



RTO
ERO
A better future,
together
Ensemble pour
un avenir meilleur

District 24
**Scarborough
and East York**

DISTRICT 24 SCARBOROUGH & EAST YORK GOVERNANCE

June, 2022

PLEASE DESTROY ALL PREVIOUS DOCUMENTS

DISTRICT GOVERNANCE DOCUMENT FOR DISTRICT NO.24

The name of the District shall be Scarborough and East York.

The geographical area of District 24 is defined by the former cities of Scarborough and East York.

Objectives:

1. To promote the interests of our members 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 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 RTOERO Provincial By-Law and Policies;
5. To increase membership by actively campaigning at the District level to reach potential members through personal contact and by designing programs to meet their interests and needs;
6. 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, 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 RTOERO 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 and Forum Meetings of RTOERO.
9. To promote the interest of seniors.

Article 1 - DISTRICT MEMBERSHIP

- 1.01 Members of the Provincial organization are normally affiliated to the local RTOERO 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 – EXECUTIVE

Structure of the Executive:

- 2.01 The District Executive Board shall consist of up to six Table Officers.
- 2.02 The Executive consists of the Table Officers, plus chairs of standing committees, any District members who hold Provincial offices or who serve on Provincial Committees, and other liaisons and members at large.
- 2.03 Members of the Executive may move and vote on motions at the District Executive.
- 2.04 The Executive shall meet at the call of the President or at the request of any other two Table Officers

Duties of the Executive Board:

- 2.05 To establish standing and special committees, to appoint their chairs, to ratify their terms of reference, to meet at the call of the President, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District.

Duties of the Executive:

- 2.06 To determine its local governance policies, which shall not conflict with the By-law and Policies of RTOERO, and to file a copy with RTOERO.
- 2.07 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District which shall be for the election of the Table Officers.
- 2.08 Quorum shall be a simple majority of members present at a meeting.

- 2.09 To elect at a meeting of the District or appoint by the Executive, two Corporate Members who, at Provincial organization expense, will represent the District at meetings that are called by the Chair of the Board of Directors.
- a) The District Executive shall appoint or elect two Corporate Members. An individual must be a member in RTOERO as described in section 1 (a) to (f) of the Policies in order to be eligible to be elected or appointed as a Corporate Member by the District. Each year by June 30 the District President shall provide written notification to the Executive Director of RTOERO of the Corporate Members 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 Corporate Member shall be eligible for unlimited re-appointment or re-election by a District.
 - c) A District Executive may remove and replace a Corporate Member. The removal or replacement shall be effective upon the District President providing written notice of the removal or replacement to the Executive Director of RTOERO.
 - d) If at any time the District has fewer than two Corporate Members, then the District Executive may appoint or elect an individual to fill the balance of the Corporate Member's one-year term ending on June 30. The District President shall provide written notice to the Executive Director of RTOERO of such election or appointment.
- 2.10 To send up to two District Alternates to the Annual meeting and Forum, one at the expense of RTOERO and one at the District's expense starting 2023.
- a) Each District Executive may name a District Alternate 1 and District Alternate 2, each of whom must be a member of RTOERO 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 RTOERO of the names of District Alternate 1, District Alternate 2.
 - b) The District Alternates shall have a term in such positions for one year ending on June 30 each year. A District Alternate shall be eligible for unlimited re-appointment or re-election.
 - c) The District Executive may remove and replace a District Alternate. The removal or replacement shall be effective upon provision of written notice of the removal or replacement to the Executive Director of RTOERO.

- 2.11 To approve the annual District budget.
- 2.12 To approve the annual District Financial Statement and to send it to the Board of Directors.
- 2.13 To send to the Board of Directors of RTOERO resolutions, for consideration, in accordance with By-Law 2018-1, which have been passed at a general meeting of the District or a meeting of the District Executive;

The District President or Corporate Member, with the support of his or her District, may propose that the Directors introduce a resolution at an Annual Meeting by providing a detailed description of the matter to the Executive Director of RTOERO thirty (30) days in advance of an Annual Meeting. The Directors shall introduce such resolutions at the next Annual meeting unless the resolution:

- i. is to enforce a personal claim or redress a personal grievance against RTOERO or its directors, officers, members or debt obligation holders;
 - ii. does not relate in a significant way to the activities or affairs of RTOERO;
 - iii. is substantially similar to a resolution before the Annual Meeting in the past two years; or
 - iv. rights conferred by this section are being abused.
- 2.14 To review the names of District candidates presented by the Awards Committee for consideration as recipients of RTOERO awards.
- 2.15 To select the project to be submitted to the Community Grants Committee for its consideration.

Procedures for Electronic Voting

- 2.16 The following procedures will 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 via reply all within 5 days of the date of the motion;
 - iii) the President shall declare the motion passed or lost and inform the Executive;

- iv) the motion and its disposition shall be reported as information at the next Executive meeting and the minutes shall include the report.
- (v) The following procedures will be used when an electronic vote is taken by the Executive during Executive Zoom meetings:
 - a) the President or designate shall propose a motion with rationale it to the Executive;
 - b) members of the Executive shall vote by raising their hands manually or through an electronic hand image placed on their screen
 - c) the President shall declare the motion passed or lost
 - d) the motion and its disposition shall be reported as information at the next Executive meeting and the minutes shall include the report.

Election of the District Executive Board:

2.17 A member of the District Executive Board is eligible for re-election.

2.18 A District Executive Board shall be elected at an Annual Meeting of the District for a specified period of one year and the term of the new Executive shall begin June 1.

2.19 Procedures

Nominations:

- (a) The Nominating Committee shall be chaired by the District Past President.
- (b) The Chair of the Nominating Committee shall submit nominations for the elective offices of the District Executive Board 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 no later than 30 minutes after the meeting is called to order by the Chair.
- (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 Past President, or the Chair of the meeting, in accordance with procedures established by the RTOERO Governance By-law and Policies.
- (e) The Past President or 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.

2.20 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.

2.21 Removal from Office:

- (a) Any elected member of the Executive may be removed from office only by resolution passed 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.

- (b) An appointed member of the executive may be removed from office by the Executive Board provided that the member has been given notice and an opportunity to address the reasons for their actions with the Executive Board.

Specific Duties of Executive Members:

2.22 Duties of the President:

The duties of the President are:

- (a) to convene and chair the regular and special meetings of the Executive;
- (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 be a signing officer for the District.

2.23 Duties of the Past President and Vice-President:

- (c) The Past President shall chair the Nominating Committee and the Resolutions Committee.
- (b) The duties of the 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.
- (c) The duty of the Second Vice President is to chair the Awards Committee,

2.24 Duties of the Secretary and Treasurer:

- (a) The duties of the Secretary are:
 - (i) to prepare and present the minutes of Executive and Membership Meetings, and of any special meetings;
 - (ii) to carry on the correspondence that is required to conduct the business of the Executive and its membership;
- (b) The duties of the Treasurer are:
 - (i) to prepare an annual budget for approval by the Executive;

- (ii) to maintain in a separate account in the name of District 24, in an accredited financial institution, for deposit of cheques from Convenors for Events;
- (iii) to receive the annual rebate of monies from the RTOERO Provincial Office;
- (iv) to receive and collect charges levied by the local District, if applicable;
- (v) to approve and forward expense claims and other invoices to RTOERO finance department for payment out of District budget
- (vi) to receive a financial statement for the fiscal year from the chair of a standing or special committee that is handling District money and the Treasurer of any Unit;
- (vii) to present an annual District Financial Statement, reviewed with at least two District members, to the Executive for approval, at least one month before the Annual Meeting of the District;
- (viii) to be a signing officer for the District
- (ix) Revise as necessary to conform to our actual procedures in effect

2.25 Duties of Corporate Members:

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

- (a) to represent the interests of the District at Annual and Forum meetings;
- (b) to review and discuss Annual Meeting and Forum issues with the executive; and
- (c) to report to the Executive and the members on the business of the Annual Meeting and Forum following each Annual and Forum meeting.

Article 3 - COMMITTEES: EXECUTIVE AND STANDING

3.01 Executive Committees:

- (a) Awards Committee:
 - (i) The Awards Committee shall be chaired by a Vice-President who has the power to add two more members from the Executive.
 - (ii) A Distinguished Member Award may be presented to a person who has shown dedication and made outstanding contributions to the District.

(b) Resolutions Committee:

- (i) The Resolutions Committee shall be chaired by the Past President and composed of at least two other Executive members.
- (ii) The Resolutions Committee shall be familiar with the Governance By-Law and Policies, so that the Chair can be a resource to the Executive.
- (iii) The Resolutions Committee may recommend changes that a District might want to propose to the RTOERO Annual Meeting to amend the Governance By-Law and Policies.
- (iv) The Resolutions Committee shall make recommendations to the Executive for changes in the District Governance 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 to the Annual Meeting of the District.

3.02 Standing Committees:

The Standing Committees include:

(a) Archivist Committee:

To retain, store and catalogue copies of past Minutes, Newsletters, and District Governance Policies, and other historical data of the District and RTOERO, and so maintain a complete historical record of the organization, in accordance with the District Archives Manual.

(b) Goodwill Committee:

To communicate with District members in keeping with the Provincial Goodwill Guidelines.

(c) Benefits/Health Committee:

To assist the membership of the District regarding RTOERO Group Benefits Program

To recommend actions to the 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 recommend to the District Executive ways to recruit new members to serve on the district committees and the Executive Board.

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 membership whenever the Executive deems it necessary.

To establish and maintain a District Website as required.

To communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.

To prepare and add to the website a District e-newsletter.

(f) 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 RTOERO Political Advocacy Committee through the Committee liaison person.

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

(h) Social Committee:

To be responsible for social activities as determined by the District.

(i) Trips 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).

(j) Community Grants Committee

To coordinate all submissions, which, with Executive approval, may be forwarded to the RTOERO Community Grants Committee for grant consideration.

(k) Other members:

- 1) RWTO/OERO Liaison
- 2) RTOERO Foundation Liaison to coordinate and communicate with The RTOERO Foundation
- 3) Members at Large, including ex officio.

3.03 Activities:

Clubs: supported financially by the District, each shall have a chair who shall be a member of the District Executive

Bridge
Book Clubs
Golf
Hava*Java
Knitters and Crafters
Nordic Pole Walking

Additional clubs may be created by motion of the District Executive.
If the club receives financial support, the chair of the club shall give a financial report to the district treasurer.

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 through RTOERO.
- 4.03 All accounts payable and other disbursements for expenses in excess of \$1,000 made by the District shall be made by direct deposit, and approved by any two signing officers for submission to the finance department of RTOERO for payment. Other disbursements may be approved by the treasurer according to district guidelines for submission to the RTOERO finance department for payment.
- 4.04 The signing officers shall be any three Executive Board members as approved by the Executive annually.
- 4.05 All contracts for events or activities must be signed by 2 of the signing officers appointed by the district Executive annually.

Article 5 – POLICIES AND PROCEDURES

5.01 Policies

i) Policies shall be statements of direction, in keeping with the RTOERO By-Law and Policies, 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 District Governance document.

5.02 Procedures

Procedures may be amended by the Executive.

- i) Procedures as required shall be appended to this District Governance Policies Model.

Article 6 – GOVERNANCE SAFEGUARDS

6.01 Amendments to the District Governance document

This document 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 vote (66%) of the Executive.

6.03 Interpretation

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

6.04 Meeting Procedures

The current edition of the Standard Code of Parliamentary Procedure shall be the parliamentary authority used in the conduct of all meetings of RTOERO and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

6.05 This Governance document replaces any and all Constitutions in force in the District.