



The Retired Teachers of Ontario/les  
enseignantes et enseignants retraités  
de l'Ontario

District 13  
Hamilton-Wentworth, Haldimand

# CONSTITUTION

This Constitution replaces any and all previous Constitutions.

Revised 2017

## RTO/ERO District13 Constitution History

District 13 is one of the Districts created by the Senate of The Retired Teachers of Ontario.

This Constitution is consistent with the Constitution of The Retired Teachers of Ontario as amended October 1989 and 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, Chair  
Committee: Paul Freeman, Doug French, Gordon Near, Leo Normandeau, Helen Szydowski, Mary Tice, Joanne Weeks.

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**THE RETIRED TEACHERS OF ONTARIO/LES ENSEIGNANTES ET ENSEIGNANTS  
RETRAITES DE L'ONTARIO (RTO/ERO)  
Hamilton-Wentworth-Haldimand District13**

**CONSTITUTION**

The name of District 13 shall be Hamilton-Wentworth, Haldimand. The geographical area of District 13 is defined by the boundaries of Hamilton-Wentworth and the Region of Haldimand.

Revised 2017

**GOALS AND OBJECTIVES**

1. The major goal in District 13 is to carry out the objectives of The Retired Teachers of Ontario as defined by the RTO/ERO Provincial Constitution, Bylaws and Policies and the current Strategic Plan.
2. To promote the interests of members in the educational community receiving pensions.
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 public defined pension plans.
4. To bring together members and their guests for fellowship, entertainment and intellectual stimulation.
5. To seek support for members in need.
6. To encourage Full and Associate members to participate fully in all of the benefits the organization offers, in accordance with the RTO/ERO Constitution and Bylaws.
7. 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.
8. To use a variety of media resources to publicize and promote RTO/ERO activities and accomplishments to: its members, teachers, School and Board administrators, educational support staff and College and University faculty in retirement.

9. 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.
10. To provide leadership and guidance to District representatives who attend the Senate meetings of RTO/ERO.
11. To promote the interests of seniors.

## **Article 1**

### **DISTRICT MEMBERSHIP**

- 1.01 Full and Associate Members are affiliated with District 13 by geographic location or at the request of the member.
- 1.02 Provincial criteria for Full and Associate membership as currently set out in Article 4 of the RTO/ERO Provincial Constitution.
- 1.03 Rights and privileges of membership are outlined in Article 5 of Provincial Constitution.

## **Article 2**

### **DISTRICT ORGANIZATION**

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

- a. The District Table Officers, who may be referred to as the Officers, shall be the Past President, President, First Vice-President, Second Vice-President, Secretary and Treasurer.
- b. At least one of the two District Senators shall be a Table Officer with preference given to the District President.
- c. Officers shall take office June 1<sup>st</sup> and remain in office for one year.

#### **2.02 District Executive**

- a. The District Executive, who may be referred to as the Executive, will include the Officers, the District Representatives, the Chairs of the Standing Committees and any Ex-officio members.
- b. The District Executive shall carry on the business of the District between General Membership Meetings.
- c. Each member of the Executive has the same rights to receive all reports and recommendations, to propose motions, to debate and to vote.
- d. An Ex-officio member of the Executive is a member of District 13 who is serving as a member of the RTO/ERO Provincial Executive or as the Chair/member of a RTO/ERO Provincial Committee.
- e. The Executive shall meet at the call of the President or at the request of any other two members of the Executive.
- f. A quorum for the Executive meetings shall be one third of its members plus one. This shall be determined at the first Executive meeting of each year.
- g. Each District Executive member shall have one vote.

### 2.03 **Representatives to the Executive**

- a. Every year the District Officers shall appoint to the Executive up to ten members who are either Full or Associate members of RTO/ERO and District 13.
- b. The distribution of the ten Representatives shall include:
  - (i) two RWTO members - one from Hamilton-Wentworth and one from Haldimand.
  - (ii) at least one of the representatives shall be an Associate Member.
- c. Proposed representatives shall be appointed at the first Table Officers' meeting of the new year and remain in office for one year.
- d. Representatives shall attend Executive Meetings called by the District President.
- e. It is the duty of the Representatives to promote the interests, goals and objectives of RTO/ERO and of the District 13 membership.

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

It shall be the duty of the District Executive:

- a. to determine the District Constitution with due regard for the RTO/ERO Provincial Constitution, Bylaws and Policies, to bring it forward to the Annual General Meeting for ratification and to file a copy with the Provincial Office;
- b. to hold at least two meetings a year: Spring will be the Annual General Meeting when the election of Officers is held; a second General Membership Meeting will be held in the Fall;
- c. to elect at a meeting of the District or appoint by the District Executive, two Senators who, at Provincial organization expense, will represent the District at Senate meetings that are called by the President of the Provincial organization;
- d. to send up to two District Observers to Senate meetings at District expense;



- e. to inform the Provincial Executive if the District intends to form a Unit (within the District). The funding formula for a Unit shall be determined by the District;
- f. to confirm Standing/Ad Hoc Committees and 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;
- g. to approve the annual District budget;
- h. to approve the annual District Financial Statement;
- i. to send to the Provincial Executive Director resolutions for Senate consideration which have been passed at a general meeting of the District or a meeting of the District Executive;
- j. to review the names of District candidates presented by the Awards Committee for consideration;
- k. to select the project to be submitted to the Provincial Service to Others Committee for its consideration.
- l. The following procedures will be used in accordance with the 'RTO/ERO Between Executive/Committee Meeting Protocol' i.e. electronic, phone, in person etc.
  - (i) The President or Committee chairs shall inform the Executive of any decisions made.
  - (ii) Any motions contained in the report shall be deliberated by the Table Officers and brought forward to the Executive for ratification.
  - (iii) The decision shall be reported as information at the next Executive meeting and the minutes shall include the report.

## 2.05 Duties of the District Table Officers

It shall be the duty of the District Table Officers:

- a. to establish the Standing Committees and such Ad Hoc Committees as deemed necessary and to establish the terms of reference, name the Chair and make recommendations concerning proposed activities;
- b. to fill any vacancies occurring in any or all positions in the District organization;
- c. to propose to the Executive the Senators that will represent the District at the RTO/ERO Senate;
- d. to propose to the Executive one or more Observers to attend the RTO/ERO Senate;
- e. to direct the Treasurer, after ratification by the District Executive, to forward the approved District Financial Statement to the Provincial Executive Director;
- f. to apply to the Provincial Executive for any additional grants/subsidies as deemed appropriate;
- g. to review the list of District candidates presented by the Awards Committee;
- h. to appoint annually at least two members-at-large chosen by the Finance Committee to review the District accounts;
- i. to appoint or replace Executive Members, Chairs and Members of a Committee as the need may arise;
- j. to recommend the Service to Others Project to be submitted to the Provincial office for consideration by the Provincial Service to Others Committee;
- k. to make recommendations to the District Executive regarding activities;
- l. to bring forward an annual District budget for approval by the Executive;
- m. to receive requests from Committee Chairs for new and/or additional funds.

## 2.06 Election of District Table Officers

- a. The District Table Officers shall be elected at the Annual General Meeting by a vote of those eligible members of District 13 who are in attendance.
- b. The Officers shall be elected for a one-year term but may be re-elected.

## 2.07 Election Procedures for the District Table Officers

- 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 eligible 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 (Chair of the Nominating Committee), in accordance with procedures established by the RTO/ERO Constitution, Bylaws and Policies.
- e. In the event of a need for a vote by ballot, the Chair 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;
  - (v) 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.

## **2.08 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.

## **2.09 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 attending 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.

## **2.10 Specific Duties of the Table Officers**

### **A. Duties of the President**

It shall be the duty of the President:

1. to convene and chair the regular and special meetings of the Officers and the Executive;
2. to act as Chair for all District Membership Meetings;
3. to be an Ex-officio member of all Standing Committees and Ad Hoc Committees of District13;
4. to have a general responsibility for all activities of District13;
5. to compile the Annual Reports to distribute to the membership;
6. to act as liaison with the Provincial Executive;
7. to serve as one of the signing officers for the District accounts;
8. to carry on the correspondence that is required to conduct the business of the District Executive and of the organization;
9. to send notices of Table Officers', Executive, General Membership Meetings and any special meetings called by the President.

### **B. Duties of the Past President and Vice-Presidents**

1. The Past President shall chair the Nominating and Constitution Committees and be responsible for updating the District Procedure Guide.
2. 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.
3. The Second Vice-President shall perform the duties of the President or First Vice-President if neither is available and chair the Awards Committee.

4. To perform other duties as assigned by the President or by the District Executive.

### **C. Duties of the Secretary**

It shall be the duty of the Secretary:

1. to prepare and present the minutes of Table Officers', Executive, General Membership Meetings and of any special meetings called by the President;
2. to compile archival material reflective of District activities and transfer to the Chair of the Archives Committee;
3. to perform other duties as assigned by the President or by the District Executive.

### **D. Duties of the Treasurer**

It shall be the duty of the Treasurer:

1. to maintain a separate account in the name of the District;
2. to prepare an annual budget for approval by the District Executive;
3. to receive the membership fee rebate and other monies from the RTO/ERO Provincial office;
4. to pay all expenses as directed by the Executive;
5. to present the annual District Financial Statement received by the Table Officers and reviewed by at least two members of the District Membership for receipt at the Annual General Meeting;
6. to submit the annual District Financial Statement to the Provincial Executive Director of RTO/ERO as required by the regulations of the RTO/ERO Provincial Constitution;
7. to receive from any Standing or Ad Hoc Committee handling District money a financial statement shortly after the end of the fiscal year(Dec.31<sup>st</sup>);
8. to see that the names of three signing officers (President, Treasurer, and one other Table Officer) are updated and on file at the financial institution;
9. to present a financial statement with Income/Expenses at each District Executive Meeting;
10. to appoint, with Executive approval, an Assistant to the Treasurer when deemed appropriate by the Treasurer.

## **Article 3**

### **COMMITTEES: TABLE OFFICERS and STANDING**

#### **3.01 Committees of the Table Officers**

A. **Nominating Committee** is chaired by the Past President and assisted by other members of the District Executive. The duty of the Nominating Committee shall be:

1. to poll the Representatives and Committee Chairs to determine whether they

- are interested in continuing in office;
  2. to seek eligible candidates from the District membership to fill positions on the Executive;
  3. to present a slate of officers to the March Executive Meeting and to the membership at the Annual General Meeting. Nominations for the District Executive may be made by a District member at the AGM.
- B. Resolutions Committee** is chaired by the First Vice-President. Other members of the committee shall be the Past President, President and one additional member from the District Executive. The Chair has the power to add a minimum of two additional members from the Executive. The duty of the Resolutions Committee shall be:
1. to receive resolutions or recommendations from the Executive and from the District General Meetings to be forwarded to the Executive Director of RTO/ERO for the consideration of the Provincial Executive and Senate;
  2. to prepare and present properly-worded resolutions to the Executive for discussion and decision before being forwarded to the RTO/ERO Executive Director;
  3. to review Senate resolutions and report to the District Executive.
- C. Awards Committee** is chaired by the Second Vice-President. The Chair has the power to add a minimum of two additional members from the Executive. The duty of the Awards Committee shall be:
1. to review the names submitted by the District Executive and Committee Chairs and then present a list of names to the March Executive meeting for ratification;
  2. to present the awards to the recipients at the Annual General Meeting;
  3. to consider nominations for the Provincial Awards and prepare the requested material according to Provincial guidelines. The name of the nominee(s) will be presented for ratification at the May Executive Meeting with the presentation at the Fall General Meeting.
- D. Finance Committee** is chaired by the Treasurer and assisted by the Table Officers. The duty of the Finance Committee shall be:
1. to meet at the call of the Treasurer and to assist in the preparation of budgets and financial plans for District 13;
  2. to receive and review submissions for the annual District budget;
  3. to recommend the names of the members-at-large who will review the District accounts.

**E. Constitution Committee** is chaired by the Past President and assisted by at least two members of the District Executive. The duty of the Constitution Committee shall be:

1. to be familiar with the Provincial Constitution, Bylaws and Policies so that the Chair can be a resource to the District Executive in the interpretation of this document;
2. to suggest changes that the District might want to propose to the Provincial Constitution, Bylaws and Policies;
3. to make recommendations to the District Executive for changes in the District Constitution, Bylaws, Policies and the District Procedure Guide.

### **3.02 Standing and Ad Hoc Committees**

1. The Chair of each Standing Committee or Ad Hoc Committee shall submit a complete financial statement to the District Treasurer shortly after the end of the fiscal year. (Dec. 31<sup>st</sup>)
2. Requests from Committee Chairs for new or additional funds shall be presented to the Table Officers.
3. The Chair of each Standing Committee or Ad Hoc Committee shall report to the District Executive and to the Annual General Meeting.

#### **Standing Committees**

- A. Archives Committee
- B. Citizenship Celebration Committee
- C. Communications Committee - Newsletter Committee
- D. Communications Committee - Website Committee
- E. District Meetings/Social Committee
- F. Goodwill Committee
- G. Health Services and Insurance Committee
- H. Membership Committee
- I. Pension and Retirement Concerns Committee
- J. Political Advocacy Committee
- K. Project Service to Others Committee
- L. Publicity Committee
- M. Recreation/Workshop Committee
- N. Recruitment Committee
- O. Retirement Planning Workshop Committee
- P. RTO/ERO District Foundation Representative
- Q. Tours Committee

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

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

1. To collect and sort written, printed and pictorial documents of District 13 activities e.g. copies of minutes, reports and newsletters that are deemed desirable for retention in the archival records.

2. To make at least one yearly report to the Executive on the state of the archival records.

**B. Citizenship Celebration Committee**

To make arrangements for the reception for new Canadians at Citizenship Court.

**C. Communications Committee Newsletter Committee**

To prepare and distribute a newsletter to the membership a minimum of three times a year and whenever the Executive deems it necessary.

**D. Communications Committee - Website Committee**

To update and maintain the website.

**E. District Meetings/Social Committee**

1. To coordinate the arrangements for the general membership meetings in conjunction with the District President.
2. To arrange for the refreshments at the Executive meetings.

**F. Goodwill Committee**

1. To communicate with District members particularly those who are hospitalized, with those who are bereaved and those who are celebrating special days.
2. To serve as a liaison between a District member and the RTO/ERO Provincial office.

**G. Health Services and Insurance Committee**

1. To assist the membership of the District with information regarding the RTO/ERO Group Benefits Program.
2. To recommend actions to the District Executive to support achievement of RTO/ERO goals in this area.

**H. Membership Committee**

1. To receive the membership lists and updates from the Provincial Office and reconcile the District membership list and the Provincial membership list.
2. To distribute copies of the membership list and updates as approved by the District Executive to those District Executive members who do not already receive the documents from the Provincial office.

**I. Pension and Retirement Concerns Committee**

1. To inform members regarding pension and retirement concerns.
2. To communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.
3. To recommend actions to the District Executive to support achievement of RTO/ERO goals in this area.

**J. Political Advocacy Committee**

1. To coordinate political advocacy with respect to issues that affect members.



2. 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.
3. To communicate with the Provincial Political Advocacy Committee through the Committee liaison person.
4. To recommend actions to the District Executive to support achievement of RTO/ERO goals in this area.

**K. Project Service to Others Committee**

1. To annually search for projects which fall into the RTO/ERO Project-Service to Others guidelines.
2. To offer assistance to candidates in preparing applications.
3. To consider all applications and bring forward to the Executive a recommended project for submission to the Provincial Selection Committee.
4. To ensure that the feedback form and required reports on the last project have been received by the Provincial office prior to submission of the next year's project application.

**L. Publicity Committee**

1. To record, publicize and archive District activities.
2. To assist other committees to get publicity for their activities.

**M. Recreation/Workshop Committee**

1. To plan and implement activities as approved by the Executive.
2. To provide opportunities for the membership to explore topics of interest or concern.
3. Sub-Committees may be struck to plan specific activities e.g. golf tournaments and the curling bonspiel.

**N. Recruitment Committee**

1. To liaise with the Affiliates, Unions, Boards of Education staff, non-designated private schools staff and College and University faculty.
2. To communicate with the Provincial Member Services Committee through the Committee liaison person.
3. To organize an annual Welcome Reception.

**O. Retirement Planning Workshop Committee**

1. To plan, promote and make arrangements to conduct a Retirement Planning Workshop (RPW) for prospective members, as directed by the Executive.
2. To arrange with the RTO/ERO Provincial Pension Benefits Officer to have suitable presenters at the RPW.
3. To file the necessary reports with the RTO/ERO Provincial office after the event.

#### **P. RTO/ERO District Foundation Representative**

1. To receive information from the RTO/ERO Foundation and share it with District 13 members.
2. To promote the objectives of the RTO/ERO Foundation.

#### **Q. Tours Committee**

1. To provide day trips and excursions for the members of District 13 to places of interest.
2. All overnight 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 three of the following: President, Vice-President, Executive Member, Treasurer, or Secretary.

### **ARTICLE 5**

#### **CONSTITUTIONAL SAFEGUARDS**

##### **5.01. Amendments to the Constitution**

This Constitution may be amended by the consent of two-thirds of the eligible District 13 members voting at the Annual General Meeting or at a general meeting 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 General Meeting of the District, previous notice not having been given.

##### **5.02. Interpretation**

This District Constitution shall be interpreted in a manner and in terms consistent with the Provincial Constitution, Bylaws and Policies of RTO/ERO and in a manner and in terms in the best interests of the RTO/ERO.

##### **5.03. Standing Rules**

Meetings will be conducted according to the current edition of Sturgis Standard Code of Parliamentary Procedure.

##### **5.04. Policies and Procedures**

- a. The District Procedure Guide contains procedures in accordance with the articles contained in the District Constitution.

- b. The District Procedure Guide will be reviewed annually to reflect changes in the District Constitution

**5.05. Assistant to the Chair of a Standing Committee**

When a Standing Committee Chair wishes to appoint an assistant:

- a. a written request shall be submitted to the President of District 13 with reasons given for the request;
- b. a recommendation shall be made by the President in consultation with the Table Officers to the Executive;
- c. Executive voting rights and responsibilities shall sit with the Chair or designate.

5.06 This Constitution replaces any and all Constitutions previously in force in the District.