



THE RETIRED TEACHERS OF ONTARIO
LES ENSEIGNANTES ET ENSEIGNANTS
RETRAITÉS DE L'ONTARIO

RTO/ERO DISTRICT 39 (Peel) GOVERNANCE DOCUMENT

July, 2019

**RTO/ERO DISTRICT 39 (Peel)
GOVERNANCE DOCUMENT**

TABLE OF CONTENTS

Objectives2

ARTICLE 1 - DISTRICT MEMBERSHIP 3

ARTICLE 2 - EXECUTIVE3

 STRUCTURE OF THE DISTRICT EXECUTIVE AND DISTRICT EXECUTIVE BOARD: 3

 DUTIES OF THE DISTRICT EXECUTIVE AND DISTRICT EXECUTIVE BOARD: 3

 PROCEDURES FOR ELECTRONIC VOTING 5

 ELECTION OF THE DISTRICT EXECUTIVE: 5

 SPECIFIC DUTIES OF EXECUTIVE MEMBERS: 7

Article 3 - COMMITTEES: EXECUTIVE AND STANDING8

 3.01 EXECUTIVE COMMITTEES: 8

 3.02 STANDING COMMITTEES: 9

Article 4 – BANKING AND FINANCE..... 10

ARTICLE 5 - POLICIES AND PROCEDURES11

 5.01 POLICIES 11

 5.02 PROCEDURES 11

Article 6 – GOVERNANCE SAFEGUARDS..... 11

 6.01 AMENDMENTS TO THE DISTRICT GOVERNANCE DOCUMENT 11

 6.02 AMENDMENTS TO APPENDICES 11

 6.03 INTERPRETATION 11

 6.04 MEETING PROCEDURES..... 12

DISTRICT GOVERNANCE DOCUMENT FOR DISTRICT NO. 39

The name of the District shall be District 39 (Peel).

The geographical area of District 39 (Peel) is defined by the boundaries of the Region of Peel.

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 of RTO/ERO.
9. To promote the interest of seniors.

Article 1 - DISTRICT MEMBERSHIP

- 1.01 Members of the Provincial organization are normally affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 1 of the Provincial Policies.
- 1.02 Rights and Privileges of Membership are outlined in Article 2 of the Provincial Policies.

Article 2 - EXECUTIVE

Structure of the District Executive and District Executive Board:

- 2.01 The District Executive shall be composed of: President, First Vice-President, Second Vice-President, Secretary, Treasurer, and Immediate Past President.
- 2.02 The District Executive Board consists of the District Executive members, plus chairs of District standing committees. A member of the District who is a member of the RTO/ERO Provincial Executive or an RTO/ERO Provincial Committee, and not holding a position on the District Executive Board, shall be an ex-officio member of the District Executive Board.
- 2.03 The District Executive Board shall meet at the call of the President or at the request of any other two members of the Executive.
- 2.04 A quorum shall be a number of members to be determined by the District Executive Board at the first meeting of each year.

Duties of the District Executive and District Executive Board:

- 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 District Executive Board meetings at the first Executive meeting of the year.
- 2.08 To appoint by the District Executive Board, two Corporate Members who, at Provincial organization expense, will represent the District at the Annual Meetings that are called by the Chair of the Board of Directors.
 - a) The District Executive Board 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 elected or appointed as a Corporate Member by the District. Each year by June 30 the District President shall provide written notification to the Chief Executive Officer of RTO/ERO of the Corporate Members elected or appointed by the District.
 - b) The District shall have a term of Corporate Membership for one year ending on June 30 each year. The Corporate Member shall be eligible for unlimited re-appointment by a District.

- c) The District Executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Chief Executive Officer of RTO/ERO.
 - d) If at any time the District has fewer than two Corporate Members, then the District may appoint or elect an individual to fill the balance of the Corporate Member's one-year term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTO/ERO of such election or appointment.
- 2.09 To send up to two District Observers to an Annual Meeting and any additional Provincial meetings at the District's expense.
- a) The District Executive Board may 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 RTO/ERO of the names of District Observer 1, 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 Chief Executive Officer of RTO/ERO.
- 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 approve the annual District Financial Statement and to send it to the Chief Executive Officer of RTO/ERO;
- 2.13 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 Corporate Member, 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 Corporate Member and the District President to the Chief Executive Officer of RTO/ERO at least forty-five (45) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual 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 Annual Meeting in the past two years; or
 - d) abuses the rights conferred by this section in order to secure publicity.
- 2.14 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO awards.
- 2.15 To select the project to be submitted to the Provincial Project Service to Others Committee for its consideration.

Procedures for Electronic Voting

- 2.16 The following procedures will be used when an electronic vote is taken by the District Executive Board between District Executive Board meetings:
- i) the President or designate shall propose a motion with rationale and e-mail it to the District Executive Board;
 - ii) members of the District Executive Board shall vote by return e-mail via reply all within 5 days of receipt of the motion;
 - iii) a quorum of the District Executive Board must vote on the motion or it is deemed lost;
 - iv) the President shall declare the motion passed or lost and inform the District Executive Board;
 - v) the motion and its disposition shall be reported as information at the next District Executive Board meeting and the minutes shall include the report.

Election of the District Executive:

- 2.17 A member of the District Executive is eligible for re-election.
- 2.18 A District Executive shall be elected at an Annual General Meeting of the District for a specified period of one year or two years and the term of the new Executive shall begin January 1.
- 2.19 Procedures
- Nominations:
- a) The Nominations Committee shall be chaired by the District Past President with at least two other Members.
 - b) The Chair of the Nominations 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 Nominations 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 Nominations Committee, the Executive may pass a resolution appointing a substitute, for such period of time as may be appropriate under the circumstances.
- b) Any member of the Executive may resign from office upon giving a written resignation, and such resignation becomes effective when received or at a time specified in the resignation, whichever is later.
- c) Any member of the Executive may request a leave of absence.

2.21 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 General Meeting, providing that notice specifying the intention to present such a resolution has been given at least thirty days in advance to the District Secretary.

Specific Duties of Executive Members:

2.22 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.

2.23 Duties of the Past President and Vice-Presidents are:

- a) The Past President shall chair the Nominating Committee.
- b) The duties of the Vice-Presidents 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 – First Vice-President
 - iii) to chair the Awards Committee – Second Vice-President
 - iv) to be signing officers for the District.

2.24 Duties of the Secretary and Treasurer:

- a) The duties of the Secretary are:
 - i) to prepare and present the minutes of the District Executive Board, the Annual General Meeting, the Spring General Meeting 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.

- b) The duties of the Treasurer are:
 - i) to prepare an annual budget for approval by the District Executive Board;
 - ii) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
 - iii) to receive the annual rebate of monies from the RTO/ERO Provincial Office;
 - iv) to receive and collect charges levied by the local District, if applicable;
 - v) to pay all invoices as directed by the Executive;
 - vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
 - vii) to present an annual District Financial Statement, reviewed by at least two District members, to the Executive for approval, at least one month before the Annual Meeting of the District;
 - viii) to be a signing officer for the District.

2.25 Duties of Corporate Members

It shall be the duty of the Corporate Members appointed by the District Executive Board:

- a) to represent the interests of the District at the Annual Meeting;
- b) to review and discuss Annual Meeting issues with the District Executive and/or District Executive Board;
- c) to report to the District Executive, the District Executive Board and the District members on the business of the Annual Meeting following each Annual Meeting.

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 shall be composed of two more members from the District Executive Board.
 - ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO award to the District Executive Board for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
 - iii) The District Executive Board may present an RTO/ERO award:
 - to District Presidents;
 - to members who, in the opinion of the District Executive Board, have given loyal service to the District over a number of years.
- b) Resolutions Committee:
 - i) The Resolutions Committee shall be chaired by the First Vice-President and composed of at least two other Executive members.
 - ii) The 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.
- c) Nominations Committee:
 - i) The Nominations Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.

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

3.02 Standing Committees:

- a) The terms of office of the District 39 (Peel) committee chairpersons and committee members shall be for one year with provision for reappointment. The District Executive shall appoint the Standing Committee Chairs and members of Standing Committees
- b) The District Executive shall set the maximum number of members on each committee.
- c) Each Standing Committee shall consist of the chair, and/or co-chair and other Volunteer District 39 (Peel) RTO/ERO members.
- d) To fulfil their mandate, the Standing Committees shall have the authority to co-opt, when necessary, district members with special expertise.
- e) The District Executive Board shall have the power to establish special committees, name the committee chairperson and ratify the terms of reference.
- f) The chairperson of each Standing Committee that handles District money shall submit a complete financial statement to the District Treasurer within two weeks of the end of the fiscal year.
- g) Each District Executive member has one vote and each Standing Committee has one vote.

3.03 Standing Committees of District 39 (Peel)

a) **Archivist 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) **Benefits Committee:**

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

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

c) **Communications Committee:**

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

To establish and maintain a District Website and oversee and maintain all social media accounts as required.

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

- d) **Goodwill Committee:**
To communicate with District members in keeping with the Provincial Goodwill Guidelines.
- e) **Membership Committee:**
To receive the membership lists from the Provincial Office and reconcile the District membership list and the Provincial membership list.
To communicate with the Provincial Member Services Committee through the Committee liaison person.
- f) **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 and/or District Executive Board to support achievement of Provincial/District goals in this area.
- g) **Recruitment Committee:**
To investigate and recommend to the District Executive and/or District Executive Board ways and means of increasing Provincial and District membership.
To actively recruit new members, in accordance with the Provincial RTO/ERO goals
- h) **Social Committee:**
To be responsible for social activities as determined by the district.
- i) **Tours Committee:**
To plan trips and excursions for District members. All trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

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 the President, the Treasurer, and at least one of the following:
- Past-President
 - First Vice-President
 - Second Vice-President

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 District Executive Board 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 District Executive Board.
- ii) Procedures as required shall be appended to this District Governance Model.

Article 6 – GOVERNANCE SAFEGUARDS

6.01 Amendments to the District Governance Document

The District Governance Document may be amended by the consent of two-thirds of the eligible District members voting at the Annual General Meeting, or at a general meeting of the District, provided that a Notice of Motion has been sent to the members prior to the meeting; OR, by a 90% vote of the eligible District members voting at the Annual Meeting of the District, previous notice not having been given.

6.02 Amendments to Appendices

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

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.