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## **DISTRICT 18**

# **Haliburton/Kawartha Lakes CONSTITUTION**

*Effective June 24, 2017  
Revised Bylaw #8 – June 22, 2018*

**PLEASE DESTROY ALL PREVIOUS VERSIONS**

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**CONSTITUTION OF DISTRICT NO. 18**  
**HALIBURTON/KAWARTH LAKES**

The geographic area of District 18 is defined by the municipal boundaries of Haliburton County and the City of Kawartha Lakes. District 18 is subdivided into two Social Units: Haliburton Social Unit encompassed by the geographical boundaries of Haliburton County, and Kawartha Lakes Social Unit encompassed by the geographical boundaries of the City of Kawartha Lakes.

**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 Full and Associate members to participate fully in all the benefits the organization offers, in accordance with the RTO/ERO Constitution and Bylaws;
5. To increase membership by actively campaigning at the Provincial and District levels to reach potential members who qualify, both by personal contact and by designing programs to meet their interests and needs;
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 the following:
  - Past President
  - President
  - Two Vice-Presidents – who shall be the Haliburton and Kawartha Lakes Social Unit Chairs
  - Secretary
  - Treasurer
  - Two Senators - one from each of the Social Units
  - Communications Officer
  - Health Services and Insurance Officer
  - Membership/Recruitment Officer
  - Pensions and Retirement Concerns Officer
  - Political Advocacy Officer
  - District Members who hold Provincial office or who serve on Provincial Committees shall be non-voting members.
- 2.02 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 of the positions filled.

#### **Duties of the District Executive:**

- 2.04 To determine its Constitution with due regard for the Constitution, Bylaws and Policies of RTO/ERO and to file a copy with the Provincial Office for approval;
- 2.05 To hold at least one meeting a year which shall be the Annual Meeting of the District for the presentation of reports and, biennially, the election of officers;
- 2.07 To send District Observers to Senate meetings at District expense if appropriate;
- 2.09 To establish , as needed, 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 appoint the members of Unit Social Committees upon the recommendation of the Social Unit Presidents;
- 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 the District or a meeting of the District Executive;
- 2.14 To review the names of District candidates presented by the Awards Committee; and,
- 2.15 To select the project to be submitted to the Provincial Service to Others Committee for its consideration.

**Election of the District Executive:**

- 2.15 A District Executive shall be elected at an Annual General Meeting of the District for a period of two years and the term of the new Executive shall begin immediately following the adjournment of the Annual General Meeting during which the elections were held.
- 2.16 A member of the Executive is eligible for re-election. If a vacancy occurs on the District Executive, it shall be filled by the Executive following a recommendation from the Nominating Committee. 2.18

**2.17 Procedures**

**Nominations:**

- (a) The Nominating Committee shall be chaired by the District Past President with the two Vice-Presidents as members.
- (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 President or Chair of the meeting shall have the District appoint scrutineers 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; and,
  - (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.
- 2.18 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 temporary leave of absence.
- 2.19 Removal from Office:
- (a) 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.
  - (b) Removal from office is automatic should a member miss two consecutive meetings of the Executive without having been granted a leave of absence.

**Specific Duties of Executive Members:**

- 2.20 The President:
- (a) To convene and chair the regular and special meetings of the District 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 Provincial Executive; and,
  - (f) To be a Signing Officer for the District.
- 2.21 Past President and Vice-Presidents:
- (a) The Past President shall chair the Nominating and the Constitution Committees.

- (b) The duties of the Vice-Presidents are:
  - (i) To perform the duties of the President when the President is unable to carry out such duties; and,
  - (ii) To act as the Awards Committee

2.22 Secretary:

- (a) To prepare and present the minutes of District Executive and Membership Meetings, and of any special meetings called by the President;
- (b) To carry on the correspondence that is required to conduct the business of the District Executive and its membership; and,
- (c) To send notices of Executive, Membership, and special meetings at the direction of the President and District Executive.

2.23 Treasurer:

- (a) To prepare an annual budget for approval by the District Executive;
- (b) To maintain in a separate account in the name of the District, in an accredited financial institution, all monies accruing to the District;
- (c) To receive the annual rebate of monies from the RTO/ERO Provincial Office;
- (d) To receive and collect charges levied by the local District, if applicable;
- (e) To pay all invoices as directed by the Executive;
- (f) To receive a financial statement for the fiscal year from the chair of a committee, other than the Social Unit Committees which report on an event-by-event basis, that is handling District money; and,
- (g) To present an annual District Financial Statement, reviewed by at least two District members, to the District Executive for approval, at least one month before the Annual Meeting of the District.

2.24 Senators:

- (a) To represent the District and its interests at all meetings of the Provincial Senate, and;
- (b) To act as a liaison between District 18 and the Social Unit each represents.

2.25 Communications Officer:

- (a) To prepare and distribute a newsletter to the District membership whenever the Executive deems it necessary;
- (b) To establish and maintain a District Website as required; and,
- (c) To communicate with the Provincial Communications Committee through the Committee liaison person.

2.26 Health Services and Insurance Officer

- (a) To assist the membership of the District with information regarding the RTO/ERO Group Benefits Program;
- (b) To study and advise the District Executive of such proposals re health insurance, car insurance and community housing, etc. as they affect or may be of interest to District members;
- (c) To recommend actions to the District Executive to support achievement of Provincial/District goals in this area; and,

- (d) To communicate with the Provincial Health Services and Insurance Committee through the Committee liaison person.
- 2.26 Membership/Recruitment Officer:
- (a) To receive the membership lists from the Provincial Office and reconcile the District membership list and the Provincial membership list;
  - (b) To investigate and recommend to the Executive ways and means of increasing Provincial and District membership;
  - (c) To make the District membership aware of the services available from the Provincial and District levels of RTO/ERO; and,
  - (d) To communicate with the Provincial Member Services Committee through the Committee liaison person.
- 2.27 Pension and Retirement Concerns Officer:
- (a) To inform members regarding pension and retirement concerns that affect them and their communities;
  - (b) To recommend actions to the District Executive to support achievement of Provincial/District goals in this area; and,
  - (c) To communicate with the Provincial Pension and Retirement Concerns Committee through the Committee liaison person.
- 2.28 Political Advocacy Officer:
- (a) To coordinate political advocacy with respect to issues that affect members;
  - (b) 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;
  - (c) To recommend actions to the District Executive to support achievement of Provincial/District goals in this area; and,
  - (d) To communicate with the Provincial Political Advocacy Committee through the Committee liaison person.

### **Article 3 - COMMITTEES: EXECUTIVE AND STANDING**

#### **3.01 Executive Committees:**

- (a) Awards Committee:
  - (i) The Awards Committee shall consist of the two Vice-Presidents who have the power to add two more members from the Executive if required.
  - (ii) The Awards Committee shall present the names of possible recipients of an RTO/ERO District Meritorious Service Award to the Executive for consideration and approval.
  - (iii) The District Executive may award an RTO/ERO pin to District Presidents on their retirement from office and a Meritorious Service Award to District members who, in the opinion of the District Executive, have given loyal service over a number of years.
- (b) Constitution Committee:



- (i) The Constitution Committee shall be Chaired by the Past President and composed of at least two other Executive members.
  - (ii) The Constitution Committee shall become 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.
  - (iii) The Constitution Committee will be able to make suggestions for changes that the District 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 to the Annual Meeting of the District.
  - (iii) The Chair is to ensure that any individual being nominated for any position is made aware of the duties inherent in that position.
- (d) Resolutions Committee:
- (i) The Resolutions Committee, chaired by the President, shall be composed of the District Executive.
  - (ii) The Resolutions Committee shall receive resolutions or recommendations from members of the Executive and from the Annual District Meeting for discussion and appropriate wording.
  - (iii) The Executive may forward resolutions to the Provincial Executive Director.
- (e) Social Units:
- (i) The District Executive, upon the recommendation of the Vice-President representing each of the geographical areas shall appoint a Social Unit Committee for that geographical Unit.
  - (ii) Social Unit Committees will be responsible for:
    - organizing all social activities for the members within that geographical area. Attendance at such activities is not restricted to the members of the Unit but is open to all members of District 18;
    - maintaining the Goodwill program; and,
    - recommending to the District Executive any charitable programs in the Social Unit's geographical area that might be supported by the District Executive.

- (iii) Funding support for Social Unit activities will come from the annual district rebate and will be provided as determined by the By-Laws of the District.
- (iv) Financial statements and invoices from individual Social Unit activities are to be forwarded to the District Treasurer for payment.

### 3.02 **Standing Committees:**

The District Executive may appoint Standing and/or Special committees, determine their composition, and establish their terms of reference on an as needed basis.

## **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 made by the District shall be made by cheque, signed by any two signing officers.
- 4.04 The signing officers shall be:
  - President
  - Vice-Presidents
  - Treasurer

## **Article 5 – By-Laws**

- 5.01 Policies and procedures of the District shall be established by By-Laws. 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.
- 5.02 By-Laws shall be established, amended, or rescinded as follows:
  - i) By consent of two-thirds of the District Executive provided that notice has been given in writing at least 14 days prior to the meeting;
  - ii) By unanimous consent of the members of the District Executive, previous notice not having been given;
  - iii) By majority vote of the members present at a duly constituted District Meeting provided that written notice has been given at least 14 days prior to the Meeting; or,
  - iv) By the consent of two-thirds of the majority of the members present at a duly constituted District Meeting, prior notice not having been given.
- 5.03 By-Laws as required shall be appended to this Constitution.

## **Article 6 – CONSTITUTIONAL SAFEGUARDS**

### **6.01 Amendments to the Constitution**

This Constitution 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 District Constitution shall be interpreted in a manner or in terms inconsistent with the Provincial Constitution, Bylaws and Policies of RTO/ERO nor in a manner nor in terms prejudicial to the best interests of RTO/ERO.

### **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 RTO/ERO and its committees.

### **6.05 Constitutional Precedence**

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

## **APPENDIX A**

### **OPERATING BY- LAWS**

- #1 In extraordinary circumstances decisions may be made by an e-vote of the District Executive – such e-votes to be confirmed at the next regular Executive Meeting.
- # 2 Whenever possible the office of District President will alternate between the two Social Units.
- #3 The District Nominating Committee should endeavor to ensure, insofar as it is possible, that adequate representation from each of the Social Units be maintained on the District Executive.
- #4 For each meeting of the Provincial Senate, the District President may be sent to the Senate as a District Observer at the District's expense.
- #5 A portion of the Annual Rebate to the District from the RTO/ERO Provincial Office shall be credited to the Social Units within 30 days of receipt from the Provincial Office and shall be used to support the Social Units' social activities. The amount available shall be determined on a full-

member per capita basis according to a formula that shall be determined from time to time by the District Executive.

- #6 Donations to charities within the District from the Annual Rebate shall not exceed 5% of the District grant.
- #7 A Meritorious Service Award may be presented annually to a District member when deemed appropriate under the terms of the Constitution. The Award shall consist of a certificate and a \$200 cheque payable to a charity chosen by the recipient. The criteria to be considered for this award are as follows:
- i) Length of service to RTO/ERO – note: service to the community will be considered if that service was seen as having an RTO/ERO connection and reflected positively on RTO/ERO;
  - ii) Service to the cause of the promotion of RTO/ERO and to the recruitment of new members; and,
  - iii) The development and implementation of RTO/ERO projects.

The charity donation cost of this award is to be shared equally between the District and the Social Unit to which the recipient belongs – the District assuming the cost of the framed certificate. Should the District Executive decide, upon recommendation from the Social Units, to make more than one award in any given year the maximum amount of the award the District will pay for charitable donations shall be \$200.

- #8 Social Units shall maintain a Goodwill program to communicate with Social Unit members who are hospitalized or convalescing, who are bereaved or whose families have suffered the loss of an RTO/ERO member, or who are celebrating special days such as a 90<sup>th</sup> birthday. Upon the recognition of the death of a full time member of RTO/ERO District 18, a card of sympathy will be sent to the family. ~~and a \$25 donation made to the charity of the family's choice.~~ **Amended by Unanimous Executive Vote August 2017.**
- #9 As of January 1, 2012 all monies accrued to the former Units will be set aside in the District Treasury in contingency funds for the individual Social Units. The Social Units will be permitted to draw on these funds for specific social activities upon request to the District Executive where, upon approval, the District Treasurer will execute a cheque upon receipt of the appropriate invoice. Any additional requests for funds for non-social purposes are to be drawn against a social unit's contingency fund.
- #10 A driver carrying out district business, attending executive or are authorized to attend committee meetings shall be paid mileage at the rate of \$0.35 per kilometer. If more than one attendee is carpooled, the

- rate for mileage will be set at the provincial level of mileage – currently \$0.50 per kilometre.
- #11 The funding costs of a District Executive Meeting shall not exceed \$200 which includes HST and gratuity. Costs over and above the funding amount and for alcohol consumed shall be assumed by the members attending the meeting
- #12 Both Social Units in District 18 shall operate a voucher system to encourage members to attend the various events organized for them. Any District 18 member who pays and attends any function sponsored by the District or the Social Units shall receive a voucher (value \$5) that may be redeemed against the admission/participation cost of any future District or Social Unit sponsored function. Only one voucher may be applied per member per event.
- #13 Under the supervision of the District Communications Officer, the District shall be responsible for creating, distributing, and funding a minimum of two newsletters each year in order to provide appropriate and timely information relating to the benefit of the members.
- #14 Annual rebates to the District from the RTO/ERO Provincial Office shall be assigned on the following basis:  
     71% to be retained by the District for District purposes  
     29% to be assigned for use by the Social Units to be on a full-member per capita basis.
- #15 In order to promote accurate record-keeping of all funds received and dispersed in the name of District 18, the conveners of social events are required to complete and file with the District Treasurer a Social Unit Financial Report as soon as possible after the event. The District Treasurer is not authorized to issue the cheque(s) required to finalize the account until a Report has been filed. Copies of the Form are available from the Chairs of the Unit Social Committees.
- #16 Surplus/Deficit in any Financial Year
- a) When there is a surplus, whatever portion of the three allotments is unspent is to be added to the reserves (accrued funds) of that particular fund.
  - b) When there is a deficit, that amount is to be taken from the reserves (accrued funds) where the deficit has occurred.
  - c) When there is a deficit in the district expenses that exceeds its combined current and reserves (accrued funds), the amount owing is to be paid by the social units, pro-rated according to membership.
- NOTE: By-law #16 added by the required majority June 4, 2013 AGM.

- #17 The cost of an executive member attending a social unit event shall be paid by the District.
- #18 Organizers of District or social events that are open to all members, are not required to pay attendance fees.