

**Effective September 01, 2014**

## **PROCEDURES**

The Procedures are more detailed statements of how selected by-laws and policies are to be implemented and of how some other activities of the Organization are to be done.

The executive shall consist of the president, the past president, first vice-president, second vice-president, treasurer, and the secretary. (by-law)

The executive board shall consist of the executive members plus the chairs of the District standing committees, a member at large, any district member who holds provincial office and any who serve on a provincial committees. (by-law)

### **1) The Awards Committee and the Mickey Contini Award of Merit**

The Mickey Contini Award of Merit has been established within the Algoma District RTO/ERO to recognize contributions of members to the organization.

. Nominees for the award will be selected in recognition of their outstanding and /or long term contributions to the work of RTO/ERO at the Provincial and/ or District level.

The nomination of a candidate shall be made by a written submission of a member outlining the contributions of the candidate to the Second Vice-President who is the chair of the Awards Committee.

Notice of the Award of Merit shall be in the March newsletter and at the April general meeting. Nominations must be submitted by May 15 to the Second Vice-President.

The Awards Committee is composed of the Second Vice-President and a maximum of 2 more members from the Executive or Executive Board.

The Awards Committee shall present a recommendation to the Executive Board for consideration and approval. The Award of Merit pin shall be made at the Annual General Meeting of the District.

The Secretary shall maintain a list of past recipients of the Mickey Contini Award of Merit.

### 1(b) **President's Pin**

The outgoing president shall present the incoming president with an RTO President's Pin at the Annual General Meeting.

### 2) **Resignation /Leave of Absence**

- a) The Nominating Committee shall make its recommendations to the Executive Board as soon as possible once the vacancy has been confirmed.
- b) 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.
- c) In the event that a past president is not available the Nominating Committee may consider recommending the First Vice-President to complete the term.
- d) All other vacancies will be filled following recommendations made by the Nominating Committee and presented to the Executive Board.

### 3) **Senators**

- a) At the Fall Senate the President and the First Vice President shall attend as senators and have expenses paid by the Provincial organization.
- b) At the Spring Senate the President and the First Vice-President shall be the senators
- c) The Second Vice-President may be an observer. The District shall pay the expenses of the observer, if the executive board so chooses to send an observer.
- d) If either senator cannot attend the executive board may recommend a substitute representative.

### 4) **Presidents' Conference**

As the meeting is held in April the First Vice-President shall attend the workshop.

### 5) **Banking and Finance**

All funds shall be deposited in an accredited financial institution as determined by the District executive board.

Possible signatories to an issued cheque are: the President, First Vice-President, Treasurer, and

Secretary

## 6) Payment of Expenses

- a) Members should not be out of pocket for necessary expenditures incurred while conducting the business of the District/RTO; nor shall the District/RTO be liable for undue charges.
- b) Members when so authorized, shall receive payment for actual expenses incurred for transportation, hotel and other related expenses as per RTO provincial guidelines.
- c) Payment of expenses is contingent upon the submission of official receipts as per RTO guidelines.
- d) Travel allowance for attendees at a general meeting from each of the following centres shall receive the specified monies (per car):

<b>Wawa</b>	<b>\$58</b>	<b>Thessalon</b>	<b>\$36</b>
<b>Batchewana</b>	<b>\$29</b>	<b>Iron Bridge</b>	<b>\$36</b>
<b>St. Joseph Island</b>	<b>\$29</b>	<b>Blind River</b>	<b>\$43</b>
<b>Bruce Mines</b>	<b>\$29</b>	<b>Elliot Lake</b>	<b>\$50</b>

**The Budget Committee will review the allowance annually to determine if amounts are valid.**

## 7) Preparation of the budget

- a) A Budget committee consisting of the Treasurer and two executive board members as determined by the executive board shall be struck.
- b) The Budget Committee prepares the budget.
- c) The Treasurer shall present an annual budget at the first executive board meeting after December 31.
- d) An amount shall be allocated for the biennial Super Seniors' Luncheon in each year's budget.
- e) No audit is required: however, two executive/district members must review statements on an annual basis at least one month prior to the AGM.

## 8) **Newsletter**

- The information sent for the publication of the newsletter shall also be forwarded to the Webmaster.
- Notices of death published in the Newsletter shall be of members only.
- A profile of an executive board member, a senior member, or a member may be published in each publication.
- The editor shall set the deadline for articles to be in the Newsletter. Present deadlines are August 20, November 20 and February 20.

A committee of 4-6, under the chair of the first V.P. will be formed to have the following responsibilities:

- 1) Obtain newsletters from the printers
- 2) Label the newsletters
- 3) Sort the newsletters according to postal codes
- 4) Distribute to appropriate locations (ADSB, HSCDSB, Collegiate Heights, Post Office, and USA)

## 9) **General Meetings**

Photocopying may be done at the Legion. A donation will be made to the Legion to offset costs. The past practice has been a donation of \$200.

## 10) **New Retirees**

New retirees shall have their lunch free of charge as a first time attendee at a general meeting.

## 11) **Scholarships**

A scholarship may be awarded to a second year full time student at Algoma University and at Sault College.

The criteria for the reception of the \$400 award shall be:

- Significant commitment to volunteering in our community over the past 18 months

- Good academic standing
- Financial need
- A member of the executive board where possible may attend the presentation to the recipients

## 12) Standing **Committees**

The committee chairs shall be appointed at the executive meeting prior to the AGM. The executive, at the executive meeting prior to the AGM, shall determine the term of each Standing Committee Chair and members. The president shall be an ex-officio member of each Standing Committee.

## 13) **Retirement Planning Workshop**

The Workshop shall be planned on an annual basis unless otherwise determined by the executive board.

The executive board must apply for a Retirement Planning Workshop by September 30 according to provincial guidelines.

## 14) **RTO/ERO Service to Others Project**

- Application for a "Service to Others" project must be submitted by March 1<sup>st</sup> to RTO, as per provincial guidelines.
- The project shall be approved by the executive board.

## 15) **RTO District 3 Algoma Guidelines for Donations**

A donation of \$100 may be made on behalf of guest speakers/presenters at general meetings to a charity of their choice.

The main focus of our charitable donations will be a support for our "Service to Others" projects. This does not preclude exceptional circumstances that may warrant some response from our organization.

The executive board shall approve all donations.

**16) Constitution Committee**

The committee shall make recommendations to the District Executive board for changes to the Constitution, Bylaws and Policies as well as the Procedures at the executive board meeting prior to the Annual Meeting of the District. The Chair shall be the Past President and there shall be two executive board members on the committee as selected by the executive board.

The committee shall review the Constitution, Bylaws and Policies in addition to the Procedures on an annual basis.

**17) District 3 Meetings**

There will be 5 General Meetings to be held throughout the year including the Dinner Dance. Every effort will be made to have one meeting outside Sault Ste. Marie.

There will be 4-5 Executive Board Meetings, one of which will be a planning meeting following the AGM.

18) **Super Senior Luncheon**

This will occur biennially in the spring, at a location that is accessible by the super seniors **(80+)**

19) **Membership**

Teacher Association, Federations and Boards of Education are contacted in June regarding retiring employees.

A recruitment letter is sent to retiring employees at the end of the school year inviting them to the first general meeting of the year.