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DISTRICT 3- ALGOMA

Governance Manual

Latest revision and for approval May 15, 2019

Please destroy previous versions

Governance Policies and Procedures 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 and other pension plans;
2. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other public defined pension plans;
3. To seek support for members in need;
4. To encourage members to participate fully in all the benefits the organization offers, in accordance with the RTO/ERO provincial Bylaw and Policies;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members, 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, and all those eligible for membership, including: teachers, School and Board administrators, educational support staff, and College and University faculty, child care workers and Early Years personnel;
7. To develop closer relationships at the District level with organizations representing potential members, in order to explain the RTO/ERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
8. To provide leadership and guidance to District representatives who attend the Annual Meeting and Senate Meetings of RTO/ERO.

Article 1 - DISTRICT MEMBERSHIP

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

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 local Governance Policies and Procedures which shall not conflict with the provincial By-law and Policies of RTO/ERO and file a copy with RTO/ERO;
- 2.05 To hold at least two meetings a year, the last 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 the Annual Meeting and Senate meetings that are called by the Chair of the Board of Directors.

- a) The District shall be entitled to appoint or elect two Corporate Members. An individual must be a member in RTO/ERO as described in section 1.01(a) to (f) of the Policies in order to be eligible to be elected or appointed as a Senator by the District. Each year by June 30 the District President shall provide written notification to the Executive Director of RTO/ERO of the Senators elected or appointed by the District.
- (b) The District shall have a term of Corporate Membership for one year ending on June 30 each year. The Senator shall be eligible for unlimited re-appointment or re-election by a District
- (c) A District Executive Board may remove and replace a Senator. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Executive Director of RTO/ERO.
- (d) If at any time the District has fewer than two Senators, then the District may appoint or elect an individual to fill the balance of the Senator's one-year term ending on June 30. The District President shall provide written notice to the Executive Director of RTO/ERO of such election or appointment.
- 2.07 To send up to two District Observers to the Annual Meeting at District expense.
- (a) Each District may name a District Observer¹ and District Observer 2, each of whom must be a member of RTO/ERO in the District as described in section 1.01 (a) to (f) of the Policies. Each year by June 30, the District President shall provide written notification to the Executive Director of RTO/ERO of the names of District Observer 1 and District Observer 2.
- (b) The District Observers shall have a term in such positions for one year ending June 30 each year. A District Observer shall be eligible for unlimited re-appointment or re-election.
- (c) The District Executive Board may remove and replace a District Observer. The removal or replacement shall be effective upon the District providing written notice of the removal or replacement to the Executive Director of RTO/ERO.
- 2.08 To inform the Board of Directors if the District intends to form a Unit (within the District). The funding formula for a Unit shall be determined by the District.

(a) The District Executive shall notify and seek approval from the Board of Directors of RTO/ERO of its intention to form a Unit (within the District). There shall be a minimum of four members on each Unit Executive, one of whom shall represent the Unit on the District Executive. The District shall determine financial assistance for Units.

(b) The District Executive shall initiate the dissolution of any Unit(s) within its District and shall seek approval from the Board of Directors of RTO/ERO of dissolution of a Unit. Upon receipt of the approval, the District Executive shall bring the resolution to dissolve any Unit(s) to a general meeting of the District. A vote of two-thirds majority of District members attending the general meeting is required to dissolve the Unit(s) and upon dissolution the Unit assets shall become District assets.

- 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 consideration at the Annual Meeting which have been approved at a general meeting of the District or at a meeting of the District Executive Board.
A Senator, with support of his or her District, may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution signed by the Senator and the District President to the Executive Director of RTO/ERO at least thirty (30) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Senate meeting unless the resolution:
- (a) Is to enforce a personal claim or redress a personal grievance against RTO/ERO or its directors, officers, members or debt obligation holders; 5
 - (b) Does not relate in a significant way to the activities or affairs of RTO/ERO;
 - (c) Is substantially similar to a resolution before the Senate in the past two years; or
 - (d) Rights conferred by this section are being abused to secure publicity.
- 2.13 To review the names of District candidates presented by the Awards Committee, for consideration as recipients of RTO/ERO Mickey Contini Award of Merit pins.

- 2.14 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.
- 2.15 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO awards.
- 2.16 To vote by electronic means where warranted between Executive Board meetings.

Election of the District Executive:

- 2.17 A District Executive shall be elected at an Annual Meeting of the District for a period of one year. The term of the new Executive shall begin upon completion of the Annual Meeting of the District.
- 2.18 A member of the Executive is eligible for re-election.
- 2.19 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 Bylaw and Policies.
- (e) The President or Chair of the meeting shall 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.

2.20 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.

2.21 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:

2.22 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 Board of Directors;
- (f) To be a Signing Officer for the District;
- (g) To present the incoming President with an RTO/ERO President's Pin at the Annual General Meeting;
- (h) To be a member of the Budget Committee.

2.23 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 chair the committee which shall overview the submission and selection of a project to be submitted to the Project Service to Others Committee for its consideration.
 - (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.

2.24 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.

Duties of Senators

It shall be the duty of Senators elected or appointed by the District:

- (a) To represent the interests of the District at the Annual Meeting and Senates;
- (b) To review and discuss Annual Meeting and Senate issues with the District Executive, and
- (c) To report to the District Executive and the District members on the Business of the Annual Meeting and Senate following each Meeting.

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 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 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) Governance Committee:

- (i) The Committee shall be chaired by the Past President and be composed of at least two other Executive Board members as selected by the Executive Board.
- (ii) The Governance Committee shall become familiar with the Provincial Bylaw and Policies, so that the Chair can be a resource to the District Executive Board.
- (iii) The Governance Committee may recommend changes that a District might want to propose to the Provincial Annual Meeting to amend the Governance Bylaw.
- (iv) The Governance Committee shall make recommendations to the District Executive Board for changes in the District Governance Policies where applicable, as well as the Procedures at the District Board meeting prior to the Annual General Meeting of the District.
- (v) The Governance Committee shall review the District 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 Governance 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 debated at the Annual General Meeting.
- (e) Budget Committee:
- (i) The Budget Committee shall be composed of the Treasurer and two Executive Board members (President and First Vice-President).
 - (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) Goodwill Committee:

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

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

(b) Benefits Committee:

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

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

(c) 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.

(d) 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.

(e) 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.

(f) Social Committee:

To be responsible for all the arrangements of the Dinner-Dance.

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 – Policies and Procedures

5.01 Policies

- i) Policies shall be statements of direction, in keeping with the Provincial By-Law and Policies, which shall be used guidelines for determining District practice. Procedures shall be the notation of methods agreed upon by the Executive Board members for dealing with day-to-day operations.**
- ii) Policies as required shall be appended to this District Governance document.**

6.02 Procedures

- i) Procedures may be amended by the Executive Board.**
- ii) Procedures as required shall be appended to this District document.**

Article 6 – GOVERNANCE SAFEGUARDS

6.01 Amendments to the District Governance Document

These Policies 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.

6.02 Amendments to Appendices

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

6.03 Interpretation

Nothing in this Governance document shall be interpreted in a manner or in terms inconsistent with the Provincial Governance Policies of The Retired Teachers of Ontario/les enseignantes et enseignants retraités de l'Ontario nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

6.04 Meeting Procedures

The current edition of the Sturgis Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of RTO/ERO and its committees.

- 6.05 This Governance document replaces any and all Constitutions or recent Constitutions previously in force in the District.**