support the work of the District Goodwill Committee;
- iv. To support the work of the District Membership & Recruitment Committee.

3.03 Provincial Liaisons

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:

- i. To serve in a specified geographical area of the District.
- ii. To be a source of information re: RTO/ERO.
- iii. 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 All funds accruing to the District shall be deposited 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 will include at least two of the following:
President
Past President
First Vice-President
Second Vice-President
Treasurer
Secretary

ARTICLE 6 – POLICIES AND PROCEDURES

6.1 Policies

- i. Policies shall be statements of direction, in keeping with the Provincial By-Law and Policies, which shall be used as guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations.
- ii. Policies as required shall be appended to this District Governance Model.

6.2 Procedures

- i. Procedures may be amended by the Executive.
- ii. Procedures as required shall be appended to this District Governance Model.

ARTICLE 7 – GOVERNANCE SAFEGUARDS

7.01 Amendments to the District Governance Document

These Policies may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting, or at a general meeting of the District, 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 the Annual Meeting of the District, previous notice not having been given.

7.02 Amendments to Appendices

Appendices may be amended at any time by an enhanced majority vote (66%) of the Executive.

7.03 Interpretation

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the Provincial Governance 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.

7.04 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 RTO/ERO and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

7.05 This Governance Document replaces any and all Constitutions or recent Constitutions previously in force in the District.