



# **DISTRICT 13 GOVERNANCE**

September 2022

This District Governance Document  
replaces previous Constitutions.

## **RTOERO District 13 Governance History (formerly Constitution)**

This Governance document is consistent with the RTOERO Governance Model as amended January 2021. It provides our District Executive and Membership with a basic organizational structure to help manage and direct our District affairs.

District 13 Constitution revised September, 1990  
Larry Outram, Constitution Chair.

Amended October, 1993  
Redrafted and amended October, 1994  
Lyle Hoskin, Constitution Chair.

In 1997, the Senate required the districts to eliminate separate membership fees. District 13's Constitution now reflects these changes.  
Redrafted and amended January, 1998  
John Guenther, Constitution Chair

In 1998, the Senate changed the name of 'The Superannuated Teachers of Ontario' to 'The Retired Teachers of Ontario'. District 13's Constitution now reflects this change.  
Amended January, 1999  
Jackie Carson, Constitution Chair

Amended March, 2000  
Norm Walpole, Constitution Chair

Amended February, 2007  
Ralph Edwards, Constitution Chair

Amended November, 2008  
Helen Szydowski, Constitution Chair

Revised May 2012  
Jackie Aird, Constitution Chair

Revised May 2017  
Gemma Monaco, Constitution Chair

Rewritten September 2022, to reflect the organization's name change from The Retired Teachers of Ontario to RTOERO and to align with the revised RTOERO Governance Model document, which complies with the *Canada Not-for-profit Corporations Act (S.C. 2009, c.23)*

Joanne Weeks - Governance Chair 2021, Lee Hondronicols - Governance Chair 2022, Committee: Inta Aldridge, Doug French, Catherine Maclsaac, Linda Sargeant  
Revision May 2023, Article 3 Committees c) Nomination Committee iii) to present a **proposed** slate of officers. This change is on page 17.

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## **DISTRICT GOVERNANCE DOCUMENT FOR DISTRICT 13 HAMILTON-WENTWORTH, HALDIMAND**

The name of the District shall be RTOERO District 13 Hamilton-Wentworth, Haldimand.

The geographical area of District 13 is defined by the boundaries of the City of Hamilton (formerly the Regional Municipality of Hamilton-Wentworth) and Haldimand County.

### **OBJECTIVES:**

1. The major goal of District 13 is to carry out the objectives of RTOERO in accordance with RTOERO By-Law 2018-1, RTOERO Policies and the current RTOERO Strategic Plan;
2. To promote the interests of our members in the educational community receiving pensions under the Teachers' Pension Act, and other pension plans;
3. To have all retired members and their survivors receive the maximum benefits that are rightfully theirs under the terms of the Teachers' Pension Act and other pension plans;
4. To seek support for members by helping them access appropriate resources;
5. To encourage members to participate fully in all the benefits the organization offers;
6. To bring together members and their guests for fellowship and events that serve to entertain, provide scholarly pursuits, expand horizons and honour our past and future;
7. To increase membership by utilizing media resources and personal contact to reach potential members and designing programs to meet their interests and needs;
8. To use a variety of media resources to publicize and promote RTOERO activities and accomplishments to its members, and all those eligible for membership, including: teachers, school and board administrators, educational support staff, college and university faculty, child care workers, and Early Years personnel;
9. To develop closer relationships at the District level with organizations representing potential members, in order to explain RTOERO objectives and to offer assistance in educating potential members to plan ahead for retirement;
10. To provide leadership and guidance to District Corporate Members and Alternates who attend the Annual Meeting, Special Meetings, and Forums of RTOERO;
11. To promote the interests of seniors;

12. And, to be committed to building and fostering an organization which values diversity, equity and inclusion by encouraging respect for dignity, beliefs and ideas consistent with the principles outlined in the Canadian Charter of Rights and Freedoms, the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA).
- This policy applies to all RTOERO members, including Board and Committee leaders, and all staff as well as individuals acting on behalf of RTOERO.
  - RTOERO is dedicated to the removal of barriers, the elimination of discrimination and harassment, and to the training and promotion throughout the organization of diversity, equity and inclusion
  - For purposes of this policy, the following definitions apply:
    - **Equity** – Equity is the result of a comprehensive pro-active strategy designed to ensure that all members of society have fair and equitable access to opportunities. Equity initiatives may include removing or neutralizing barriers that might limit the participation of individuals in RTOERO.
    - **Diversity** – Diversity refers to characteristics that make people different from each other. As listed in the Ontario Human Rights Code, these differences include race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability. Diversity is about the individual, it is about the variety of unique dimensions, qualities, and characteristics we all possess.
    - **Inclusion** – Inclusion is about the collective culture in the organization. It is about creating a culture that strives for equity and embraces, respects, includes and values differences.
    - **Barriers** – A barrier means anything that prevents a person from fully participating because of a disability. Barriers are often hidden in the rules, procedures, policies and operations of organizations. These barriers limit an individual's access to services, programs, facilities, as well as the economic, social and cultural participation of people with visible or invisible diversity. Barriers prevent underrepresented groups from maximizing their contribution to the organization.

## **ARTICLE 1 - DISTRICT MEMBERSHIP**

The documents mentioned in Article 1 are found on the RTOERO website. The links are found on the last page of Appendix A.

**1.01** Members of RTOERO are normally affiliated to the local District of their choice. Membership criteria are set out in Article 1 of the RTOERO Policies.

**1.02** Rights and Privileges of Membership are outlined in Article 2 of the RTOERO Policies.

**1.03** The Expectations of Members are outlined in the RTOERO Code of Conduct.

## **ARTICLE 2 - DISTRICT EXECUTIVE**

### **A. Structure and Duties of the District Executive:**

#### **2.01 District Table Officers**

- a) The District Table Officers are the Past President, President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- b) Each position except the Past President is elected by the membership at the District Annual Meeting.
- c) At least one of the two Corporate Members shall be a Table Officer with preference given to the District President.
- d) Officers shall take office on the first of the month following the District Annual Meeting, and remain in office for one year.

#### **2.02 Duties of the District Table Officers**

It shall be the duty of the District Table Officers:

- a) to confirm District Executive position names brought forward by the Nomination Chair, including Executive, Standing and Special Committee Chairs and District Representatives;
- b) to recommend to the District Executive, any Executive Committees (chaired by Table Officers), Standing and Special Committees, their terms of reference, budget, and proposed activities;
- c) to propose to the District Executive, names of District 13 members to fill any vacancies occurring in positions of the District organization as the need arises;

- d) to propose to the District Executive, two Corporate Members who will represent the District at RTOERO official meetings;
- e) to propose to the District Executive, one or more Alternates to attend RTOERO official meetings;
- f) to direct the Treasurer, after approval by the District Executive, to forward the Annual District Financial Statement to the Chief Executive Officer of RTOERO;
- g) to apply to RTOERO for any additional grants/subsidies as deemed appropriate;
- h) to review the list of District candidates presented by the Awards Committee, for District and RTOERO Awards;
- i) to recommend to the District Executive, the District 13 Community Grant Project to be submitted to the RTOERO Community Grants and Scholarships Committee for consideration;
- j) to make recommendations to the District Executive regarding activities;
- k) to bring forward an annual District budget for approval by the District Executive;
- l) and, to receive requests from Committee Chairs for new or additional funds.

### **2.03 District Executive**

- a) The District Executive, will include Table Officers, District Representatives, Chairs of Standing Committees, and also may include those serving as members of the RTOERO Board of Directors or on any of its Committees.
- b) District Executive members shall take office on the first of the month following the District Annual Meeting, and remain in office for one year.
- c) Each member of the District Executive has the equal right to receive all reports and recommendations, to propose motions, to debate and to have one vote.
- d) The District Executive shall meet at the call of the President or at the request of any other two members of the District Executive.
- e) No position on the District Executive shall be designated for a non RTOERO member or organization.

- f) Each member of the District Executive must be an RTOERO District 13 member.
- g) District Representatives
  - i) The Nomination Committee shall present a list of District Representatives at the Table Officers and District Executive Meetings prior to the District Annual Meeting.
  - ii) District Representatives shall reflect the geographical areas of District 13 and include members who represent the diversity of roles in education.
  - iii) The names of additional or replacement District Representatives may be presented at any time of the year by the Nomination Committee to the Table Officers and the District Executive.

#### **2.04 Duties of the District Executive**

It shall be the duty of the District Executive:

- a) to carry on the business of the District between General Membership Meetings;
- b) to promote the interests and objectives of RTOERO and the District 13 membership;
- c) to determine District governance policies, which shall not conflict with By-Law 2018-1 and Policies of RTOERO;
- d) to present the District Governance Document at the District Annual Meeting for information, when revised and approved by the District Executive and to send a copy to the RTOERO District Liaison.
- e) to hold at least one District meeting a year of the general membership which shall be the District Annual Meeting;
- f) to determine the number for quorum for District Executive meetings at the first meeting of the term, which starts after the Annual Meeting, where quorum shall be one third of the District Executive members plus one;
- g) 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;
- h) to ratify the names of District 13 members to fill any vacancies occurring in positions of the District organization as the need arises;
- i) to approve the Annual District Budget;



- j) to approve the Annual District Financial Statement and to send it to the Chief Executive Officer of RTOERO;
- k) to approve the names of District candidates, presented by the District Awards Committee, for consideration as recipients of District and RTOERO Awards;
- l) to select the District project to be submitted to the RTOERO Community Grants and Scholarships Committee for its consideration;
- m) to appoint two District 13 members to become Corporate Members representing the District at RTOERO official meetings at RTOERO expense, and:
  - i) at least one of the two Corporate Members shall be a Table Officer, with preference given to the District President;
  - ii) the Corporate Members shall serve a term of one year ending on June 30 and be eligible for re-appointment by the Executive of District 13;
  - iii) the District President shall provide written notification of the Corporate Members' names to the Chief Executive Officer of RTOERO by June 30 of each year;
  - iv) if at any time the District has fewer than two Corporate Members or the District Executive needs to remove and replace a Corporate Member, the change will be for the balance of the term ending on June 30, and will be effective when the District President provides written notice to the Chief Executive Officer of RTOERO.
- n) to appoint up to two District Alternates (RTOERO District 13 members) who will attend RTOERO official meetings at District expense, and:
  - i) shall serve a term of one year ending on June 30, and be eligible for re-appointment by the Executive of District 13;
  - ii) preference for these positions will be given to the Table Officers or other members of the District Executive interested in a leadership role;
  - iii) the District President shall provide written notification of the Alternates' names to the Chief Executive Officer of RTOERO by June 30 of each year; and,
  - iv) if at any time the District Executive needs to remove and replace a District Alternate, the change will be for the balance of the term ending on June 30, and will be effective when the District President provides written notice to the Chief Executive Officer of RTOERO.

- o) and, to send resolutions on any relevant matter regarding RTOERO which have been passed at a General Meeting of the District, or a meeting of the District Executive, to the RTOERO Board of Directors for consideration, in accordance with By-Law 2018-1.

## **2.05 Duties of Corporate Members Representing District 13 at RTOERO Meetings**

It shall be the duty of the two Corporate Members:

- a) to represent District 13, at RTOERO's expense, at Annual Meetings, Special Meetings and Forums that are called by the Chair of the Board of Directors;
- b) to review and discuss Annual and Special Meetings and Forum issues with the District Executive;
- c) to report to the District Executive and the District members on the business of the Annual and Special Meetings and Forums following these meetings;
- d) to propose with the approval of his or her District, that the Directors introduce a resolution at an Annual Meeting by providing a detailed written description (signed and dated by the District President and Secretary) of the resolution to the Chief Executive Officer of RTOERO at least ninety (90) calendar days in advance of an Annual Meeting or a Special Meeting. The Directors shall introduce such resolutions at the next Annual Meeting unless the resolution:
  - i) has not been submitted within the prescribed period of 90 days;
  - ii) Involves a personal claim or redress of a personal grievance against RTOERO or its Directors, Officers, members or debt obligation holders;
  - iii) does not relate in a significant way to the activities or affairs of RTOERO;
  - iv) is substantially similar to a resolution before the Annual Meeting in the past two years;
  - v) abuses rights conferred by this section to secure publicity; or
  - vi) contravenes the Canada Not-for-profit Corporations Act (CNCA).
- e) and, to attend RTOERO meetings in person. A Corporate Member may not participate in an Annual Meeting, Special Meeting or Forum by means of an electronic or other telecommunication device, unless it is held virtually.

## **2.06 Duties of District 13 Alternates attending RTOERO Meetings**

It shall be the duty of District Alternates:

- a) to attend, at District 13's expense, Annual Meetings, Special Meetings and Forums that are called by the Chair of the Board of Directors;
- b) to address the Annual Meeting, with the agreement of the Corporate Members from District 13 should they choose to speak;
- c) to serve as a District 13 Corporate member if the appointed Corporate Member is unable to attend the Annual Meeting, or a portion thereof;
- d) and, to attend RTOERO meetings in person. An Alternate may not participate in an Annual Meeting, Special Meeting or Forum by means of an electronic or other telecommunication device, unless it is held virtually.

## **B. Procedures for Elections, Virtual Meetings, and Online Voting:**

### **2.07 Virtual Meetings and Online Voting**

- a) When an in-person meeting is not possible, the District President may call a virtual meeting using a format approved by RTOERO.
- b) Notice of a virtual meeting will be provided by email at least one week prior to the meeting date, and the virtual link will be sent out one to two days before the meeting.
- c) During a virtual meeting, votes may be taken by a show of hands or by electronic means.
- d) If an urgent matter arises between meetings, the President or designate will send the appropriate information by email, including any motions and their rationale.
- e) Members of the District Executive shall vote by return email, using "reply all", within 5 days of the email being sent.
- f) A quorum of the District Executive must submit their vote on the motion or it is deemed lost.
- g) The President or designate shall declare the motion passed or lost, and inform the District Executive.
- h) The motion and its disposition shall be reported as information at the next District Executive meeting and the minutes shall include the report.

## **2.08 District Annual Meeting Election Procedures for Table Officers**

- a) The District Table Officers shall be elected at the District Annual Meeting with a majority vote by those members of District 13 who are in attendance. The Past President is an honorary position which is not elected.
- b) The Table Officers shall be elected for a one-year term, and may be re-elected.
- c) The Nomination Committee shall be chaired by the District Past President with at least two other Table Officers as part of the Committee.
- d) The Chair of the Nomination Committee shall submit eligible nominations for the elective offices of the District Executive to the District Annual Meeting.
- e) Additional nominations for the elective offices may be made from the floor by District 13 members in attendance.
- f) If more than one candidate is nominated for any of the District elective offices, then a vote by secret ballot shall be held. Supervision of the election shall be the responsibility of the Chair of the Nomination Committee, or the Chair of the Meeting, in accordance with procedures established by RTOERO Governance By-law 2018-1 and Policies.
- g) In the event of the need for a vote by ballot, the Chair shall appoint members to distribute and count the ballots.
- h) Election of a candidate shall be by majority vote (50% +1) of those members present and qualified to vote, and who have cast ballots.
- i) Failing a majority vote for any one candidate on the first ballot when the top candidate has received 50% or fewer ballots of those cast:
  - i) where there are only two candidates, there shall be a second ballot and, if the tie persists, there shall be a third ballot and, if the vote is still tied, the winner shall be chosen by a flip of the coin by the Chair of the Nomination Committee.
  - ii) where there are more than two candidates for one of the elected offices, the candidate with the lowest number of votes shall be dropped from subsequent ballots for that position. The eliminated candidate may put their name forward for a different position.

- iii) or, where there are more than two candidates for one of the elected offices, and a tie vote could result in having two or more candidates dropped from the ballot at the same time, the following will occur:
  - 1) the voting results for all candidates, except those in the tie vote, shall stand;
  - 2) the members shall then vote to break the tie;
  - 3) the result of this vote shall establish the roster for the next vote;
  - 4) and, the members shall then resume the voting process on the roster.

## **C. Resignations, Leaves of Absence, and Removal from Office**

### **2.09 Resignation/Leave of Absence**

- a) In the event a vacancy in an office occurs for any reason, at any time, this vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nomination Committee, the District Executive may pass a motion appointing a substitute for a period of time appropriate under the circumstances.
- b) Any member of the District Executive may resign from office upon giving a written resignation to the District President, and such resignation becomes effective when received, or at a time specified in the resignation.
- c) Any member of the District Executive may request a leave of absence.

### **2.10 Removal from Office**

Any elected member of the District Executive may be removed from office only by a motion by a two-thirds majority of members present 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 membership.

## **D. Specific Duties of the Table Officers**

### **2.11 Duties of the President**

It shall be the duty of the President:

- a) to convene and chair the regular and special meetings of the Table Officers and the District Executive and to act as Chair for all Membership Meetings;
- b) to be an ex-officio member of all District Standing Committees and Special Committees;
- c) to have a general responsibility for all activities of District 13;
- d) to direct the completion of the Annual Report for distribution to the membership at the District Annual Meeting;
- e) to act as liaison with the RTOERO Board of Directors;
- f) to serve as a signing officer for the District, if required;
- g) to carry on the correspondence that is required to conduct the business of the District Executive and of the organization;
- h) to review and update the Membership Information Report sent by RTOERO monthly;
- i) to provide written notification of the Corporate Members' and Alternates' names to the Chief Executive Officer of RTOERO by June 30 of each year;
- j) to ensure notices are sent out for Table Officers', District Executive, District Annual Meetings and District General Membership Meetings as well as any special meetings called by the President;
- k) to review the Code of Conduct with the District Executive at the first meeting of the term, which is after the Annual Meeting.
- l) and, to ensure all Committee Chairs are in compliance with RTOERO Policies and Procedures (e.g. RTOERO activity participation waivers must be collected and filed by the President and kept on file for 7 years.)

### **2.12 Duties of the Past President and Vice-Presidents**

- a) The Past President shall chair the Nomination and Governance Committees and be responsible for updating the District Policies & Procedures Guide.
- b) The First Vice-President shall perform the duties of the President when the President is unable to carry out such duties and chair the Resolutions Committee.

- c) The Second Vice-President shall perform the duties of the President or First Vice-President if neither is available, and chair the Awards Committee.
- d) Perform duties as assigned by the President or the District Executive.

### **2.13 Duties of the Secretary**

It shall be the duty of the Secretary:

- a) to provide notice of Table Officer and District Executive meetings;
- b) to prepare an agenda and distribute the minutes for Table Officer, District Executive, District Annual Meetings, District General Membership Meetings and for any special meetings called by the President;
- c) to provide notice to the membership of District Annual Meetings, District General Membership Meetings and Special Meetings at the direction of the President and District Executive;
- d) to compile archival material reflective of District activities, to be transferred to the Chair of the Archives Committee;
- e) to co-sign any resolutions submitted by the District for the RTOERO Annual Meeting;
- f) and, to perform other duties as assigned by the President or the District Executive.

### **2.14 Duties of the Treasurer**

It shall be the duty of the Treasurer:

- a) to follow the guidelines set out in the current RTOERO manual for district treasurers;
- b) to maintain a business account in the name of District 13 at an accredited financial institution;
- c) to ensure that the names of three signing officers (Treasurer, and two other Table Officers) are updated and on file at the financial institution;
- d) to prepare an annual budget with the assistance of the Table Officers, to be presented to the District Executive for their input at the first meeting of the new calendar year;
- e) to receive the Annual Fee Rebate and other monies from the RTOERO Office;
- f) to pay all expenses as directed by the District Executive;

- g) to present a financial statement with Income/Expenses at each District Executive Meeting;
- h) to receive a financial statement shortly after the end of the fiscal year (Dec. 31) from any Standing or Special Committee Chair handling District money;
- i) to prepare an annual District Financial Statement that is:
  - i) received and reviewed by the Table Officers
  - ii) approved by the District Executive
  - iii) submitted to the CEO of RTOERO as required by RTOERO By-Law 2018-1
  - iv) presented at the District Annual Meeting;
- j) and, to appoint, with District Executive approval, an Assistant to the Treasurer when deemed appropriate by the Treasurer.

## **ARTICLE 3 - COMMITTEES: EXECUTIVE, STANDING AND SPECIAL**

### **3.01 Executive Committees (formerly Table Officer Committees):**

- a) The **Awards Committee** is chaired by the Second Vice-President. The Chair may add a minimum of two additional members from the District Executive.

The duty of the Awards Committee shall be:

#### 1.) RTOERO Awards:

- i) to seek names of potential award recipients for both the RTOERO Outstanding Leadership and the Distinguished Member Awards;
- ii) and, to consider the nominations and prepare the requested material according to RTOERO Award Guidelines. The name(s) of the nominee(s) will be presented for approval at a District Executive Meeting. If accepted by RTOERO, the presentation(s) will be made at the RTOERO Annual Meeting.

#### 2.) District Awards

- i) to seek names of potential District Award recipients:
  - (1) President's Award – presented at the end of their term
  - (2) Outstanding Service Award – has served the District by making an exceptional impact in our organization and/or the community
  - (3) District Appreciation Award – for participation on the District Executive and/or a committee;



- ii) to review the names submitted by the District Executive and Committee Chairs for District Awards, and present a list of names to the District Executive at the meeting two months before the District General Membership Meeting for information and approval;
  - iii) and, to present the awards to the recipients at one of the District membership meetings.
- b) The **Governance Committee** is chaired by the Past President, who is assisted by at least two members of the District Executive.

The duty of the Governance Committee shall be:

- i) to be familiar with the RTOERO Governance By-Law and Policies so that the Chair can be a resource to the District Executive;
  - ii) to recommend changes that the District might want to propose to the RTOERO Annual Meeting to amend the Governance By-law and Policies;
  - iii) to make recommendations to the District Executive for changes in the District Governance Document and Policies & Procedures Guide;
  - iv) and to submit to the RTOERO District Liaison any updated Governance Documents approved by the District Executive.
- c) The **Nomination Committee** is chaired by the Past President, who is assisted by two other Table Officers of the District Executive.

The duty of the Nomination Committee shall be:

- i) to poll the Representatives and Committee Chairs to determine whether they are interested in continuing in office;
  - ii) to seek eligible candidates from the District membership to fill elected positions on the Table Officers' Committee;
  - iii) to present a **proposed** slate of officers at a District Executive Meeting two months before the District Annual Meeting, and to the membership at the District Annual Meeting. Nominations for elected positions may be made from the floor by any District 13 member at the District Annual Meeting;
  - iv) and, to fill any vacancies for Chairs of Standing Committees or District Representatives.
- d) The **Resolutions Committee** is chaired by the First Vice-President.

Other members of the committee shall be the Past President, President and up to two additional members from the District Executive.

The duty of the Resolutions Committee shall be:

- i) to prepare and present clearly-worded resolutions to the District Executive for discussion and decision;
- ii) to receive resolutions or recommendations from members to be reviewed by the District Executive;
- iii) to forward resolutions approved by the District Executive to the CEO of RTOERO for consideration by the RTOERO Governance and Nomination Committee and RTOERO Board of Directors, ninety (90) days before the RTOERO Annual Meeting;
- iv) and, to report on the status of RTOERO Annual Meeting resolutions to the District Executive and membership.

### **3.02 Standing and Special Committees:**

- a) At the request of the District Executive, a Special Committee may be established to address an issue or to provide an event, e.g. Wellness Fair.
- b) The Chair of each Standing Committee or Special Committee shall submit a complete financial statement to the District Treasurer shortly after the end of the fiscal year (Dec. 31).
- c) Requests from Committee Chairs for new or additional funds shall be presented to the Table Officers.
- d) The Chair of each Standing Committee or Special Committee shall report to the District Executive, and provide a written report for the District Annual Meeting.
- e) The Chair of a Standing Committee is a District Executive member and therefore has the right to vote.
- f) The Chair of a Special Committee only has voting privileges if they are already a member of the District Executive.

### **3.03 Terms of Reference for Standing Committees:**

#### **Standing Committees**

- A. Archives Committee
- B. Benefits Committee
- C. Citizenship Celebration Committee
- D. Community Grants & Scholarships Committee
- E. District Meetings/Social Committee
- F. Goodwill Committee
- G. Java Time Committee

- H. Marketing & Communications
  - 1) Communications - Newsletter Committee
  - 2) Communications - Social Media Committee
  - 3) Communications - Website Committee
  - 4) Marketing Committee
- I. Membership Committee
- J. Political Advocacy Committee (PAC)
- K. Recreation/Workshop Committees
- L. RTOERO District Foundation Champion
- M. Tours Committee

#### **A. Archives Committee**

- a) To collect, sort and preserve written, printed and pictorial documents of District 13 activities e.g. copies of minutes, reports, photos, videos, and newsletters that are deemed suitable for retention in the archival records.
- b) To make at least one yearly report to the District Executive on the state of the archival records.

#### **B. Benefits Committee**

- a) To assist the membership of the District with information regarding the RTOERO Group Benefits Insurance Plan.
- b) To recommend actions to the District Executive to support achievement of RTOERO goals in this area.

#### **C. Citizenship Celebration Committee**

To make arrangements for the reception for new Canadians following a Citizenship Celebration Ceremony.

#### **D. Community Grants & Scholarships Committee**

- a) To annually search for projects that comply with the RTOERO Community Grants guidelines.
- b) To offer assistance to candidates in preparing applications.
- c) To consider all applications and bring forward to the District Executive a recommended project for submission to the RTOERO Community Grants & Scholarships Advisory Committee.
- d) To ensure that the feedback form and required follow-up report about the current year's project have been received by the date set by the RTOERO office prior to the submission of the next year's project application.

- e) To communicate RTOERO post-secondary Scholarship information, eligibility requirements and timelines to the membership.

#### **E. District Meetings/Social Committee**

- a) To coordinate the arrangements for the District membership meetings in conjunction with the District President.
- b) To arrange for the refreshments at District Executive meetings.

#### **F. Goodwill Committee**

- a) To communicate with District members in keeping with the RTOERO Goodwill Guidelines.
- b) To communicate with the RTOERO Member Services Advisory Committee through the Committee liaison person.
- c) To refer District members to the RTOERO Office by providing contact information.
- d) To review the changes in the membership lists and pass relevant information on to Committee members.

#### **G. Java Time Committee**

- a) To invite members to meet and socialize with other District members on a regular basis at a predetermined location.
- b) To advertise Java Time events using District communications.
- c) To develop an email contact list of participants.

#### **H. Marketing & Communications Committees**

##### **1) Communications - Newsletter Committee**

To prepare and distribute a newsletter called *Thirteenth World* to the membership a minimum of three times a year by email and/or print, and e-blast updates when deemed necessary by the District President or Executive.

##### **2) Communications - Social Media Committee**

To update the District Facebook page weekly.

##### **3) Communications - Website Committee**

To update and maintain the District website monthly.

**4) Marketing Committee** (previously the Publicity, Recruitment and Retirement Planning Workshop Committees)

- a) To liaise with the Affiliates, Unions, Boards of Education staff, non-designated private schools' staff and College and University faculty.
- b) To communicate with the RTOERO Marketing & Communications Advisory Committee through update meetings or by email.
- c) To organize an annual Welcome Reception.
- d) To assist with the organization and promotion of Retirement Planning Workshops for prospective members.
- e) To investigate and recommend to the District Executive ways and means of increasing membership.
- f) To design Annual Reports, flyers, brochures, and Facebook posts as the District Executive deems necessary.

**I. Membership Committee**

- a) To receive the membership lists from the RTOERO Office and use the information contained within the lists to provide programs and services to District members in accordance with RTOERO privacy policies and direction.
- b) To communicate with the RTOERO Member Services Advisory Committee through the Committee liaison person.
- c) To recognize milestone years of membership in RTOERO with a special pin and certificate starting with the 25<sup>th</sup> anniversary and then at 5 year increments.
- d) To refer District members to the RTOERO Office by providing contact information.

**J. Political Advocacy Committee (PAC)**

- a) To coordinate political advocacy with respect to issues that affect members, as determined by the RTOERO Board of Directors, the RTOERO Strategic Plan, the Vibrant Voices Initiative and the Political Advocacy Advisory Committee.
- b) To liaise with other organizations which express an interest in pursuing political advocacy at the Municipal, Provincial and Federal levels in the best interests of members.
- c) To communicate with the RTOERO Political Advocacy Advisory Committee through the Committee liaison person.
- d) To recommend actions to the District Executive to support achievement of RTOERO PAC goals in Hamilton-Wentworth, Haldimand.

### **K. Recreation/Workshop Committees**

- a) To plan and implement activities as approved by the District Executive, with financial support available.
- b) To provide opportunities for the membership to explore topics of interest or concern.
- c) Sub-Committees may be formed to plan specific activities e.g. golf tournaments and curling bonspiels.
- d) A Waiver Form is located in the Appendix and must signed by all recreation and workshop participants.

### **L. RTOERO District Foundation Champion**

- a) To liaise with the Executive Director of the RTOERO Foundation and receive relevant information to share with District 13 members.
- b) To promote the objectives of the RTOERO Foundation.

### **M. Tours Committee**

- a) To provide trips and excursions for the members of District 13 and their guests to entertainment venues and places of interest.
- b) All overnight or longer trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

## **ARTICLE 4 - BANKING AND FINANCE**

- 4.01** The fiscal year shall commence on January 1 and shall terminate on December 31 each year.
- 4.02** All funds accruing to the District shall be deposited in an accredited financial institution in the name of the District.
- 4.03** All accounts payable and other disbursements for expenses in excess of \$1,000 made by the district shall be made by cheque, signed by any two signing officers.
- 4.04** The signing officers shall be the Treasurer and two other Table Officers.
- 4.05** Each District uses the Quickbooks program that is directly linked to RTOERO.

## **ARTICLE 5 - GOVERNANCE SAFEGUARDS**

### **5.01 Amendments to the District Governance Document**

This District Governance Document may be amended by the consent of two-thirds of the eligible District 13 members voting at the District 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 District Annual Meeting, previous notice not having been given.

### **5.02 Interpretation**

Nothing in this District Governance Document shall be interpreted in a manner or in terms inconsistent with the RTOERO Governance Policies nor in a manner or in terms prejudicial to the best interests of RTOERO.

### **5.03 Meeting Procedures**

- a. The current edition of the *American Institute of Parliamentarians Standard Code of Parliamentary Procedure* (formerly the *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis) shall be the Parliamentary authority used to conduct all meetings of RTOERO and its committees.
- b. An opportunity to declare a conflict of interest shall be provided at each meeting.

### **5.04 Policies and Procedures**

- a) Policies shall be statements of direction, in keeping with the RTOERO By-Law and Policies, which shall be used as guidelines to determine District practice.
- b) Procedures shall be the notation of methods agreed upon by the District Executive members for dealing with day-to-day operations.
- c) The District Policies & Procedures Guide contains policies and procedures in accordance with the articles contained in the District Governance Document.
- d) The District Policies & Procedures Guide will be reviewed annually by the District Executive to reflect changes in the RTOERO and District Governance Documents, as well as current practice of the District Executive.

### **5.05 Current District Governance Document**

This District Governance Document replaces any District Constitutions previously in force in the District.

**APPENDIX - RTOERO District 13 - Definitions, General Information & Websites**  
 (For more information, please refer to the District Governance Document)

<b>RTOERO (The Office):</b>	300 - 18 Spadina Rd, Toronto, ON M5R 2S7 Mon-Fri - 8:30 - 4:30 1-800-361-9888 <a href="mailto:info@rtoero.ca">info@rtoero.ca</a>
<b>Chief Executive Officer (CEO)</b>	The Chief Executive Officer (CEO) is a paid employee and member of RTOERO, who is appointed by the Board of Directors and reports to them. The CEO has the right to attend and speak at RTOERO meetings but is not eligible to vote. It is the responsibility of the CEO to oversee the staff and operations of RTOERO.
<b>Chair of the Board Vice Chair of the Board</b>	The Chair and Vice Chair of the Board are Board members elected by the other Directors and may serve up to two 2-year terms. The Chair is the primary spokesperson for RTOERO. The Vice Chair performs duties designated by the Board, and replaces the Chair in their absence.
<b>Board of Directors</b>	Nine Directors are elected for a three-year term by the Corporate Members at the RTOERO Annual Meeting. Each Board member is the liaison to a group of Districts and sits on one or more Standing or Advisory Committees, in addition to attending monthly Board Meetings.
<b>RTOERO Meetings:</b> - Annual Meeting - Forums - Special Meetings	Two District Corporate Members and up to two District Alternate Members attend the following meetings on behalf of the District: <b>Annual Meeting:</b> Corporate Members vote on resolutions, and as vacancies occur, elect nine members of the Board of Directors and four members of the Governance and Nomination Committee. <b>Forum:</b> The Board of Directors may call a Forum for the purpose of sharing information, consulting with Corporate Members and providing training or other workshops deemed important for the organization and its members. There are a minimum of two Forum meetings annually, which provide information and clarification about the budget and the work done by Standing and Advisory Committees. <b>Special Meetings:</b> The Board of Directors may call Special Meetings as needed.
<b>RTOERO Awards:</b> - Outstanding Leadership Award - Distinguished District Member Award	These awards are presented at the banquet following the RTOERO Annual Meeting: <b>Outstanding Leadership Award:</b> Awarded in honour of an individual member's contribution to the RTOERO organization. <b>Distinguished District Member Award:</b> Awarded for the member's contribution at the District level.



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<p><b>See the links at the end of this appendix for websites and documents.</b></p> <p><b>RTOERO Documents:</b></p> <ul style="list-style-type: none"> <li>- Strategic Plan</li> <li>- By-Law</li> <li>- Policies</li> <li>- Code of Conduct</li> <li>- RTOERO District Governance Model</li> <li>- Other Documents</li> <li>- District Presidents' Handbook</li> <li>- Goodwill Guidelines</li> <li>- Manual for District Treasurers</li> </ul>	<p><b>Strategic Plan:</b> This document provides direction for the work that is done by RTOERO; the focus of activities and committee work, and the allocation of funds. It is reviewed every five years using surveys sent to the membership.</p>
	<p><b>By-Law 2018-1:</b> The Governance Document for RTOERO.</p>
	<p><b>Policies:</b> Policies are the set of rules or guidelines followed by RTOERO employees and Districts to ensure Bylaw 2018-1 is followed. Procedures are the instructions for how the policies are achieved. A policy defines a rule, and the procedure defines who is expected to do it and how they are expected to complete it.</p>
	<p><b>Code of Conduct:</b> The Code of Conduct is a national document that defines the behaviour code of all RTOERO members. Reminders of adherence to the code are brought forward to the District Executive on a yearly basis.</p>
	<p><b>RTOERO District Governance Model:</b> This document provides guidance for the Districts to develop their own District Governance Document.</p>
	<p><b>Contact RTOERO For the following documents:</b>  District/Unit Presidents' Handbook  Goodwill Guidelines  Manual for District &amp; Unit Treasurers</p>

<b>District Definitions:</b>	
Membership Year	New members are welcome to join RTOERO at any time of the year. Membership fees are updated by RTOERO each January.
Election Year	District Executive members shall take office on the first of the month following the District Annual Meeting and remain in office for one year.
Financial Year	The Financial Year of the District is the calendar year from January 1 to December 31.
<b>District Committees:</b>	

District Executive	The District Executive consists of the Table Officers, Chairs of Standing Committees and District Representatives of the membership. The Executive is the main decision making body and is responsible for conducting the business of the District between District Annual Meetings.
Table Officers	Table Officers are elected by the membership to provide leadership to the District Executive and the membership and to conduct the business of the District between Executive Meetings.

Executive Committees	Executive Committees are ongoing committees chaired by a Table Officer and include other District Executive members. They are established to fulfill the goals of the RTOERO Strategic Plan, and the District Governance and Policies & Procedures documents.
Standing Committees	Standing Committees are ongoing committees chaired by District members, who are also members of the District Executive, and may include other members. Standing Committees are established to provide services, information, and to communicate information to the members.
Special Committees	Special Committees are short-term committees established on an as-needed basis to address an issue or provide an event. They are chaired by a District member and may include other District members.

<b>District Members:</b>	
District President	The District President is an elected District 13 member who is the leader of the District, chairs Table Officer and Executive Committee meetings and has general responsibility for all activities of the District.
Table Officer	Table Officers include the positions of Past President, President, First Vice-President, Second Vice-President, Secretary and Treasurer. All but the Past President are elected by the membership at the District Annual Meeting for a term of one year. Each has the right to vote.
Executive Member	An Executive Member serves on the District 13 Executive, and includes the Table Officers, Standing Committee Chairs, and District Representatives. Each has one vote.
District Representative	District Representatives reflect the diversity of the membership's roles in education and the geographical area of District 13. Each has one vote.

<p>Committee Chair</p> <ul style="list-style-type: none"> <li>- Executive</li> <li>- Standing</li> <li>- Special</li> </ul>	<p>An <b>Executive Committee Chair</b> is a Table Officer and is assisted by other Table Officers and/or Executive members.</p> <p>A <b>Standing Committee Chair</b> is a volunteer who is also a District Executive member. Their committee may include members from the District Executive or the general membership.</p> <p>A <b>Special Committee Chair</b> is a District member who may or may not sit on the District Executive. Their committee may include members from the District Executive or the general membership.</p>
<p>Committee Member</p>	<p>A Committee Member is a member of the District serving on a committee, who does not attend District Executive meetings unless they are also a District Executive member.</p>
<p>Corporate Member</p>	<p>Two Corporate Members are appointed by the District Executive to represent the interests of District 13 at the RTOERO Annual Meeting, Special Meetings and Forums to review and discuss issues. They have voting rights.</p>
<p>Alternate Member</p>	<p>Alternate Members are appointed by the District Executive to attend the RTOERO Annual Meeting, Special Meetings and Forums. They do not have voting rights unless they replace a Corporate Member who is unable to attend the event.</p>
<p>District Member</p>	<p>A District Member is an individual who has retired from the educational community and is enrolled in RTOERO. They may attend, participate and vote at District 13 Annual Meetings, receive RTOERO general publications by email or Canada Post, and may participate in District 13 special events. Those actively employed in the educational community may also join.</p>

<p><b>District Terminology:</b></p>	
<p>Conflict of Interest</p>	<p>Any situation in which another interest or relationship impairs an Executive member's ability to carry out his or her duties and responsibilities, is deemed to be a conflict of interest. This includes any financial gain including money, gifts, favours, gratuities or other special considerations. A member of the Table Officers or District Executive must declare a Conflict of Interest should the occasion arise and will not participate in the discussion or vote.</p>

<p>District Annual Meeting &amp; District Membership Meeting</p>	<p>A <b>District Annual Meeting</b> is a meeting of the District 13 membership where the business of the District is conducted and issues are brought forward for voting (e.g. Election of Table Officers, District Governance, Annual Financial Statement and Committee Reports and may include the presentation of awards.)</p> <p>A <b>District Membership Meeting</b> is a meeting provided for the membership for entertainment, socialization and celebration, and may include the presentation of awards.</p>
<p>Election of Table Officers</p>	<p>The election of Table Officers takes place at a District Annual Meeting and includes voting for the positions of President, 1st Vice President, 2nd Vice President, Secretary and Treasurer. The position of Past President is an acclaimed position.</p>
<p>Quorum For District Executive Meetings</p>	<p>Quorum defines the number of District Executive members who must be present to hold a meeting.</p> <p>The quorum for District Executive meetings is determined at the first meeting of the year, following the District Annual Meeting where quorum shall be one third of the Executive members plus one; Resignations may redefine the quorum.</p>

<p>Majority Vote For Elections</p>	<p>A simple majority of District 13 members at a District Annual Meeting is half of those in attendance plus one.</p>
<p>Majority Vote for: - Removal from Office - Amendments to the District Governance Document</p>	<p>These two circumstances require a two-thirds majority vote of members present at a District meeting.</p>
<p>Motion vs Resolution (District vs RTOERO)</p>	<p>A <b>motion</b> requires a mover and seconder to propose an action at the District level.</p> <p>A <b>resolution</b> is a proposal for action for the RTOERO organization and must be proposed and approved by a District Executive. Resolutions may be proposed by the RTOERO Board of Directors.</p>
<p>Membership Lists</p>	<p>Membership lists are sent from the RTOERO Office to the District President, the Membership Chair, one member of the Communications Team, and 3 representatives of Goodwill. A request by a District Executive member may be made to the Table Officers in order to receive a copy of the membership list. If a member of the District Executive wishes membership information they must contact the Membership Chair. A reminder that the membership lists are confidential and information must not be shared.</p>

District Governance Document 2022	Future website link
District Policies & Procedures Document	Future website link

<b>WEBSITES</b>	
RTOERO Website	<a href="https://rtoero.ca">https://rtoero.ca</a>
RTOERO District 13 Website	<a href="https://district13.rtoero.ca">https://district13.rtoero.ca</a>
RTOERO District 13 Facebook	<a href="https://www.facebook.com/RTOERODistrict13/">https://www.facebook.com/RTOERODistrict13/</a>
RTOERO Insurance Claim Options	(Johnson Insurance is the Administrator) information <a href="https://rtoero.ca/insurance/claims/">https://rtoero.ca/insurance/claims/</a> claims portal <a href="https://insurance.johnson.ca/">https://insurance.johnson.ca/</a>

<b>DOCUMENTS</b>	
RTOERO Brand Guidelines (for printing & Media)	<a href="https://rtoero.ca/wp-content/uploads/2021/04/RTON071-Graphic-Standards_English-Apr2021.pdf">https://rtoero.ca/wp-content/uploads/2021/04/RTON071-Graphic-Standards_English-Apr2021.pdf</a>
RTOERO Bylaw 2018-1	<a href="https://rtoero.ca/wp-content/uploads/2020/12/RTOERO-By-law_October-20-2020_EN.pdf">https://rtoero.ca/wp-content/uploads/2020/12/RTOERO-By-law_October-20-2020_EN.pdf</a>
RTOERO Code of Conduct	<a href="https://rtoero.ca/code-of-conduct/">https://rtoero.ca/code-of-conduct/</a>
RTOERO Community Grants	<a href="https://rtoero.ca/giving-back/grants/">https://rtoero.ca/giving-back/grants/</a>
RTOERO Foundation	<a href="https://rtoero.ca/rtoero-foundation/">https://rtoero.ca/rtoero-foundation/</a>
RTOERO Goodwill Guidelines	Contact RTOERO
RTOERO Governance Model Document	<a href="https://rtoero.ca/wp-content/uploads/2021/02/District_Governance_Model_January_2021_EN.pdf">https://rtoero.ca/wp-content/uploads/2021/02/District_Governance_Model_January_2021_EN.pdf</a>
RTOERO Insurance Plan Booklet	<a href="https://rtoero.ca/wp-content/uploads/2020/11/Insurance-Plans-Booklet-2021-EN.pdf">https://rtoero.ca/wp-content/uploads/2020/11/Insurance-Plans-Booklet-2021-EN.pdf</a>

RTOERO Manual for District & Unit Treasurers	Contact RTOERO
RTOERO Policies Document	<a href="https://rtoero.ca/wp-content/uploads/2021/04/RTOERO_Policies-and-TOR_March-11-2021_ENGLISH.pdf">https://rtoero.ca/wp-content/uploads/2021/04/RTOERO_Policies-and-TOR_March-11-2021_ENGLISH.pdf</a>
RTOERO Presidents' Handbook	Contact RTOERO
RTOERO Scholarship Applications	<a href="https://rtoero.ca/giving-back/scholarships/">https://rtoero.ca/giving-back/scholarships/</a>
RTOERO Strategic Plan 2025	<a href="https://rtoero.ca/wp-content/uploads/2020/11/RTOERO-Strategic-Plan-2025_approved_EN.pdf">https://rtoero.ca/wp-content/uploads/2020/11/RTOERO-Strategic-Plan-2025_approved_EN.pdf</a>
Standard Code of Parliamentary Procedure (formerly Sturgis)	<p><i>American Institute of Parliamentarians Standard Code of Parliamentary Procedure</i> (formerly the <i>Sturgis Standard Code of Parliamentary Procedure</i> by Alice Sturgis) is a book of rules of order for Executive Meetings. The following link is for a 4 page summary document called <i>Parliamentary Procedure at a Glance</i>:</p> <p><a href="http://slta.ca/+pub/document/nutshell/Parliamentary%20Procedure%20at%20a%20Glance.pdf">http://slta.ca/+pub/document/nutshell/Parliamentary%20Procedure%20at%20a%20Glance.pdf</a></p>