



LAMBTON, DISTRICT 38 CONSTITUTION

April 12, 2011

Please destroy previous versions.

CONSTITUTION OF DISTRICT NO. 38

The geographical area of District 38 is defined by the boundaries of Lambton County.

Objectives

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act.
2. To endeavour to have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act;
3. To support or seek support for those members who may be in financial or personal need;
4. To encourage Full and Associate members to participate fully in all the other benefits the organization offers - e.g., health and insurance benefits, travel opportunities and retirement planning;
5. To increase membership by actively campaigning at the District level to sign up non-members and to reach potential members among active teachers both by personal contact and designating programs to meet their special needs;
6. To use a variety of media resources to publicize and promote District activities and accomplishments to its members, to retired teachers who are non-members and to active teachers;
7. To develop closer relationships with local teachers' organizations in order to explain the RTO/ERO objectives and to offer assistance in educating active teachers to plan ahead for retirement;
8. To provide leadership and guidance to provincial representatives who attend the Senate Meetings of RTO/ERO.

Article 1 - DISTRICT MEMBERSHIP

- 1.01 All persons who are members of the Provincial organization are normally affiliated with the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution.
- 1.02 Rights, Privileges and Responsibilities 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 Executive members, the President, Vice President, Secretary and Treasurer. Representatives from the Standing Committees shall be included at the general meetings of the Executive.
- 2.02 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 simple majority.

Duties of the District Executive:

- 2.03 To determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office for approval.
- 2.04 To hold at least one meeting a year which shall be the Annual Meeting of the District.
- 2.05 To appoint by the District Executive, two Senators who, at provincial organization expense, will represent the District at Senate meetings that are called by the President of the provincial organization.
- 2.06 To send District Observers to Senate meetings at District expense subject to District board approval.
- 2.07 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.
- 2.08 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.

- 2.09 To approve the annual District budget.
- 2.10 To approve the Annual District Financial Statement and send it to the Provincial Executive Director
- 2.11 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].
- 2.12 To apply to the Provincial Executive for an additional special grant to promote special District programs that will strengthen or enhance the effectiveness of their District organization.
- 2.13 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

Election of the District Executive:

- 2.14 A member of the Executive is eligible for re-election.
- 2.15 A District Executive shall be elected at an Annual Meeting of the District for a specified period of one year.
- 2.16 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive Members 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 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 the RTO/ERO Constitution, Bylaws and Policies.

- (e) The President or chair of the meeting shall have the District appoint scrutineers to distribute and count the 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 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.
- (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.

2.17 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 becomes effective when received or at a time specified in the resignation, whichever is later.
- (c) Any member of the Executive may request a temporary leave of absence.

2.18 Removal from Office:

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

Specific Duties of Executive Members:

2.19 Duties of the President:

- (a) To convene and chair the regular and special meetings of the District Executive.
- (b) To act as chair for the District Membership Meetings.
- (c) To be an ex-officio member of all District Standing Committees.
- (d) To have a general responsibility for all activities of the District organization.
- (e) To act as liaison with the Provincial Executive.
- (f) To be a Signing Officer for the District.

2.20 Duties of the Past President and Vice-President:

- (a) The Past President shall chair the Nominating Committee.
- (b) The duties of the 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.

2.21 Duties of the Secretary-Treasurer:

[Although a District may have one person filling the job of Secretary and Treasurer, this Constitution will outline the duties separately.]

- (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.
- (b) The duties of the Treasurer are:
- (i) to prepare an annual budget for approval by the District Executive;
 - (i) to maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District;
 - (ii) to receive the annual rebate of monies from the RTO/ERO Provincial Treasury;
 - (iii) to receive and collect charges levied by the local district, if applicable;
 - (iv) to pay all invoices as directed by the Executive;
 - (v) to receive a copy of the provincial membership list of the Full and Associate members from the Membership Chair or District Secretary;
 - (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 at least one month before the Annual Meeting of the District.

Article 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

- (a) Awards Committee:
- (i) The Awards Committee shall be chaired by a Vice-President or 2nd Vice-President who has the power to add two more members from the Executive or the Executive Board.
 - (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO pin to the Executive for consideration and approval. Pin presentations are usually made at the Annual Meeting of the District.
 - (iii) A District Executive may award an RTO/ERO pin:
 - to District Presidents on their retirement from office; 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) Constitution Committee:
 - (i) The Constitution Committee shall be Chaired by the Past President and composed of at least two other Executive members.
 - (ii) The Constitution Committee shall become familiar with the Provincial Constitution, Bylaws and Policies, so that the Chair can be a resource to the District Executive in the interpretation of this document, and be able to make suggestions for changes that the District might want to make to the Constitution, Bylaws or Policies.
 - (iii) The Constitution Committee shall make recommendations to the District Executive for changes in the District Constitution.
- (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.
- (d) 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 for discussion and decision. The Executive may forward resolutions to the Provincial Executive Director.

3.02 **Standing Committees:**

The Standing Committees are:

(a) **Archivist Committee:**

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) **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 serve as liaison between a District member and the Provincial Member Services Committee when there is a need for financial aid, if requested.

(c) **Health Services and Insurance Committee:**

(i) To assist the membership of the District with information and advice regarding the RTO/ERO Group Benefits Program.

(ii) To communicate with the Provincial Health Services and Insurance Committee through the Committee liaison person.

(d) **Membership Services Committee (recruitment):**

(i) To receive the membership lists from the Provincial Office and reconcile the provincial list with the District membership list.

(ii) To investigate and recommend to the Executive ways and means of increasing Provincial and District membership for both those soon-to-retire active teachers, and for those retired teachers who are not members of RTO/ERO.

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

(e) Communications Committee:

- (i) To prepare and distribute a newsletter to the District membership whenever the Executive deems it necessary.
- (ii) To establish and maintain a District Website as required.
- (iii) To communicate with the Provincial Communications Committee through the Committee liaison person.

(f) Pension and Retirement Concerns Committee:

To keep members informed about significant issues and developments that affect retired teachers and the community at large.

(g) Political Advocacy Committee:

- (i) To spearhead political advocacy on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives.
- (ii) To liaise with other organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels for seniors and retired educators.
- (iii) To recommend actions to the District Executive to support achievement of Provincial/District goals in this area.

(h) Recreation Committee:

To study and report to the District Executive on plans for activities such as golf, bowling, card games, slide and lecture programs.

(i) Social Committee:

To be responsible for all the arrangements for the membership meetings, and to plan such other events as the newly retired teachers' meeting. Arrangements include such details as confirming location, food and refreshments.

(j) Tours/Travel Committee:

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

- (k) Personal Development Committee:
To provide opportunities for members to grow as individuals.

- (l) Public Relations:
To assist in raising the profile of RTO/ERO in the media within the district community.

Article 4 – BANKING AND FINANCE

- 5.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.

- 5.02 The President 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
 - Vice-President
 - Executive Member
 - Treasurer
 - Secretary

Article 5 –POLICIES AND PROCEDURES

- 5.01 **Policies**
 - (i) Policies shall be statements of direction, in keeping with the Provincial and District Constitutions and Bylaws, 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 Constitution.

- 5.02 **Procedures**
 - (i) Procedures may be amended by the District Executive.

- (ii) Procedures as required shall be appended to this Constitution.

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 the Annual 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 Policies

Policies appended to this Constitution may be amended at any time by an enhanced majority vote (66%) of the District Executive.

6.03 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 RTO/ERO and its committees.

6.04 Constitution

This constitution replaces any and all constitutions previously in force in the District.