



DISTRICT 37

Governance

January 2019

DISTRICT 37 GOVERNANCE

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DISTRICT 37 GOVERNANCE

The name of the District shall be District 37.

The geographical area of District 37 is defined by the boundaries of County of Oxford.

Objectives:

1. To promote the interests of our members 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, 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.
10. To bring together members, their spouses and their friends for fellowship, entertainment and intellectual stimulation.

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 shall consist of at least six Executive members, including but not limited to, Past President, President, 1st Vice-President, 2nd Vice-President, Secretary, Treasurer.
- 2.02 The District shall create an Executive Board. The Board shall include the District Executive members, plus chairs of District standing committees, any District members who hold Provincial offices or who serve on Provincial Committees, and other members.
- 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.

The Executive Board must meet at least five times a year.

Duties of the 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 Executive meetings at the first Executive meeting of the year.

- 2.08 To appoint at a meeting of the District or appoint by the 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 appoint 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 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 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 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 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 appointment.
- 2.09 To send up to two District Observers to Senate meetings at the District's expense.
- a) The District shall 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 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) The 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 the 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 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 a general meeting of the District. A vote of two-thirds majority of District members attending the general meeting is required to dissolve the Unit(s) and upon dissolution the Unit assets shall become District assets.
- 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 Executive Director of RTO/ERO.
- 2.14 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 Annual Meeting 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 Senate in the past two years; or
 - (d) abuses the rights conferred by this section in order 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 to be submitted to the Provincial Project 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 A District Executive shall be elected at an Annual Meeting of the District for a period of one year and the term of the new Executive shall begin July 1st.

2.20 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 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 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;
 - (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.

2.21 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. Such leave may be granted by the Executive. The Executive will then review the status of the temporary leave every six months.

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:

- (a) to convene and chair the regular and special meetings of the 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 Board of Directors;
- (f) to be a Signing Officer for the District.

2.24 Duties of the Past President and Vice-Presidents:

- (a) The duties Past President are:
 - (i) to chair of the Nominating Committee;
 - (ii) to chair the Governance Committee;
 - (iii) to assist the President as needed.

- (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 convene the fall and spring banquets, and Bellringer;
 - (iv) to be a Signing Officer for the District.

- (c) Duties of the Second Vice-President are:
 - (i) to Chair the Awards Committee;
 - (ii) to be responsible for provision of RTO/ERO District banner;
 - (iii) to be a Signing Officer for the District.

2.25 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
 - (i) to prepare and present the minutes of 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 Executive and its membership;
 - (iii) to send notices of Executive, Membership, and special meetings at the direction of the President and Executive;
 - (iv) to be a Signing Officer of the District.

- (b) The duties of the Treasurer are:
 - (i) to prepare an annual budget for approval by the 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 and the Treasurer of any Unit;
- (vii) to present an annual District Financial Statement, reviewed by the President and First Vice President, to the Executive for approval, at least one month before the Annual Meeting of the District;
- (viii) to be a Signing Officer for the District.

2.26 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 Executive; and
- (c) to report to the District Executive 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) Governance Committee:
 - (i) The Governance Committee shall be Chaired by the Past President and composed of at least two other Executive members.
 - (ii) The Governance Committee shall become familiar with the Provincial Bylaw and Policies, so that the Chair can be a resource to the District Executive in the interpretation of this document.
 - (iii) The Governance Committee will be able to make suggestions for changes that the District might want to propose to the Provincial Bylaw and Policies.
 - (iv) The Governance Committee shall make recommendations to the District Board for changes in the District Governance Bylaws and Policies, where applicable.
 - (v) The Governance Committee shall review the Governance Bylaws biannually or sooner at the direction of the District Executive.
- (b) Awards Committee:
 - (i) The Awards Committee shall be chaired by Second Vice-President and composed of at least two other Executive members.

- (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) The Executive may present an RTO/ERO award:
 - to District Presidents; and
 - to members who, in the opinion of the District Executive, have given loyal service to the District over a number of years.
- (c) 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 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 Executive for changes in the District Governance document, where applicable.
- (d) 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 Executive shall appoint the Chairs and members of Standing Committees. Term of office shall be for one year renewable.

The Standing Committees may include:

(a) Archives Committee:

To retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other historical data of the District and Provincial RTO/ERO, and so maintain a complete historical record of the organization, in accordance with the District Archives Manual.

(b) Goodwill Committee:

To communicate with District members 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 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.

To assist RTO/ERO Provincial with the organizing of Retirement Planning Workshops.

(e) Communications and Marketing Committee:

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

To establish and maintain a District Website and Social Media platforms as required.

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

(f) Pension and Retirement Concerns Committee:

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 Executive to support achievement of Provincial/District goals in this area.

(g) Political Advocacy Committee:

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) Member Outreach Committee:

To investigate and recommend to the District 37 RTO Executive ways and means of increasing District membership involvement.

To support the planning and marketing of current social and recreational activities for District 37 with a goal of increasing member

participation such as: golf, bridge/card games, wellness events, travel, book club, breakfast social clubs, such as Days for Girls.

To reach out to members to determine needs and wants for development of new social and recreational activities for District 37.

To ensure budget requirements for new activities are being met.

(j) Project - Service to Others Committee:

To support local community projects in their application for funding through the RTO Project - Service to Others grant programs.

(l) ERO Committee:

To establish and maintain a bilingual awareness in Oxford District 37.

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 for expenses in excess of \$1,000 made by the District shall be made by cheque, signed by any two signing officers.

4.04 The signing officers will include at least two of the following:

- Past President
- President
- First Vice-President
- Second 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 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.

5.02 Procedures

- i) Procedures may be amended by the 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 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 the District.
- 6.06** Members shall adhere to the Code of Conduct as prescribed by RTO/ERO.