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DISTRICT 22 ETOBICOKE and YORK CONSTITUTION

PLEASE DESTROY PREVIOUS VERSIONS

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CONSTITUTION OF DISTRICT NO. 22

The name of the District shall be Etobicoke and York. (Etobicoke/York)

The geographical area of District 22 is defined by the boundaries of the former cities of Etobicoke and York in West Toronto.

Objectives

1. To promote the interests of persons receiving pensions under the Teachers' Pension Act;
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 all members to participate fully in all the benefits the organization offers, in accordance with the RTO/ERO Bylaws and Policies;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members through personal contact and by designing programs to meet their interests and needs, where possible;
6. To use a variety of media resources to publicize and promote RTO/ERO activities and accomplishments to its members, to teachers, School and Board administrators, educational support staff, and College and University faculty in retirement;
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 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 4 of the Provincial Constitution.
- 1.02 Rights and Privileges of Membership are outlined in Article 5 of the Provincial Constitution.

Article 2 - DISTRICT EXECUTIVE

Structure of the District Executive:

- 2.01 The District Executive shall consist of at least six Executive members: President, 1st Vice-President, 2nd Vice-President, Treasurer, Secretary and immediate Past President.
- 2.02 The Executive Board shall commonly be called 'The Executive' and will include the six Executive members, plus chairs of District 22 standing committees, any District members who hold Provincial offices or who serve on Provincial Committees, and other members at large. All Board members shall have equal rights with respect to making motions and voting.
- 2.03
 - a) The Executive shall meet at the call of the President or at the request of any other two members of the Executive. A quorum shall be a simple majority or a number of members to be determined by the Executive at the first meeting of each year.
 - b) The following procedures shall be used when an electronic vote is taken by the Executive between Executive meetings:
 - (i) the President or designate shall propose a motion with rationale and e-mail it to the Executive;
 - (ii) members of the executive shall vote by return e-mail reply all within 5 days of receipt of the motion;
 - (iii) a quorum of the executive must vote on the motion or it is deemed lost;
 - (iv) the President shall declare the motion passed or lost and inform the Executive;
 - (v) the motion and its disposition shall be reported as information at the next Executive meeting and the minutes shall include the report.

Duties of the District Executive:

- 2.04 To determine the Constitution of District 22 with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office.
- 2.05 To hold at least one meeting a year which shall be the Annual General Meeting of District 22.

- 2.06 To determine the number for quorum for Executive meetings at the first Executive meeting of the year.
- 2.07 To appoint two Senators who, at Provincial organization expense, will represent District 22 at Senate meetings that are called by the President of the Provincial organization.
- 2.08 To send District Observers to Senate meetings at District 22 expense if appropriate.
- 2.09 To inform the Provincial Executive if the District intends to form a Unit within the District.
- 2.10 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 District 22.
- 2.11 To approve the annual District budget.
- 2.12 To approve the annual District Financial Statement and to send it to the Provincial Executive Director.
- 2.13 To send to the Provincial Executive Director resolutions for Senate consideration which have been passed at a general meeting of District 22 or a meeting of the District Executive.
- 2.14 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTO/ERO pins.
- 2.15 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

Election of the District Executive:

- 2.16 A member of the Executive is eligible for re-election.
- 2.17 A District Executive shall be elected at the Annual Meeting of District 22 in the month of May and the term of the new Executive shall begin the 1st day of June, the month following the Annual Meeting for a specified period of one year. All executive members have the option of standing for election for a second term in the same position. This second term shall be for a period of one year.
- 2.18 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President with at least two other Executive 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 then a vote by secret ballot shall be held. The conducting of the election shall be the responsibility of the President, or the Chair of the meeting, in accordance with procedures established by the RTO/ERO Constitution, Bylaws and Policies.
- (e) The Chair of the meeting shall appoint members 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.

2.19 Resignation/Leave of Absence:

- (a) Should any vacancy in any office occur for any reason, at any time, such vacancy shall be filled at the earliest opportunity. Following a recommendation from the Nominating Committee, the Executive may pass a resolution appointing 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 may request a leave of absence.

2.20 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:

2.21 Duties of the President:

- (a) To convene and chair the regular and special meetings of the District Executive;
- (b) To act as Chair for District 22 Membership Meetings;
- (c) To be an ex-officio member of all District 22 Standing Committees;
- (d) To have a general responsibility for all activities of the District organization;
- (e) To act as liaison with the Provincial Executive;
- (f) To be a Signing Officer for District 22.

2.22 Duties of the Past President and Vice-Presidents:

- (a) The Past President shall chair the Nominating Committee
- (b) The duties of the 1st 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 co-chair the Awards Committee;
 - (iv) to be a Signing Officer for District 22.
- (c) The duties of the 2nd Vice-President are:
 - (i) to perform the duties of the President or 1st Vice-President when they are unable to carry out such duties;
 - (ii) to chair the Constitution Committee;
 - (iii) to be a member of the Recruitment Committee.

2.23 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
 - (i) to prepare and present the minutes of District 22 Executive 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 and its membership;
- (iii) to send notices of Executive, Membership, and special meetings at the direction of the President and District Executive;
- (iv) to be a Signing Officer for District 22.

- (b) The duties of the Treasurer are:
 - (i) To prepare an annual budget for approval by the District Executive;
 - (ii) to maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to District 22;
 - (iii) to receive the annual rebate of monies from the RTO/ERO Provincial Office;
 - (iv) to receive and collect charges levied by the District 22, if applicable;
 - (v) to pay all invoices as directed by the Executive;
 - (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 22 members, to the District Executive for approval, at least one month before the Annual Meeting of the District.

Article 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees

(a) Awards Committee:

- (i) The Awards Committee shall be chaired by the First Vice-President who has the power to add two more members from the Executive or the Executive Board.
- (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO pin to the Executive for consideration and approval. Pin presentations are usually made at the Annual Meeting of District 22.
- (iii) The District Executive may award an RTO/ERO pin:
 - to District Presidents on their retirement from office; and
 - to District members who, in the opinion of the District Executive, have given loyal service to the District over a number of years.

(b) Constitution Committee:

- (i) The Constitution Committee shall be chaired by the 2nd Vice President and composed of at least two other Executive members.

- (ii) The Constitution Committee shall be familiar with the Provincial Constitution, Bylaws and Policies, so that the Chair can be a resource to the District Executive.
 - (iii) The Constitution Committee may make suggestions for changes that District 22 might want to propose to the Provincial Constitution, Bylaws and Policies.
 - (iv) The Constitution Committee shall make recommendations to the District Executive for changes in the District Constitution, Bylaws and Policies, where applicable.
- (c) Nominating Committee:
- (i) The Nominating Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.
 - (ii) The Chair of the Nominating Committee shall submit nominations for the elective officers of the District Executive and to the Annual Meeting of District 22.
- (d) Resolutions Committee:
- (i) The Resolutions Committee, chaired by the First Vice-President, shall be composed of the President and the Chair of the Constitution Committee and a District Senator if that person is not the President.
 - (ii) The Resolutions Committee shall receive resolutions or recommendations from the Executive and from the Annual District Meeting for discussion and appropriate wording.
 - (iii) The Resolutions Committee shall present properly worded resolutions to the Executive. The Executive may forward resolutions to the Provincial Executive Director.

3.02 **Standing Committees:**

District 22 shall appoint the Chairs of Standing Committees at the Annual Meeting for one year with provision for reappointment. The Chair of each Standing Committee may recommend to the District Executive the appointment of members for a specified period of one year. The number of members on any Committee shall not exceed five.

The Standing Committees of District 22 are:

(a) Archivist Committee:

To retain, store and catalogue past copies of Minutes, Newsletters, and Constitutions, and other historical data of the District and Provincial RTO/ERO, and so maintain a complete historical record of the organization.

(b) Goodwill Committee:

To communicate with District members who are hospitalized, with those who are bereaved, and those who are celebrating special days.
To record the names of deceased members and those names received from the Chair of the Membership/Recruitment Committee shall be recorded and read at the Annual General Meeting.

(c) Health Services and Insurance Committee:

To assist the membership of District 22 with information regarding the RTO/ERO Group Benefits Program.

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

(d) 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 ways and means of increasing Provincial and District membership.

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

(e) Communications Committee:

To prepare and distribute a newsletter to the District 22 membership whenever the Executive deems it necessary.

To establish and maintain a District Website as required.

To communicate with the Provincial Communications Committee through the Committee liaison person.

(f) Pension and Retirement Concerns Committee:

To inform District 22 members regarding pension and retirement concerns that affect them and their communities.

To communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.

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

(g) 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 District 22 Executive to support achievement of Provincial/District goals in this area.

(h) Recreation Committee:

To study and report to the District Executive on plans for activities such as golf, bowling, card games, and slide and lecture programs.

(i) Social Committee:

To be responsible for all the arrangements for the membership meetings, and to plan such other events as the newly retired teachers' meeting. Arrangements include such details as confirming location, food and refreshments.

(j) Tours Committee:

To plan trips and excursions for District members. All trips/excursions must adhere to the regulations of the Travel Industry Council of Ontario (TICO).

(k) Telephone Committee

To establish personal contact at least once a year with all members of District 22

To be responsible for notifying members as to the time, place of the Annual General Meeting and of any other pertinent and important information. and to liaise with the Membership/Recruitment, Goodwill and Social committees

Article 4 – UNITS

Not applicable to District 22. If/when necessary see Article 4-Units in Model District Constitution

Article 5 – BANKING AND FINANCE

5.01 The fiscal year shall commence on January 1 and shall terminate on December 31 each year.

- 5.02 All funds accruing to District 22 shall be deposited in an accredited financial institution in the name of the District.
- 5.03 All accounts payable and other disbursements made by District 22 shall be made by cheque. All cheques shall require two signatures by any two signing officers.
- 5.04 The signing officers shall be:
President, 1st Vice-President, Treasurer and Secretary

Article 6 – POLICIES AND PROCEDURES

6.01 Policies

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

6.02 Procedures

- i) Procedures may be amended by the District 22 Executive.
- ii) Procedures as required shall be appended to this Constitution.

Article 7 – CONSTITUTIONAL SAFEGUARDS

7.01 Amendments to the Constitution

This Constitution may be amended by the consent of two-thirds of the eligible District 22 members voting at the Annual Meeting, or at a general meeting of District 22, 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 District 22, previous notice not having been given.

7.02 Amendments to Policies

Policies appended to this Constitution may be amended at any time by an enhanced majority vote (66%) of District 22 Executive.

7.03 Interpretation

Nothing in this District Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and 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.

7.04 **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.

7.05 **This Constitution replaces any and all Constitutions previously in force in District 22.**