



# **CONSTITUTION**

**DISTRICT 43, NIPISSING**

**RETIRED TEACHERS OF ONTARIO**

**LES ENSEIGNANTES ET ENSEIGNANTS  
RETRAITES DE L'ONTARIO**



**NOVEMBER 2011**

**PLEASE DESTROY PREVIOUS VERSIONS**

## **CONSTITUTION OF DISTRICT NO. 43**

The geographical region of the District of Nipissing is defined as the following: the corridor of highway 17 comprised from west to east of West Nipissing, North Bay, Mattawa and other adjacent municipalities. The name of the district shall be Nipissing District 43.

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act.
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 public defined pension plans;
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 benefits the organization offers, in accordance with the RTO/ERO Constitution Bylaws;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members who qualify, both by 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, to teachers, school and Board administrators, educational support staff, and College University faculty in retirement;
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 Senate Meetings of RTO/ERO;

### **Article 1 – DISTRICT MEMBERSHIP**

- 1.01 Persons who are 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 4 of the Provincial Constitution.
- 1.02 Rights and Privileges 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 six Executive members: President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer, and Past President.
- 2.02 The District shall create an Executive Board. The Board shall include the six executive members, plus chairs of any district standing committees and district members who serve on provincial committees and other members at large.
- 2.03 The Executive may grant voting privileges to non-elected members of the Executive Board.
- 2.04 The District Executive/Board is empowered to deal with emergent matters.
- 2.05 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/Board**

The duties of the District Executive/Board are:

- 2.06 To hold at least one Annual Meeting to conduct necessary business. Election of officers will occur every second year
- 2.07 To appoint the District President and Vice-President or alternates as Senators who will represent the District at Senate Meetings called by the President of the Provincial Organization.
- 2.08 To send District Observers to Senate meetings at District expense if appropriate.

- 2.09 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.
- 2.10 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.
- 2.11 To approve the annual District budget.
- 2.12 To send to the Provincial Executive Director the Annual District Financial Statement.
- 2.13 To send to the Provincial Executive Director resolutions which have been passed at a general meeting of the District or a meeting of the District Executive/Board for Senate consideration.
- 2.14 To select the project to be submitted to the Provincial Service To Others Committee for its consideration
- 2.15 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.

### **Election of the District Executive/Board**

- 2.16 The District Executive/Board shall be elected at the Annual Meeting of the District for a period of two years and the term of the new Executive shall begin in January. A member of the Executive is eligible for re-election.
- 2.17 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/Board 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 procedures established by 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 cases 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.

#### 2.21 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.

#### 2.23 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:**

##### 2.24 Duties of the President

The duties of the President are:

- (a) To convene and chair the regular and special meetings of the District Executive/Board and Executive Board and Membership;
- (b) To be an ex-officio member of all District Standing Committees;
- (c) To have a general responsibility for all activities of the District organization.
- (d) To act as liaison with the Provincial Executive.
- (e) To attend Senate and District Presidents' pre-Senate meetings.
- (f) To maintain liaison with our Francophone counterparts in District 44: Ciel Bleu (Nipissing).
- (g) To be a signing officer for the District

#### 2.25 Duties of the Past President and the Vice-Presidents

- (a) The Past President shall chair the Nominating Committee and the Constitution Committee.
- (b) The Past President will serve in an advisory capacity to the District Executive/Board and the Executive Board
- (c) The duties of the 1<sup>st</sup> 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 work with the Telephone Team leader and assist as needed.
  - (iv) To be a signing officer
- (d) The duties of the 2<sup>nd</sup> Vice President are:
  - (i) To chair the Awards Committee
  - (ii) To store the RTO flag and bring it to General Meetings

(iii) To schedule and set up the Opportunity Table at General Meetings.

(iv) To perform the duties of the First Vice-President and/or the President when they are unable to carry out their duties.

## 2.26 Duties of the Secretary

The duties of the Secretary are:

- (a) To prepare and present the minutes of District Executive/Board and Membership Meeting, and of any special meetings called by the President;
- (b) To carry on the correspondence that is required to conduct the business of the District Executive/Board and its membership;
- (c) To send notices of District Executive/Board, District Annual and special meetings at the direction of the President and District Executive/Board.
- (d) To be a signing officer

## 2.27 Duties of the Treasurer

The duties of the Treasurer are:

- (a) To maintain in a separate trust account, in an accredited financial institution, all monies accruing to the District;
- (b) To receive the annual rebate of monies from the RTO/ERO Provincial Office;
- (c) To receive and collect charges levied by the local District, if applicable;
- (d) To pay all invoices as directed by the Executive;
- (e) To receive a copy of the provincial membership list of the Full and associate members from the Membership Chair or District Secretary;
- (f) To receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;



- (g) To present an annual District Financial Statement, reviewed by at least two District members, to the District Executive/Board at least one month before the annual District Meeting.
- (h) To prepare a budget.
- (i) To be a signing officer

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

#### **3.01 Executive Committees: (will be struck when and as required)**

- (a) Awards Committee
  - i) The Awards Committee shall be chaired by the second 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) The District Executive/Board may award an RTO/ERO pin:
    - to District Presidents on their retirement from office;
    - to District members who, in the opinion of the District Executive/Board, 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 and Bylaws so that the Chair can be a resource to the District Executive/Board 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 will be able to make suggestions for changes that the district might want to propose to the Provincial Constitution Bylaws and Policies.

(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/Board 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, which should be forwarded to the Provincial Executive Director for consideration by the Provincial Executive, or the Senate.
- iii) The Resolutions Committee shall present properly worded resolutions to the Executive for discussion and decision before they are forwarded to the Provincial Executive Director.

**3.02 Standing committees** (will be struck when and as required)

The duties of 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 ill, hospitalized, or bereaved.

(ii) To make memorial donations for members and immediate family (spouse, parent, child, grandchild)

(iii) To send birthday greetings to members who are eighty or older.

(iv) To honour shut-ins on special occasions - e.g. Christmas, Valentine's Day, Easter

(v) To arrange special acknowledgements to those who are one-hundred or more on their birthdays.

(vi) To prepare an annual budget.

(vii) May serve as liaison between a District member and the Provincial Member Services Committee when there is a need for financial aid.

(c) Health Services and Insurance Committee

(i) To provide a communication link between members and the RTO Health Services and Insurance Committee (HSIC)

(ii) To provide explanations regarding changes/enhancements to our health plans

(iii) To try to ensure that members are aware of changes to OHIP which may affect them

(iv) To assist members who are having a problem concerning our health plans by providing an answer and/or directing them to an appropriate source for more information

(v) To attend a one day HSIC workshop once per year

(d) Membership/Recruitment Committee

(i) To encourage the members of District 43 to recruit new members

(ii) To report information from the provincial RTO membership committee at District 43 executive meetings

(iii) To report membership updates to District 43 members via the District 43 Newsletter

(iv) To provide executive members of District 43 with an updated membership list on a monthly basis, and to provide the executive with bi-annual membership lists from the Provincial RTO

(v) To prepare a written report for the annual business meeting of District 43

(vi) To prepare a budget for the membership committee

(vii) To provide nametags for the membership at September meetings

(viii) To greet and welcome new members at all meetings

(ix) To work with the Pension Committee when pension workshops are offered

(x) To organize a social function, when necessary, to encourage new retirees to join RTO District 43

(xi) To mail new District 43 members a welcome letter and one free-meal voucher for a District 43 general meeting

(xii) To contact the Near North and the North Bay Catholic school boards in May of each year to obtain retirement figures. Then provide both boards with retirement-benefit packages for distribution to retirees. (We can't do this directly because names are confidential.) After June it is possible to get actual names. Then send personal letters with invitations to join RTO.

(xiii) To organize a social function when necessary, to encourage new retirees to join RTO/ERO

(xiv) To mail a welcome letter and a free-meal voucher to a General Meeting to new District 43 members

(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
- (i) To be a conduit between the RTO Provincial Office and the District 43 membership on pension and retirement issues
  - (ii) To help members understand personal concerns, such as survivors' pensions.
  - (iii) To communicate District concerns to the Provincial PRC Committee when necessary
  - (iv) To explain pension policies and changes in the pension plan that are published in the *Pension News*, in the *Renaissance* magazine, by using our district newsletter: *Forward 43*, or by reporting at the general meetings
  - (v) To attend provincial workshops when called by the provincial PRC Committee
  - (vi) To distribute Fact Sheets to the membership that cover matters of concern to retirees
  - (vii) To work with the Membership committee to recruit new RTO members
  - (viii) To coordinate with the Political Advocacy Committee on matters dealing with pensions, such as income splitting
  - (ix) To organize retirement workshops to help future retirees plan their retirements by looking at their financial situations and health benefit requirements
  - (x) To communicate with the Teachers' Federations to help explain the pension plans and to prepare affiliate members for retirement
  - (xi) To prepare a written report for the District 43 Annual Business Meeting
  - (xii) To prepare a budget and oversee the expenditure of any funds approved by the District 43 Executive

- (g) Political Advocacy
- (i) To chair meetings of the Political Advocacy Committee
  - (ii) To liaise with the Provincial Political Advocacy Committee and committees of other neighboring districts
  - (iii) To attend Political Advocacy workshops in Toronto
  - (iv) To implement election strategies provided by the Provincial Office during municipal, provincial and federal elections
  - (v) To report on a regular basis to the Provincial Committee and to the District membership
  - (vi) To follow-up on priorities set by the Provincial Political Advocacy Committee Act”

(h) Tours Committee

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

(i) Telephone Communications Committee

- (i) To organize telephone communication with members of District 43 at least four times a year, advising them of upcoming meetings and taking reservations for luncheon meals
- (ii) To update master membership list (received from Recruitment Committee) once a year, and do-not-call lists four times per year
- (iii) To organize four luncheons per year in the following manner

- two months before each luncheon meeting contact the hotel or lunch venue and decide on menu/cost
- establish details: water pitchers, table in hall for membership, tables at entrance for registration/sign in, opportunity tables, etc. coat racks
- set date for calling in numbers for the meal

.. to send luncheon information to the newsletter editor

.. to prepare a letter for the callers with the information about the meeting:

- venue
- date, times
- cost for RTO District 43 members and non members

- program details
- reply date for hotel

This letter with the updated list for the caller should be mailed at least three weeks prior to the meeting

(iv) To complete and deliver an Event Notice to the *Nugget* office on the second Wednesday before the meeting

(v) To receive calls from the telephone team and compile a list of those who will attend the event and inform the hotel of the numbers, including honorary members, speakers, etc.

(vi) To fill out an event sheet to take to the meeting

(vii) To take change and sign-up sheets to the meeting, arriving at least forty minutes prior to the meeting. After the meeting, count the money with the District 43 treasurer

(viii) To prepare a budget each year

(ix) To prepare a report of the attendance and finances for each of the four Luncheon Meetings and present the information at the Executive Meeting following each Luncheon Meeting.

#### **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 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.

4.03 All accounts payable and other disbursements made by the District shall be made by cheque, signed by any two signing officers for expenses in excess of \$100.00

4.04.1 The signing officers shall be:

President

Vice-President

Treasurer

Secretary

## **Article 5 – CONSTITUTIONAL SAFEGUARDS**

### **5.01 Amendments to the Constitution**

This Constitution may be amended by the consent of two-thirds of the eligible District members voting at the Annual District Meeting 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 District Meeting, previous notice not having been given.

### **5.02 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.

### **5.03 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.

## **Article 6 – POLICIES AND PROCEDURES**

### **6.01 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.

### **6.02 Procedures**

(i) Procedures may be amended by the District Executive/Board

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

(iii) This Constitution replaces any and all Constitutions previously in force in the District.