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## **DISTRICT 32 Governance**



PRESCOTT-RUSSELL  
RETIRED TEACHERS  
OF ONTARIO

*revised*

**GOVERNANCE OF DISTRICT NO. 32**

The name of the District shall be Prescott-Russell.

The geographical area of District **32** is defined by the boundaries of Prescott and Russell counties.

**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 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 designing 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, caretakers and/or any other school related workers, 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 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 Executive:**

- 2.01 The Executive of District 32 shall consist of at least four Executive members.
- 2.02 The District shall create an Executive Board. The Board may include the District Executive members, plus chairs of District standing committees and any District members who hold Provincial offices or who serve on Provincial Committee.
- 2.03 The Executive Board will be commonly referred to as the Executive. All members of the Executive have equal rights as members at Executive meetings.
- 2.04 The Executive 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 at the first meeting of each year.

**Duties of the District Executive:**

- 2.05 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 RTO/ ERO.
- 2.06 To hold at least one District meeting a year of the general membership which shall be the Annual meeting of the District.
- 2.07 To determine the number for quorum for the Executive meetings at the first Executive meeting of the year.

- 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 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 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 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's, providing written notice of the removal or replacement to 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.
- 2.09 To send up to two District Observers to Senate meetings at the District expense.
- a) Each District may name a District Observer 1 and a 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 the names of the District Observer 1 and 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) A District Executive 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 Executive Director of RTO/ERO.

2.10 To inform the Board of Directors if the District intends to form a Unit (within the District). The allocation formula for a unit shall be determined by the District.

a) The District Executive shall notify and seek approval from the Board of Directors of RTO/ERO of its intention to form a unit (within the District). There shall be a minimum of four members on each Unit Executive, one of whom shall represent the Unit on the District Executive. The District shall determine the financial assistance for Units.

b) The District Executive shall initiate the dissolution of any Unit(s) within its District and shall seek approval from the Board of Directors of RTO/ERO of dissolution of a Unit. Upon receipt of the approval, the District Executive shall bring the resolution to dissolve any Unit(s) to the general meeting of the District. A vote of two-thirds majority of the District members attending the general meeting is required to dissolve the Unit(s).

2.11 To establish standing and special committees, 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.

2.12 To approve the annual District budget.

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

2.14 To send to the Executive Director 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 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 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) abuses rights conferred by this section to secure publicity.
- 2.15 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO awards.
- 2.16. To select the project service to others to be submitted to the Provincial Service to Others Committee for its consideration.

**Procedures for Electronic Voting:**

- 2.17 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 as information at the next Executive meeting and the minutes shall include the report.

**Election of the District Executive:**

- 2.18 A member of the District Executive is eligible for re-election.
- 2.19 The District Executive shall be elected at an Annual meeting of the District for a period of two years. The term of the new Executive shall begin on July 1.
- 2.20 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the Annual Meeting of the District.

- (c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting of the District.
- (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 conducting of the election shall be the responsibility of the President, or the Chair of the meeting, in accordance with procedures established by the RTO/ERO Governance, By-law and Policies.
- (e) The Chair of the meeting shall appoint members to distribute and count ballots.
- (f) Election of a candidate shall be by majority vote of those present and qualified to vote who 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;
  - (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 a tie persists, there shall be a further ballot and, if the vote is still tied, the winner shall be chosen by a flip of a coin by the Chair of the Nominating Committee.

#### 2.21 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 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 Executive may request a leave of absence.

#### 2.22 Removal from Office:

Any elected member of the Executive 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 at least thirty days in advance to the District.

### **Specific Duties of Executive Members:**

#### 2.23 Duties of the President:

The duties of the President are:

- (i) to convene and chair the regular and special meetings of the District Executive;
- (ii) to act as Chair for the District Membership Meetings;
- (iii) to be an ex-officio member of all District Standing Committees;
- (iv) to have a general responsibility for all activities of the District organization;
- (v) to act as liaison with the Board of Directors;
- (vi) to be a Signing Officer for the District.

#### 2.24 Duties of the Past President and First Vice-President and Second Vice-President:

(a) The duties of Past President are:

- (i) to chair the Nominating Committee;
- (ii) to be a Signing Officer for the District.

(b) The duties of the First Vice-President are:

- (i) to perform the duties of the President when the President is unable to carry out such duties;
- (ii) to chair the Resolutions Committee;
- (iii) to be a Signing Officer for the District.

(c) The Second Vice-President shall chair the Awards Committee



## 2.25 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
  - (i) to prepare and present the minutes of District Executive and Membership Meetings, and of any special meetings called by the President;
  - (ii) to carry on the correspondence that is required to conduct the business of the District Executive and its membership;
  - (iii) to send notices of Executive, Membership, and special meetings at the direction of the President and District Executive;
  - (iv) to act as the District Archivist;
  - (v) to be a Signing Officer for the District.
  
- (b) The duties of the Treasurer are:
  - (i) to prepare an annual budget for approval by the District Executive;
  - (ii) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
  - (iii) to receive the annual rebate of monies from the RTO/ERO Provincial Office;
  - (iv) to receive and collect charges levied by the local District, if applicable;
  - (v) to pay all invoices as directed by the Executive;
  - (vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
  - (vii) to present an annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District;
  - (viii) to be a signing officer for the District;
  - (ix) to send the Annual District Financial Statement to the Provincial Executive Director.

## Duties of Senators

- 2.26 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 Executive; and
  - (c) to report to the District Executive and 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 Second Vice-President who has the power to add two more members from the Executive.
- (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO award to the Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
- (iii) A District Executive may present an RTO/ERO award:
  - to District Presidents; and
  - to District members who, in the opinion of the District Executive, have given loyal service to the District over a number of years.

**(b) Resolutions Committee:**

- (i) The Resolutions Committee shall be chaired by the First Vice President and composed of at least two other Executive members.
- (ii) The Resolution Committees shall be familiar with the Governance By-law and Policies, so that the Chair can be a resource to the District Executive.
- (iii) The Resolutions Committee may recommend changes that the 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 District Executive for changes in the District Governance document, where applicable.

**(c) Nominating Committee:**

- (i) The Nominating Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.

- (ii) The Chair of the Nominating Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

### **3.02 Standing Committees:**

The District shall elect the members of standing committees. The District Executive shall elect the chairs of Standing Committees. The term of office is 2 years.

(a) Archivist Committee:

District Secretary retains, stores and catalogues photos and past copies of Minutes, Newsletters, and Constitutions, and other historical data of the District, and so maintains a complete historical record of the District.

(b) Goodwill Committee:

To communicate with District members who are hospitalized, with those who are bereaved, and those who are celebrating special days, in keeping with the Provincial Goodwill Guidelines.

(c) Benefits Committee:

To assist the membership of the District with information regarding the RTO/ERO Group Insurance Program.

To recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(d) Membership/Recruitment Committee:

To receive the membership lists from the Provincial Office and reconcile the District membership list and the Provincial membership list.

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

To communicate with the Provincial Member Services Committee through the Committee liaison person.

(e) Communications Committee:

To prepare and distribute a newsletter to the District membership whenever the Executive deems it necessary.

To establish and maintain a District Website as required.

To communicate with the Provincial Communications Committee through the Committee liaison person.

(f) Pension and Retirement Concerns Committee (PRCC):

To inform members regarding pension and retirement concerns that affect them and their communities.

To communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.

To recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(g) Political Advocacy Committee (PAC):

To coordinate political advocacy with respect to issues that affect members.

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.

To communicate with the Provincial Political Advocacy Committee through the Committee liaison person.

To recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(h) Social/Travel Committee:

To be responsible for all the arrangements for the membership meetings, and to plan other events and social activities as determined by the District. Arrangements include such details as confirming location, food and refreshments.

To suggest 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 will include two of the following:
  - President
  - Past-President
  - Vice-President
  - Treasurer
  - Secretary

**Article 5- POLICIES AND PROCEDURES**

**5:01 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 the District Governance Model.

**5:02 Procedures**

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

**Article 6 – GOVERNANCE SAFEGUARDS**

**6. 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.

**6.02 Amendments to Appendices**

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

**6.03 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.

**6.04 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.

6.05 This Governance document replaces any and all Constitutions or recent Constitutions previously in force in District 32.