



18 Spadina Road, Ste. 300/  
18, chemin Spadina, bureau 300  
Toronto ON M5R 2S7

## CONSTITUTION

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## BY-LAWS

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## POLICIES

*Amended October 2014*

*Version française disponible*

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### **APPENDIX 1 – Chart on Membership, Rights and Privileges**

### **APPENDIX 2 – Definitions**

## **ARTICLES**

### **ARTICLE 1 – NAME**

The organization shall be known as The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario (RTO/ERO), in accordance with the Supplementary Letters Patent issued by the Ministry of Consumer and Commercial Relations on July 1, 1998.

The organization may also be referred to as “The Corporation”.

Until June 30, 1998, the organization was known as The Superannuated Teachers of Ontario Inc., incorporated under Letters Patent issued by the Deputy Minister of the Ministry of Consumer and Commercial Relations on October 30, 1985.

### **ARTICLE 2 – LOCATION**

The Head Office shall be situated in the City of Toronto, 18 Spadina Road.

### **ARTICLE 3 - OBJECTIVES**

The objectives of RTO/ERO are:

- 3.01 To promote the interests of persons receiving pensions under the Teachers' Pension Act.
- 3.02 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.
- 3.03 To seek support for members in need.ss11
- 3.04 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.
- 3.05 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, where possible.ss11
- 3.06 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.

- 3.07 To strengthen the links with the Ontario Teachers' Pension Plan Board, the Ontario Teachers' Federation and its affiliates, the Ontario College of Teachers, the Ontario Principals' Council, the Catholic Principals' Council of Ontario, the Association des directions et directions adjointes des écoles franco-ontariennes, the Ontario Public Supervisory Officials' Association, the Ontario Catholic Supervisory Officers' Association, the Ontario Association of School Business Officials, the Council of Directors of Education, organizations and associations representing support staff in School Boards, and administrators/faculty/staff of Colleges and Universities.
- 3.08 To develop policies, position papers and submissions that support active teachers and promote quality publicly-funded education.
- 3.09 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.
- 3.10 To provide the support services needed for the effective administration of RTO/ERO affairs as prescribed in its Constitution and Bylaws, particularly with reference to legal and actuarial advice, pension and insurance counselling and computer services.

#### **ARTICLE 4 – MEMBERSHIP**

*(See Appendix 1, Chart on Membership, Rights and Privileges)*

##### 4.01 Full Member

Upon application on the prescribed form, Full membership shall be granted to:

- i. a retired teacher who is receiving a pension from the Ontario Teachers' Pension Plan;
- ii. a retired teacher with a minimum of 15 years of credited service who opted for a commuted value transfer from the Ontario Teachers' Pension Plan following the Ontario Teachers' Pension Plan rules in place at the time of commutation;
- iii. a retired teacher from a First Nations school in Ontario, with teaching qualification from an accredited Canadian University or College, or certification from the Ontario College of Teachers. SS14

##### 4.02 Associate Member

Upon application on the prescribed form, Associate membership shall be granted to:

- i. a retired teacher who is receiving a pension from the Ontario Teachers' Pension Plan, and whose spouse is a Full Member under Section 4.01;

- ii. a retired teacher who opted for a deferred pension from the Ontario Teachers' Pension Plan;
- iii. a retired teacher who opted for the commuted value of his/her contributions to the Ontario Teachers' Pension Plan;
- iv. the surviving spouse of a Full or Associate member who is not eligible to receive a teacher's pension;
- v. a retired educator who is receiving a pension from the Ontario Public Service or the equivalent from a Canadian jurisdiction outside Ontario;
- vi. a retired educator who is receiving a pension from a University or College in Canada;
- vii. a retired teacher who is receiving a pension from a teachers' pension fund outside Ontario;
- viii. a retired certified teacher from a non-designated Ontario private school, licensed by the Ministry of Education in Ontario; FS12
- ix. a non-educator divorced spouse of a Full or Associate member;
- x. a retired educator or non-educator employee of an Ontario School Board or educational organization; FS12
- xi. an individual, actively employed in education, who is not retired and will be eligible upon retirement to be a Full or Associate member;
- xii. the spouse of a member, where the former is not in receipt of a teacher's or survivor's pension<sup>SS11</sup>

**ARTICLE 5 – RIGHTS AND PRIVILEGES OF MEMBERSHIP**

*(See Appendix 1, Chart on Membership, Rights and Privileges) FS11*

- 5.01 The rights and privileges of membership in RTO/ERO may include:
  - (a) the right to hold elected office at the Provincial level and serve on the Provincial Executive, the Senate and Provincial Committees;
  - (b) the right to hold elected office at the District level and serve on District Committees;
  - (c) the right to attend and participate in District activities;
  - (d) the right to receive RTO/ERO general publications;
  - (e) the right to apply for participation in RTO/ERO insurance benefits programs;
  - (f) the right for a member's spouse or partner and dependent(s) to apply to join the RTO/ERO Group Benefits Program, even though the said member does not meet the evidence of insurability;
  - (g) the right to apply for participation in the Long Term Care Plan;
  - (h) the right to apply for participation in the RTO/ERO Group Benefits Program if one is 65 or older.
  
- 5.02 A member identified under Article 4, Section 4.01 shall be entitled to all rights and privileges in accordance with Article 5, Section 5.01.

- 5.03 A member identified under Article 4, Section 4.02, Subsections i, ii, iii, v, vi, vii, viii, x, shall be entitled to all rights and privileges in accordance with Article 5, Section 5.01, (b), (c), (d), (e), (f).
- 5.04 A member identified under Article 4, Section 4.02, Subsections iv, ix, shall be entitled to rights and privileges in accordance with Article 5, Section 5.01, (b), (c), (d), (e).
- 5.05 A member identified under Article 4, Section 4.02, Subsection xi, shall be entitled to rights and privileges in accordance with Article 5, Section 5.01, (c), (d), (g), (h).
- 5.06 A member identified under Article 4.02, Subsection xii, shall be entitled to rights and privileges under Article 5, Section 5.01, (b), (c), (d).

## **ARTICLE 6 – THE SENATE**

- 6.01 The governing body of RTO/ERO shall be the Senate.
- 6.02 The Senate shall consist of:
  - (a) two representatives from each District, called Senators;
  - (b) members of the Provincial Executive;
  - (c) Chairs of Standing Committees;
  - (d) the Executive Director, who shall be a non-voting member of the Senate.
- 6.03 The District shall be responsible for naming Senators who must be Full members of RTO/ERO to be eligible, and up to two Observers who may be Full or Associate members.
- 6.04 A Senator shall hold office for one year and shall be eligible for re-election or re-appointment.
- 6.05 A quorum of the Senate shall be 66.66% of the Senate. In the absence of a quorum, any business conducted by the members present shall be subject to confirmation at the next meeting of the Senate.
- 6.06 The Senate shall meet twice annually, not later than May 31 (Spring Meeting) and November 15 (Annual Meeting), and at other times at the call of the Provincial Executive.
- 6.07 The Senate, at the Annual Meeting, shall:
  - (a) elect the Provincial Executive;
  - (b) adopt the budget;
  - (c) direct the disposition of any projected fiscal year operating surplus;
  - (d) deal with any deficit or projected deficit;

- (e) appoint an Auditor qualified as a licensed public accountant in the Province of Ontario;
  - (f) set fees for membership;
  - (g) set the amount of annual grant to Districts.
- 6.08 The Senate may make special assessments against the Full Members or the Associate Members, by a 66.66% vote of the Senate, provided that a notice of the assessment has been given to Senators at least 30 days in advance of the meeting.
- 6.09 The Senate shall establish Districts and their boundaries.
- 6.10 The Senate shall appoint the Executive Director.
- 6.11 The Senate may remove a member of the Provincial Executive from office by a 66.66% vote of the Senate, provided that a notice of the resolution has been given to Senators at least 30 days in advance of the meeting.
- 6.12 The Senate shall review the Terms of Reference for the Health Services and Insurance Committee every three (3) years.

#### **ARTICLE 7 – PROVINCIAL EXECUTIVE**

- 7.01 The Provincial Executive shall consist of: Immediate Past President, President, First Vice-President, Second Vice-President, two Executive Members and an appointed Executive Director, who shall be a non-voting member.
- 7.02 The term of office for each elected Provincial Executive member shall be one year.
- 7.03 The Retiring President shall automatically become Past President. In the event that the Retiring President cannot assume the office of the Past President, a replacement shall be appointed by the Provincial Executive.
- 7.04 The Provincial Executive shall take office on November 1 of each year  
SS13.
- 7.05 A quorum of the Provincial Executive shall consist of four voting members.
- 7.06 A member of the Provincial Executive may resign from office upon giving a written resignation to the Executive Director and such resignation becomes effective when received by the Executive Director or at a time specified in the resignation, whichever is later.

7.07 A member of the Provincial Executive, because of sickness or absence, may request a temporary leave of absence.

## **ARTICLE 8 – DIRECTORS OF THE CORPORATION**

8.01 The Directors of the Corporation shall be the Immediate Past President, the President, First Vice-President, Second Vice-President, two Executive Members, and the Executive Director, who shall be a non-voting member.  
FS12

8.02 A quorum of the Directors of the Corporation shall consist of four voting members.  
FS12

8.03 The Directors of the Corporation shall meet at least once a year to discharge their duties as Directors of the Corporation.

## **ARTICLE 9 – THE EXECUTIVE DIRECTOR**

9.01 The Executive Director shall be appointed by the Senate.

9.02 The Executive Director shall be a non-voting member of the Senate.

## **ARTICLE 10 – STANDING COMMITTEES**

10.01 There shall be the following Standing Committees:

- (a) Audit
- (b) Communications
- (c) Health Services and Insurance
- (d) Member Services
- (e) Pension and Retirement Concerns
- (f) Political Advocacy
- (g) Project – Service to Others

10.02 Standing Committees shall take office on November 1 of each year.

10.03 The term of office for a Standing Committee member shall be three years with provision for re-appointment or term extension to meet the needs of the Committee.

10.04 A member who is appointed to replace a Committee Member shall complete that person's term *SS13*.

10.05 A member who is appointed to replace a Chair of a Committee shall be appointed for a three year term *SS13*.



- 10.06 The term of office for a Standing Committee Chair shall be three years, with provision for appointment to a further year when special circumstances exist.
- 10.07 An RTO/ERO member may serve on only one Standing Committee in the same year.
- 10.08 A member of the Provincial Executive may not be Chair of a Standing Committee.

## **ARTICLE 11 – EXECUTIVE COMMITTEES**

11.01 There shall be the following Executive Committees:

- (a) Awards
- (b) Constitution
- (c) Nominating
- (d) Personnel

11.02 The term of office for members of Executive Committees (a), (c) and (d) shall be one year, commencing on November 1, with provision for re-appointment. In the year that a member sits on (c), the Nominating Committee, that member cannot apply for or must resign from a position on any other Committee, except where permissible by the RTO/ERO Constitution, Bylaws, Policies. FS13

11.03 The term of office for a member of Executive Committee (b) shall be three years, commencing on November 1, with provision for reappointment. The term of office for an Executive Member shall be one year. FS13

## **ARTICLE 12 – DISTRICTS**

12.01 RTO/ERO shall be composed of Districts. The current Districts are:

- 1. Rainy River
- 2. Thunder Bay
- 3. Algoma
- 4. Sudbury, Manitoulin
- 5. Cochrane, Temiskaming SS13
- 6. Parry Sound
- 7. Windsor-Essex
- 8. London, Middlesex
- 9. Huron, Perth
- 10. Bruce, Grey, Dufferin
- 11. Waterloo
- 12. Norfolk
- 13. Hamilton-Wentworth, Haldimand
- 14. Niagara

15. Halton
16. City of Toronto
17. Simcoe
18. Haliburton, Kawartha Lakes
19. Hastings and Prince Edward
20. Frontenac, Lennox & Addington ss11
21. Renfrew
22. Etobicoke and York
23. North York
24. Scarborough and East York
25. Stormont, Dundas, Glengarry
26. Kenora
27. Ottawa-Carleton
28. Region of Durham
29. Lanark
30. Northumberland
31. Wellington
32. Prescott-Russell
33. Chatham-Kent
34. York Region
35. Dryden
36. Peterborough
37. Oxford
38. Lambton
39. Peel
40. Brant
41. Elgin
42. Mainland British Columbia
43. Nipissing
44. Région du ciel bleu
45. EstaRiO
46. Muskoka
47. Vancouver Island
48. Leeds and Grenville

12.02 Each District shall determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and shall file a copy with the Provincial Office.FS11

12.03 A District may levy charges related to specific District activities, but shall not impose any charge that may be interpreted as a "membership fee."

12.04 The District Executive shall consist of at least four Executive members and one representative of each Unit within the District, if any.

12.05 The District shall hold at least one meeting a year which shall be the Annual Meeting of the District.

## **ARTICLE 13 – UNITS**

### **13.01 Formation of Units**

- (a) The District Executive shall inform the Provincial Executive of its intention to form a Unit (within the District);
- (b) There shall be a minimum of four members on each Unit Executive, one of whom shall represent the Unit on the District Executive;
- (c) Financial assistance for a Unit shall be determined by the District.

### **13.02 Dissolution of Units**

- (a) The District Executive shall initiate the dissolution of any Unit(s) within its District;
- (b) The District Executive shall notify the Provincial Executive of its intent to dissolve the Unit;
- (c) The District Executive shall bring the resolution to dissolve any Unit(s) to a general meeting of the District;
- (d) A vote of two-thirds majority of District members attending the general meeting is required to dissolve the Unit(s);
- (e) Upon dissolution, Unit assets shall become District assets.

## **ARTICLE 14 – FORMATION OF NEW DISTRICTS**

### **14.01 Intent**

It is the intent of RTO/ERO to maintain the current structure of Districts and Units, while providing an opportunity for the potential formation of new Districts. Changes to the current structure are subject to the following Articles and to the approval of Senate. FS12

### **14.02 Role of Group Wishing to Form a New District**

Any group wishing to form a new District shall establish a leadership group and notify the Provincial Executive, in writing, of its desire to form a new District, and provide the Provincial Executive with:

- (a) the names of two of the members of its leadership group who will act as the group's spokespersons;
- (b) the names, signatures, and RTO/ERO membership number, of not fewer than 300 RTO/ERO Full members, who wish to become members of the new District;
- (c) a description of the proposed new District's boundaries.

#### **14.03 Role of Provincial Executive**

The Provincial Executive shall:

- (a) verify that the names of members submitted are Full members in good standing;
- (b) ensure that affected District(s) are notified of the proposal;
- (c) request that the Executive of each of the affected District(s) declare its position on the leadership group's proposal;
- (d) in the event of unanimous agreement, advise the Senate that the criteria for the formation of a new District have been met and make a recommendation to the Senate;
- (e) in the event that agreement is not unanimous, attempt to mediate a resolution to achieve unanimous agreement;
- (f) in the event of an impasse, notify the leadership group that it has been unable to obtain the unanimous agreement required to make a recommendation to the Senate.

#### **14.04 Appeal Process**

- (a) A group that has failed to achieve unanimous agreement may, at RTO/ERO expense, request an opportunity for its identified spokespersons to appear at the Senate to defend its proposal;
- (b) The Senate shall be the final arbiter in all matters related to the formation of new Districts

#### **14.05 Effective Date**

- (a) Upon Senate approval, such District status shall come into full force and effect January 1<sup>st</sup> following such Senate approval.

#### **14.06 Dissolution of Districts**

- (a) The District Executive shall initiate the dissolution of its District;
- (b) The District Executive shall notify the Provincial Executive of its intent to dissolve the District;
- (c) The District Executive shall bring the resolution to dissolve the District to a general meeting of the District;
- (d) The District Executive shall inform each member of the District of the general meeting, giving members at least 7 months notice;
- (e) A vote of two-thirds majority of District members attending the general meeting is required to dissolve the District;

- (f) Each member of the dissolved District shall inform the Provincial Office of the name of the RTO/ERO District that he/she now wishes to join;
- (g) Upon dissolution, District assets shall be distributed by the Provincial RTO/ERO, according to the Districts which members of the dissolved District choose to join.

## **ARTICLE 15 – BANKING AND FINANCES**

- 15.01 The fiscal year shall commence on January 1 and shall terminate at the close of business on December 31 each year.
- 15.02 The Executive Director shall deposit or cause to be deposited all operating funds in a chartered bank in the name of The Corporation.
- 15.03 All accounts payable and other proper payments made by The Corporation shall be made by cheque or by electronic transfer signed/authorized by any two signing officers. RTO/ERO signing officers are:
- o President
  - o First Vice-President
  - o Second Vice-President
  - o Executive Member
  - o Executive Director
  - o Coordinator of Member and French Language Services FS11
  - o Director of Administrative and Member Services
- 15.04 The Executive may from time to time
- (a) borrow money on the credit of The Corporation;
  - (b) issue, sell or pledge securities of The Corporation.
- 15.05 The Executive shall invest or cause to be invested all surplus Corporation funds in securities or bonds or certificates of deposit, to be held in the name of The Corporation.

## **ARTICLE 16 – EXPENSES**

- 16.01 RTO/ERO shall pay the expenses of members of the Senate, members of Standing and Executive committees, and any member authorized to perform duties on behalf of RTO/ERO.
- 16.02 Allowances for expenses shall be those delineated by the Provincial Executive on the prescribed form.
- 16.03 Guidelines for Travel on RTO/ERO Business may be amended by the Senate at an Annual Senate Meeting. FS14

## **ARTICLE 17 – LIMITS OF LIABILITY**

- 17.01 No Director or Officer shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee, or for joining in any receipt or other act of conformity, or for any loss, damage or expense happening to The Corporation through the insufficiency or deficiency of title to any property acquired for or on behalf of The Corporation, or for the insufficiency of any security in or upon which any monies of The Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortious acts of any person with whom any of the monies, securities or effects of The Corporation shall be deposited, or for any loss occasioned by any error of judgement or oversight on the part of the director or officer, or for any other loss, damage or misfortune whatever which shall happen in the execution of the duties of the office or in relation thereto, unless the same are occasioned by the wilful neglect or default of the Director or Officer; provided that nothing herein shall relieve any Director or Officer from the duty to act in accordance with the Business Corporation Act and the Corporation Act or from liability for any breach thereof.
- 17.02 Except as provided in section 136 of the Business Corporation Act, every Director and Officer of The Corporation, every former Director or Officer of The Corporation or a person who acts or acted at The Corporation's request as a Director or Officer and the Director's or Officer's heirs and legal representatives shall, from time to time, be indemnified and saved harmless by The Corporation from and against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgement, reasonably incurred by the Director or Officer in respect of any civil, criminal or administrative action or proceeding to which the director or officer is made a party by reason of being or having been a director or officer of such corporation or body corporate if, the Director or Officer acted honestly and in good faith with a view to the best interest of The Corporation; and in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, the Director or Officer had reasonable grounds for believing that the conduct of the Director or Officer was lawful.
- 17.03 Subject to the limitations contained in the Act, RTO/ERO may purchase and maintain such insurance for the benefit of its Directors and Officers as such, as the Provincial Executive may from time to time determine.

## **ARTICLE 18 – FIDELITY BONDS**

18.01 The Directors of The Corporation or the Provincial Executive or the Senate may require such officers, employees and agents of RTO/ERO as it deems advisable to furnish bonds for the faithful performance of their duties, in such form and with such surety as the Provincial Executive may from time to time prescribe.

## **ARTICLE 19 – EXECUTION OF DOCUMENTS**

19.01 Deeds, transfers, assignments, contracts or obligations of The Corporation may be signed by the President plus one other Director of The Corporation or the Executive Director and one other Director of The Corporation. Notwithstanding this, the Board may at any time and from time to time direct the manner in which and the person or persons by whom any deed, transfer, contract or obligation or any class of deeds, transfers, contracts or obligations may be signed.

19.02 Any person authorized to sign any document may affix the corporate seal thereto.

## **ARTICLE 20 – AMENDMENTS**

20.01 This Constitution may be amended at any meeting of the Senate by:

- (a) the consent of sixty-six point six six percent (66.66%) of the Senate, provided that Notice of Motion of the amendment has been received by the Executive Director and forwarded to all members of the Senate prior to the meeting; or
- (b) the consent of 90% of the Senate, previous notice not having been given.

20.02 A Bylaw, except Bylaw 1, may be established or amended at any meeting of the Senate by:

- (a) a majority vote of the Senate, provided that Notice of Motion of the amendment has been received by the Executive Director and forwarded to all members of the Senate prior to the meeting; or
- (b) the consent of sixty-six point six six per cent (66.66%) of the Senate, previous notice not having been given.

20.03 Bylaw 1 may be amended at any meeting of the Senate by:

- (a) the consent of sixty-six point six six per cent (66.66%) of the Senate, provided that Notice of Motion of the amendment has been

received by the Executive Director and forwarded to all members of the Senate prior to the meeting; or

- (b) the consent of 90% of the Senate, previous notice not having been given.

20.04 A policy may be established or amended at any meeting of the Senate by:

- (a) the consent of sixty-six point six six per cent (66.66%) of the Senate, provided that Notice of Motion of the amendment has been received by the Executive Director and forwarded to all members of the Senate prior to the meeting; or
- (b) the consent of 90% of the Senate, previous notice not having been given.



## **BYLAWS**

### **BYLAW 1 – FEES**

Membership fees shall be collected on an annual basis.

- 1.01 The annual fee for membership under Article 4, Section 4.01, subsection i, and Section 4.02, Subsection iv, shall be \$1.25 per \$1,000 or major fraction thereof, of gross annual pension. FS12
- 1.02 The annual fee for membership under Article 4, Section 4.01, subsections ii and iii, shall be the average fee collected in 4.01 i. SS14
- 1.03 The annual fee for membership under Article 4, Section 4.02, Subsection xi, shall be \$32.
- 1.04 The annual fee for membership for persons who do not qualify under Bylaw 1, Sections 1.01, 1.02 or 1.03, shall be the average fee collected in 4.01 i. FS12
- 1.05 RTO/ERO members, upon reaching the age of 100 and any age in excess of 100, shall be reimbursed an amount equal to their membership fee accompanied by an appropriate greeting from the President.

### **BYLAW 2 – DISTRICT GRANTS**

FS11

- (a) Twenty-seven per cent (27%) of the total membership fees paid by Full and Associate members, received by the Provincial Office from fees deducted by the Ontario Teachers' Pension Plan shall be remitted to the Districts. For calculation purposes, District membership shall be determined as of December 31 of the previous year.
- (b) The minimum Annual District Grant shall be \$10,978.
- (c) A grant of up to \$3,000 annually shall be made to Districts providing services in both official languages. All claims must be accompanied by the appropriate receipts. FS13
- (d) A grant of \$1,500 shall be made to a District with 600 or fewer members. For calculation purposes, District membership shall be determined as of December 31 of the previous year. When a District exceeds 600 members for the first time, it will receive the allocation of \$1,500 in the transitional year.
- (e) A grant of \$1,000 shall be made to a District with 601 to 900 members. For calculation purposes, District membership shall be determined as of

December 31 of the previous year. When a District exceeds 900 members for the first time, it will receive the allocation of \$1,000 in the transitional year.

- (f) A grant of \$1,000 shall be made to a District with a population density under 5 persons per square kilometre.
- (g) A grant of \$500 shall be made to a District with a population density of 5.1 to 10 persons per square kilometre.
- (h) A grant of \$500 shall be made to a district whose "centre" is more than 480 kilometres from Toronto.
- (i) With the exception of those Districts that receive the minimum Annual District Grant, the 27% Annual District Grant shall be paid in two equal instalments, the first instalment by February 15 and the second instalment by June 15.

### **BYLAW 3 – AGENDA AND PARLIAMENTARY AUTHORITY**

- (a) The agenda of all meetings of RTO/ERO shall be set by the Provincial Executive.
- (b) 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.

### **BYLAW 4 – THE SENATE**

- (a) District Senators shall be elected at a meeting of the District or appointed by the District Executive, in accordance with the Constitution and Bylaws of the District.
- (b) It shall be the duty of Senators:
  - i) to represent the interests of their District at Senate meetings;
  - ii) to review and discuss Senate agenda items with the District Executive prior to Senate meetings;
  - iii) to report to the District Executive and the membership on the business of Senate following each Senate meeting.
- (c) In the event that a Senator is unavailable, unable or unwilling to perform the duty of a Senator, the District Executive may, by resolution duly passed, appoint a substitute Senator for such period of time as may be appropriate.

- (d) A District Observer who is a Full member of RTO/ERO may perform the duties of the District Senator. A District Observer who is an Associate member of RTO/ERO may address the Senate with the agreement of either District Senator.

## **BYLAW 5 – ELECTIONS**

### **Section 1 – Nominating Procedure**

- (a) The Nominating Committee shall present to the Annual Meeting of the Senate, immediately following approval of the Agenda, nominations submitted on the prescribed form for positions on the Provincial Executive, received by the Executive Director by June 30.
- (b) Additional nominations for the offices of President, First Vice-President, Second Vice-President, and Executive Member may be made from the floor of the Annual Meeting of the Senate. A nomination form must be signed by five Senators, each from a different District, one of whom must be from the nominee's District. The Chair of the Nominating Committee shall announce the name and positions sought by the additional nominees. Nominations must be submitted at least fifteen minutes before the time slated for the election for the office for which the person is being nominated.
- (c) Nominees who have been unsuccessful in an election may seek another position on the Provincial Executive. Nominees must announce their candidacy for other positions no later than fifteen minutes prior to the election time of that new office.
- (d) When two or more candidates are nominated for an office on the Executive, the Chair of the Nominating Committee shall conduct the election.

### **Section 2 – Election Procedure**

- (a) The election times shall be:
  - President at 1100 hours on the first day of the Senate.
  - First Vice-President at 1330 hours on the first day of the Senate.
  - Second Vice-President at 1445 hours on the first day of the Senate.
  - Executive Members at 0930 hours of the second day of the Senate.
- (b) The Chair of the Nominating Committee shall announce any acclamations for positions on the Provincial Executive after the close for nominations for that position.

- (c) In the event of an election for any position on the Provincial Executive, the nominees for that position shall have an opportunity to address the Senate delegates for a maximum of five minutes immediately following the election time stipulated in Section 2(a).
- (d) In the event that there are two or more nominees addressing the Senate prior to the election, the speaking order shall be determined by the drawing of lots.
- (e) Distribution of campaign materials shall be authorized by the Chair of the Nominating Committee.
- (f) The vote for elected office shall be by secret ballot.
- (g) The Chair of the Nominating Committee shall appoint, from among the District Observers present, functionaries to distribute and count the ballots.
- (h) Each candidate may appoint one scrutineer to observe the counting of the ballots for the candidate's election.
- (i) As soon as election results are available, the Chair of the Nominating Committee shall rise on a point of privilege and shall report the results without announcing the count of votes.
- (j) The Chair of the Nominating Committee shall move a motion that the ballots be destroyed immediately following the announcement of the results of each vote.

### **Section 3 – Election of President, First Vice-President, Second Vice-President**

- (a) Election of a candidate shall be by a majority vote of members of the Senate present and qualified to vote, who have cast ballots.
- (b) In the case of more than two candidates, and failing a majority 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.
- (c) In the event there are more than two candidates 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 Senate shall then vote to break the tie;

- iii) the result of this vote shall establish the roster for the next vote;
  - iv) the Senate shall then resume the voting process on the roster.
- (d) In the event of a tie vote when there are only two candidates, there shall be a further ballot to break the tie.
- (e) If the tie-breaker vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nominating Committee.

#### **Section 4 – Election of Executive Members**

- (a) Each member of the Senate may vote for one or two candidates for the position of Executive Member.
- (b) When there are three or more candidates on the ballot, the two candidates receiving the most votes shall be declared elected.
- (c) In the event of a tie vote for the second position, there shall be a further ballot on the candidates who are tied, to break the tie.
- (d) In the event of a tie vote on any ballot, there shall be a further ballot on the candidates who are tied, to break the tie.
- (e) If the tie-breaker vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nominating Committee.

#### **BYLAW 6 – THE PROVINCIAL EXECUTIVE**

The duties of the Provincial Executive shall be to administer the affairs of RTO/ERO between Senate meetings in accordance with the RTO/ERO Constitution, Bylaws and Policies. The duties include, but are not limited to:

- (a) To receive direction from the Senate in the form of duly passed motions originating from reports of Standing Committees, Districts and the floor of the Senate.
- (b) To implement the directions of the Senate during the intervening months between Senate meetings.
- (c) To initiate proposals for Senate consideration and possible future direction. Proposals may arise from Executive Committees, the Executive Director, the Provincial Executive or Districts.

- (d) To appoint or replace, with cause, Chairs and members of Standing and Executive Committees.
  - i) Notwithstanding (d), to appoint, or remove from office and replace any appointed member of the Health Services and Insurance Committee who loses the confidence of the Provincial Executive.
- (e) To appoint Ad Hoc Committees as required and to establish their terms of reference.
- (f) To recommend to the Ontario Teachers' Federation the appointment of an RTO/ERO Full Member to the Ontario Teachers' Pension Plan Benefits Adjudication Committee for a two-year term. The term may be renewed once.
- (g) To appoint two Speakers, the Steering Committee and the Resolutions Committee, who shall be responsible for conducting the business of Senate Meetings.
- (h) To appoint the Immediate Past President and, to appoint or replace, with cause, two (2) members to sit on the Board of Directors of the RTO/ERO Charitable Foundation. FS10
- (i) To meet at least eight times a year at the call of the President, or on the written request of a majority of the Provincial Executive.
- (j) To appoint, when necessary, a member to fill a vacancy on the Provincial Executive or a Committee.
- (k) To recommend to the Senate an Executive Director who shall be the Chief Administrative Officer of RTO/ERO.
- (l) To employ support staff to carry on the work of RTO/ERO.
- (m) To negotiate and ratify a contract with the Executive Director.
- (n) To ratify the Terms and Conditions of Employment for the RTO/ERO employees.
- (o) To appoint RTO/ERO representatives to task forces, work groups and external bodies as required.
- (p) To receive reports from RTO/ERO representatives on external bodies.
- (q) To report to the Senate the RTO/ERO membership on all Committees, work groups, and all external appointments.

- (r) To prepare, present and recommend a budget to the Annual Meeting of the Senate.
- (s) To review investment policies, procedures and guidelines related to RTO/ERO funds and surpluses.
- (t) To present at each Senate meeting a report of RTO/ERO activities undertaken since the previous Senate meeting.
- (u) To receive regular reports and monitor the revenue and expenditures of the RTO/ERO General Fund, the RTO/ERO Reserve Fund and the Health Premium Stabilization Fund.
- (v) To manage the RTO/ERO Trust Funds in accordance with Bylaw 7 and Bylaw 8.
- (w) To ratify the Founding Member Award and Distinguished Member Awards selections.
- (x) To review annually the 3-5 year corporate strategic plan for the organization.
- (y) To provide training for executive members.
- (z) To review on an annual basis the Roles and Responsibilities of the Provincial Executive.
- (aa) To have the authority to use "Between Meetings Protocol" to resolve issues that arise between meetings. FS13

#### **BYLAW 7 – RTO/ERO RESERVE FUND**

- (a) There shall be an RTO/ERO Reserve Fund.
- (b) The management of the RTO/ERO Reserve Fund and the investment of its assets shall be under the jurisdiction of the Provincial Executive.
- (c) The assets of the RTO/ERO Reserve Fund shall be used subject to Clause (b) above
  - i) to lend to the General Fund with interest paid at 2% less than the prime rate of borrowing (calculated monthly);
  - ii) to provide collateral for necessary borrowing.
- (d) Notwithstanding (b) and (c) above, the Senate may transfer funds from or contribute funds to the RTO/ERO Reserve Fund provided that sixty (60) days' notice of the intent to propose such a transfer has been provided to

all District Presidents and Senators. Such notice shall be accompanied by documentation justifying the proposal. Due notice having been given any transfer proposal requires sixty-six point six six per cent (66.66%) support of the Senate; failure to provide due notice requires ninety per cent (90%) support of the Senate. FS14

- (e) Contributions to the RTO/ERO Reserve Fund shall be at the discretion of the Senate.
- (f) The financial statements of the RTO/ERO Reserve Fund shall be audited annually by an auditor and a detailed report shall be made to the Senate by the Executive Director.

### **BYLAW 8 – RTO/ERO HEALTH PREMIUM STABILIZATION FUND**

- (a) There shall be an RTO/ERO Health Premium Stabilization Fund.
- (b) The management of the RTO/ERO Health Premium Stabilization Fund and the management and investment of its assets shall be under the jurisdiction of the Provincial Executive in consultation with the Health Services and Insurance Committee. These actions shall be carried out in compliance with the Health Services and Insurance Committee's current Funding Policy. FS14
- (c) The assets of the RTO/ERO Health Premium Stabilization Fund shall be used subject to Clause (b) above:
  - i) to have capital available for any contingency which might occur within the health insurance plans;
  - ii) to generate interest which might be used either for a contingency or for application in determining the annual premiums for the plans.
- (d) Notwithstanding clauses (b) and (c) above, the Senate may transfer funds from or contribute funds to the Health Premium Stabilization Fund provided such a transfer is in compliance with the current funding policy of the Health Services and Insurance Committee and provided that sixty (60) days' notice of the intent to propose such a transfer has been given to the Health Services and Insurance Committee, and to all District Presidents and Senators. Such notice shall be accompanied by documentation justifying the proposal. Due notice having been given, any transfer proposal requires sixty-six point six six per cent (66.66%) support of the Senate; failure to provide due notice requires ninety per cent (90%) support of the Senate. FS14
- (e) The financial statements of the RTO/ERO Health Premium Stabilization Fund shall be audited annually by an auditor and a detailed report shall be made to the Senate by the Executive Director.



## **BYLAW 9 – THE PRESIDENT**

- (a) The President shall be the primary spokesperson for RTO/ERO.
- (b) The President shall be an ex officio member of all committees and those to which this Officer is by this Constitution duly appointed, with the exception of the Audit Committee.
- (c) The President shall designate a member of the Provincial Executive to an ex officio position on each Standing Committee with the exception of the Audit Committee.
- (d) The President shall preside over meetings of the Senate and the Provincial Executive.
- (e) The President shall report on the activities of RTO/ERO during the President's term of office.

## **BYLAW 10 – THE EXECUTIVE DIRECTOR**

The Executive Director shall be responsible for, including, but not limited to, the following:

- (a) Recording minutes of all RTO/ERO meetings and distributing copies as appropriate.
- (b) Handling all RTO/ERO correspondence.
- (c) Keeping all RTO/ERO records.
- (d) Collecting, depositing, investing, disbursing and accounting for all monies.
- (e) Presenting audited and unaudited financial reports at appropriate times.
- (f) Preparing and distributing the File of Reports for Senate Meetings by the required deadlines.
- (g) Carrying out the instructions of the Senate and the Provincial Executive.
- (h) Allocating and supervising the duties of the RTO/ERO employees.
- (i) Conducting business on behalf of RTO/ERO in accordance with the RTO/ERO Constitution, Bylaws, Policies, established Procedures and the Code of Ethics of the organization.
- (j) Advancing the objectives of the organization on behalf of all members.

- (k) Ensuring a timely plan of action for motions and/or directives of Senate, the Provincial Executive and Standing/Executive Committees with the assistance of the management team.
- (l) Coordinating the ongoing review, development and implementation of RTO/ERO's Strategic Plan.
- (m) Working with District/Unit Executives to assist in interpreting and implementing the RTO/ERO Constitution, Bylaws, Policies.
- (n) Providing support and advice on issues and concerns, as required to Senate, the Provincial Executive, Provincial Committees, District/Unit Executives and Provincial Office staff.
- (o) Acting as an RTO/ERO spokesperson when speaking on behalf of the organization to outside organizations/agencies and government officials.
- (p) Managing the affairs of 1316342 Ontario Incorporated and ensuring the effective administration and operation of the Provincial Office, including hiring, assignment of responsibilities, staff supervision and evaluation, demotion/dismissal, professional development, working conditions and terms of employment including compensation and benefits.
- (q) Supporting the work of the RTO/ERO Foundation. FS13

## **BYLAW 11 – COMMITTEES**

### **Section 1 – Standing Committees**

A Standing Committee shall:

- (a) Receive and act on proposals and referrals from the Senate or the Provincial Executive that fall within its Terms of Reference.
- (b) Operate within the budget approved by the Senate.
- (c) Recommend to the Senate or the Provincial Executive action on items within its Terms of Reference.
  - i) Notwithstanding (c), the Health Services and Insurance Committee will report to Senate or the Provincial Executive action on items within its Terms of Reference.
- (d) Report to the Senate or the Provincial Executive regarding actions taken on motions referred to the Committee.

- (e) Prepare a budget request for the following year for presentation to the Annual Meeting of the Senate.
- (f) Have the authority to co-opt, when necessary, any member with special expertise.
- (g) To have the authority to use “Between Meetings Protocol” to resolve issues that arise between meetings. FS13

## **Section 2 – Standing Committee Membership**

- (a) The Audit Committee shall be composed of four members, including the Committee Chair.
- (b) The Communications Committee shall be composed of six members, including the Committee Chair.
- (c) The Health Services and Insurance Committee shall be composed of seven appointed members, including the Committee Chair, plus the First Vice-President and the Second Vice-President.
- (d) Article 5, Bylaw 9(b) and Bylaw 11 – Section 2(c) notwithstanding, if the President, the First Vice-President or the Second Vice-President is a member of a competing health plan, the Provincial Executive shall appoint from among its members an alternate who is not a participant in a competing health plan.
- (e) The Member Services Committee shall be composed of seven members, including the Committee Chair.
- (f) The Pension and Retirement Concerns Committee shall be composed of six members, including the Committee Chair.
- (g) The Project – Service to Others Committee shall be composed of six members, including the Committee Chair.
- (h) The Political Advocacy Committee shall be composed of seven members, including the Committee Chair.

## **Section 3 – Executive Committees**

An Executive Committee shall:

- (a) Receive and act on proposals and referrals from the Senate or the Provincial Executive that fall within its Terms of Reference.

- (b) Operate within the budget approved by the Senate.
- (c) Recommend to the Provincial Executive, action on items within its Terms of Reference.
- (d) Report to the Provincial Executive regarding actions taken on motions referred to the Committee.
- (e) Prepare a budget request for the following year for presentation to the Provincial Executive.

#### **Section 4 – Executive Committee Membership**

- (a) The Awards Committee shall be composed of all members of the Provincial Executive. FS13
- (b) The Constitution Committee shall be composed of two Executive Members and five appointed members.
- (c) The Nominating Committee shall be composed of the Past President, the previous Past President, and where possible three members representing other geographical regions of RTO/ERO.
- (d) The Personnel Committee shall be composed of all members of the Provincial Executive. FS13

#### **BYLAW 12 – STANDING COMMITTEE TERMS OF REFERENCE**

Each Committee shall operate under the following Terms of Reference:

##### **Audit Committee**

- (a) To oversee the financial reporting process.
- (b) To review the scope and terms of the audit engagement, including the proposed fees, and review the plan for the annual audit with the external auditors and management.
- (c) To review internal financial controls.
- (d) To recommend the appointment of external auditors, in consultation with management, to the Provincial Executive and Senate.
- (e) To review the audited financial statements with the external auditors and management, and recommend approval to the Provincial Executive and Senate.

- (f) To prepare a report annually for the Spring Senate related to the above duties.

**Communications Committee** SS12

- a) To advise RTO/ERO concerning communications media produced by RTO/ERO.
- b) To advise the Provincial Executive and other Standing Committees of RTO/ERO, as requested, on communications strategies and initiatives.
- c) To act as a resource to Districts and support those members in the Districts who are responsible for communications and technology.
- d) To provide provincial workshops for District Representatives on a variety of communications-related issues, as approved in the annual RTO/ERO budget, adopted by Senate.
- e) To monitor present communication practices and make recommendations for the most effective internal and external practices.
- f) To undertake other tasks as may be assigned by the Provincial Executive or the Senate.

**Health Services and Insurance Committee**

- (a) To be responsible for the oversight of the operation, administration, interpretation and application of the RTO/ERO Health Insurance Benefits Program on behalf of RTO/ERO;
- (b) To develop and approve policies and procedures as necessary to provide for the governance of the RTO/ERO Health and Insurance Benefits Program;
- (c) To appoint insurance carriers, underwriters, administrators, claims payer, consultants, and other professional help;
- (d) To review and determine the plan design and premiums;
- (e) To oversee the Benefit Entitlement Review process;
- (f) To provide a report at the Spring Senate of RTO/ERO wherein the financial experience and operation of the various plans of RTO/ERO are disclosed;

- (g) To provide a report at the Fall Senate of RTO/ERO;
- (h) To advise the Provincial Executive of any requirement or need to segregate or expend money from the Health Premium Stabilization Fund;
- (i) To require that a member of the Health Services and Insurance Committee must not be a participant of a competing health insurance plan;
- (j) To report to meetings of Senate any policies the Health Services and Insurance Committee may develop and approve.

**Member Services Committee** FS11

- (a) To make recommendations to the Senate or the Provincial Executive on matters of membership recruitment, retirement planning workshops, District goodwill and the RTO/ERO Travel Program.
- (b) Membership Recruitment
  - i) To promote active recruitment of Full and Associate members.
  - ii) To work with the Provincial Executive, Provincial Standing Committees, District Executives and other organizations to promote and expand RTO/ERO's membership base.
  - iii) To work with the Provincial Executive, other Provincial Standing Committees and staff to promote and maintain membership.
- (c) Retirement Planning Workshops
  - i) To promote Retirement Planning Workshops at the District level.
  - ii) To cooperate with District Executives in planning local Retirement Planning Workshops.
- (d) RTO/ERO Goodwill
  - i) To seek methods of assistance such as counselling services.
  - ii) To develop and distribute guidelines to the District Goodwill Committees and to promote their use at the District level.
- (e) Travel Program
  - i) To evaluate the services of the Travel Agencies and make appropriate recommendations to the Provincial Executive.
  - ii) To ensure members are informed about tours, cruises, and long stay holidays.

### **Pension and Retirement Concerns Committee**

- (a) To be knowledgeable about the Teachers' Pension Act and its predecessor Acts (e.g. Teachers' Superannuation Act) and the Partners' Agreement.
- (b) To recommend a course of action to the Provincial Executive and, through the Provincial Executive to Senate, regarding pension and retirement concerns.
- (c) To respond to the concerns of retired teachers in regard to pension entitlements.
- (d) To monitor the operations and investment strategy of the Ontario Teachers' Pension Plan Board (OTPPB) and keep members aware of the state of the Fund and its investments.
- (e) To recommend, through the Provincial Executive, amendments to the Teachers' Pension Plan Act which will benefit RTO/ERO members and active members of the teaching profession.
- (f) To monitor government legislation in the field of pensions, taxes, health, accommodation and social services, and to recommend appropriate action.
- (g) To maintain a liaison with other organizations and centres in the field of gerontology.
- (h) To keep members informed about significant issues and developments that affect retired teachers and the community at large, e.g. through Fact Sheet development and the development of articles for Newsletters.

### **Project – Service to Others Committee**

- (a) To recommend to Senate any changes to the criteria to be used in evaluating the Project – Service to Others applications from Districts and Scholarship applications from individuals.
- (b) To determine the Districts which will, in any given year, be approved for Project – Service to Others grants and the names of recipients to be awarded scholarships within the RTO/ERO scholarship program.
- (c) To determine the amount of grants for the Project – Service to Others Grants.

- (d) To recommend to Senate any proposed changes to the Project – Service to Others programs and/or the RTO/ERO scholarship program.

#### **Political Advocacy Committee**

- (a) To make recommendations to the Senate or the Provincial Executive on matters of Political Advocacy.
- (b) To proactively spearhead political advocacy on behalf of seniors and retired educators in particular in anticipation of Federal and Provincial government initiatives.
- (c) To liaise with other organizations which express an interest in pursuing political advocacy at the provincial and federal levels for seniors and retired educators.
- (d) To support the local political advocacy of Districts.
- (e) To develop strategies and methods that can lead to effective political advocacy and to disseminate them to Districts.
- (f) To coordinate District efforts as they attempt to support political advocacy undertaken by RTO/ERO.

#### **BYLAW 13 – EXECUTIVE COMMITTEE TERMS OF REFERENCE**

Executive Committees shall operate under the following Terms of Reference:

##### **Awards Committee**

- (a) To receive nominations for any awards established by RTO/ERO.
- (b) To establish, with Provincial Executive approval, the terms and guidelines under which any awards may be presented.
- (c) To review all nominations for awards received by June 1 using the applicable guidelines.
- (d) To recommend to the Provincial Executive the names of any recipients the Committee believes satisfy the criteria for selection for all of the various awards.
- (e) To ensure that the awards being presented are for outstanding service to the work of RTO/ERO.



- (f) To arrange for appropriate recognition and presentation of the awards at the Annual Senate Meeting dinner.

### **Constitution Committee**

- (a) To be thoroughly familiar with the content of the Constitution, Bylaws and Policies.
- (b) To receive proposals for changes in the Constitution, Bylaws and Policies, from the Senate, Provincial Executive, Districts, Standing and Executive Committees and the Speakers.
- (c) To initiate proposals for change to the Constitution, Bylaws and Policies.
- (d) To prepare resolutions which may affect the Constitution, Bylaws and Policies, for presentation to the Senate, taking into consideration such things as wording, placement in the Constitution, Bylaws and Policies and the effect on other clauses.
- (e) To provide as a guide for District Executives a Model Constitution, updated annually at the first meeting following the Annual Senate.
- (f) To review each District Constitution and advise the District on its appropriateness.
- (g) To review motions passed at Senate meetings to ensure that appropriate amendments have been made to the Constitution, Bylaws and Policies.

### **Nominating Committee**

- (a) To request from Districts nominations for positions on the Provincial Executive, Chair of a Committee, or as a member on a Provincial Standing or Executive Committee.
- (b) To examine all nominations to ensure they comply with the Provincial Constitution, Bylaws and Policies, Article 4, Section 4.01.
- (c) To recommend to the Provincial Executive appointments for Chairs and members of Standing and Executive Committees.
- (d) To discharge its duties in accordance with the Provincial Constitution, Bylaws and Policies.

### **Personnel Committee** FS11

- (a) To advise the Provincial Executive on Personnel matters.

- (b) To participate in the hiring process of an Executive Director, under the direction of the Executive and Senate.
- (c) In consultation with the Executive Director, to review on an annual basis, the salaries and Terms and Conditions of Employment of RTO/ERO employees.
- (d) In consultation with the Executive Director, to identify RTO/ERO's short-term and long-term employee needs.
- (e) To conduct on an annual basis a performance review of the Executive Director.

#### **BYLAW 14 – DISTRICTS**

- (a) Each District shall determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and shall file a copy with the Provincial Office.<sup>FS11</sup>
- (b) A District Constitution shall be reviewed and updated on a minimum five-year cycle.
- (c) All personal information provided to RTO/ERO by its members shall be confidential and remain the exclusive property of RTO/ERO and shall not be knowingly given to any outside agency or association.
- (d) It shall be the duty of the District Executive:
  - i) to hold at least one meeting a year which shall be the Annual Meeting of the District;
  - ii) to promote and encourage the organization of the District into Units where feasible and desirable, and to provide each unit with financial assistance where necessary;
  - iii) to send the Annual District Financial Statement to the Provincial Executive Director;
  - iv) 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;
  - v) to act as liaison with the Provincial Executive and Standing Committees.

## **BYLAW 15 – UNITS**

- (a) It shall be the duty of the Unit Executive:
  - i) to hold at least one meeting a year, which shall be the Annual Meeting and as many additional meetings as desired by the members;
  - ii) to promote the interests of the members of RTO/ERO.

## POLICIES

The policy statements of RTO/ERO reflect the fundamental beliefs that guide the organization's actions with respect to its role, philosophy and objectives.

### **Ontario Teachers' Pension Plan**

1. RTO/ERO believes it must maintain an effective voice in the management of the Ontario Teachers' Pension Plan, through the Ontario Teachers' Federation.

### **Provincial Government**

1. Ministry of Senior Affairs

RTO/ERO supports the establishment of a full Ministry for Senior Citizens' Affairs by the Provincial Government.

2. Provincial Testing and Recertification of Teachers

RTO/ERO is opposed to the provincial testing and recertification of teachers.

3. School Closures

RTO/ERO encourages all appropriate education partners to consider the issue of school closures in a democratic manner, with the first criterion being the total welfare of students.

4. Public Health Care System

RTO/ERO supports a public health care system that provides comprehensive services for seniors.

### **Support for Active Teachers and Publicly-Funded Education**

1. Support for Publicly-Funded Education

RTO/ERO believes that well-funded, public education systems provide the best opportunity for a quality education for all citizens in Ontario.

2. Support for Active Teachers

RTO/ERO supports active teachers in their efforts to maintain and improve the publicly-funded education systems of Ontario.

3. Support for OTF and the Affiliates

RTO/ERO supports the Ontario Teachers' Federation and its Affiliates in those activities that will enhance the quality of teaching and learning for teachers and students in the publicly-funded education systems of Ontario.

4. Right to Strike

RTO/ERO supports the right to strike of teachers, support staff and faculty in publicly-funded school boards, colleges and universities in Ontario, both as a basic condition of employment and a legitimate means to achieve collective agreements. FS13

**MEMBERSHIP, RIGHTS AND PRIVILEGES**

Member Category	Definition	RIGHTS AND PRIVILEGES - Article 5, 5.01								Membership Fee	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)		
<b>Full</b>											
4.01 (i)	A retired teacher who is receiving a pension from the Ontario Teachers' Pension Plan	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	\$1.25 per \$1,000 or major fraction thereof, of gross annual pension
4.01 (ii)	A retired teacher with a minimum of 15 years of credited service who opted for a commuted value transfer from the Ontario Teachers' Pension Plan following the Ontario Teachers' Pension Plan rules in place at the time of commutation.	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	<b>x</b>	The annual membership fee shall be the average fee collected in 4.01 i.

Member Category	Definition	RIGHTS AND PRIVILEGES - Article 5, 5.01							Membership Fee	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)
4.01 (iii)	A retired teacher from a First Nations school in Ontario, with teaching qualification from an accredited Canadian University or College, or certification from the Ontario College of Teachers.	x	x	x	x	x	x			The annual membership fee shall be the average fee collected in 4.01 i.
<b>Associate</b>										
4.02 (i)	A retired teacher who is receiving a pension from the Ontario Teachers' Pension Plan, and whose spouse is a Full member under Section 4.01		x	x	x	x	x			The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (ii)	A retired teacher who opted for a deferred pension from the Ontario Teachers' Pension Plan		x	x	x	x	x			The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (iii)	A retired teacher who opted for the commuted value of his/her contributions to the Ontario Teachers' Pension Plan		x	x	x	x	x			The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (iv)	The surviving spouse of a Full or Associate member who is not eligible to receive a teacher's pension		x	x	x	x	x			\$1.25 per \$1,000 or major fraction thereof, of gross annual pension

Member Category	Definition	RIGHTS AND PRIVILEGES - Article 5, 5.01							Membership Fee	
		(a)	(b)	(c)	(d)	(e)	(f)	(g)		(h)
4.02 (v)	A retired educator who is receiving a pension from the Ontario Public Service or the equivalent from a Canadian jurisdiction outside Ontario		x	x	x	x	x			The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (vi)	A retired educator who is receiving a pension from a University or College in Canada		x	x	x	x				The annual membership fee shall be the average fee collected in 4.01 i.
<b>Associate</b>										
4.02 (vii)	A retired teacher who is receiving a pension from a teacher's pension fund outside Ontario		x	x	x	x				The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (viii)	A retired certified teacher from a non-designated Ontario private school, licensed by the Ministry of Education in Ontario		x	x	x	x				The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (ix)	A non-educator divorced spouse of a Full or Associate member		x	x	x	x				The annual membership fee shall be the average fee collected in 4.01 i.
4.02 (x)	A retired educator or non-educator employee of a Canadian School Board or educational organization		x	x	x	x				The annual membership fee shall be the average fee collected in 4.01 i.



**APPENDIX 1**

Member Category	Definition	RIGHTS AND PRIVILEGES - Article 5, 5.01								Membership Fee											
		(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)												
		The right to hold elected office at the Provincial level and serve on the Provincial Executive, the Senate and Provincial Committees		The right to hold elected office at the District level and serve on District Committees		The right to attend and participate in District activities	<input checked="" type="checkbox"/>	The right to receive RTO/ERO general publications	<input checked="" type="checkbox"/>	The right to apply for participation in RTO/ERO insurance benefits programs		The right for a member's spouse or partner and dependent(s) to apply to join the RTO/ERO Group Benefits Program, even though the said member does not meet the evidence of insurability		The right to apply for participation in the Long Term Care Plan	<input checked="" type="checkbox"/>	The right to apply for participation in the RTO/ERO Group Benefits Program if one is 65 or older	<input checked="" type="checkbox"/>				
4.02 (xi)	An individual, actively employed in education, who is not retired and will be eligible upon retirement to be a Full or Associate member																			\$32	
4.02 (xii)	The spouse of a member, where the former is not in receipt of a teacher's or survivor's pension																				The annual membership fee shall be the average fee collected in 4.01 i.

## APPENDIX 2

### Definitions

The following definitions have been assembled for the assistance of members in reading the RTO/ERO Constitution, Bylaws, Policies. The list of definitions is included in the District President's Manual, the Policies and Procedures Manual, and appended to but not forming a part of, the Constitution, Bylaws, Policies.

The **Articles** are the framework of the organization. As part of the requirements for incorporation Articles require more than a majority for change.

The **Bylaws** provide the mechanisms for the operation of the organization. With the exception of membership fees, a change to a Bylaw requires only a simple majority.

The **Policies** are the belief statements that direct interactions with government and other organizations over which RTO/ERO has no direct control. Policies also require more than a majority for change.

The **Procedures** of RTO/ERO create the methodology and form the directions of staff and volunteers in fulfilling the business of the organization. Procedures are created and ratified by the Provincial Executive.

**Letters Patent** incorporate the organization for legal, financial and taxation purposes.

**Spouse** is defined in Ontario legislation. A spouse may be a partner by marriage, common law or same sex.

**Deferred pension** is a pension for which a contributor is eligible, but has chosen to delay the inception date.

**Commuted Value** is a lump sum payment by a pension plan made in lieu of a contributor receiving a pension.

**Quorum** is the minimum number of voting members in attendance at a meeting in order to do business.

**Special assessment** is a levy of money in addition to the regular dues or fees.

#### Acronyms:

ADFO	Association des directions et directions adjointes des écoles franco-ontariennes
CODE	Council of Directors of Education
CPCO	Catholic Principals' Council of Ontario
OCT	Ontario College of Teachers
OCSOA	Ontario Catholic Supervisory Officers' Association
OPC	Ontario Principals' Council
OPSOA	Ontario Public Supervisory Officials' Association
OTF	Ontario Teachers' Federation
OTPP	Ontario Teachers' Pension Plan
RTO/ERO	The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario
TPA	Teachers' Pension Act
BMP	Between Meetings Protocol