



**RTO/ERO Toronto ~ 16**

Serving Education Retirees Since 1973

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**THE RETIRED TEACHERS OF ONTARIO**

LES ENSEIGNANTES ET ENSEIGNANTS RETRAITÉS DE L'ONTARIO

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**RTO/ERO  
TORONTO DISTRICT 16  
DISTRICT  
GOVERNANCE  
DOCUMENT**

**PLEASE DESTROY PREVIOUS VERSIONS**

*revised  
May, 2019*

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## DISTRICT GOVERNANCE MODEL FOR RTO/ERO TORONTO DISTRICT 16

The name of the District shall be RTO/ERO Toronto District 16.

The geographical area of RTO/ERO Toronto District 16 is defined by the boundaries of the former City of Toronto immediately prior to 1998.

### DEFINITIONS:

1. “Annual Meeting” and “Annual Meeting of the District” shall mean the “District meeting of the general membership which is held by RTO/ERO - Toronto District 16” as defined in 2.05.
2. “Board” or “Board of Directors” shall mean “the Directors of RTO/ERO”.
3. “District” or “District 16” shall mean “RTO/ERO - Toronto District 16”.
4. “Elected Members of the Executive” and “Elective Offices of the Executive” shall be “the President, the two Vice-Presidents, the Recording Secretary, the Treasurer, the Standing Committee Chairs, and up to five Members-at-large or their position”.
5. “Executive” shall mean the “RTO/ERO - Toronto District 16 Executive” as defined in Article 2 of this document.
6. “Member” or “Members” shall mean “a Member or Members of RTO/ERO who have chosen to affiliate with RTO/ERO - Toronto District 16” as defined in Article 1 of this document.
7. “Quorum” shall mean the number set by the Executive at the first meeting of the year.
8. “RTO/ERO” shall mean “The Retired Teachers of Ontario/Les enseignantes et enseignants retraités de l’Ontario, 18 Spadina Road, Toronto, Ontario”.
9. “RTO/ERO Annual Meeting” shall mean “the provincial annual meeting of Senators, as provided in section 3.01 of By-Law 2018-1”.
10. “Senators” or “Corporate Members” shall mean “District 16’s representatives to a RTO/ERO Senate, a RTO/ERO Annual Meeting or a RTO/ERO Special Meeting”.
11. “Set the agenda” shall mean “canvas the Executive for agenda items and prepare the agenda”.
12. “Special Committees” shall mean “a temporary committee established by the Executive that meets regularly to deal with ongoing District needs or programs”.
13. “Special Meeting of the District” shall mean “a meeting that is not regularly scheduled and is held to transact specified business”.
14. “Standing Committees” shall mean “a permanent committee established by the Executive to deal with short-term need or program”.
15. “Table Officer” shall mean “the Past-President, President, Vice-Presidents, Secretary and Treasurer”.

### 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 benefits the organization offers, in accordance with the RTO/ERO Provincial By-Law and Policies;
5. To increase membership by actively campaigning at the District level to reach potential members through personal contact;
6. To design programs to meet the interests and needs of its membership;
7. 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;

8. 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;
9. To provide leadership and guidance to District representatives who attend the RTO/ERO Annual Meeting and Senate;
10. To promote the interests of seniors.

## **Article 1 - DISTRICT MEMBERSHIP**

- 1.01 Members of the Provincial organization are normally affiliated to the 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 - EXECUTIVE**

### **Structure of the Executive:**

- 2.01 The Executive shall consist of six Table Officers:
  - a. the President;
  - b. two Vice-Presidents;
  - c. one Secretary;
  - d. one Treasurer;
  - e. the immediate Past President; and,will also include the following members:
  - f. the Standing Committee Chairs;
  - g. up to five Members-at-large; and
  - h. any District members who hold RTO/ERO Provincial offices or who serve on RTO/ERO Provincial Committees.
- 2.02 All members of the Executive have equal rights at Executive meetings.
- 2.03 The Executive shall meet at the call of the President or at the request of any other two members of the Executive. A quorum, as determined by the Executive under 2.06, must be present.

### **Duties of the Executive:**

- 2.04 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.
- 2.05 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District.
- 2.06 To determine the number for quorum for Executive meetings at the first Executive meeting of the year.
- 2.07 To elect two Corporate Members, hereafter referred to as 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. An individual must be a member of RTO/ERO as described in section 1.01 (a) to (f) of the RTO/ERO Policies in order to be eligible to be elected as a Senator. Each year by June 30 the District President shall provide written notification to the Executive Director of RTO/ERO of the elected Senators.

- b. The Senators shall have a term of one year ending on June 30 each year. The Senators shall be eligible for unlimited re-election by the Executive.
- c. The Executive may replace a Senator. The replacement shall be effective upon the District President providing written notice of the replacement to the Executive Director of RTO/ERO.

If at any time the District has fewer than two Senators, then the Executive shall 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.

- 2.08 To send up to two District Observers to Senate meetings at the District's expense.
  - a. The Executive shall elect a District Observer 1, a District Observer 2 and an alternate District Observer, each of whom must be a member of RTO/ERO in the District as described in section 1.01 (a) to (f) of the RTO/ERO Policies. Each year by June 30 the District President shall provide written notification to our 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-election.
  - c. The Executive may replace a District Observer. The replacement shall be effective upon the District President providing written notice of the replacement to the Executive Director of RTO/ERO.
- 2.09 To establish standing committees, to appoint their chairs until they are confirmed by the District members at the next Annual Meeting, 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.
- 2.10 To establish 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.
- 2.11 To fill any vacancies occurring in any or all positions in the District organization until they are confirmed by the District members at the next Annual Meeting.
- 2.12 To direct the Treasurer to prepare the annual District budget for approval by the Executive and for receipt at the next Annual Meeting.
- 2.13 To direct the Treasurer to prepare the annual District Financial Statement for approval by the Executive and for receipt at the next Annual Meeting, and to send it to the Board of Directors.
- 2.14 To send to the Board of Directors of RTO/ERO, resolutions which have been passed at a general meeting of the District or a meeting of the Executive, for consideration in accordance with By-Law 2018-1.
- 2.15 To approve the names of candidates presented by the District 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 consideration.

### **Voting Between Executive Meetings**

- 2.17 The following procedures will be used when a vote is required by the Executive before the next Executive meeting:
  - a. the President or designate shall propose a motion with rationale and email it to the Executive;

- b. the members of the Executive may discuss the motion using ‘Reply All’ within the first two (2) days of receipt of the motion and then vote via ‘Reply All’ within the following three (3) days;
- c. a quorum of the Executive must vote on the motion or it is deemed lost;
- d. the President shall declare the motion passed or lost and inform the Executive;
- e. 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 Executive:**

- 2.18 Elected Members of the Executive shall be chosen at the Annual Meeting of the District . All Elected Members of the Executive are elected for a term of one (1) year. All terms shall begin July 1 of the year the person is elected.

### **Procedures**

#### **2.19 Nominations:**

- a. The Nomination Committee shall be chaired by the District Past President and be composed of at least two members.
- b. The Chair of the Nomination Committee shall submit nominations for the elective offices of the Executive to the Executive at the regular Executive Meeting prior to the publication of the March Newsletter and Annual Meeting Program and File of Reports
- c. The Chair of the Nomination Committee shall submit nominations for the elective offices of the Executive to the Annual Meeting of the District.
- d. Additional nominations for the elective offices of the Executive may be made from the floor by District members in attendance at the Annual Meeting.
- e. If more than one candidate is nominated for any of the Elective offices of the Executive then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Chair of the Nomination Committee, in accordance with procedures established by the RTO/ERO Governance By-law and Policies.
- f. The Chair of the Nomination Committee shall appoint members to prepare, distribute and count the ballots
- g. Election of a candidate shall be by majority of ballots cast by all members present.
- h. 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.
- i. 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.
- j. 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 Nomination Committee.

#### **2.20 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 Nomination Committee, the Executive shall pass a resolution appointing a substitute, for such period of time as may be appropriate under the circumstances or until the next Annual Meeting as required under article 2.11.

- b. Any member of the Executive may resign from office upon giving a written resignation to the Executive President, and such resignation becomes effective when received by the Executive or at a time specified in the resignation, whichever is later.
- c. Any member of the Executive may request a leave of absence.

## **2.21 Removal from Office**

The removal of any member of the Executive shall comply with every phase and process listed in the Provincial Code of Conduct.

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

### **2.22 Duties of the President:**

#### **The duties of the President are:**

- a. to convene, set and distribute the agenda, and chair the regular and special meetings of the Executive;
- b. to set the agenda and act as Chair for the Annual Meeting or any other 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 carry on the correspondence that is required to conduct the business of the Executive and membership;
- f. to act as liaison with the Board of Directors;
- g. to serve on the Editorial Board of the Newsletter;
- h. to include any known Senate or RTO/ERO Annual Meeting business in the agenda of the Executive Meeting prior to such meetings and to report on the results of discussion and decisions taken at these meetings; and,
- i. to be a signing officer for the District.

### **2.23 Duties of the Past President**

#### **The duties of the Past President are:**

- a. to chair the Nomination Committee;
- b. to prepare and to present, on behalf of the Nomination Committee, the proposed candidates to the Executive prior to the Annual Meeting for inclusion in the March Newsletter and the Annual Meeting Program;
- c. to chair the election of the Executive during the Annual Meeting; and,
- d. to recommend, on behalf of the Nomination Committee and for confirmation by the Executive, a candidate to fill a vacancy created by a resignation, a leave of absence or a removal from office.

### **2.24 Duties of the First Vice-President**

#### **The duties of the First Vice-President are:**

- a. to perform the duties of the President when the President is unable to carry out such duties;
- b. to chair the Resolutions Committee; and,
- c. to be a signing officer for the District.

### **2.25 Duties of the Second Vice-President**

#### **The duties of the Second Vice-President are:**

- a. to perform the duties of the President or the First Vice-President when they are unable to carry out such duties; and,
- b. to chair the Awards Committee and the Governance Committee.

## 2.26 Duties of the Secretary

### **The duties of the Secretary are:**

- a. to prepare the minutes of Executive and Membership Meetings, and of any special meetings called by the President;
- b. to designate a replacement in the event of his or her absence; and,
- c. to send notices of Executive, Membership, and special meetings at the direction of the President and Executive.

## 2.27 Duties of the Treasurer

### **The duties of the Treasurer are:**

- a. to prepare monthly financial reports and to email them to the Executive one day prior to all Executive Meetings;
- b. to present the Annual District Financial Statement for approval by the Executive prior to the Annual Meeting for inclusion in the March Newsletter and the Annual Meeting Program;
- c. to prepare a proposed Annual Budget for approval by the Executive prior to the Annual Meeting for inclusion in the March Newsletter and the Annual Meeting Program;
- d. to present the approved Annual District Financial Statement and Proposed Annual Budget at the Annual Meeting;
- e. to send the Annual District Financial Statement to the Provincial Executive Director;
- f. to receive a copy of District 16's membership list;
- g. to receive the annual rebate of monies from the RTO/ERO Provincial Office;
- h. to receive and collect monies associated with activities organised by the District, if applicable;
- i. to receive, if applicable, a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
- j. to pay all invoices as directed by the Executive;
- k. to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
- l. to present to the accredited financial institution in which District 16 maintains its accounts, a letter of introduction/authority for the signing officers as listed in 4.04 to access all accounts in cases of emergency;
- m. to inform the current signing officers of the banking institution and all account numbers; and
- n. to be a signing officer for the District.

## 2.28 Senators

### **The duties of the Senators elected by the District Executive are:**

- a. to review, discuss with and take direction from the District Executive regarding RTO/ERO Annual Meeting and Senate issues prior to these meetings;
- b. to faithfully represent the interests of the District at the RTO/ERO Annual Meeting and Senate;
- c. to attend the Senate and RTO/ERO Annual meetings and to inform the President if unable to carry out the duties to enable a substitute to be declared; and
- d. to report to the Executive and the District members on the business of Senate following each RTO/ERO Annual Meeting and Senate.

## 2.29 Presenting resolutions for consideration at RTO/ERO Annual Meetings and Senate

- a. A Senator, with support of his or her District Executive, may propose that the Directors introduce a resolution on any matter relevant at an RTO/ERO 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 a RTO/ERO Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Senate meeting unless the resolution:



- i. is to enforce a personal claim or redress a personal grievance against RTO/ERO or its directors, officers, members or debt obligation holders;
  - ii. does not relate in a significant way to the activities or affairs of RTO/ERO;
  - iii. is substantially similar to a resolution before the Senate in the past two years; or,
  - iv. rights conferred by this section are being abused to secure publicity.
- b. A District President or Senator, with the support of his or her District, may propose that the Directors introduce a subject at a Senate Meeting by providing a detailed description of the matter to the Executive Director of RTO/ERO thirty (30) days in advance of a Senate Meeting. The Directors shall introduce such resolutions at the next Senate meeting unless the resolution:
- i. is to enforce a personal claim or redress a personal grievance against RTO/ERO or its directors, officers, members or debt obligation holders;
  - ii. does not relate in a significant way to the activities or affairs of RTO/ERO;
  - iii. is substantially similar to a resolution before the Senate in the past two years; or
  - iv. rights conferred by this section are being abused to secure publicity.

### **Article 3 - COMMITTEES: EXECUTIVE AND STANDING**

#### **3.01 Executive Committees**

**a. Awards Committee:**

- i. The Awards Committee shall be chaired by the Second Vice-President and composed of at least two other 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 elect to present an RTO/ERO award to District Presidents and to members who, in the opinion of the Executive, have served the District as defined in Appendix, Article 11A.

**b. Governance Committee:**

- i. The Governance Committee shall be chaired by the Second Vice-President and be composed of at least two other members
- ii. The Governance Committee shall meet when required to review the Governance Document and make change recommendations to the Executive and then to the members at the Annual Meeting; and,
- iii. The Governance Committee shall be familiar with the Provincial Governance By-Law and Policies.

**d. Nomination Committee:**

- i. The Nomination Committee, shall be chaired by the District Past President and be composed of at least two other members.
- ii. The Nomination Committee shall follow the procedures set out in Article 2.20.

**c. Resolutions Committee:**

- i. The Resolutions Committee shall be chaired by the First Vice-President and be composed of at least two other members.
- ii. The Resolutions Committee shall be familiar with the Provincial Governance By-Laws and Policies and the District 16 Governance Document so as to be a resource to the Executive.
- iii. Any recommendation made by the Resolutions Committee and approved by the Executive shall be presented by the Senators to the Directors as described in article 2.30. 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.

### 3.02 Standing Committees:

- Each Standing Committee shall have an elected Chair and at least one additional member.
- The Chair of each Standing Committee shall liaise with his or her provincial counterpart and shall attend provincial workshops relevant to his or her committee. If the Chair is unable to do so, he or she shall designate a committee member as a replacement.
- The Chair of each Standing Committee shall communicate any relevant committee information, including invitations to participate in the committee, to the Chair of the Communications and Marketing Committee for inclusion in the Newsletter, District website and/or E-zine.
- The Chair of each Standing Committee shall recommend actions to the Executive to support the Provincial/District goals in his or her area.

#### The following are the duties of each Standing Committee:

- a. **Activities Committee** (and its members):
  - i To be responsible for social activities as determined by the district.
- b. **Archives Committee** (and its members):
  - i To retain, store and catalogue copies of past Minutes, Newsletters, District Governance Documents, photos and other historical data of District 16 and Provincial RTO/ERO, and so maintain a complete historical record of the organization, in accordance with the District Archives Manual.
- c. **Benefits Committee** (and its members):
  - i To direct the membership of the District to the appropriate resource regarding the RTO/ERO Group Insurance Program.
- d. **Communications and Marketing Committee** (and its members):
  - i To prepare and distribute a Newsletter to the District membership. To host, establish and maintain a District Website.
  - ii To prepare and post the E-zine on the District Website
- e. **Excursions Committee** (and its members):
  - i To plan trips and excursions for District members.
- f. **Goodwill Committee** (and its members):
  - i To communicate with District members in keeping with the Provincial Goodwill Guidelines.
  - ii To communicate, when informed, with Members who are either ill, incapacitated or bereaved.
  - iii In conjunction with the President, to take appropriate action for special occasions in the lives of members.
- g. **Member Services and Recruitment Committee** (and its members):
  - i To receive the membership lists from the Provincial Office, to report statistics on membership to the Executive and to provide, as required, membership data to other executive members for the performance of their duties.
  - ii To investigate and recommend to the Executive ways and means of increasing the membership and supporting its needs of District 16 members.
  - iii To coordinate activities for new members.

- h. Political Advocacy Committee** (and its members):
  - i To coordinate political advocacy with respect to issues that affect members. To liaise with approved organizations which express an interest in pursuing political advocacy at the Provincial and Federal levels in the best interests of members.
  - ii To inform members regarding pension and retirement concerns.
- i. Social Committee** (and its members):
  - i To plan and organize social events as directed by the Executive.

#### **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:
  - a. President
  - b. First Vice-President
  - c. Treasurer

#### **Article 5 – POLICIES AND PROCEDURES**

- 5.01 Policies
  - a. 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.
  - b. Policies as required shall be appended to this District Governance Document.
  - c. Policies may be amended by the Executive as per 6.02 below.
- 5.02 Procedures
  - a. Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations
  - b. Procedures as required shall be appended to this District Governance Document.
  - c. Procedures may be amended by the Executive as per 6.02 below.

#### **Article 6 – GOVERNANCE SAFEGUARDS**

- 6.01 Amendments to the District Governance Document

This Document may be amended by the consent of two-thirds of the eligible District members voting at the Annual Meeting, or a Special Meeting of the District, provided that a Notice of Motion has been communicated to the members prior to the meeting; OR, by a 90% vote of the eligible District members attending the Annual or Special Meeting of the District, previous not having been given.
- 6.02 Amendments to Appendix

Appendix may be amended at any time by an enhanced majority vote (66%) of the Executive when quorum established under 2.06 is present.

6.03 Interpretation

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the Provincial Governance By-Law and Policies of RTO/ERO 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 District 16 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.

## APPENDIX - ADDITIONAL INFORMATION, POLICIES AND PROCEDURES

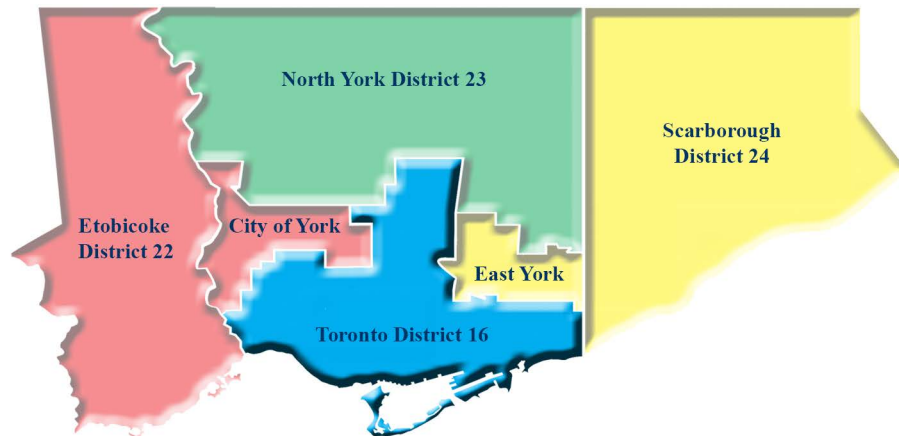
### ADDITIONAL INFORMATION

#### 1. ADDITIONAL DEFINITIONS

A. All defined terms contained in the Toronto District 16 Governance Document shall have the same meaning this Appendix. Additionally:

“RTO/ERO Joint Toronto Districts” shall mean “the four RTO/ERO Districts within the boundaries of the current City of Toronto namely: Toronto ~ District 16; Etobicoke/City of York ~ District 22; North York ~ District 23; Scarborough/East York ~ District 24”.

#### 2. GEOGRAPHICAL AREA OF DISTRICT 16



### POLICIES AND PROCEDURES

#### 3. EXECUTIVE AS A WHOLE

##### A. REIMBURSEMENT OF EXPENSES

- a. Upon presentation of proper documentation, i.e. receipts, the District shall reimburse Executive members and volunteers for out-of-pocket expenses incurred in carrying out duly authorized business of the District (materials, services, etc.);
- b. The District, when requested, will reimburse Executive members for round trip, address to address travel (kilometrage) from home to the site of a duly approved RTO/ERO Toronto District 16 function, RTO/ERO function that is not already covered by the Provincial office or RTO/ERO Districts function (excluding Executive meetings);
- c. Kilometrage shall be reimbursed at the current rate as determined by the RTO/ERO Provincial Executive;
- d. Receipts for duly authorized expenses shall be required for any claim;
- e. All reimbursements shall be made by cheque;
- f. All records of disbursements made under this policy shall be open to examination by any member and made available at normally convened Executive meetings.

##### B. COMMITTEE EXPENSES

- a. On or before November 15 of each year, the Chair of each Committee shall provide the Treasurer with the proposed expenses for and revenues from all the activities planned in the coming fiscal year.
- b. These proposed expenses shall be included in the Annual Budget presented by the Treasurer for approval by the Executive under article 2.28 c. of the District Governance Document.

### **C. SPECIAL MEETINGS**

- a. The President or a majority of the members of the Executive may call a Special Meeting of the Executive.
- b. At the request of at least 100 (???) members of Toronto District 16, the Executive may choose to hold a Special Meeting of the whole membership.
- c. When considering the request and when holding a Special Meeting the details listed in the current edition of the Sturgis Standard Code of Parliamentary Procedure shall be respected.

### **D. COMMUNICATIONS WITH RTO/ERO STAFF AND BOARD MEMBERS**

- a. Whereas the President of Toronto District 16 is the contact person between Toronto District 16 and the provincial RTO/ERO Staff and Board Members, Toronto District 16 Members shall first communicate any inquiry or request to the President prior to directing it to the provincial office as a matter of courtesy and in order to avoid confusion.

## **4. PRESIDENT**

### **A. DUTIES OF THE PRESIDENT**

- a. To review, distribute and present minutes of Executive Meetings.
- b. To request that the Secretary carry out the correspondence for the Executive.

## **5. FIRST VICE-PRESIDENT**

### **A. DUTIES OF THE FIRST VICE-PRESIDENT**

- a. As requested by the Executive, to strike a committee to set out and review the guidelines to establish approved amounts for food, venue and honorariums when organizing regular and special Toronto District 16 activities as well as amounts and procedures for approving donations to when requested.

## **6. SECOND VICE-PRESIDENT**

## **7. PAST PRESIDENT**

## **8. SECRETARY**

### **A. DUTIES OF THE SECRETARY**

- a. To provide the Minutes of any Executive Meeting to the President at least two weeks in advance of the next Executive Meeting.

## **9. TREASURER**

- A. Statements of expenditures shall include payee, date, expense detail and budget line item.
- B. Bank accounts are to be structured to permit the treasurer to transfer funds within accounts/ investments held by District 16.
- C. Debits from cash accounts shall be made by cheque only.

## **10. SENATORS**

### **A. SELECTION OF SENATORS AND DISTRICT OBSERVERS TO SENATE**

- a. Whereas the President of Toronto District 16 is the first contact person and liaison between Toronto District 16 and provincial RTO/ERO, and whereas the First Vice-President must replace the President in his or her absence, when selecting the two Senators under article 2.07 of the District Governance Document, the members of the Executive should first consider them as Senators.
- b. When selecting the two district observers under article 2.08 of the District Governance Document, the members of the Executive should first consider the members apt to carry out leadership roles such as the Second Vice-President.

### **B. SUBSTITUTION OF SENATORS OR DISTRICT OBSERVERS TO SENATE**

- a. The process for replacing a Senator or a District Observer is set out in articles 2.07 or 2.08. However, should the President be advised after the last Executive Meeting prior to Senate that an observer is unable to attend, the president shall identify another Executive member as second Observer and advise the Provincial Office of this decision.
- b. In an effort to facilitate this decision, the Executive may identify, along with the specified Senators and Observer, potential replacements for the Observers.

## **11. AWARDS COMMITTEE**

### **A. AWARDS/RECOGNITION**

- a. a 5-Year Certificate of Appreciation and guest invitation to the AGM Luncheon for presentation to Executive members and others in voluntary district leadership after five years of service.
- b. a 10-Year Pin and guest invitation to the AGM Luncheon for presentation to Executive members and others in voluntary district leadership after ten years of service.
- c. 20-Year Honorary Life Member Plaque and annual guest invitation to the AM Luncheon presented to those having served 20 years continuous service on the Executive or other voluntary district leadership.
- d. a STO (Service to Others) Award Certificate and guest invitation to a Luncheon be presented to a Member under the following criteria:
  - i. no more than three awards granted per year;
  - ii. outstanding personal voluntarism outside RTO/ERO;
  - iii. recommendations to be made from submissions made to the executive after advertisement in district newsletter.
- e. a Special Circumstances Award presented to Members reaching specific stages in their lives (100 years, external recognition by outside agency).
- f. a President's RTO/ERO Pin of the best quality available presented to the out-going President.
- g. a complimentary 'new member' breakfast for each new Member to be claimed within the first 5 years of that membership.
- h. Members in their 75th year shall receive a complimentary invitation to the Annual Meeting and the Spring Luncheon;
- i. annually, in January, an In Memoriam Recognition be made honouring those Members who have passed away during the previous calendar year; and,
- j. recipients of any listed awards are to be given recognition in a Newsletter.

### **B. EXECUTIVE PARTICIPATION IN DETERMINING AWARD GRANTS**

- a. All RTO/ERO Grants, Provincial and District, shall be available to the general membership including Executive members.
- b. Executive Members may apply for or sponsor any request for a RTO/ERO Grant after the closing date for application by the general membership should no other application be submitted.
- c. Executive Members shall declare any personal affiliation with a grant request in advance of the selection and shall remove himself or herself from the selection process.

12. **GOVERNANCE COMMITTEE**
13. **RESOLUTIONS COMMITTEE**
14. **NOMINATING COMMITTEE**
15. **ARCHIVES COMMITTEE (AND ITS MEMBERS)**
16. **GOODWILL COMMITTEE (AND ITS MEMBERS)**
17. **BENEFITS COMMITTEE (AND ITS MEMBERS)**
18. **MEMBER SERVICES AND RECRUITMENT COMMITTEE (AND ITS MEMBERS)**
  - A. **DUTIES OF THE MEMBER SERVICES AND RECRUITMENT COMMITTEE**
    - a. To process and mail invitations to the New Members' Breakfast.
    - b. To facilitate, in conjunction with the Communications Committee, the purchase and distribution of promotional material.
19. **COMMUNICATIONS AND MARKETING COMMITTEE (AND ITS MEMBERS)**

**NEWSLETTER**

- A. Duties of the person responsible for the production of the Newsletter
  - a. Receive and edit material submitted by or requested from the Chairs of the various committees for the Newsletter.
  - b. Ensure that material appearing in the Newsletter has been approved by the relevant Committee Chair prior to publication.
  - c. Chair the Newsletter committee (1 or 2 meetings for each of 5 issues per year).
  - d. Deliver electronic file of the copy to the printer.
  - e. Arrange for the mailing of the Newsletter including out-of-province copies.
  - f. Coordinate with the Webmaster the uploading of the Newsletter to the District 16 Website.
  - g. Receive and respond to communications arising from the Newsletter, in consultation with the President.
- B. Content and Advertising Criteria - Submissions may include but are not limited to:
  - a. President's Message, Health News, Money Matters, District Sixteen Calendar of Events, trips and tours, In Memoriam, actions of all levels of RTO/ERO (Toronto District 16, Toronto Joint Districts, Province) as submitted by the various committees.
  - b. Community Service requests for volunteers and activities must be community or education oriented.
  - c. For-profit opportunities for members, with specific benefits to members, may be included as space permits.
  - d. The position of District 16 on advertising shall be that of RTO/ERO and shall not include material that may be considered advertising from political parties, religious groups, financial planners/ advisers, investment firms and the like.
- C. **Newsletter Committee**
  - a. The committee shall be made up of at least five (5) members including the person responsible for the production of the Newsletter and the President.
  - b. Members interested in participating on the Newsletter Committee should submit their name to the Chair of the Communication Committee.
  - c. The members of the Newsletter Committee are approved by the Executive annually at its June Meeting.



#### **D. Additional Details:**

- a. Printing and mailing: Britannia Printers, 992 Dillingham Road, Unit 1, Pickering, ON L1W 1Z6  
Telephone: (416) 698-7608 | Toll Free: (877) 698-7608 | Email: [print@britannia.ca](mailto:print@britannia.ca)
- b. A mailing database of members, subscribers, complimentary copies is maintained and used to provide the mailing.
- c. Complimentary copies are currently sent to local organizations representing prospective members (teachers, principals, supervisory officers, university staff, secretaries, custodians, bus drivers, etc), RTO/ERO president and district liaison and communications officer, Toronto Districts presidents (22, 23, 24), District 16 Archivist, and are posted to the District 16 website.

#### **E-ZINE**

- A. Duties of the person responsible for the production of the E-zine
  - a. Receive and edit material submitted by or requested from the Chairs of the various committees for the E-zine.
  - b. Ensure that material appearing in the E-zine has been approved by the relevant Committee Chair prior to publication.
  - c. Chair the E-zine Review Committee process.
  - d. Coordinate with the Webmaster the uploading of the E-zine to the District 16 Website.
- B. E-zine Review Committee
  - a. The committee shall be made up of at least three (3) members including the person responsible for the production of the E-zine and the President.
  - b. Members interested in participating on the E-zine Review Committee should submit their name to the Chair of the Communication Committee.
  - c. The members of the E-zine Review Committee are approved by the Executive annually at its June Meeting.
  - d. The E-zine Review process can take place electronically.

#### **WEBSITE AND WEBMASTER**

- A. Duties of the Webmaster
  - a. Design and maintain website with current information.
  - b. Receive materials from Newsletter, E-zine and Chairs of the various Committees.
  - c. Ensure that material appearing on the Website has been approved by the relevant Committee Chair.
  - d. Currently maintains the RTO/ERO Joint Toronto Districts website.
- B. Procedures
  - a. District 16 Website hosted on provincial RTO/ERO website (<http://district16.rto-ero.org>)

#### **OTHER SERVICES**

- A. In conjunction with the Member Services and Recruitment Committee
  - a. Select, order and distribute promotional materials.
  - b. Use member database to provide invitations to special events: New Member Breakfast, 75 year recognition, etc.
  - c. Update on-line email addresses as communicated monthly by RTO/ERO.
  - d. Send out welcome letters, executive lists and promotional material to new members.
- B. Annual Meeting File of Reports
  - a. In cooperation with the the other members of the Executive, prepare the File of Reports for the AM
  - b. Ensure the approval of the File of Reports by the President by April 15 at the latest
  - c. Have an adequate numbers of copies of File of Reports for the AM along with the URL to the current District Governance Document and its Appendix printed in time for the AM.

**20. POLITICAL ADVOCACY COMMITTEE (AND ITS MEMBERS)**

**A. DUTIES OF THE POLITICAL ADVOCACY COMMITTEE**

- a. Attend, or delegate someone to attend, the Annual Meetings of OMERS, OTPP, and other pension groups representing District 16 members, or receive minutes of these meetings.

**21. ACTIVITIES COMMITTEE (AND ITS MEMBERS)**

**A. DUTIES OF THE ACTIVITIES COMMITTEE**

- a. Explore and identify new activities to meet the interest of the changing membership.
- b. Seek convenors to host new events.
- c. Attend various activities on a rotating basis in order to garner interest and needs.
- d. Report regularly to the Executive and to the Communication Chair on the success of each activity.

**22. EXCURSIONS COMMITTEE (AND ITS MEMBERS)**

**A. DUTIES OF THE EXCURSIONS COMMITTEE**

- a. Plan and attend trips and excursions.

**23. SOCIAL COMMITTEE (AND ITS MEMBERS)**

**A. DUTIES OF THE SOCIAL COMMITTEE**

- a. Book sites and determine menus for Social Activities
- b. Assist in organizing the Spring and Fall Luncheons, the Fall Craft Show, and the Annual Meeting
- c. Assist, in cooperation with the Member Services and Recruitment Committee Chair, in organizing the New Member Breakfast and the No Bell Luncheon.
- d. Provide assistance, as required, for other special events that may be determined by the Executive.

**24. RTO/ERO JOINT TORONTO DISTRICTS**

- A. The primary function of the RTO/ERO Joint Toronto Districts is to foster awareness of retirement opportunities available through RTO/ERO to potential retirees currently employed by Toronto-based public and private school boards.
- B. The President and First Vice-President attend the RTO/ERO Joint Toronto Districts meetings and report to the Executive any business or actions undertaken.
- C. The President of each of the Districts serves as President of RTO/ERO Joint Toronto Districts in rotation.
- D. The Member Services and Recruitment Committee Chair attends RTO/ERO Joint Toronto Districts Retirement Planning Workshop Committee Meetings and reports to the Executive.

**25. RTO/ERO DISTRICT FOUNDATION CHAMPION**

- A. The District Foundation Champion (DFC) and at least one additional member are selected by the Executive at its first meeting.
- B. The DFC shall liaise with the RTO/ERO Foundation and shall attend provincial teleconferences relevant to Foundation activities. If the DFC is unable to do so, he or she shall designate a committee member as a replacement.
- C. The DFC shall communicate any relevant Foundation information to the Chair of the communications Committee for inclusion in the Newsletter, District website and/or E-zine.
- D. The DFC shall recommend actions to the Executive to support the Foundation goals.
- E. The DFC ensure a Foundation presence/display of Foundation activities at all Toronto District 16 member activities.