

CONSTITUTION
DISTRICT 37
RETIRED TEACHERS OF
ONTARIO
RTO/ERO

AMENDED: October 29, 2002

The organization shall be known as the Retired Teachers of Ontario/les enseignantes et enseignantes retraites de l'Ontario (RTO/ERO) District 37.

The geographical area of District 37 is defined by the boundaries of Oxford County in the province of Ontario.

OBJECTS

- 1.01** The purpose of District 37 is to carry out the objectives as outlined in the Provincial Constitution within the County of Oxford. These include the following:
- a. To promote the interests of persons receiving pensions under the Teachers' Pension Act,
 - b. To improve and promote the availability and quality of pension, health and dental benefits for all retired teachers in the province of Ontario,
 - c. To arrange and conduct post-retirement workshops and seminars,
 - d. To arrange and conduct travel programmes for RTO/ERO members and their friends,
 - e. To bring together members, their spouses, and their friends for fellowship, entertainment and intellectual stimulation,
 - f. To support, or seek support for, those members who may be in financial or personal need,
 - g. To provide guidance to our provincial representatives who attend the Senate meetings of RTO/ERO.

DISTRICT MEMBERSHIP

- 2.01** All persons who are members of the Provincial organization are automatically affiliated to the local RTO/ERO District of their choice. Provincial membership criteria are set out in Article 4 of the Provincial Constitution. (Appendix A)
- 2.02** Rights and Privileges of Membership are outlined in Article 5 of the Provincial Constitution.

DISTRICT ORGANIZATION

EXECUTIVE

- 3.01** The District Executive shall be comprised of the following six officers: President, First Vice-President, Second Vice-President, Secretary, Treasurer, and the Immediate Past President.
- 3.02** The President and the First Vice-President shall be the District Senators. In the event that one, or both, of the above is unable to perform the duties of Senator, the Executive may appoint an alternate officer.

EXECUTIVE COUNCIL

- 3.03** The Executive Council shall consist of the following:
- a. the District Executive,
 - b. the Convenors of Standing Committees,
 - c. any Past President who wishes to attend may be a voting member of Council.
- 3.04** The Executive Council shall meet at the call of the President, or any two members of the Executive. Executive Council must meet at least five times a year.

ELECTIONS

- 3.05** The eligible members of District 37 shall elect the District Executive at the Annual General Meeting in attendance.
- 3.06** Members of the District Executive may be elected for a period of one year, or until replaced.
- 3.07** The Nominating Committee will be made up of the Past President, two former Presidents, or any other members approved by the Executive.
- 3.08** Nominations for District Executive positions may be made at the Annual General Meeting. Such nominations shall be in writing, signed by the nominator, seconder and nominee. When two or more persons are nominated for a position, the Past President shall conduct an election.
- 3.09** Voting for an elected office, when necessary, shall be by secret ballot.
- 3.10** Prior to the Annual General Meeting, the President shall select members to conduct an election, when necessary.
- 3.11** Members of District 37 present at the Annual General Meeting shall be eligible to vote.

REMOVAL FROM OFFICE

4.01 A member of the District Executive may be removed from office by a resolution passed by at least three-quarters of the Executive Council, provided that notice specifying the intention to present such a resolution has been given at least thirty days in advance of the meeting at which the resolution is presented.

4.02 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 recommendation of the Nominating Committee by resolution of the Executive, 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, because of sickness or absence, may request a temporary leave of absence.

DUTIES OF THE EXECUTIVE

5.01 The executive is responsible for the following tasks:

- a. Holding an Annual Meeting of the membership at least once annually,
- b. Filling vacancies in the District organization,
- c. Ensuring that District 37 is represented at Senate meetings,
- d. Forwarding resolutions adopted by the membership of District 37 to Senate meetings for Provincial consideration,
- e. Applying to the Provincial Executive for grants needed to carry out the programmes of RTO/ERO in District 37,
- f. Forwarding reports to the Provincial Executive as required,
- g. Nominating worthy candidates for RTO/ERO awards.

THE PRESIDENT

5.02 The President shall:

- a. Convene and chair meetings of the Executive, Executive Council and the Annual Meetings,
- b. Act as an ex-officio member of all committees,
- c. Have general responsibility for RTO/ERO activities in District 37,
- d. Assume any other responsibilities as deemed necessary by the Executive,
- e. Be a co-signer of cheques with the Treasurer.

PAST PRESIDENT

5.03 The Past President shall chair the Nominating Committee.

VICE-PRESIDENTS

5.04 The First Vice-President shall:

- a. Assume the duties of the President in his/her absence,
- b. Convene fall and spring banquets,
- c. Be a co-signer of cheques with the Treasurer, if necessary.

5.05 The Second Vice-President shall chair:

- a. The Awards Committee,
- b. The Resolutions Committee,
- c. The Phone Network Committee.

SECRETARY

5.06 The Secretary shall:

- a. Prepare and present the minutes of the Executive, Executive Council, and General meetings,
- b. Carry on correspondence, as required, to conduct the business of the District,
- c. Send out notices, as required,
- d. Submit the annual District Report to the Provincial Executive Director.

TREASURER

- 5.07** The Treasurer shall:
- a. Pay all bills as directed by the Executive,
 - b. Present an audited financial report annually to the Executive and the Annual General Meeting,
 - c. Submit financial reports to the Provincial Executive Director, as required.

BANKING AND FINANCE

- 6.01** The fiscal year shall commence on January 1, and shall terminate on December 31 each year.
- 6.02** The Treasurer shall deposit, or cause to be deposited, all funds accruing to the District in an accredited financial institution in the name of the District.
- 6.03** All accounts payable, and other disbursements made by the District, shall be made by cheque, signed by any two signing officers.
- 6.04** The signing officers shall be two of:

President
Vice-President
Treasurer

STANDING COMMITTEES

- 7.01** The Executive shall have the power to establish Standing Committees, name their Convenors, and ratify their Terms of Reference.
- 7.02** The Convenors of each committee shall:
- a. Submit requests for funds to the Executive,
 - b. Complete financial statements for the Treasurer, as required.
- 7.03** Standing Committees will normally include the following:
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|--------------------|---|
| a. Nominations | g. Museum School |
| b. Resolutions | h. Political Action |
| c. Awards | i. Travel |
| d. Health Benefits | j. ERO (French) |
| e. Goodwill | k. Banquets |
| f. Membership | l. Communications (Newsletter, Website,
Phone Network) |
- 7.04** Standing Committees shall develop Terms of Reference for presentation and approval to the District Executive.

AMENDMENTS TO THE CONSTITUTION

- 8.01** This Constitution may be amended by the consent of two-thirds of the eligible members of District 37 present at a General Meeting, provided that notice has been sent to members prior to the meeting.
- 8.02** 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.

INTERPRETATION

- 9.01** Nothing in this District Constitution shall be interpreted in a manner, or in terms, inconsistent neither with the Bylaws of RTO/ERO, nor in a manner or terms prejudicial to the best interests of RTO/ERO.
- 9.02** This Constitution shall be reviewed annually by a committee consisting of the President, Past President, and two other members of the District, appointed by the President.

Signatures of Constitution Committee

MEMBERSHIP – APPENDIX A

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 Fund,
- ii. a retired teacher who is receiving a pension from a teachers' pension fund in a Canadian jurisdiction outside Ontario.

Associate Member

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

- i. a retired teacher who is receiving a pension in his/her own right from the Ontario Teachers' Pension Fund, and whose spouse is a Full Member, as outlined above,
- ii. a retired teacher who opted for the commuted value of his/her contributions to the Ontario Teachers' Pension Fund,
- iii. a retired teacher who is not eligible to receive a pension from the Ontario Teachers' Pension Fund,
- iv. the spouse of a Full or Associate Member, who, in his/her own right, is not eligible to receive a teacher's pension,
- v. the surviving spouse of a Full or Associate Member who, in his/her own right, is not eligible to receive a teacher's pension,
- vi. a retired educator who is receiving a pension from the Ontario Public Service, or the equivalent from a Canadian jurisdiction outside of Ontario,
- vii. a retired educator who is receiving a pension from a University or College in Canada,
- viii. a person who holds a teaching certificate and, upon retirement, will be eligible to receive a pension from the Ontario Teachers' Pension Fund, and is a member of the RTO/ERO Long Term Care Plan,
- ix. a person who holds a teaching certificate, who is not retired, is contributing to the Ontario Public Service Pension Fund, or equivalent, in a Canadian jurisdiction outside of Ontario, and is a member of the RTO/ERO Long Term Care Plan,
- x. a person who holds a teaching certificate, who is not retired, is contributing to an Ontario University or College Pension Fund, or equivalent, in a Canadian jurisdiction outside Ontario, and is a member of the RTO/ERO Long Term Care Plan,

- xi. a retired teacher whose qualifications are from a country other than Canada,
- xii. the holder of a teacher's certificate who is employed under a form of contract that is not a Standard Form of Contract, and is a member of the Ontario Teachers' Pension Plan,
- xiii. a non-educator divorced spouse of a Full or Associate Member,
- xiv. a retired non-educator employee of an Ontario School Board, who is in receipt of a pension,
- xv. a retired non-educator employee of an Ontario educational organization who is in receipt of a pension.