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DISTRICT 3- ALGOMA CONSTITUTION

Latest revision and approval May 2014

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CONSTITUTION OF DISTRICT 3- Algoma

The name of the District shall be District 3 - Algoma.

The geographical area of District 3 is defined by the boundaries of the District of Algoma.

OBJECTIVES

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 seek support for members in 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 and 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 and 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 All 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 and Executive Board:

- 2.01 (a) The District Executive shall consist of the president, the first vice-president, second vice-president, treasurer, secretary and past-president.
 (b) Signing officers shall be the President, First Vice-President, Treasurer and Secretary.
 (c) The Executive shall meet at the call of the President or at the request of any two other members of the Executive. A quorum shall be a simple majority.
- 2.02 (a) The District is governed by an Executive Board. The Executive Board shall consist of the Executive members, plus chairs of District standing committees, a member at large and any District members who hold Provincial offices or who serve on Provincial Committees.
 (b) Members of the District Executive Board shall have the right to make and second motions, join in debate and vote.
- 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. A quorum of the District Executive Board shall be a simple majority.

Duties of the District Executive Board:

- 2.04 To determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office.
- 2.05 To hold at least two meetings a year, the second meeting being the Annual Meeting for the election of District officers.
- 2.06 To elect at a meeting of the District or appoint by the District Executive Board, two Senators who, at Provincial organization expense, will represent the District at Senate meetings that are called by the President of the Provincial organization.
- 2.07 To send District Observers to Senate meetings at District expense.

- 2.08 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.
- 2.09 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.
- 2.10 To approve the annual District budget
- 2.11 To approve the annual District Financial Statement and to send it to the Provincial Executive Director.
- 2.12 To send to the Provincial Executive Director resolutions for Senate consideration which have been passed at a general meeting of the District or a meeting of the District Executive Board.
- 2.13 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.
- 2.14 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

Election of the District Executive:

- 2.15 A District Executive shall be elected at an Annual Meeting of the District for a specific period of one year. The term of the new Executive shall begin upon completion of the Annual Meeting of the District.
- 2.16 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 Board Members as part of the Committee.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive to the Annual Meeting of the District.

- (c) Additional nominations for the elective offices may be made from the floor by District members in attendance at the Annual Meeting of the District.
- (d) If more than one candidate is nominated for any of the District elective offices, a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the Past President, or the Chair of the meeting, in accordance with procedures established by the RTO/ERO Constitution, Bylaws and Policies.
- (e) The President or Chair of the meeting shall have the District appoint functionaries 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.

2.18 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 a recommendation from the Nominating Committee, by resolution of the Executive Board, 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 Board may request a leave of absence.

2.19 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:

2.20 Duties of the President:

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

2.21 Duties of the Past President and Vice-Presidents:

- (a) The Past President shall chair the Nominating Committee.
- (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 be a Signing Officer for the District.
- (c) The Second Vice-President:
 - (i) shall chair the Awards Committee

- (ii) shall perform the duties of the President when neither President nor the First Vice-President is available.

2.22 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
 - (i) to prepare and present the minutes of District Executive Board and Membership Meetings, and of any special meetings called by the President;
 - (ii) to carry on the correspondence that is required to conduct the business of the District Executive Board and its membership;
 - (iii) to send notices of Executive Board, Membership, and special meetings at the direction of the President and District 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 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 Board;
 - (vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money;
 - (vii) to present an annual District Financial Statement, reviewed by at least two District members, to the District Executive Board for approval, at least one month before the Annual Meeting of the District;
 - (viii) to be a Signing Officer for the District.

Article 3 - COMMITTEES: EXECUTIVE BOARD AND STANDING**3.01 Executive Board Committees:****(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 a recommendation of possible recipients of the Mickey Contini Award of Merit RTO/ERO pin to the Executive Board for consideration and approval. Pin presentations are usually made at the Annual Meeting of the District.
- (iii) The outgoing President shall present the incoming President with a RTO President's pin at the Annual General Meeting.

(b) Constitution Committee:

- (i) The Constitution Committee shall be Chaired by the Past President and composed of at least two other Executive Board members as selected by the Executive Board.
- (ii) The Constitution Committee shall become familiar with the Provincial Constitution, Bylaws and Policies, so that the Chair can be a resource to the District Executive Board in the interpretation of this document.
- (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.
- (iv) The Constitution Committee shall make recommendations to the District Executive Board for changes in the District Constitution, Bylaws and Policies, where applicable, as well as the Procedures at the District Board meeting prior to the Annual General Meeting of the District.
- (v) The Constitution Committee shall review the District Constitution, By-Laws, Policies and Procedures on an annual basis.

(c) Nominating Committee:

- (i) The Nominating Committee, chaired by the District Past President, shall be composed of at least two other Executive Board 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.
- (iii) A vacant President's position may be filled by the immediate Past President. In the event that the immediate Past President cannot assume the office, the Nominating Committee shall recommend a former past president as a replacement.
- (iv) In the event that a past president is not available, the Nominating Committee may consider recommending the First Vice-President to complete the term.
- (v) All other vacancies will be filled following recommendations made by the Nominating Committee and presented to the Executive Board.

(d) Resolutions Committee:

- (i) The Resolutions Committee, chaired by the First Vice-President, shall be composed of the President and the Chair of the Constitution Committee.
- (ii) The Resolutions Committee shall receive resolutions or recommendations from the Executive Board and from the Annual District Meeting for discussion and appropriate wording.
- (iii) The Resolutions Committee shall present properly worded resolutions to the Executive Board for discussion and decision before they are forwarded to the Provincial Executive Director.

(e) Budget Committee:

- (i) The Budget Committee shall be composed of the Treasurer and two Executive Board members.

- (ii) The Budget Committee shall prepare a budget and the Treasurer shall present the annual budget for approval at the first Executive Board meeting after December.

3.02 **Standing Committees:**

The Chairs of the Standing Committees shall be appointed at the Executive meeting prior to the Annual General Meeting. The president shall be an ex-officio member of each standing committee.

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:

To communicate with District members who are hospitalized, with those who are bereaved, and those who are celebrating special days.

To serve as liaison between a District member and the Provincial Member Services Committee.

(c) Health Services and Insurance Committee:

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

To study and advise the District Executive Board of such proposals re: health insurance, car insurance and community housing etc. as may affect or be of interest to members.

(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 Board ways and means of increasing Provincial and District membership.

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

(e) Communications Committee:

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

To establish and maintain a District Website 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 District Executive Board to support the 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 Board to support the achievement of Provincial/District goals in this area.

(h) Social Committee:

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

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 the name of the District in an accredited financial institution as determined by the Executive Board.
- 4.03 All accounts payable and other disbursements made by the District shall be made by cheque, signed by any two signing officers.
- 4.04 The signing officers shall be:
 - President
 - First 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 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.

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.

5.04 This Constitution replaces any and all Constitutions previously in force in the District.