



# **DISTRICT 16 Governance Document**

*Revised April 13, 2022*



**RTO  
ERO**

A better future,  
together  
Ensemble pour  
un avenir meilleur

District 16  
**Toronto**

# DISTRICT 16 RTOERO Governance Document

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**DISTRICT GOVERNANCE MODEL FOR DISTRICT NO. 16**

The name of the District shall be RTOERO Toronto District 16.

**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 encourage members to participate fully in all the benefits the organization offers in accordance with the RTOERO By-Law 2018-1 and Policies;
4. To increase membership by actively campaigning at all levels to reach potential members through personal contact and by designing programs to meet their interests and needs;
5. 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 and employees, child care workers, and Early Years personnel;
6. 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;
7. To provide leadership and guidance to District representatives who attend the Annual Meeting, Special Meetings, and Forum of RTOERO; and,
8. To promote the interest of seniors.

**Article 1 - DISTRICT MEMBERSHIP**

- 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 - EXECUTIVE****Structure of the Executive:**

- 2.01 The District 16 Executive shall include the following:
  - President;
  - Two Vice-Presidents,
  - Secretary
  - Treasurer
  - The immediate past President, and will also include the Chairs of District Standing Committees, and any District members who hold positions on the RTOERO Board of Directors or any of its committees and other members at large.
- 2.02 Once elected or appointed all members of the Executive have equal rights as members at Executive meetings, including the right to vote and make motions.
- 2.03 The Executive shall meet at the call of the President or at the request of any other two members of the Executive.

**Duties of the Executive:**

- 2.04 To determine its local governance policies, which shall not conflict with the By-law 2018-1 and Policies of RTOERO, and to file a copy with RTOERO.
- 2.05 To hold at least one District meeting a year of the general membership which shall be the Annual Meeting of the District.
- 2.06 To determine the number for quorum for Executive meetings at the first Executive meeting of the year.

- 2.07 To elect at a meeting of the District, or appoint by the Executive, two Corporate Members who, at the organization's expense, will represent the District at Annual and Special Meetings and Forums that are called by the Chair of the Board of Directors.
- a) The District shall be entitled to appoint or elect two Corporate Members. An individual must be a member in RTOERO as described in section 1.01 (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 Chief Executive Officer of RTOERO of the Corporate Members elected or appointed by the District.
  - b) Corporate Members shall have a term of for one year ending on June 30 each year. The Corporate Members shall be eligible for unlimited re-appointment or re-election by a District.
  - c) The 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 Chief Executive Officer of RTOERO.
  - d) If at any time the District has fewer than two Corporate Members, then the District may appoint or elect an individual to fill the balance of the Corporate Member's term ending on June 30. The District President shall provide written notice to the Chief Executive Officer of RTOERO of such election or appointment.
- 2.08 To send up to two District Alternates to Annual and Special Meetings and Forums at the District's expense.
- a) The District may name up to two District Alternates who must be members 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 Chief Executive Officer of RTOERO of the names of the Alternates.
  - 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 Executive may remove and replace a District Alternate. The removal or replacement shall be effective upon the District providing written notice of the removal or replacement to the Chief Executive Officer of RTOERO.

- 2.09 To establish standing and special committees, to appoint their chairs, to ratify their terms of reference, and to require a financial statement from a committee chair whose committee is receiving or spending money on behalf of the District.
- 2.10 To approve the annual District budget.
- 2.11 To approve the annual District Financial Statement and to send it to the Chief Executive Officer of RTOERO.
- 2.12 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 Executive;

A Corporate Member may propose that the Directors introduce a resolution on any matter relevant at an Annual or Special Meeting by providing a detailed written description of the resolution by the District Executive or General Membership signed by the Corporate Member and the District President and sent to the CEO of RTOERO at least ninety (90) days in advance of an Annual Meeting or Special Meeting. The Directors shall introduce such resolutions at the next Annual Meeting unless the resolution:

- (a) is to enforce a personal claim or redress a personal grievance against RTOERO or its directors, officers, members or debt obligation holders;
  - (b) does not relate in a significant way to the activities or affairs of RTOERO;
  - (c) is substantially similar to a resolution before the Annual Meeting in the past two years;
  - (d) abuses rights conferred by this section to secure publicity; or
  - (e) contravenes the Canada Not-for-profit Corporations Act (CNCA).
- 2.13 To review the names of District candidates presented for consideration as recipients of RTOERO awards.
  - 2.14 To select the project to be submitted to the RTOERO Community Grants and Scholarships Committee for its consideration.

### **Procedures for Electronic Voting:**

- 2.15 In the event that an issue arises requiring action between regularly scheduled meetings, the President may convene a meeting by teleconference or using Zoom to present the issue and a recommendation for action, where appropriate. The following procedures will be used when a vote is taken by the Executive between Executive meetings:
- a. a quorum of the Executive must vote on any motion or it is deemed lost;
  - b. the President shall declare any motion passed or lost and inform the Executive;
  - c. any 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:**

- 2.16 A member of the District Executive is eligible for re-election.
- 2.17 A District Executive shall be elected at an Annual Meeting of the District for a period of one year and the term of the new Executive shall begin on July 1. (The practice of District 16 has been for the President and Vice-Presidents to serve for two years.)

### 2.18 Procedures

#### Nominations:

- (a) The Nomination Committee shall be chaired by the District Past President with two other Members.
- (b) The Chair of the Nomination 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 Past-President, or the Chair of the meeting, in accordance with procedures established by the RTOERO Governance By-law 2018-1 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 Nomination 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 Nomination 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 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.

### **Specific Duties of Executive Members:**

#### **2.21 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 act as liaison with the Board of Directors;
- (f) to be a signing officer for the District.

#### **2.22 Duties of the Past President and Vice-President:**

- (a) The Past President shall chair the Nomination Committee.
- (b) The duties of the First Vice-President are:
  - (i) to perform the duties of the President when the President is unable to carry out such duties;
  - (ii) to chair the Governance Committee.
- (c) The duty of the Second Vice-President is to chair the Awards Committee.

#### **2.23 Duties of the Secretary and Treasurer:**

[Although a District may have one person filling the job of Secretary and Treasurer, the duties are outlined separately.]

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

- (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 the District, in an accredited financial institution, all monies accruing to the District;
  - (iii) to receive the annual rebate of monies from the RTOERO Office;
  - (iv) to receive and collect charges levied by the local District, 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 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) to report as required to RTOERO.

#### 2.24 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 the Annual and Special Meetings and Forums;
- (b) to review and discuss Annual and Special Meetings and Forums issues with the Executive; and
- (c) to report to the Executive and the District members on the business of Annual and Special Meetings and Forums.

**Article 3 - COMMITTEES: EXECUTIVE AND STANDING****3.01 Executive Committees:**

- (a) Awards Committee:
- (i) The Awards Committee shall be chaired by the Second Vice-President who has the power to add two more members from the Executive.
  - (ii) The Awards Committee shall present the names of possible recipients of an RTOERO award to the Executive for consideration and approval. Award presentations are usually made at the Annual Meeting of the District.
  - (iii) The Executive may present an RTOERO award:
    - to District Presidents; and
    - to members who, in the opinion of the Executive, have given loyal service to the District over a number of years.
- (b) Governance Committee:
- (i) The Governance Committee shall be chaired by the First Vice-President and composed of at least two other Executive members.
  - (ii) The Governance Committee shall be familiar with the Governance By-Law and Policies, so that the Chair can be a resource to the Executive.
  - (iii) The Governance 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 Governance Committee shall make recommendations to the Executive for changes in the District Governance document, where applicable.
- (c) Nomination Committee:
- (i) The Nomination Committee, chaired by the District Past President, shall be composed of at least two other Executive Members.
  - (ii) The Chair of the Nomination Committee shall submit nominations for the elective officers of the District Executive to the Annual Meeting of the District.

### 3.02 Standing Committees:

Standing Committees are appointed by the Executive.

The Standing Committees may include:

(a) Archives 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 RTOERO Archival Guide for Districts.

(b) Benefits Committee:

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

(c) 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 provide information to the membership via e-blasts as directed by the President.
- To communicate with the RTOERO Marketing and Communications Committee through the Committee liaison person.

(d) Goodwill Committee:

- To receive membership lists from RTO/ERO office and use the information outlined in these lists to update changes and communicate /provide services to members within the parameter of the RTO/ERO privacy policies and direction.
- To recommend and accept suggestions made to/by the Executive to encourage voluntarism in order to achieve the goals of RTO/ERO in this area.
- To communicate with the RTO/ERO Goodwill Committee through the Committee liaison person.
- To report to the Executive ways and means of communication with members in keeping with the RTO/ERO guidelines.
- To encourage inclusiveness with other Committees in order to diminish isolation and maintain good will among members as outlined by the goals of RTO/ERO.
- To communicate with District members in keeping with the RTOERO Goodwill Guidelines.

(e) Membership/Recruitment Committee:

- To receive the membership lists from the RTOERO Office and use the information contained within the lists to provide programs and services to members in accordance with RTOERO privacy policies and direction.
- To investigate and recommend to the Executive ways and means of increasing membership.
- To assist with the organization of Retirement Planning Workshops (RPWs) at the District level.
- To communicate with the Member Services Committee through the Committee liaison person.

(f) Political Advocacy and Pensions Committee:

- To coordinate political advocacy with respect to issues that affect members, as determined by the RTOERO Board of Directors and Political Advocacy Committee.
- 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 Executive to support achievement of RTOERO goals in this area.
- To be informed of changes and issues in the relevant pension plans.

(g) Activities Committee

- To manage and coordinate the organization of District 16 activities for members, and to bring any requests or suggestions for new activities or programs to the Executive.

(h) Social Committee:

- To be responsible for social activities as determined by the District. These include district-wide gatherings such as the full luncheon, the AGM and luncheon and the New Members Breakfast (in conjunction with the Membership Chair)

(i) Travel Committee:

- To plan trips and excursions for District members. 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 District funds shall be deposited in an accredited financial institution in the name of the District.
- 4.03 All accounts payable and other disbursements for expenses shall be made by cheque, signed by any two signing officers
- 4.04 The signing officers will include at least two of the following:  
President  
Past-President  
First Vice-President  
Second Vice- President  
Treasurer  
Secretary  
Or other Executive member as determined by Executive motion

## **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. Policies are established by the Executive.
- ii) Policies as required shall be appended to this District Governance Model.

### **5.02 Procedures**

- i) Procedures shall be the notation of methods agreed upon by the Executive members for dealing with day-to-day operations.
- ii) Procedures may be amended by the Executive.
- iii) Procedures as required shall be appended to this District Governance Model.

## **Article 6 – GOVERNANCE SAFEGUARDS**

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

The District Governance 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 Interpretation**

Nothing in this 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.

### **6.03 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 RTOERO and its committees. An opportunity to declare a conflict of interest shall be provided at each meeting.

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